

**Greenvale Township Board of Supervisors
Work Session and Meeting Minutes
Thursday, October 20, 2022**

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

Others Present: Gregory Langer, Ken Malecha, Andy Anderson, Linus Langer, Jess & Ed Bodnar, Eric Christianson, Tate Stanton, Maynard Bolton, Cindy Larson, Bruce Paulson, Kurt Hembd, Judi Malecha, Jerry Bolton, Linda Wasner, Erv Ulrich, Mary Langer and Victor Volkert.

The Board opened a work session at 6:00pm to discuss and review agenda items before the regular meeting.

Opening of the Meeting:

Chairman Anderson called the meeting to order at 7:00pm with the Pledge of Allegiance. The audience was reminded sign the attendance sheet and to silence their electronic devices.

Approve Agenda: A few things were added to the agenda: 1) annual mileage certification to the County, 2) safety concerns about the stop sign at the intersection of Foliage (Cedar) Ave and 320th St W (County Rd 96), 3) upcoming Minnesota Association of Townships (MAT) training, 4) an update on the publication of minutes on the website, 5) land rent contract for the acreage surrounding the Town Hall and 6) a request that road work invoices be given to Supervisor Rowan and Road Superintendent Bolton to approve for payment. The agenda as revised was approved by a motion from Anderson, seconded by Rowan. Motion passed 3-0.

Approve Meeting Minutes: The September 14 minutes were reviewed. The September 7 minutes were not completed at this time. Anderson made a motion to approve the September 14 minutes. Dilley indicated she will be making a minor correction in the minutes for the Treasurer's report. Motion was seconded by Rowan. Motion passed 3-0.

Introductions: none.

Citizens comments: Greg Langer asked permission to place a local food magazine on the resource table in support of local food producers. Langer also asked that the annual road reports be displayed on the resource table. Anderson added the township plans to acquire wall mounted magazine/brochure holders.

Clerk's report: Dilley reported she has selected a Deputy Clerk, Jess Bodnar, who was introduced. Jess will be sworn in at a later date. Dilley asked that the Board authorize compensation to the Deputy. Anderson made a motion for a pay rate of \$25/hour which is the same as paid to previous Deputy Clerks. Motion was seconded by Rowan. Motion carried 3 – 0.

Dilley reported there is a question about whether a Public Hearing and a Planning Commission (PC) Meeting on the same night counts as one or two meetings for the PC members. Anderson moved to pay PC members for two meetings when there is a Public Hearing followed by a PC meeting. Roehl seconded; motion carried 3 – 0. Dilley confirmed with former clerk Langer who was in the audience that he was paid \$50 for producing minutes for PC meetings. When there are two meetings on the same night, there are two sets of minutes to be produced. Anderson made a motion the Clerk is paid for minutes for both meetings as well. Motion was seconded by Rowan. Motion carried 3 – 0.

Dilley brought up office hours. Last month the Board discussed two hours a day, three days a week (Wed, Thurs, Fri). Dilley pointed out this equals six (6) hours a week x \$25/hr = \$150/week = \$600/month = \$1,800/quarter, which is in excess of the Clerk's salary of \$1,500/quarter. If the hours are reduced to four (4) hours a week, it works out to \$1,200/quarter. Dilley remarked that she has not detected a rhythm to the job during her tenure and hasn't experienced the work needing to be done can be confined to a W-Th-F schedule. Dilley is still willing to do office hours, but not sure about the practicality of it. She is happy to meet people at the office outside of W-Fri and has done so a few times since taking office. There are two components here – one is the learning curve is very steep, and Dilley is willing to absorb that time. The other is all the "catch up" to do with boxes of papers from the former clerk and a significant amount of work to do in the file room. Whether she receives help or not – volunteer or otherwise - she still needs to be there to supervise. This will involve exceeding the \$1,500/qtr pay rate. She is not asking for a decision but wants the Board to devote some thought to the situation.

Dilley asked about pay for “Special Meetings” – to gather the information shared with the Board she looked at how payroll coding is set up for the Clerk. Special Meetings are paid at \$100. Former clerk Langer stated that was for meetings such as the Dakota County Officers Association and MAT Regional Conferences. It should also include Special meetings called outside of regular Town Board and PC meetings. Dilley asked to confirm that an all day training session is paid at \$200; half day at \$100.

