

**Greenvale Township
Board of Supervisors Meeting Minutes
Thursday, May 18, 2023**

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

Others Present: Andy Anderson, Gregory Langer, Mary Collins, Perry Collins, Linus Langer, Ken Malecha, Cindy Roehl, Dean Odette, Bernie Budin, Bruce Paulson, Lorn Manthey, Terry Mulligan, Victor Volkert, Tom & Bev Wirtzfeld, Mike Slavik – Dakota County Commissioner, Bobbi Bolton, Ronald Heickert, Chad Bolton, Kurt Hembd, Linda Wasner and one illegible signature.

At 6:00 Chairman Anderson called the work session to order with the Pledge of Allegiance. Changes to the agenda were discussed. Supervisors reviewed the claims for the month. Anderson made a motion to adjourn the work session; Rowan seconded. Motion carried 3 – 0.

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 asked for a few moments of silence to remember longtime resident Ella Mitchell who recently passed away.

Anderson reminded the audience silence their electronic devices and to speak only when called upon or invited to by the Board.

Approve Agenda: Rowan moved to approve the agenda with the changes discussed at the work session. Anderson seconded. Motion carried 3 – 0.

Minutes: The March 20, 2023 minutes were reviewed. Anderson made a motion to approve. Roehl seconded. Motion carried 3 – 0. The April 20, 2023 recessed, and April 24, 2023 reconvened meeting minutes were reviewed. Anderson made a motion to approve. Roehl seconded. Motion carried 3 – 0.

Guests: Dakota County Commissioner Mike Slavik was present. The County Transportation staff and Slavik have proposed a meeting outside of a regularly scheduled Board meeting to meet with the Board and the public about the 2040 Dakota County Transportation Plan, road construction and other issues in the township. The meeting will be Tuesday, June 6, 2023 at 7:00 at the Greenvale Town Hall.

Citizens comments:

Chad Bolton remarked that he is not familiar with the use of the term “PID” used at Planning Commission meetings. He also noted he is seeing wild parsnip crop up in the ditches and wonders how the duties formerly handled by Jerry Bolton will be handled.

Greg Langer supplied two comment cards to the Clerk. His first comment relates to the annual Road Improvement Committee reports and asks that the reports be returned to the resource table. His second comment is regarding his removal from the North Cannon River Watershed Management Organization (NCRWMO) on which he served for 10 years. He feels his contributions to the NCRWMO were productive and reliable, did so without compensation and further served as part of Minnesota’s One Watershed One Plan organization. He is concerned he was removal was unwarranted and done without discussion.

Linus Langer pointed out an error in the previous Board minutes – the minutes say the Township Attorney approved of the building right granted to Patrick Rose who owns a parcel on Holyoke Ave; he was at the meeting and said there was a lot of discussion, but the attorney did not approve the building right. Langer said the Board does not have the authority to create or add building rights and believes it was an error to grant the building right to Patrick Rose. He further explained to Chad Bolton that “PID” stands for Property Identification (Number).

Clerk’s Report: Dilley put the folder with new chair options on the board table for the Supervisors to review. Two must have features: 1) adjustable arm rests so the new board table is not damaged, and 2) adjustable seat height. Anderson made a motion that Dilley is authorized to purchase 6 chairs at a maximum cost of \$300/each. Roehl seconded. Motion carried 3 – 0.

Dilley spoke with Melanie Schmitt who is drafting a Request for Proposal (RFP) for the township's consideration to solicit firms interested in performing an audit. A financial audit is straightforward. What is not straightforward is a procedural or operational audit, so this is where we need to narrow our focus. Schmitt asked about procedures in place – nothing is committed to writing. Dilley has been drafting procedures and will share them with Treasurer Peterson as they are completed. At this point we have nothing for an auditor to audit against. Dilley suggests we use an audit firm to give an opinion on the adequacy of procedures once they're written.

Previous discussions about pay technique and frequency for Board and Planning Commission members – Dilley talked to Mike Couri. Neither Couri nor Ruppe advised Waterford Township on their technique of using a roster method for initiating pay. Perhaps the Minnesota Association of Townships (MAT) provided guidance. Dilley will check with MAT before implementation. Some people have indicated they're not interested in being paid. This is not an option for "employees" i.e., Planning Commission members. The township must issue pay. Employees can make donations to charitable organizations if they wish – or not cash the checks, which creates an operational problem for the township. This method will cover meeting attendance only – any additional hours submitted by the Clerk, Treasurer or the Planning Commission Chair would be documented on individual claim forms.

At the reorganization meeting, the compensation for training – half day and full day – was in error. Anderson made a motion to set half day training pay at \$100 and full day training pay at \$200. Rowan seconded the motion. Motion carried 3 – 0.

