

Royalton Township Regular Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
Email: royalton@royaltontownship.com -- Website: www.royaltontownshipmn.gov
26 May 2026
Approved

7:45 p.m., 26 May 2026, Chair John Graham called the Royalton Township regular board meeting to order, with Supervisors Pete Belland and Jeff Schlaeger, Deputy Treasurer Brenda Belland, and Clerk Duane Swanson present. Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Administrative Assistant Teresa Luginbill, and Road Superintendent Dan Saumer also attended, along with members of the planning commission and the public. The audience recited the pledge of allegiance.

General administrative detail

Supervisor Schlaeger moved, Supervisor Belland seconded, to approve the agenda with the addition of campers, late-arriving bill, and correspondence. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to approve the minutes of the local board of appeal and equalization of 27 April 2026 as presented. The motion carried unanimously,

Chair Graham moved, Supervisor Schlaeger seconded, to approve the minutes of the road inspection of 27 April 2026. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to approve the minutes of the regular board meeting of 28 April 2026 as presented. The motion carried unanimously.

Deputy Treasurer Belland read her April report, noting that as of 1 April 2026, the township had a beginning bank balance of \$308,128.72 in the treasury. Deposits were \$9,248.92; disbursements were \$14,818.06, with an ending bank balance on 30 April 2026 of \$312,463.00. Outstanding checks were \$9,903.42 and a certificate of deposit in the amount of \$52,868.10 was in place, leaving a spendable balance of \$302,559.58. Chair Graham moved, Supervisor Schlaeger seconded, to approve the report. The motion carried unanimously.

Chair Graham called for discussion of checks #11878-11900 in the amount of \$11,421.27. Supervisor Belland moved, Supervisor Schlaeger seconded, to approve payment of the bills. The motion carried unanimously with Chair Graham, Supervisor Schlaeger, and Supervisor Belland voting "Aye." Clerk Swanson presented a late-arriving bill from Hawkinson Electric of \$95.00 for replacing the photocell on the outside security light. Chair Graham moved, Supervisor Belland seconded, to approve payment of the late bill. The motion carried unanimously with Chair Graham, Supervisor Schlaeger, and Supervisor Belland voting "Aye."

Planning Commission recommendations

The working planning commission had reviewed the three site permits for three new structures at 7440 Cabin Drive (PID 290114001) with the recommendation for the board to approve and sign. Clerk Swanson reported that an email from the Environmental Quality Board received on 26 May 2026 notified the township that a petition for an environmental assessment worksheet (EAW) on this

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property had been filed, that Royalton Township had been designated as the local government unit to complete the EAW, and that no further permits should be signed until a determination had been made if the project warranted an EAW. Joe Zappa addressed the board noting that the petition appears to mainly be concerned with water/well contamination from the driplines. Mr. Zappa noted that T-CAM Plumbing will be installing plumbing so that all water will go through pipes draining into a holding tank that will be pumped and the contents removed offsite in accordance with Office of Cannabis Management regulations. All these issues were addressed in the review and reissuance of Pine County's administrative permit for the project. The board authorized Clerk Swanson to discuss this issue with Pine County Administrator Kelly Schroeder and with town legal counsel.

Noting the planning commission's recommendations and with the concurrence of Septic Administrator Thompson and Zoning Administrator Kemen, Supervisor Belland moved, Supervisor Schlaeger seconded, to approve the site permit and the variance request of MN Land Holdings LLC for a new residence at 15131 Brunswick Road (PID 295092000), said variance to permit the septic system to be closer to the property line than permitted by the ordinance due to the configuration of the site and that the variance be granted without a public hearing. The motion carried unanimously.

Noting the planning commission's recommendation and with the concurrence of Septic Administrator Thompson and Zoning Administrator Kemen, Supervisor Schlaeger moved, Chair Graham seconded, to approve the minor subdivision request of Wendy Tchida, Roxanne Orvis, and Kay Johnson for PID 290292000 in accordance with a certificate of survey of Kroschel Land Surveyors, Inc., dated 9 April 2026 and to authorize the office to forward said approval to Pine County. The motion carried unanimously.

Supervisors reviewed the additional information supplied regarding the proposed minor subdivision of PID 290234000. By consensus, the board concurred with the proposed combinations of existing parcels and newly proposed parcels but will await receipt of affidavits documenting that these proposals had been legally accomplished before approving the minor subdivision.

Noting the planning commission's discussion regarding the proposed interim use permit for a campsite at 5271 Royal River Road (PID 295110000) and Adam Jenkauskis's testimony and written materials, Chair Graham moved, Supervisor Schlaeger seconded, to call a public hearing on the proposal for 6:00 p.m., 30 June 2026, in the town hall. The motion carried unanimously. The board requested written documentation from Pine County that it has no objection to this project as long as it does not impact the shoreland portion of the parcel.

The board reviewed a variance request from Gavin Viegel, 8738 Greeley Loop (PID 290357000) for approval to place a structure on an existing concrete slab that is too close to the property line of a county road. By consensus, the board tasked Zoning Administrator Kemen to review this request with Pine County before further review by the planning commission.

Zoning Administrator Kemen updated the board on Jackson Lee's application for an interim use permit to construct a seasonal recreational structure, with possible rental application, at 11945 State Highway 107 (PID 290068000). Mr. Lee confirmed that there will be only one residence on this parcel. This application will require a public hearing.

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The board considered responses to a number of citizen complaints regarding erba, Inc.'s cannabis operation at 7440 Cabin Drive. Supervisor Belland moved, Supervisor Schlaeger seconded, to authorize the office to respond with the summary statements discussed at the working planning commission meeting of 12 May 2026. The motion carried unanimously.

