

**Greenvale Township  
Board of Supervisors Meeting Minutes  
Thursday, March 16, 2023**

**Present:** Supervisors Tony Rowan, Dave Roehl, and Chairman Charles Anderson;  
Treasurer Wayne Peterson and Clerk Jane Dilley

**Others Present:** Scott Norkunas, Andy Anderson, Perry Collins, Mary Collins, Vicky Langer, Gregory Langer, Cindy Larson, Bruce Paulson, Ken Malecha, Linus Langer, Char Klemenhagen, Marcia Budin Simon, Kathy Kalow, Victor Volkert, Dean Odette, Duane Fredrickson, Terry LaCanne, Lorn Manthey, Lori Olin, Karen Sorenson, Rusty Kluver, Jeff Damm, Ed & Jess Bodnar, Bernard Budin, Ken Langslag, Tom Wirtzfeld, Jenn Welbaum, Brett Stadler, Bruce Heikes, Melanie Schmitt

**Work Session:**

Chairman Anderson called the work session to order at 6:30pm with the Pledge of Allegiance. The audience was reminded to silence their electronic devices. Please remain silent while in the audience. The February 16 minutes will be tabled until the following meeting. Rowan recommended a 9:30 end time to the meeting. There are a lot of agenda items to cover. The Board then reviewed the bank statement and claims for the month. The Board reviewed correspondence from the MN Department of Revenue. The 4th quarter withholding for 2021 contained an erroneous description and was applied to a sales and use tax within the Department of Revenue. Our tax withholdings were out of balance, and no report was filed for the sales and use tax deposit. Treasurer Peterson spent about an hour getting this all corrected. Rowan made a motion to adjourn; Anderson seconded. Motion carried 3 – 0.

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**Opening of the Meeting:**

Chairman Anderson called the regular meeting of the Board of Supervisors to order at 7:00pm with the Pledge of Allegiance. Anderson reminded the audience to silence their electronic devices and to speak only when invited to by the Board.

**Approve Agenda:** Anderson asked if there were additions to the agenda. None. Roehl moved to approve the revised agenda. Anderson seconded. Motion carried 3 – 0.

**Minutes:** Anderson made a motion to approve the February 16, 2023 Board of Audit minutes. Rowan seconded. Motion carried 3 – 0. The February 16, 2023 regular Board meeting minutes will be tabled until the next meeting.

**Guests:** Chairman Anderson introduced Mary Collins, President of Castle Rock Tree. She presented the new, handcrafted board table as a gift to Greenvale Township residents, family and friends of Greenvale Township. The lumber originated from trees along Foliage Avenue that were removed prior to the construction on Foliage Ave/County Road 23 (aka Cedar Ave). Matt Collins and brothers sawed the logs into lumber and then it dried for a year. Matt Collins spent over 100 hours handcrafting the table. This table has deep roots in Greenvale Township and will witness the growth of new roots in our community

**Citizens comments:**

Greg Langer addressed the Board. He is pleased to see the comment cards put back into use. They were introduced in 2019. Langer reminded the Board that Ashley Gallagher has been invited to the April board meeting to do a short presentation on the North Cannon River Watershed Management Organization (NCRWMO). Langer also asked the Board to return to the meeting room the Road Reports from previous years. He noted the pictures of past picnics are not on the website, hopes they have not been lost. Langer thinks the new Board table donated by the Collins Family is beautiful and agrees with Mary Collins' comments. Langer and his business partner Jim Estrem from the Northfield John Deere store donated the previous board table, the table in the office and gray chairs. He hopes they find good homes and would appreciate knowing their disposition.

**Clerk's Report:** Dilley reported that just two days ago this room was transformed from election headquarters to the annual meeting room. The amount of time for this transition is a bit tight. At the annual meeting, the citizens voted to start the 2024 annual meeting at 8:30pm. Dakota County is upgrading ePollbook equipment. The total price tag is \$364,000. The County will absorb 50% of the cost; 35% is allocated to townships and small towns with the remaining 15% allocated to school districts. Greenvale's portion is approximately \$280.00.

