

Royalton Township Reorganizational Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
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24 March 2026  
Approved

6:07 p.m., 24 March 2026, Chair Jeff Schlaeger called the reorganizational board meeting to order with Supervisors John Graham and Pete Belland, Treasurer Jenessa Saumer, and Clerk Duane Swanson present. Deputy Treasurer Brenda Belland and Road Superintendent Dan Saumer were also present as were members of the public. The assembly recited the pledge of allegiance.

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

**General administrative detail**

Chair Schlaeger and Supervisor Graham were nominated for chair. Supervisor Belland moved, Chair Schlaeger seconded, to appoint Supervisor Graham as chair. The motion carried with two (2) "Ayes" and one (1) "Nay," with Supervisor Graham casting the negative vote. Supervisor Graham indicated he would accept the appointment. Former Chair Schlaeger continued as chair for the remainder of the meeting, as is customary in this township.

Supervisor Belland moved, Supervisor Schlaeger seconded, to appoint Supervisor Schlaeger as vice-chair. The motion carried unanimously. Supervisor Schlaeger indicated he would accept the appointment.

Supervisor Schlaeger moved, Supervisor Belland seconded, to set the regular board meetings for the last Tuesday of each month, excepting December, at 7:30 p.m. in the Royalton Town Hall, with the regular monthly planning commission meetings to be held on the same day at 7:00 p.m. in the town hall; further, the motion set 15 December 2026 for the December meetings. The motion carried unanimously. The clerk will post this schedule as required by law.

Supervisor Belland moved, Supervisor Schlaeger seconded, to designate the Pine City *Pioneer* as the official newspaper for the town, to designate posting locations as the town website and the posting board outside the town hall, and to designate Frandsen Bank and Trust of Pine City as the town depository. The motion carried unanimously.

Chair Graham moved, Supervisor Belland seconded, to set the 2026 road inspection date as the same day as the county-set board of appeal and equalization meeting and to further authorize the publishing and posting of the 2026 road inspection for 27 April 2026. The motion carried unanimously.

The board considered designating supervisor responsibilities for 2026: Supervisor Schlaeger moved, Chair Graham seconded, to appoint the following: Supervisor Belland as road supervisor; Chair Graham as building and grounds supervisor; Supervisor Belland as planning commission representative; Supervisor Schlaeger and Clerk Swanson as legal contacts and Supervisor Schlaeger as fire district representative. The motion carried unanimously.

**Wage and fee schedule**

Chair Graham moved, Supervisor Belland seconded, to set meeting pay for planning commission members and for the zoning administrator, one road equipment operator, and one deputy clerk at the board meetings at \$75 per meeting (same as 2025). The motion carried unanimously.

PB \_\_\_\_\_ JG \_\_\_\_\_ JMS \_\_\_\_\_ JS \_\_\_\_\_ DPS \_\_\_\_\_

Supervisor Schlaeger moved, Supervisor Belland seconded, to set the primary equipment operator pay at \$30 per hour (same as 2025) and the secondary road operator pay at \$24 per hour (same as 2025). The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to set the standard township hourly wage at \$20 (no change). This scale includes wages for election judges. The motion carried unanimously.

Supervisor Belland moved, Supervisor Schlaeger seconded, to set supervisor emergency pay at the standard township wage (no change), with the date and reasons appearing on the time sheet. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to set supervisor meeting pay at \$130 per meeting (no change from 2025). The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to set treasurer meeting pay at \$165 per meeting (same as 2025). The motion carried unanimously.

Chair Graham moved, Supervisor Schlaeger seconded, to set the treasurer's annual salary at \$2,000 per year (same as 2025), with a maximum of twelve (12) extra hours per month (up from 8 hours) at the standard township wage. The board discussed the treasurer's increased workload with state- or federally-mandated programs such as Minnesota Paid Leave, Earned Sick and Safe Time, and Family Medical Leave. The motion carried unanimously.

At the request of the clerk, the clerk's annual salary of zero (0) dollars will remain unchanged.

Supervisor Belland moved, Chair Graham seconded, to set the clerk's meeting pay at \$165 per meeting (same as 2025), with a maximum of sixteen (16) extra hours per month at the standard township wage. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to set the administrative assistant pay at \$20 per hour with attendance at board meetings to be included in hours. The motion carried unanimously.

Chair Graham moved, Supervisor Belland seconded, that all day training for board members remain at \$145 plus mileage. The motion carried unanimously.