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

checking account

April 1, 2023 beginning balance	\$ 90,177.99
deposits	\$ 3,382.49
checks cleared	\$ (21,338.66)
April 30, 2023 ending balance	<u>\$ 72,221.82</u>
less: outstanding checks	<u>\$ (27,067.00)</u>

plus: deposits in transit	\$ 3,525.12
reconciled April 30, 2023 balance	<u>\$ 48,679.94</u>
savings account Castle Rock Bank	\$ 251,908.31
CDs Community Resource Bank	\$ 55,221.54
Grand Total	<u><u>\$ 355,809.79</u></u>

Within the CTAS accounting system, Peterson recommends moving \$25,000 into the General Fund and \$15,000 into the Roads/Bridges Fund. The Investments Fund would be lowered by \$40,000. Anderson made a motion to approve these recommendations. Rowan seconded. Motion carried 3 – 0.

At the bank, Peterson recommends moving \$20,000 from savings into checking to make sure we have adequate cushion for the claims being paid this month and in June. Anderson made a motion to approve this recommendation. Roehl seconded. Motion carried 3 – 0. This transfer can be done by phone with both Peterson and Dilley talking with our banker.

Rowan moved to accept the Treasurer’s Report, Anderson seconded. Motion carried 3 – 0.

Peterson reported there were American Rescue Plan Act (ARPA) Funds reports due and shared copies of the receipts and disbursements of ARPA funds he submitted. We have about \$7,900 of APRA money left to spend. CTAS records for the ARPA fund changed from December 31, 2022 to January 1, 2023 with funds on paper moving into the Greenvale Tidy Town (Clean Up Day) fund. Peterson will investigate and correct.

Rowan made a motion to approve the claims reviewed at the work session. Anderson seconded. Motion carried 3 – 0. Checks will be signed after the items on tonight’s meeting have been completed, but before adjournment. The Board signed reports covering claims, payroll, the CTAS Cash Control Statement and a Statement of Receipts, Disbursements and Balances.

Road Committee: At the April Board meeting, the liaison to roads moved from Rowan to Anderson. Jerry Bolton stepped away from his role as Road Superintendent. Anderson will fill that position. He has been doing the weekly road tour.

Anderson has received two complaints about traffic on Garrett Ave. Garrett has become an unauthorized detour route due to the construction on County Road 86. Anderson wrote a letter to the road contractor, as directed by the County, indicating traffic has increased by over 200 vehicles per day and to consider closing the road. The road cannot be closed, but signage can be increased and indicate this road is for local traffic only. Physical location of the signage may discourage truck traffic. With proper signage, the Dakota County Sheriff can ticket drivers who are not local. It was noted there is signage on Scott County Road 46 (frontage road to I-35) about the County Road 86 detour but once in the roundabout itself, there was no signage indicating what route to follow. This has been remedied.

When gravel is added to 290th St W from Eveleth Ave to Foliage Ave (Cedar), the County will come in and apply chloride to 290th and Garrett Ave. Holyoke Ave should get a couple inches of gravel this year as it is in poor shape. From County Road 86 to 295th St W on Holyoke is 1.5 miles. After that we have exhausted our budget for gravel. Anderson said Anderson Rock & Lime is currently hauling agricultural lime and our gravel will have to wait until they are done with that. Then we can apply chloride.

Rowan asked about how much gravel was put down on Eveleth Ave. Parts of the north end of Eveleth received 4" of gravel and it tapered down to 2" on the southern end for a cost of \$25,000. Eveleth Ave is 3 miles long.

Dust control is very expensive this year. Anderson is looking at alternatives to Envirotech who has supplied chloride in the past. Anderson reported surrounding townships are changing their approach to chloride and having homeowners pay for chloride in front of their homes. We may need to adopt this approach next year.

There is a hole in the road on 315th St W near the culvert and is currently marked with orange cones. It looks like a vehicle may have driven over the edge of the road crumpling the culvert, which needs replacement. Anderson was hoping to have a price quote from TJ Grossman for this meeting, but that information is not yet available. The culvert is 24" by 46'. Neighborhood resident Bruce Paulson reports the road is prone to flooding during heavy rains – not at the culvert, about 100' east of the culvert. Wondering if we can get a bigger culvert. Is this a DNR protected waterway?

Anderson met with the members of the Road Committee, and all are interested in staying on. The Board confirmed the members are volunteers and it is an unpaid position. Dilley asked if there were defined responsibilities of the Road Committee – something to consider for the future.

The road contractor contract ends in July, so request for quotes needs to be sent. Anderson made a motion to solicit road contractor quotes. Roehl seconded. Motion carried 3 -0. Dilley will send out letters.