The results of the March 14 election are as follows: Supervisor - Charles Anderson 231, Gregory Langer 185, write in 1; Treasurer - Wayne Peterson 271, Linus Langer 147, write in 1. The Board of Canvass named Charles Anderson and Wayne Peterson the winners of their respective contests. After the seven-day contest period, if there are no challenges, Certificates of Election will be issued, and the Oath of Office will be given to Anderson and Peterson.

The township has been requesting vendors provide copies of emails. MNSpect estimates costs of around \$900 to do so. Anderson made a motion to approve the expenditure, Roehl seconded. Motion carried 3 – 0.

The Spring Training session of the Dakota County Township Officers Association will be held Saturday, March 18 at the Empire Maintenance Facility. Dilley RSVP'd yes on behalf of all board members.

**Treasurer's Report:** Wayne Peterson presented the Treasurer's Report.

checking account	
February 1, 2023 beginning balance	\$107,917.71
deposits	\$15,999.53
checks cleared	<u>(\$11,068.22)</u>
February 28, 2023 ending balance	<u>\$112,849.02</u>
less: outstanding checks	<u>(\$14,341.91)</u>
plus: deposits in transit	<u>\$1,173.66</u>
reconciled January 31, 2023 balance	<u><u>\$99,680.77</u></u>
savings account	\$251,274.96
CDs matured	<u>\$55,221.54</u>
Grand Total	<u><u>\$406,177.27</u></u>

The reports from the accounting system, CTAS, have a grand total of \$600 less than the bank records. The CTAS report was printed prior to the receipt of 3 safe harbor checks

that are included in the “deposits in transit” category. Anderson made a motion to approve the Treasurer’s report; Rowan seconded. Motion carried 3 – 0.

**Road Committee:** Jerry Bolton was not present, so Tony Rowan made the road report. Primarily focused on getting snow off the roads. When it dries up some they’ll drive the roads to see where rock may be needed. Supervisor Anderson had a list for the Road Committee: 1) wants to see the Road Committee meet quarterly; 2) we need to send out gravel quotes; 3) the Road Committee should meet before the April Board meeting, open the quotes and make a recommendation to the Board; 4) develop a plan to pull the ditches in and rebuild the crown; 5) how much gravel is needed and where; 6) need a plan for chloride – how much and where; 7) approve funds for a bus for the Road Tour and pick a date. Last year Anderson paid out of pocket for the bus – cost about \$650 and it worked out well. Anderson made a motion to approve funds for a bus; Rowan seconded. Motion carried 3 – 0.

Road agreement with Rice County is ready for signature. Anderson made a motion to approve the agreement, Rowan seconded. Motion carried 3 – 0.

Clerk will send out requests for gravel quotes.

Dean Odette was asked to join the discussion on County Road 90. Anderson created a petition for the County to make changes to the road and signed it as a Supervisor as he’s received many complaints. Safety is the primary concern. In August, Dean Odette and Jack Gust took the petition a step further and specified the changes requested to the road, include the development by Stantons and started collecting signatures. There will be an invite later on in March or April to gather for a discussion at the Town Hall with Dakota County Commissioner Mike Slavik. Odette says there is federal money available to help with projects like this, that’s why he’s pushing it. Anderson sent an email to Commissioner Slavik and Todd Howard of Dakota County Highway Department remarking about the dangerous conditions on the road. Odette read the response from Slavik stating that County Road 90 would be turned back to the township sometime in the next 20 years. There are no plans in place in the five-year capital plan to make changes to County Road 90 and offered a meeting to discuss. This may include accelerating the timeline for turning the road back to the township. He suggested the township work with Todd Howard to see what minor improvements to the road could be made to increase safety this year. Anderson emphasized at no time has he requested to take over the road.

