

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

7:33 p.m., 30 June 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 Theresa Luginbill, and Road Superintendent Dan Saumer also attended, along with members of the planning commission and the public. The pledge of allegiance had been recited at the earlier public hearing.

General administrative detail

By consensus, the board approved the agenda as presented.

Supervisor Schlaeger moved, Chair Graham seconded, to approve the minutes of the regular board meeting of 26 May 2026 as presented. The motion carried unanimously.

Chair Graham moved, Supervisor Belland seconded, to approve the minutes of the special board meeting of 23 June 2026 as presented. The motion carried unanimously.

Deputy Treasurer Belland read her May report, noting that as of 1 May 2026, the township had a beginning bank balance of \$302,559.58 in the treasury. Deposits were \$2,646.63; disbursements were \$11,421.27, with an ending bank balance on 31 May 2026 of \$297,349.47. Outstanding checks were \$3,564.53 and a certificate of deposit in the amount of \$52,868.10 was in place, leaving a spendable balance of \$293,784.94. Supervisor Schlaeger moved, Chair Graham seconded, to approve the report. The motion carried unanimously.

Chair Graham called for discussion of checks #11901-11932 in the amount of \$37,619.41. Supervisor Schlaeger moved, Chair Graham seconded, to approve payment of the bills. The motion carried unanimously with Chair Graham, Supervisor Schlaeger, and Supervisor Belland voting "Aye."

Planning Commission recommendations

Clerk Swanson reported that the three site permits for 7440 Cabin Drive had been signed by the township and the building permit for three new structures had been signed by the building official. He also reported that the site permit for 15131 Brunswick Road had been signed and the variance request approval had been filed with Pine County.

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 290234000 (Royalton Road) in accordance with a certificate of survey by Kroschel Land Surveyors, Inc., dated 9 April 2026, with the proviso that the three restrictive covenants joining parcels A and B and the remainder parcel to existing parcels be filed with the township. These covenants are outlined in an email from Attorney John Cabak to the township dated 5 June 2026. The motion further authorized the town office to file said approval with Pine County. The motion carried unanimously.

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Noting the planning commission's discussion regarding the proposed interim use permit for a campsite at 5271 Royal River Road (PID 295110000), Supervisor Belland moved, Supervisor Schlaeger seconded, to approve the interim use permit with the following changes to the draft findings of fact and restrictions: Restriction #4 – add a recommendation that signage identify the existing access point; restriction #6 – add that dogs be on a leash that is a maximum of sixty (60) feet long; restriction #9 – add “or motorized watercraft on the campsite parcel,” restriction #11 – add “with a review at the end of each season;” and add restriction #14 limiting days of operation to Memorial Day through the third weekend in October only. In addition, finding of fact #4a was amended to require the planting of two six-foot trees to provide additional screening from an adjacent property. The motion also authorized the town office to file said approval with Pine County. The motion carried unanimously.

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 authorized that a letter be sent to the applicant noting that, after discussion with Pine County officials, use of the existing slab will be denied due to its closeness to the road in order to safely operate road equipment. Zoning Administrator Kemen was asked to continue talks with Pine County about how far a new structure would need to be recessed to accommodate their safety concerns. It is likely that a variance will still be needed to place a structure on the parcel.

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). Administrator Kemen will continue discussions with the applicant.

Clerk Swanson reported that the proposed zoning ordinance update will be discussed at the next working meeting.

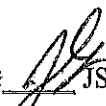
Old Business:

Septic issues: The board reviewed the 30 June 2026 septic report. Chair Graham moved, Supervisor Belland seconded, to send a reminder letter to the owner of 10001 Brunswick Road (PID 290136002) that their interim use permit required installation of a water meter and confirmation of an alarm hookup and to please forward documentation that these installations had occurred. Administrator Thompson and Clerk Swanson updated the board on the noncompliant inspection of the septic system at 11183 Country Drive (PID 290136002). 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 will again remind the owners of 9451 Brunswick Road (PID 290157000) that the excess vehicles need to be fenced or enclosed in a structure.

Road issues: Superintendent Saumer and Supervisor Belland reported on their culvert and ditching recommendations. Raspberry north requires one town culvert (existing driveway) and one owner culvert (new field driveway) to be installed on the east side to permit access to a field and to enhance drainage. Significant tree/brush removal and ditching are required on the west side of Hummingbird Road. The office will send letters to landowners affected seeking input and permission. Supervisor Belland will seek quotes for both projects. Tom Lundeen estimated about \$2,000 to remove

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the brush and trees. Clerk Swanson reported that Kyle Bowman had applied chloride to a portion of Cabin Drive and erected signs marking it. He also reported that Nessel Township has agreed to Royalton's proposal to gravel the west part of 540th Street. Superintendent Saumer will continue to coordinate with Nessel officials.

Campus building issues: Clerk Swanson noted that the new website domain name is live and that township documents can be updated with it. Deputy Treasurer Belland reported that ECE officials are seeking a meeting with town officials to finalize installation details of ECE fiber. Because of the recent filling of the propane tank, the board decided not to participate in Federated Co-ops summer fill special. Deputy Treasurer Belland reported that the bank signatory update is complete and renewal of the certificate of deposit should be on the July meeting agenda. There was no update on a new local legal counsel.

Clerk Swanson reported that fire district consultant Charles Smith has been invited to the July meeting.

New Business

Chair Graham moved, Supervisor Schlaeger seconded, to approve a 60-month total document management agreement with AIS/Advanced Imaging Solutions that includes a leased Sharp MX-3071 color and black copy/print scan device, toner, and maintenance and repair services at a cost of \$112 per month. Included in the monthly charge are 2,500 black copies and 500 color copies. The motion carried unanimously with Chair Graham, Supervisor Schlaeger, and Supervisor Belland voting "Aye."

Supervisor Schlaeger moved, Chair Graham seconded, to approve Resolution 2026-4 appointing elections judges for the 11 August 2026 primary election. The motion carried unanimously. Said resolution shall be part of these minutes.

Supervisor Belland moved, Supervisor Schlaeger seconded, to approve purchase of two 2026 township manuals at a cost of \$20 each. The motion carried unanimously.

Deputy Treasurer Belland and Clerk Swanson reported positively on their attendance at the Minnesota Association of Township's clerk/treasurer training session at Sandstone with MAT trainer Gussie Croup.

By consensus, the board concurred with Clerk Swanson's resolution not to purchase a 36" x 36" plat map of the township for \$199.00.

Supervisor Belland suggested that planning commission members Barb Dreyer and Jan Patterson and Administrative Assistant Teresa Luginbill study the current permit procedures and recommend areas of simplification and improved efficiency. The board agreed.

Public Forum

Public Forum was offered; no one spoke.

Correspondence

Clerk Swanson noted the population report from the state demographer's office that showed Royalton's population as of April 2025 to be 1090 individuals in 452 households.

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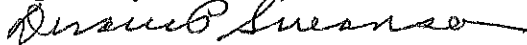
FYI

Chair Graham reported that the May report of building permits had been sent to the US census bureau, that the 2026 final compliance report on American Rescue Plan (ARPA) Funds had been submitted to the federal government, and that the updated building official appointment forms had been filed with the Minnesota Department of Labor and Industry.

The next regular planning commission meeting will be at 7:00 p.m., Tuesday, 28 July 2026.
The next regular board meeting will be at 7:30 p.m., Tuesday, 28 July 2026.

At 8:35 p.m., Supervisor Belland moved, Supervisor Schlaeger 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