Anderson turned the discussion over to Rowan regarding weeds. Rowan has been handling weeds for five years and will happily turn it over to someone else. Anderson said he has never agreed with the philosophy of weed spraying being done by a supervisor – liability and safety. Anderson will take over responsibility for weeds. Rowan and Anderson will mark the usual spots for wild parsnip. Anderson will have the spraying done professionally. Rowan typically sprayed in late June and again in the fall. It helps to mow the ditches before they bloom. Anderson made a motion we have wild parsnip sprayed professionally. Roehl seconded. Motion carried 3 – 0.

Planning Commission:

Ken Malecha reported on the May 11 Planning Commission (PC) meeting. This was new PC member Steve Wickelgren's first meeting. Norkunas was elected as Vice Chair.

The PC reviewed an application from TJ Olson for a 32' x 40' non-ag shed and recommends approval by the Board. Rowan so moved; Anderson seconded. Motion carried 3 – 0.

There was a zoning inquiry from Paul Weitz, DVM who is interested in opening an equine veterinary facility/clinic. There are five veterinarians in his practice, which is primarily a mobile operation. He does not want to start an animal hospital or board horses. The facility he has in mind would be a place where he could perform procedures requiring a clean area or for exams during the winter. Harry Davis from Bolton & Menk was on hand and believes this could be allowed under the township's ordinances. He will do further work on this and Dr. Weitz will return to the PC in June.

In addition to Harry Davis, Frannie Nielsen from Bolton & Menk was present. Together they represent the team Greenvale will be working with to bring the township's ordinances into agreement with the provisions of the 2040 Comprehensive Plan. Davis felt there was some leeway in the grant where we could expand the undertaking to go beyond the Comp Plan, perhaps by addressing areas that are causing us issues such as definitions. Members of the PC were tasked with getting their questions and issues to Bolton & Menk so they can be discussed when Bolton & Menk returns in June. We will work out a timeline that will allow adequate time for discussion, obtain public input and move forward to a December 2023 completion date.

The PC reviewed four applications under the Nonconforming Land Use Ordinance.

1. The application from Ohmann Farms, Inc. was reviewed. The business is commercial trucking with one semi and two trailers on PIDs 16-01500-77-010, 16-01500-76-010 and 16-01500-75-011. The PC recommended approval of this request with a 5 – 0 vote. The Board was presented with Resolution 2023-24 to approve this application. Rowan moved to approve; Anderson seconded. Motion carried 3 – 0.
2. The application from Ed Holt was reviewed. The PID is 16-02400-03-010 for a commercial trucking business with one truck, one trailer and two antique trucks. The PC recommended approval of this request with a 5 – 0 vote. Malecha presented the Board with Resolution 2023-25 to approve this application. Rowan asked about how far from the road Holt's

vehicle is parked. Must be outside of the easement. Holt has been parking in this fashion for years. Anderson made a motion to approve; Roehl seconded. Motion carried 3 – 0.

3. The application from Ron Heickert for PID 16-01000-75-012 was reviewed. Heickert has an automotive repair and restoration business, indoor storage and outdoor storage of 3 items – boat, vehicle and camper which covers about an acre as shown on the map. In addition to Ron, his son works with him. The PC recommended approval on a 5 – 0 vote. Malecha presented Resolution 2023-26 to the Board to approve this application. Rowan made a motion to approve the application; Anderson seconded. Motion carried 3 – 0.
4. The application from Jane Dilley for PID 16-00100-01-010 was reviewed. Dilley does indoor and outdoor storage. The PC recommended approval on a 4 – 0 vote with Malecha abstaining as he rents one of Jane’s sheds. Malecha presented Resolution 2023-27 to the Board to approve this application. Anderson made a motion to approve the application; Roehl seconded. Motion carried 3 – 0.

Anderson called the Board’s attention to the poster sized Post it Notes on the north wall of the Town Hall. This is a collection mechanism for ideas and questions about the ordinance issues we may be having and potential solutions.

Building/Grounds: Roehl reported the township’s application for a grant has been completed and returned to the County for the July 15, 2023 Clean Up Day. The volunteer sign up form will be added to the website soon, but there are printed versions on the table as you enter the meeting room.

Anderson addressed paving the parking lot. To do the front row of parking, it is over \$9,000, and we don’t have the budget for this. Would need to add it to next year’s levy. Rowan suggested we look at recycled blacktop. Dilley said as someone who has recently used a walker, there are two problems in the parking lot: muck and very irregular surface. Rowan said recycled blacktop sets up pretty well. Anderson will get a quote from TJ for recycled blacktop.

Anderson will drop off a handicapped parking sign to be installed on the east side of the entrance sidewalk. Eric Christianson said if we were to add a third handicapped parking space, another parking space would need to be devoted for a loading area.