This information is not all in one place. Pay information is in a variety of minutes, some coded in payroll. Dilley proposes to draft a Compensation Policy in the future as a stand alone document for the benefit of future office holders.

Dilley went to Community Resource Bank to complete paperwork for the township’s certificates of deposit (CDs). New account agreements were prepared and will be brought forward during the claims paying process while other signing is occurring.

The levy paperwork was filed with the County. An election judge roster/schedule was given to the Board for their approval. The Clerk is very impressed by the work that is done by head judges Ruth Paulson and Sue Brockman. Later in the Clerk’s report Rowan made a motion to accept the roster of judges as presented. Anderson seconded the motion. Motion carried 3 – 0.

An update on the bonds required for the Clerk and Treasurer was given. Anderson had suggested Dilley contact MAT and we got a quick response. As part of our insurance coverage there are bonds in place for the Clerk, Treasurer, and the Supervisors.

The Minnesota Department of Labor and Industry is looking for a 2021 year end report. Dilley contacted MNSpect who has put together what needs to be reported. This will allow the Clerk to have a template to work with as it appears no reports were filed for years ending 2017 – 2019. We are in the “please comply” phase, but there is a \$10,000 fine they may assess for failure to report.

The Rainbow Saddle Club has asked to rent the Town Hall the first Monday of the month for November – April. A damage deposit and rental rate were discussed. Anderson made a motion to require a \$100 deposit and no monthly rental fee. Roehl seconded the motion. Motion carried 3 – 0. The club will be provided with a front door key.

Treasurer’s Report: Treasurer Peterson reported on the township’s financials from a CTAS report – Schedule 1 – Statement of Receipts, Disbursements and Balances. This is a Year-to-Date report.

Beginning Balance	\$210,082.15
Receipts	\$257,037.08
Sale of Investments	\$83,000.00
Disbursements	-\$423,625.14
Purchase of Investments	-\$78,242.42
Ending Balance	\$48,251.67
Investment Balance	\$304,781.42
Grand Total	\$353,033.09

Rowan made a motion to accept the Treasurer’s Report; Anderson seconded. Motion passed 3-0.

Report of Roads and Construction: Jerry Bolton reported it’s been difficult to do much blading since everything is so dry. Pulled rock in from the edge. Jerry talked to a couple other townships – who are using Anderson Rock to haul from Solberg. Castle Rock Limerock meets our specs but there’s not much in the way of fines in with the rock. Concerned all our loose rock will end up in the ditch with snowplowing. Roads are otherwise in good shape.

The County’s plan is to get a two passes of blacktop along 320th. The shoulders have been pulled in. Waiting on culverts near John Fink and by Rezacs.

County Road 86 should also get two passes of blacktop from the Mini Mall to near the railroad tracks by Wieses. Another culvert is needed between Hallcocks and Wieses. The old blacktop has not been disturbed there.

Bolton said he saw what looked like a mattress in the ditch on 290th between Eveleth and Drexel/Dunbar. The discussion then addressed the need for greater safety at the intersection of 320th and Foliage. Rowan talked to Todd Howard from Dakota County, it

went to his superiors and to the Sheriff's Department. The most they can do at this point is place stop signs and stop ahead signs on both sides of the road and add reflectors to the sign posts.

Grossman's invoices will be forwarded to Rowan and Bolton for review before they're paid. TJ now has a roller behind his blade, this isn't covered in his fee schedule as he didn't have it at the time of renewal. Rowan said he looked at the proposal from a competitor – the price is the same for blade only vs. blade and roller but the overall rate is higher. Need to discuss with TJ.

Planning Commission (PC) Report: PC Chair Ken Malecha reported the PC met on September 22 for the sole topic of reviewing the Commercial Safe Harbor proposed ordinance. Steve Grittman, our planner, was in attendance. If anyone wants a recap please read the minutes from that meeting.

On October 13, the PC held a Public Hearing on a proposed Alternative Energy Sources ordinance. There was good turnout and good comments from the public. There is interest in adding commercial solar in the future.