**Planning Commission:** Ken Malecha reported the Planning Commission met on March 9. There were two zoning requests and five applications under the Nonconforming Land Use Ordinance. The first zoning request was a subdivision and transfer building rights request from the Budin family. Rowan moved to approve the request; Anderson seconded. Motion carried 3 – 0. The second zoning item was a request from Circle City Outdoor Advertising for two signs along Highway 19. A Public Hearing is scheduled for 2:00 on Monday March 20, to be followed by a Planning Commission meeting and next by a Board of Supervisors meeting. Duane Fredrickson and Terry LaCanne joined the discussion. Fredrickson indicated he requested a fast track for this public hearing so his request can be presented to the Minnesota Transportation Department before the spring construction season. The signs are single pole and designed to withstand 110 lbs of pressure per square foot. He is proposing two signs. MNDOT requires 350' between signs. The property has 345' of frontage on the highway. He plans to install the signs on the western edge of the property. He does not intend at this time to light the signs but like the flexibility to do so in the future. Anderson said the costs have been determined to be between \$900 - \$1,200, and therefore we will need a check before proceeding. Anderson made a motion to approve this to move forward; Roehl seconded. Motion carried 3 – 0. Malecha requested approval to discuss aspects of this request with Attorney Couri. Rowan so moved; Anderson seconded. Motion carried 3 – 0.

The five applications for Legal Nonconforming Land Use were reviewed.

1. The application from the Laurie Heikes Trust was reviewed. There was an open item from the Planning Commission – an equipment list, which has been provided and is part of the resolution. The land uses are inside and outside storage, training center and entertainment venue on PID 16-02000-50-018. The Planning Commission recommends approval of this request. The Board was presented with Resolution 2023-14 to approve this application. Anderson moved to approve; Rowan seconded. Motion carried 3 – 0.
2. The application from Russ Hoheisel was reviewed. The PID is 16-00300-77-017 and the land use supports his licensed general contractor business. The application included identification of the buildings, equipment used in the business and the number of employees. Malecha presented the Board with Resolution 2023-17 to approve this application. Couri asked if there was a map identifying outdoor storage. Yes, Malecha shared the map with Couri. Rowan made a motion to approve; Anderson seconded. Motion carried 3 – 0.
3. The application from Ken Langeslag for PID 16-02900-50-030 was reviewed. Langeslag does indoor car and boat storage. Malecha presented Resolution 2023-18 to the Board to approve this

application. Also uses the shop for personal woodworking. Anderson made a motion to approve the application; Rowan seconded. Motion carried 3 – 0.

4. The application from Bill Mueller was reviewed for PID 16-00200-50-015. Bill has a glass and screen repair company. Malecha presented the Board with Resolution 2023-16 for approval. Anderson made a motion to approve; Roehl seconded. Motion carried 3 – 0.
5. The last application reviewed was from Jeff and Amber Damm for PID 16-01500-50-011. The land uses are an education center, short term rental, a demonstration garden and a horticulture operation (landscaping). Malecha presented the Board with Resolution 2023-15 to approve the application. Anderson moved to approve; Rowan seconded. Motion carried 3 – 0.

In January the Planning Commission made a change to its Policies and Procedures Manual to address the need for ongoing updates to the Building Rights Entitlement Study (aka “the green book”). Malecha provided a redlined version of the manual asked the Board to approve the update. Rowan made a motion to approve; Anderson seconded. Motion passed 3 -0.

Malecha reported that two proposals were received by Dakota County Community Development Agency (CDA). WSB and Bolton & Menk both provided. The decision is the CDA’s but shared with us the WSB proposal was over budget; Bolton & Menk was within budget.

**Building/Grounds:** Roehl reported the application was submitted for a grant to fund our annual Clean Up Day, scheduled for July 15, 2023. John Exner has forwarded it to his boss. Roehl expects to hear soon if the grant will be made. The next topic was chairs for the Board table. It was noted what bad shape the chairs were in when used by the election judges earlier in the week. Anderson noted Dilley needs a new chair. She said she would buy her own and take it with her when she leaves. Anderson made a motion for Clerk Dilley or her designee to get prices for board chairs. Rowan seconded. Motion passed 3 – 0.