Old Business:

Eric Christianson discussed township issued email addresses. The email system is up and running. The Clerk and Treasurer are set up. Christianson needs to meet with each Supervisor to get things set up so the email accounts can be accessed by phone or tablet or directly from the internet.

Comment cards were discussed. Citizens have the opportunity to address any topic they wish at the beginning of the meeting. Given this, what do comment cards really accomplish? After discussion, the Board members agreed to eliminate comment cards.

History of Greenvale Township was addressed by Dean Odette and Wayne Peterson. The committee working on this is Dean and Geralyn Odette, Wayne Peterson and Patti Christianson. They went to the Dakota County Historical Society with two objectives. The first was to fill in complete names. Records from the 1800s identify people as "H.W. Smith" – just initials and we want to use full names. The second objective was to gather ideas about preserving our old minute books. Peterson said our old records are showing some wear. Moisture has not yet taken over and we don't want things to get worse. Our records go back to the inception of the township (and the State of Minnesota) in 1858. Greenvale was opened up to settlers in 1851. Greenvale had the highest concentration in the State of Minnesota of settlers originating from the Isle of Man.

Archival boxes could be used to store our old records. This would help preserve the paper as these boxes are acid-free. Some of the record books are losing their covers and it was suggested the books be tied up using twill tape.

Next step is to get prices for the metal name plates for the first 100 years of the township and hope to have this done by the date of the annual picnic.

After the last Board meeting, the contract with Northfield Area Fire and Rescue Service (NAFRS) was signed but was not discussed during the meeting and needs to be acknowledged in the minutes. Anderson made a motion to approve the signing of the contract. Roehl seconded. Motion carried 3 – 0.

New Business:

Committee reports: Broadband Committee – Lorn Manthey reported on his findings. The State of Minnesota has an Office of Broadband Development which started in 2019. The federal government has grant money available for rural broadband development. There are currently 10 internet providers in the township offering a variety of download and upload speeds. Northfield Wi-Fi offers 100 Mbps download but is very costly and the market is not competitive. Most providers are offering 25 Mbps download and 3 Mbps upload. Lorn said he's lived in Glenview for 27 years and has had 7 providers with results that are not always reliable. The goal is to have border to border coverage and there were grants available for this for 2023. The program is continuing into 2024. The way to access this grant money is for individuals to complete a survey expressing interest. The more people from a specific area that respond increases the likelihood of finding a service provider interested in serving that area. Lorn suggests we put a notice on the website and do a mailing to township residents, urging they complete a survey. The deadline is June 15. Anderson made a motion authorizing the Clerk to send a letter to all residents about this broadband opportunity and link to the survey. Rowan seconded the motion. Motion carried 3 - 0.

The Picnic Committee was not present, so no report was given.

Rowan inquired about rescheduling the July Board meeting as he will be out of town. Anderson is gone the first week of the month and the PC meets the second week of the month. In June the applications for Nonconforming Land Use should be done. A decision on the road contractor will be made in June. Dilley suggested Rowan consider remote participation. The logistics are in place to make this happen. As we get closer to Rowan's absence, we will post the remote participation as required. It may or may not work depending on Rowan's location, but this is a good opportunity to test the system.

The Intergovernmental Meeting between the Cities of Northfield and Dundas, the Counties of Rice and Dakota and the Townships of Waterford, Greenvale, Northfield and Bridgewater was held Wednesday May 17. The City of Northfield was the host. Anderson reported that the roundabout scheduled to be done this year at I-35 and Highway 19 has been postponed to 2024. Further annexations by the City of

Northfield was discussed. Another item in the future is a direct connection between Cedar Ave and Highway 19 which would likely cut through Greenvale Township.


Dilley provided the Supervisors with a draft of a Complaint Policy. Content was borrowed heavily from other Townships so may need to be adjusted for Greenvale. Discussion tabled until the next meeting.

The Board discussed if the work session scheduled an hour ahead of the Board meeting was still worthwhile. The work session tonight was over in 20 minutes. Rowan suggested trying it out for a couple months. Anderson made a motion to dispense with the work session on a trial basis. Rowan seconded. Motion carried 3 – 0. The sign near the front door will need to be partially covered to remove mention of the work session. Future meeting notices will also highlight there is no 6:00pm work session.

The Supervisors signed the Cash Control Statement, the Net Pay Distribution and the Claims List for Approval; the Chair, Clerk and Treasurer signed checks. Two checks were issued in error. Anderson made a motion to void checks #8164 and #8165. Rowan seconded. Motion carried 3 – 0.

Anderson made a motion to adjourn the meeting. Roehl seconded. Motion carried 3 – 0.

Submitted:



Jane Dilley
Town Clerk

Approved:



Charles Anderson, Chairman
Board of Supervisors