Meeting Minutes
Greenvale Township Board of Supervisors
September 17, 2026, 7:00 pm
Regular Meeting

Board Members Present: Tony Rowan, Chairperson; Joy Royle, Supervisor; Scott Norkunas, Supervisor; Wayne Peterson, Treasurer; Thyra Nelson, Clerk
Commission Members Present: Mark Malecha, Road Commission; Ken Malecha, Planning Commission

Tony called the meeting to order at 7:02 pm and led the Pledge of Allegiance

Tony motioned to approve the agenda with the additions; Joy seconded – motion carried unanimously

Joy made a motion to approve August 20, 2026 regular meeting minutes – Scott seconded – motion carried unanimously

Public Comments

Linus Langer – submitting for the record as unresolved court proceeding

Judy Malecha – Community picnic – October 3rd from 3 to 6 pm – chili cook off with Joe Leko, Dakota County Sheriff; Mike Slavig Dakota County Commissioner; and Tom Nelson, Northfield Fire Department Fire Chief. There will be a bouncy house for the kids, Bingo and live music. The committee is looking for volunteers to help out the day of the picnic.

Treasurer Report

- Void Receipt 3982 – sale of the CD it was a duplicate

Joy motioned to void receipt 3982 – Scott seconded – motion carried unanimously

- Void Checks - number 9141 because of incorrect wage calculation and 9177 printed on both sides

Scott motioned to void checks 9141 and 9177 – Joy seconded – motion carried unanimously

- CTAS and Castle Rock do not agree – working to balance with a $219.41 difference
- $143,000 deficit for claims and payroll for the month of August – asking for $145,000 from 4M account to cover the claims and payroll

Tony motioned to move $145,000 from the 4M account to the checking account for August payroll and claims - Joy seconded – motion carried unanimously

- No more reports are required for the SLFRF award to the state treasury
- Correction for the Otte Claim to move this to the Road & Bridge fund instead of the General fund

Bank Balances

- Checking beginning balance $26,021.84
  - Deposits $130,902.95 cashed
  - Outstanding deposits of $5,592.38
  - Checks $152,599.15
  - Outstanding checks $2,068.21
  - Ending Balance $8,179.81
- Savings beginning balance $4,136.26
  - $5.27 interest earned
  - Ending balance $4,141.53
- CD – Purchased new CD on August 1st from the proceeds of a CD that matured in the amount of $64,017.81; this was the original CD of $61,466.98 plus the accumulated interest of $2,550.83 – This CD was purchased at Castle Rock Bank due to interest rates
- 4M Account beginning balance $342,782.18
  - $1,033.15 dividend interest earned
  - Withdrawal of $60,000
  - Ending balance $283,815.33
- Total Balance – $360,154.48
- August wages - $4,724.25
- August claims – $142,788.71

Tony motioned to approve the treasurer's report – Joy seconded – motion carried unanimously

Joy motioned to approve the August Claims – Tony seconded – motion carried unanimously

- August Payroll is in the packet as well as some missed election payroll and a PC meeting

Joy motioned to approve the August payroll and additions – Tony seconded – motion carried unanimously

Clerk Report

- Levy amounts need to be submitted by the end of the September, the amounts are - $300,000 Road and Bridges - $25,000 Bridge Reserve - $60,000 Fire – $55,000 General Fund

Tony Motioned to submit the levy for $55,000 for general fund, $300,000 for road & bridge fund, $25,000 for bridge reserve - $60,000 fire fund – Scott seconded – motion carried

- Absentee voting is available through the mail and in person voting will be open 25 days before the November general election at the County offices.
- Policy and Procedure Work
    - Website Policy and Procedures – ADA changes – board approval to remove items from the website

Tony motioned to approve the website policy – Joy seconded – motion carried unanimously

- Public Meeting policy is adapted from Eureka's – changes requested
    - post meeting schedules 3 place business days
    - Public comment and throughout change to town board instead of township

Joy motion to adopt the Public Meeting / Citizen Comment policy with the edits given – Scott seconded – motion carried unanimously

- Administrative Policy – this is adapted from MAT format
    - 3rd paragraph – employ instead of employee; adjustment to address; Change town to township
    - Section 11.1 first sentence "to person" shall be charged $30 per hour for all hours so it matches

Tony motioned to approve the Administration Policy with noted changes; Scott seconded – motion carried unanimously

- Access to policies and procedures
    - Create a page on the website with policy and procedures for public access
    - Create a book to have on hand at the town hall and for residents to access
    - Create a book available for each board or commission member
- Add moving board member elections to the November election to the October Agenda

Planning Commission – Ken Malecha

- Met on September 10th had 3 pc members present
- LaCanne Farms Family Ltd Partnership Subdivision and Building Rite Transfer
    - 16-00600-53-013; 16-00600-53-011; 16-00600- 50-012; 16-00600-54-010
    - Survey from Rapp Land Survey
    - Memo from Blumhoefer
    - Subdivision cluster agreement
    - Planning Commission reviewed the application and recommended that the board approve

        - There was a question for the corporate signature to sign and approve
            - Spoke with Blumhoefer he indicated that this is not listed in our ordinances so we can not make it a requirement for the application
            - Spoke with MAT and they indicated that there is no liability back to the township if we do not have all residents or owners sign a permit
    - To stay within the 4 per quarter/quarter if properties are sold the seller must disclose restrictions for the location of the home on the quarter/quarter – since they have not tried to sell – we will add it to the property notes