At the annual meeting, the parking lot was discussed. Our population is aging and we need it to be safe and more welcoming to persons who need assistance walking – cane, walker, wheelchair. It is near impossible to move a walker through the parking lot as it is. Anderson suggested a concrete or asphalt surface along the front of the building. Rowan said when the County comes back to do the overlay on 320<sup>th</sup> we may be able to get some asphalt. Rowan will follow up. Anderson said we need more handicapped parking signs.

He may have a couple leftover from a project done by his business; if so, he will donate them. There are posts already in inventory in the back. Need to investigate if there is grant money available to assist with this.

**Old Business:** Treasurer Peterson reported that we went to Castle Rock Bank and signed up for credit cards. They should be issued in about 10 days. The card comes with a credit limit of \$25,000 each; it can be reduced after the cards are issued. Discussion about credit limit - \$2,000 - \$3,500? Going with \$3,500. Anderson made a motion to have a credit card limit (each) of \$3,500. Roehl seconded. Motion carried 3 – 0.

Township owned email addresses: Eric Christianson has been doing some research on the existing email system, which is web-based. Once he received the admin password from Donavin Prescott, he was able to amend the maximum size on the email server from 80 MB to unlimited. Christianson will now begin assigning email names/addresses and presenting same to the officers. Officers will select their own password, but it must be shared with Christianson. Since the email system is web-based, it is relatively to create periodic archives. There is not an “app” for email. Will need to set up a link for people to have easy access.

**Audit:** We are not making any progress with the Office of the State Auditor. Anderson talked to Couri who suggested we look at hiring a firm to do the audit for us – financial and procedural. The other option is to drop the audit, but that is not what most citizens want. We could use internal resources, but the whole idea of an audit is to have a disinterested third party do the work. Victor Volkert remarked that he brought this suggestion forward several months ago – talk to neighboring townships who have engaged a firm to do an audit. Couri concurred with this suggestion. There is a small number of firms that have expertise in municipalities. Linus Langer suggested having someone from Minnesota Association of Townships (MAT) address any confusion or questions the public may have. Anderson said we are past that point. Dilley suggested we get more precise in defining our scope. This will aid in pricing audit services accordingly. Melanie Schmitt indicated she has experience in this field. One option would be to advertise with the League of Minnesota Cities, and audit firms would approach us with proposals. Schmitt indicated a willingness to work with Dilley on this. Anderson made a motion for Dilley to start working on this; Roehl seconded. Motion carried 3 – 0.

**New Business:**

Northfield Area Fire and Rescue Services (NAFRS) – Dean Odette was invited to the table. Tom Sorem was not able to attend tonight; and unfortunately we did not have the information we needed for the annual meeting. Odette suggested at the annual meeting we increase the levy by \$1,000. The actual increase is much greater. The total we will owe to NAFRS in 2023 is \$31, 263. Increase in costs result from hiring a full-time fire chief and everything in the fire and rescue industry has gone up substantially. Odette said they are moving to a taxing district methodology in 2024 - 2025. Currently the rural association includes 7 townships plus the cities of Northfield and Dundas. Instead of separate entities, there would be one Fire District Board. The Board already indicated we could absorb the increased amount for one year without further increasing the levy. However, the citizens need to be informed of this. Anderson made a motion to do a communication to the public; Rowan seconded. Motion carried 3 – 0.

Audio/Visual Support for Remote Attendance: Eric Christianson has been working with our existing equipment and believes he can manufacture a system that will allow a remote attendee to see the other members of the governing body, and the governing body and the public can see the remote attendee. Not quite baling wire and duct tape, but a lot of connections. Our existing arrangement has a renewal date in December 2023 so we have time to research a better alternative.