Zoning Administrator Kemen updated the board on the pending sale of 4668 Woodland Road (PID 290248000) and the prospective owner's possible construction of a barndominium.

Clerk Swanson reported that legal counsel had submitted a revised draft of the proposed zoning ordinance; Chair Graham declared that it will be discussed at the next working planning commission meeting.

Old Business:

Septic issues: The septic and garbage issues at 1995 Royal Heights Lane (PID 295231000) remain with Pine County.

Zoning issues: Regarding PID 290019001 (10696 Pine Bough Road), no updates have been received.

Supervisor Schlaeger has reminded the owners of 9451 Brunswick Road (PID 290157000) that the excess vehicles needed to be fenced or enclosed in a structure.

Road issues: The board reviewed the "Road Notes" spreadsheet and, by consensus, concluded the following: Gravel will be spread first on the roads designated for 2026; spot graveling on Pine Bough Road will be considered if there is left over gravel; Supervisor Belland will get quotes for culvert replacements on Raspberry Road North (Mike Saumer) and a potential culvert installation on a new field driveway (Mike Saumer) on Raspberry Road North as well as the possible reset of a culvert on Hummingbird Road and a cross road culvert on Hummingbird Road; ditching may be considered on the east side of Raspberry; and a sign noting that Royalton requires building permits will be erected on Sherwood Street at the Pokegama Township line. Clerk Swanson reported that Nessel Township has requested sieve analysis of Royalton's gravel provider; the office will send the specifications. Road Superintendent Saumer will reach out to Nessel road operators on this issue as well.

Road Superintendent Saumer reported that off road vehicles have been ripping up gravel on Apple Road. Supervisor Schlaeger moved, Chair Graham seconded, to send letters to the residents along Apple Road notifying them that this is a violation of Minnesota Statutes and perpetrators are subject to criminal penalties. The motion carried unanimously.

The board noted that there is to be no access to the Rock Creek Café from Apple Road, per the conditional use permit for the café.

Campus building issues: Clerk Swanson noted that the new website domain name is live. Supervisor Belland moved, Supervisor Schlaeger seconded, to accept Travis Kemen's recommendation that supervisors, planning commission members, and office staff have individual email addresses for official business. The motion carried unanimously. Supervisor Belland moved, Supervisor Schlaeger seconded, to approve Travis Kemen as website administrator, replacing Kent Bombard, at a cost of \$300 per year, subject to clarification of the administrator's duties and the ability of staff to update the website. The motion carried unanimously.

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Deputy Treasurer Belland reported that she and Treasurer Jenessa Saumer are working on finalizing the contract with ECE for fiber and telephone service.

Clerk Swanson reported Federated Co-ops had performed the annual leak test on the propane tank with positive results.

Clerk Swanson noted the summary of the fire district study in members' packets. The full report is available in the office.

New Business

Chair Graham moved, Supervisor Schlaeger seconded, to accept the maternity leave application of Treasurer Jenessa Saumer beginning 17 May 2026. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Graham seconded, to update the bank signatory list as follows: Authorized signatories: John Graham (chair/supervisor), Jeff Schlaeger (supervisor), Pete Belland (supervisor), Jenessa Saumer (treasurer), Brenda Belland (deputy treasurer), Duane Swanson (clerk), and Teresa Luginbill (administrative assistant). Remove from authorization: Andrea Anderson (former deputy clerk). The motion also includes notification that Brenda Belland as deputy treasurer will have full access to town accounts while Treasurer Jenessa Saumer is on maternity leave. The motion carried unanimously.

By consensus, the board asked Clerk Swanson to contact Troy Gilchrist (Town Law Center) about being township legal counsel and to request rates if his firm is accepting new clients.

Clerk Swanson presented notices of designation of certified building officials for Daniel P. Rydberg, Jr., as "Building Official, Limited" and Caleb Christenson as "Building Official for Non-Exempt Projects." Chair Graham moved, Supervisor Schlaeger seconded, to approve the designations and to authorize the office to sign and send said certifications to the Minnesota Department of Labor and Industry. The motion carried unanimously.

Clerk Swanson reported that the Minnesota Association of Townships has ceased its arrangement with Amazon Prime but that current townships enrolled in the project will be renewed for one year.

Supervisor Schlaeger noted that the road inspection had witnessed an increased number of parcels on which it appeared that people are living in campers, potentially in violation of township residency and septic rules. Troy Downing questioned the ordinance and was told the ordinance has very specific timelines.

Public Forum

Troy Downing asked where the minimum acreage issue stands.

Correspondence

Clerk Swanson shared that John DeGray has submitted an application to become Royalton's zoning administrator should that position become open.

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Chair Graham reported that the April report of building permits had been sent to the US census bureau.

A public hearing will be held at 6:00 p.m., Tuesday, 30 June 2026, to take public testimony on an interim use permit application for a campsite at 5271 Royal River Road.

The next regular planning commission meeting will be at 7:00 p.m., Tuesday, 30 June 2026.

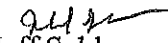
The next regular board meeting will be at 7:30 p.m., Tuesday, 30 June 2026.

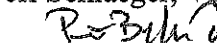
At 8:57 p.m., Chair Graham moved, Supervisor Belland seconded, to adjourn. The motion carried unanimously.

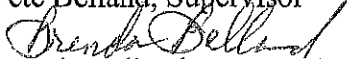
Respectfully submitted,


Duane P. Swanson, Clerk


John Graham, Chair


Jeff Schlaeger, Vice-Chair


Pete Belland, Supervisor


Brenda Belland, Deputy Treasurer