Scott motioned for the LaCanne Farms Family LLP subdivision and building Rite Transfer on properties 16-00600-53-013; 16-00600-53-011; 16-00600-50-012; 16-00600-54-010 for the subdivision detailed in the application with an amendment to include the quarter/quarter section line for future house placement - Tony seconded – motion carried unanimously

- Sullivan 40' x 80' Accessory Structure – at 10021 305th Street W, PID 16-01800-04-020
    - Planning commission recommends approval of the accessory structure

Tony motioned to approve the accessory structure at 16-01800-04-020 – Scott seconded – motion carried unanimously

- Items to add to the JPA with Dakota County Sheriff
    - We have a JPA agreement that only details burning – looking at other townships garbage and nuisance were also listed – didn't make a recommendation from the conversation
    - Keep the JPA the way it is

Tony motion to approve the JPA with burning – Scott seconded – carried unanimously

- Comprehensive Plan Survey
    - The grant has been approved – WSB has sent out sample questions to help form the plan – there will be a community meeting on October 8th to take the input from residents and landowners
        - Recommended change to the survey: Second to last paragraph – move it to the top of the front page

Joy motioned to send the survey out to residents and landowners in paper form and create a website version if people prefer to complete the survey online; create a form on the website to collect email addresses for future use and include language to recruit for election judges in the paper survey – Tony seconded – motion carried unanimously

- Langer Silo Variance and Permit – adding it to the public hearing on the October 8th at 6pm
- Driveway language – was tabled it at the RC for additional items to be added and allow for public feedback at the October 8th public hearing
- Past 5 years PC chair has had permission to speak to the planner about zoning items as the arise – made a request to have them look into 3 items with Hannah 2 were for zoning issues and 1 was to review the ordinance manual – Kim sent out a request for the signed contract 9/8 and was contacted by a supervisor to not proceed with requests
    - We never changed the ordinance that the PC chair cannot work with the planner
    - If there was a request to stop work it should have come from the chairperson
    - Asking for a new motion that the PC chair needs to be able to talk to the planner when there are citizen questions that are out of the norm or clarification is needed to help the resident proceed with their request.

Tony motioned that the Planning Commission chair has the right to contact the planner when there are questions; Scott seconded – carried at 2-1-0

Joy voted no – would prefer there is an application in hand before any contact be made to the planner

- The Clerk will forward requests to the board members on any communications that are coming in that may not be part of an application and could just be communications with the planner
- PC chair should send the ordinances to Kennedy and Graven so they have them on hand
- The date of the signature doesn't matter on permit forms it is the date the permits was received by the Clerk that starts the clock. As we are updating permit forms we need to make sure the receipt information included on each permit application.

Road Report

- Chloride and Gravel Application have been completed and there was some spot grading during the week of September 14th.
- Holyoke Culvert work has been completed and the bill was received at the amount that was quoted
- Brush Spraying for Ditches will start in the next 2 weeks
- Second Pass Ditch Mowing will start the last week in September
- Working on cleaning up some of the language on the driveway ordinances
- We will be pursuing a State Grant for Safety and Bridge type work that we will be completing in the future. Mark will be compiling a list of potential projects

Buildings and Grounds

- Accessibility Grant – Parking Lot – Door Installation
    - The road committee recommends that we go forward with blacktopping the front lot from the driveway entrance to the front light. This has to be done by the end of October to get the funding from the Grant
    - The price from South Suburban was $28,900 for paving and striping + $900 jacking up the cement slab in front of the door – we would need additional funds to complete the work outside of the grant dollars
    - We have been conscious of the budget and we have been spending in a way that we should be able to fund the work out of the 2026 budget

Tony motioned to move forward with Parking lot project for the full front lot approximately 9100 square feet - Joy seconded – motion carried unanimously

- We are transferring $6,000 in funds from the road fund to the general fund to help cover the costs of the park lot
    - Discussion included the additional costs of backfilling the partial work the on the parking lot and noting that the work will only be more expensive in upcoming years, so taking advantage of one deployment for a crew would be advantageous to the township.
    - This was a resident resolution to complete the work at the Annual meeting held in March

Joy motioned move $6,000 from the road fund to the general fund in order to pay for the parking lot work– Tony seconded – motion carried unanimously

- Township Picnic Funding – Requesting $2,000 for food and supplies

Scott motioned to approve up to $2,000 for the picnic fund to pay for food and supplies for the October 3rd picnic – Joy seconded – motion carried unanimously

Old Business

A2 Zoning Questions – to be brought forward at the 2050 comp plan meeting – they can be added to the schedule for the open house or given to WSB as part of the language to include for the 2050 plan – bring these to the open house and planner before we go to the attorney with any questions

New Business

- Land lease for the town hall is due to renew – need to find the lease and see when the renewal date is – Clerk find the lease
- Can we use the TV for Bingo at the community picnic

Joy made a motion to use the donated TV at the picnic for Bingo if needed – Tony seconded – carried unanimously

- Resident Complaint – need to assign board member and planning commission member to address resident complaint - Scott/Vic will be assigned

Joy made a motion to assign Scott from the Board and Vic from the Planning Commission to address the resident complaint; Tony seconded – motion carried unanimously

Scott motioned to adjourn the meeting – Joy seconded – motion carried unanimously
Meeting Adjourned

Reviewed:

Thyra Nelson, Clerk

Approved:

Tony Rowan, Chairperson