Sheriff's Department Open House: Dakota County is looking at options for funding additional rural deputies. Dakota County does not have the ability to create a taxing district. One deputy on staff is paid through a grant that will expire next year. Audience member Karen Sorenson had her property tax statement with her. The taxes to Dakota County were \$859 – what is that for? Easily half of that amount is for human services, but would also include roads and law enforcement.

City of Northfield annexation proposals: There are two proposed annexations under a joint powers agreement. Anderson suggested Couri review the annexation agreements and the agreements be forwarded to the Planning Commission for review. Anderson so moved, and suggested we ask Northfield pay our legal costs. Roehl seconded. Motion carried 3 – 0. From the audience, Scott Norkunas asked what Northfield's timeline is. Ken Malecha reported he talked to Ben Martig, City Administrator, who said the township was approached a couple years ago but rebuffed. The City already owns both parcels that are part of the annexation agreements. One is a five acre parcel by the hospital



where a new water tower is proposed. The other parcel is part of the Hauberg Woods on the east side of the township.

Glenview Estates: Lorn Manthey was accompanied by Karen Sorenson, Lori Olin and Melanie Schmitt. He thanked the Board for the opportunity to address the Board and thanked the Board for the good job of plowing at Glenview Estates this winter. On average, each household in Glenview Estates pays about \$800 a year to the township. The township collects around \$16,000 per year from Glenview. Glenview is interested in continuing the snowplowing arrangements. No other road maintenance is requested of the township. Average number of plowable events in a winter is generally twelve. The Board would like to take some time to think about this. The Road Committee may want to chime in. Jen Welbaum asked to address the Glenview Estates attendees. She encouraged residents to join other township residents at the annual picnic in September.

Data Requests: We are getting an increase in the number of data requests. As a small size township, we are not required to follow the Data Practices Act even though we are in the seven county Metro area. However, we do want to provide citizens with the information they request. Requests need to be made in writing. Minimum fee is \$25 plus \$.25 per page for copies. Any time spent in excess of an hour would be charged \$25. An estimate will be provided before any work begins. Rowan made a motion, Anderson seconded. Motion carried 3 – 0.

Reorganization will take place at the next meeting. Rowan will check with Road Committee members to see if they are interested in staying on the Committee. Anderson would like to initiate a Broadband Committee again. Volunteers are needed for the picnic, and the Clean Up Day. The Planning Commission Policies and Procedures Manual established terms for members. One member's term is up at the end of April. The Clerk will invite that member to re-apply and we will send out a letter notifying the citizens of the opening and request applications from those interested in applying. Anderson made a motion to have a letter sent to the citizens that informs them of the increase in upcoming fire costs, the opening on the Planning Commission and alert people to the need for help on the other committees.

There are training courses sponsored by MAT around the state. Our people will likely attend the session in Rochester.

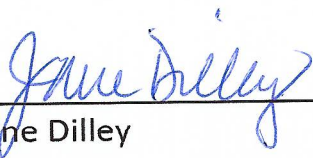
Karen Sorenson spoke from the audience. Thanked the Board for their leadership, a lot got done tonight and she appreciates the atmosphere.

Charles Anderson thanked the election judges – especially the head election judges – for a job well done at the recent election. We had nearly 400 voters. Dilley added that watching the Paulson and the Brockman/Evenson families do set up was like poetry in motion or a silent movie. Everyone knew their role and performed accordingly. The last two elections were set up in an hour and a half. Impressive! Bruce Paulson added we are truly fortunate we have so many residents who are willing to serve as election judges. This is not the case in all townships.

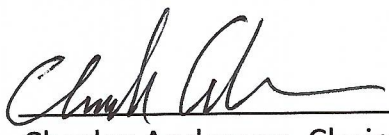
**Payment of claims:** Treasurer Peterson and Clerk Dilley approached the Board table to sign checks.

**Adjourn:** Anderson made a motion to adjourn. Rowan seconded. Motion carried 3 - 0.

Submitted:

  
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Jane Dilley  
Town Clerk

Approved:

  
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Charles Anderson, Chairman  
Board of Supervisors