The PC then opened their regular meeting. The Clerk had prepared a quarterly Over The Counter (OTC) permit report at the request of the PC. Legvold presented draft language for the Policy and Procedure Manual to document a procedure for updating the Green Book when there are parcel splits. This will ultimately be presented to the Board for their approval.

The PC then reviewed comments from the Public Hearing. The PC approved a recommendation to forward to the Board to adopt Alternative #1 (solar) with a 4 – 1 vote. The dissenting vote represented concern about reclamation of solar panels that are no longer in production.

The PC then talked about changes that had been discussed about the Safe Harbor ordinance. Grittman talked with township attorney Mike Couri so he is aware of the revised nature of the proposed ordinance. One significant change from the ordinance presented by the business community involves the application process which collects more information that was previously proposed. Legvold made a motion to move the

Safe Harbor ordinance to a Public Hearing. The Public Hearing is scheduled for November 10.

Building/Grounds: Roehl reported that Eric Christianson installed a new locking mailbox. A final recap of the Clean Up Day leaves us with \$50; the County suggested we carry the money forward for next year rather than return it. The landscaping project was completed before the picnic. There is a photo display of landscaping work in progress along with the names of those who helped. The bathrooms were cleaned before the picnic. The front sidewalk was mud jacked to remove the lip between the two slabs. Rowan asked Roehl if he had gotten a second quote. Roehl said he took care of it himself. Anderson called attention to the new chairs Scott Norkunas bought at an auction and donated to the township. Discussion took place about the old chairs. See a Board member if you have an interest in any of the old chairs.

Old Business: Picnic: Linda Wasner shared a report created by Jenn Welbaum on the township picnic. The picnic was a really nice time, a bit windy but decent weather, good food, lively music and fun activities and games for kids of all ages. Wasner called attention to the new horseshoe pits east of the town hall courtesy of Supervisor Roehl. The decorations were over the top this year – inside and out. Lots of stories and laughs. The planning committee included Welbaum, Wasner, Lori Robey and Mary Collins – decorator extraordinaire. Several community members helped with the picnic: Mary Tennesen, Bev Wirtzfeld, Ruth Wirtzfeld, Donita and Charles Anderson, Bobbi Bolton, Cindy Larson, Tammy May, Katherine Schumann, Joyce Moore, Shawn Lorence and son, and starring on the vacuum – Wayne Peterson.

Website: Anderson shared that he met with Donavin Prescott who is willing to sell the website and domain name to the township. Donavin has been paying out of his own pocket a monthly fee to maintain the website. He has proposed a fee of \$5,000 to recoup his costs over the years. Roehl thought that sounded like a large number until he checked with the person who runs his business website. Attorney Mike Couri urged the township to acquire its domain name. The township has already started the process of transitioning responsibility for managing website content to Deputy Clerk Bodnar. Bodnar and Dilley already met with Prescott for a training session. Anderson asked Jess Bodnar to describe her experience in working with our website. So far she has updated minutes and meeting notices. Donavin uses Dreamweaver for all of the websites he oversees so we had to purchase our own software. It is about \$250 annually. Bodnar is

not sure how much work would be involved in redesign or changes to the structure to the website. Rowan asked how much it might cost to start up a new website. Ed Bodnar said that domain names can be bought sometimes for as little as \$1.00. This would mean starting over from scratch. Ken Malecha said we've been using this domain name for 15 years and it is important to us. Anderson made a motion to move forward with acquiring the website and our domain name for \$5,000. Roehl seconded. Motion carried 3 - 0. Anderson asked Wayne Peterson to get in contact with Prescott to have him issue an invoice to the township. Anderson said he would contact Mike Couri to prepare a contract between the township and Prescott. Anderson made a motion that a contract would have to be signed by both parties before any money changes hands. Rowan seconded. Motion carried 3 - 0.

Grant Status: Rowan reported he spoke with Maggie Dykes of the Dakota County Community Development Agency. Maggie is wondering when the PC is ready to take on the project of a updating our township ordinances to the provisions in the Comprehensive Plan. Ken Malecha said as soon as possible as it should have been started 18 months ago. Maggie needs about a month to issue the grant money. Malecha will contact Steve Grittmann to introduce himself to Maggie as we hope to work with Grittmann on this project.

