

REGULAR CITY COUNCIL MEETING
DECEMBER 11, 2025
7:00 p.m.
ROYALTON CITY CENTER

Call to order/Attendance

On roll call members present were: Weiss-Pesta, Sowada, Lanners, Verley and Cimenski.

People present: Tim Majaski, Planning and Zoning; Ted Vanhove, Fire Chief; Jason McDonald, Police Chief; Tom Kalis, Public Works Supervisor; Greg Gallus, Planning and Zoning; Rian Hofstad, City Administrator and Leah Walberg, Administrative Assistant.

Minutes

Lanners moved to approve the minutes of the regular City Council meeting on November 4, 2025, November 25, 2025 and December 2, 2025, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Planning and Zoning

Tim Majaski informed the council that he has talked with the owners of the Happy Dog Dispensary. They would like to apply for a Conditional Use Permit (CUP). Sowada moved to call for a Public Hearing for the Happy Dog Dispensary CUP on Tuesday January 6, 2026 at 7:15pm, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

The Gambling Ordinance #46 was reviewed with a rewrite from the city attorney. The council will look over the ordinance. Tabled until January 6, 2026.

Tim Majaski, who has been with Planning and Zoning since 1985, would like to resign. Sowada moved to approve the resignation of Tim Majaksi from Planning and Zoning effective January 31, 2026, 2nd by Cimenski.

Philip Martin, Bolton-Menk

Engineer Philip Martin, Bolton-Menk, via letter informed the council about the water tower project. The water tower was listed in the fundable range about of \$650,000.00, which allows the city to move forward with the project in 2026 if that is still the intent. At this time, the city is eligible for a low interest rate of 1%-2% and may qualify for grants as well. After some discussion about the project and the rising cost, Verley moved to move forward with the water tower project, 2nd by Lanners. Put to vote with all members voting aye. Motion carried.

Department Reports

Police Department—General report submitted.

Sowada moved to approve the positive performance review of Police Chief Jason McDonald with a wage increase to \$41.20 effective November 28, 2nd by Verley. Put to a vote with all members voting aye. Motion carried.

McDonald informed the council about the Executive Training Institute for Police on April 13-16, 2026 in St. Cloud, Minnesota. He will try for a discounted admission cost.

McDonald informed the council that the current police garage has mold issues due to the unsecured rotten windows. He is waiting to hear of the potential costs associated with it.

McDonald would like to use some of his unspent budget money from 2025 wages to use for the purchase of his 2025 Chevy Tahoe instead of using all the money from the 110 Designated fund.

Fire & Rescue—General Report submitted.

Fire Chief Ted Vanhove had conducted an interview. He requests hiring Justin Popp as a fire fighter. Verley moved to approve hiring Justin Popp contingent on background and physical, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Public Works—General report submitted.

Tom Kalis, Public Works Supervisor, submitted the request to attend the Waste Water refresher in St. Cloud on January 13-15, 2026 for \$400.00. Verley moved to approve the requested refresher course for Tom Kalis, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Kalis conducted and reported on the performance review of Peter Zimny. Verley moved to approve moving Peter to the next step wage of \$22.96, effective December 2, 2025, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

Verley moved to approve the positive performance review of Public Works Supervisor with a wage increase to \$33.66, effective November 21, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

City Office-No report submitted.

Due to the shortage in city hall staff, Sowada moved to approve paying out the lost 7.05 hours of vacation pay to Leah Walberg, 2nd by Verley. Put to a vote with all members voting aye. Motion carried.

Terri Deal-Hanson, Royalton Librarian would like to have the library painted. After reviewing the quotes, Verley moved to approve Colorful Concepts for \$3,832.28, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

The 2026-2027 AFSCME contract was reviewed by the council. Verley moved to approve the 2026-2027 AFSCME contract for the Administrative Assistant, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

There was some discussion about changing the city hall open office hours from Monday thru Thursday 8am to 4pm to an extended time. Lanners moved to approve changing the open office hours to Monday thru Friday 8am to 5pm, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

City Employee Health Care Benefits

The medical, life and dental insurance rates were reviewed. The council would like more time to ask questions of Deb Holthaus, Benefit Innovations about the policies and costs. Tabled to next council meeting.

Vacation Accural

The council would like to see consistency with vacation accruals for all employees and not just unionized. As indicated in the AFSCME contract it reads as follows, "*Any vacation time accumulated and unused in excess of one hundred sixty (160) hours at the end of the last pay period of the year shall be lost unless otherwise approved by the City Council to be carried over under special circumstances. Special circumstances will be reviewed on a case-by-case basis. Due to staffing needs for the preparation of the year end reports, during the month of December, no more than five (5) vacation days will be requested without prior approval by the employee's supervisor.*" Sowada moved to approve the language in the union contract for the personnel policy for all employees, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Fire Contracts

Verley moved to approve the 2026 fire contract with Langola Township, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Lanners moved to approve the 2026-2027 fire contract with Bellevue Township, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

2026 Tobacco Licenses

Verley moved to approve the 2026 Tobacco licenses for: Scotties Log Bar, Marathon, 10 Spot Bar & Lounge, Holiday Station Stores, and Bill's Superette, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

2025 Fund Transfers

The council reviewed the transfer file. Verley moved to approve transfers into the designated as presented with the exception of the PD Squad fund, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Verley moved to approve the transfers of funds out to the designated fund, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

2026 Council Meeting Schedule

The 2026 council meeting schedule was presented. A planning meeting for January 27, 2026 at 6:30pm was added to the meeting schedule. Sowada moved to approve the 2026 meeting schedule, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

2026 Fee Schedule

After some discussion on the 2026 proposed Fee Schedule which included the fees for retail Cannabis, Sowada moved to approve the 2026 Fee Schedule, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

Resolution 12-11-25-3, Accepting 2025 Donations

Verley moved to adopt Resolution 12-11-25-3, Accepting 2025 Donations, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

Tri-County Humane Society Contract

The Tri-County Humane Society would like to have a contract the city of Royalton to take care of the strays that are brought into their facility. Currently there is no contact with them. The council discussed the contract. No action was taken.

2026 Pay Scale

The 2026 Pay scale was presented with the 3% COLA increase at the beginning of the new year and a 4% increase at anniversary date for full time employees with the exception of Walberg. Verley moved to approve the 2026 pay scale as presented effective the first pay period in January, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

2026 Budget

After some changes to the budget and the levy the council the council was able to agree on the next year.

Resolution 12-11-25-1, Final Budget

Lanners moved to adopt Resolution 12-11-25-1, Final Budget, 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

Resolution 12-11-25-2, Final Levy

Verley moved to adopt Resolution 12-11-25-2, Final Levy, 2nd by Lanners. Put to a vote with all members voting aye. Motion carried.

Bills

Verley moved to pay all bills for voucher numbers' 40600-40671 in the total amount of \$101,433.22, 2nd by Sowada. Put to a vote with all members voting aye. Motion carried.

Added Agenda Items

- Lanners requested GPS reports from Police Chief Jason McDonald for the month of November.
- Sowada inquired about the status of the Safety Resource Officer (SRO).
- Verley inquired about the status of the part time Police Officer.
- Weiss-Pesta informed the council the Dr. Tessia Melvin will conduct the comp/class for the public works and police department in February.

Adjournment

Sowada moved to adjourn the meeting at 9:10 p.m., 2nd by Cimenski. Put to a vote with all members voting aye. Motion carried.

Leah Walberg

Administrative Assistant