Supervisor Belland moved, Supervisor Schlaeger seconded, to have secondary meeting pay remain at \$50 per meeting plus mileage. The motion carried unanimously.

Supervisor Belland moved, Supervisor Schlaeger seconded, to establish mileage reimbursement at the current federal rate (\$0.725 at the present time). The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to set zoning administrator first site visit pay at \$95 (same as 2025), to continue to reimburse mileage, and to continue a monthly stipend of \$70 to cover time for phone calls, thereby removing the need for the zoning administrator to keep track of time on phone calls. The motion carried unanimously.

PB \_\_\_\_\_ JG \_\_\_\_\_ JMS \_\_\_\_\_ JS \_\_\_\_\_ DPS \_\_\_\_\_

Chair Graham moved, Supervisor Belland seconded, to set the zoning administrator hourly wage at \$26 per hour (same as 2025). The motion carried unanimously.

Chair Graham moved, Supervisor Belland seconded, to have town hall rent for residents remain at \$50 plus a \$200 refundable damage deposit, to have town hall rent for non-residents remain at \$100 plus a \$200 refundable damage deposit and to have no charge for residential nonprofit organizations and residential veterans: the latter, however, requiring a refundable damage deposit. Discussion centered on whether these charges meet relevant township expenses. The rental agreement requires a renter to cover all damage costs if they exceed the deposit. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Belland seconded, to permit no brush cutting without authorization by a supervisor. The motion carried unanimously.

Chair Graham moved, Supervisor Schlaeger seconded, to permit no parts or other purchases over \$200 without approval of a supervisor. The motion carried unanimously.

Supervisor Belland moved, Supervisor Schlaeger seconded, to charge \$0.20 per standard photocopy for photocopy requests over 30 pages. The first 30 pages would be provided at no cost. The motion carried unanimously.

**Permit fee schedules**

The board discussed whether the current fee schedule covers town costs. Clerk Swanson noted that most do, except for site permits. The zoning administrator’s first site visit fee of \$95, plus mileage and potentially hourly charges currently exceed the \$100 fee. Supervisor Schlaeger moved, Chair Graham seconded, to increase all site permit fees to \$125, including permits for new residential structures, additions to existing structures, farm accessory structures and additions to farm accessory structures, culverts, driveways, and all other accessory permits including solar installations and signs. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to have public utilities permit for work in rights-of-way, remain at \$50. The motion carried unanimously. Supervisor Schlaeger moved, Chair Graham seconded, to have conditional and interim use permits remain at \$600. The motion carried unanimously. Chair Graham moved, Supervisor Schlaeger seconded, to have fees for duplicates of any permit remain at \$30. The motion carried unanimously.

The board discussed septic permit fees. In the absence of a recommendation from Septic Administrator Amy Thompson, Supervisor Belland moved, Supervisor Schlaeger seconded, to have regular septic permits remain at \$375, repair mound/septic permits to remain at \$150, septic fees for commercial systems (Types IV and V and any other commercial systems to remain at a one-time fee of \$500, plus inspector’s fees if additional inspections are required), septic fees for large commercial systems requiring quarterly, or other periodic operating reports, to remain at an annual fee of \$50. The motion carried unanimously, subject to future conversations with Septic Administrator Thompson. [See 24 March 2026 board meeting minutes for changes to septic fees.].

Chair Graham moved, Supervisor Belland seconded, to set variance permit fees at \$125 if no public hearing (up from \$100) and \$600 if a public hearing is required (no change). The motion carried unanimously.

PB \_\_\_\_\_ JG \_\_\_\_\_ JMS \_\_\_\_\_ JS \_\_\_\_\_ DPS \_\_\_\_\_

Supervisor Schlaeger moved, Supervisor Belland seconded, to have building permit fees remain as established by Resolution 2025-11, said fees established by Building Official Caleb Christenson and Building Inspector Dan Rydberg. A copy of the fee schedule to be part of these minutes.

**Training opportunities**

Supervisor Schlaeger noted the following training opportunities available in 2026: the Minnesota Association of Townships Spring Short Courses (for elected officials), the Minnesota Association of Townships online and in-person training sessions (for clerks and treasurers), clerk and head judge election training by Pine County auditor (required) and election judge training by county auditor for all judges (required).

At 6:49 p.m., Supervisor Belland moved, Chair Graham seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

John Graham, Chair/Supervisor

Jeff Schlaeger, Supervisor

Pete Belland, Supervisor

Jenessa Saumer, Treasurer