Audit: Anderson reported that the Audit Division of the Office of Secretary of State and the Office of State Auditor had exhibitor booths at the MAT Annual Conference in St. Cloud October 14 - 15. He visited with staff members at both booths about our inability to get the State Auditor's Office to start the audit we requested of our financials and procedures. Anderson called the State Auditor's Office and has not received a return call. He will continue to follow up. If we cannot get cooperation from the State Auditor's Office, we could consider doing the audit internally. Anderson said he would want a Greenvale citizen to be part of the audit if we go this route.

Glenview Estates: Next month's invoice from Couri & Ruppe will show the charges for completion of the snowplowing contract between the township and the homeowners association. Anderson made a motion to have the Clerk invoice the homeowners association; the contract calls for reimbursement of legal fees incurred in writing the contract. Rowan seconded. Motion carried 3 - 0.

Alternative Energy Sources proposed ordinance: The PC has recommended to the Board to proceed with Alternative #1 which removes solid fuel (wood) from the ordinance. Rowan spoke to Scott Quale of MNSpect, our building inspector, who said a mechanical permit would be required for a wood boiler. Roehl stated that was likely for a pressurized system. Further discussion needed. Malecha told the Board that language similar to what is used for liquid fuels could be added: Section 2.4, Subsection 4.15 storage of liquid propane and other fuels are allowed with proper permitting. If this is the approach, he will contact Steve Grittman to amend the language. Anderson made a motion, seconded by Rowan, that Rowan have another conversation with Scott Quale and get more specifics. Rowan would forward that information to Malecha for further consideration by the PC with language provided by Grittman. Motion carried 3 – 0.

New Business: MAT Annual Conference in St. Cloud: Rowan reported on MAT resolutions being voted on for the state legislature. The first involves creating an equivalent of the gas tax for electric cars; the second seeks to prevent a repeat of a situation where a County Auditor valued a property, it was brought to the local Board of Equalization which lowered the value, and the County then overruled the local authority. The last item involves annexation, with efforts to give townships more of a say in annexation matters.

Township mailings: Anderson requested ongoing authorization for the township to send postcards to residents and land owners whenever there are items of special interest occurring. Anderson moved that any one of the Board members can direct the Clerk to send out a postcard mailing when deemed necessary. Rowan seconded the motion. Motion carried 3 – 0.

Land rent: There was a question about the rental of township owned land surrounding the Town Hall relating to contract renewal. Greg Langer recalls the land lease was signed in the spring of 2022 and runs for three years. The contract should be in the office. Prior to this spring, it was a handshake agreement.

Review and approve Claims: The board reviewed the claims for the month. Anderson moved to pay claims as submitted, Rowan seconded. The account agreements for Community Resource Bank were signed at the table. The updated minutes were printed and presented for signature as well.


Peterson mentioned he would be ordering more check stock.

Peterson said he did not process the payroll request from former clerk Langer for the months of July and August for \$1,000.00. The new clerk was sworn into office the evening of August 9. Dilley submitted a payroll request for 21 days in August and the month of September. Treasurer Peterson was advised by Anderson to seek guidance from MAT attorney Steve Fenske. Fenske advised that this portion of the clerk's pay is considered a salary and should consider paying the full salary. Anderson said Langer submitted a pay request for \$1,000.00 so that's the amount he should be paid. The Board discussed this and made the decision to pay Langer both July and the full month of August. Dilley will also be paid for the rest of August.

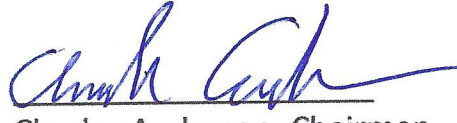
Peterson also mentioned the 4M fund has increased its interest rates to 3 – 4%, the Board may want to consider a future investment. Peterson also suggested we talk with the Castle Rock Bank about a rate increase on our savings account.

Adjourn: Anderson made a motion to adjourn the meeting, Roehl seconded. Motion passed 3-0. The meeting was adjourned at approximately 9:00pm.

Submitted:


Jane Dilley
Town Clerk

Approved:


Charles Anderson, Chairman
Board of Supervisors