

Greenvale Township Board of Supervisors
Agenda May 15, 2025
Regular Meeting
Time: 7:00 PM
DRAFT

Call meeting to order

Pledge of Allegiance

Approve Agenda

Approve Minutes April 17, 22 and May 8

Treasurer Report

Clerk Report

Planning Commission

- Cannabis
- Annexation
- Policies and Procedures Manual

Road Report

- Co Rd 90
- Tree Trimming
- Gravel
- Dust Control

Road Committee Interviews

Old Business

- Re-Organization, Legal Team
- Re-Organization, Planner

New Business

- Resolutions from Annual Meeting
- Spending Approval
- Greg Langer – Annexation Concerns

Public Comments

Adjourn

Draft

Date/Time:	April 17, 2025 - 6:00 PM
Meeting Location:	Greenvale Town Hall
Regular Meeting:	Start Time: 6:02 Adjourn: 6:34
Board Members Present:	Chairperson Charles Anderson, Supervisor Scott Norkunis, Supervisor Joylee Royle
Board Members Absent:	none
Others Present:	
Item	
Call to Order/Pledge	Chairperson called the board and pledge was recited. Purpose of meeting is to conduct interviews for the Planning Commission
Agenda Item	Interviews were conducted for the following applicants: Randy Delzer, Linus Langer, Tom Robey, Victor Volkert, Ken Malecha The Board asked each applicant questions relating to their ability to fulfil the obligations of the position, what they hope to accomplish as a member, and ability to comply with open meeting rules. Each Candidate responded and the board completed interviews. No action or motions taken until the regular meeting at 7:00 that night.
Motion to Approve:	
Second:	
Action on Motion	Motions for approval of applicants will occur at the regular meeting
Motion to Adjourn	
Motion to Adjourn:	
Second:	Supervisor Royle
Action on Motion	All voted in favor
Reviewed:	Approved:
Mark Legvold, Clerk	Charles Anderson, Board Chair

Greenvale Township Regular Town Board Meeting Minutes

Draft

Date/Time:	17-Apr-25
Meeting Location:	Greenvale Town Hall
Regular Meeting:	Start Time: 7:02 Recess: 9:50
Board Members Present:	Chairperson Charles Anderson, Supervisor Scott Norkunis, Supervisor Joylee Royle
Board Members Absent:	none
Others Present:	See attached
Item	
Call to Order/Pledge	Chairperson called the meeting to order and pledge was recited
Approve Agenda Motion to Approve: Second: Yea/Nay	Approve agenda w/o change Chair Anderson Supervisor Norkunis All voted in favor
Approve Previous Meeting Minutes Motion to Approve: Second: Action on Motion	Motion to approve March 20 meeting minutes Chair Anderson Supervisor Norkunis Anderson and Norkunis in favor, Royle Abstain
Introduction of new Officers	Clerk Legvold and Supervisor Royle both introduced themselves as new officers
Introduce Guests	Victoria Ranua from North Cannon River Watershed Management, Deputy Sheriff Duane Begay
	Deputy Begay reported on ongoing issues re: awareness of crime, road restrictions are lifted, Dak Co new mental health convinement facility and requested input on how dept can help. Supv Norkunis suggested road speed tracking sign on 320th Ms Ranua gave update on activities of NCRWMO including information on Data Centers and actions within the township of importance, including that Greenvale is important, due to many creek headwaters in Twp. 2025 the watershed management plan was adopted, making Chub Creek a priority. There is a great deal of help available for water quality projects, she encouraged more robust participation within the township. NCRWMO will work with landowners directly on cover-crops, grass waterway, native prarie restoration and harvestable covers. Information on NCRWMO will be posted on the Township Webpage
Treasurer Report Motion to Approve: Second:	Wayne Peterson presented financial report and Payroll and claims for approval. Timliness of reports for board review was stressed Motion to approve Financial Report and Bank Statement as of March 31, 2025 Chair Anderson Supervisor Norkunis

Greenvale Township Regular Town Board Meeting Minutes

Draft

Action on Motion	All voted in favor
Motion to Approve:	Motion to approve payroll and claims for approval
Second:	Chair Anderson
Action on Motion	Supervisor Royle
	All voted in favor
Clerk Report	<p>Clerk reported new information on elections from meeting he had with county</p> <ul style="list-style-type: none"> -County believes we are already compliant with new presidential mandates, but continues to research and seek guidance -Tabulator costs will now be shared with school district, county and twp; district now contributing 5% of costs (used to be 50/50) -New election equipment coming in 2026, with cost of approx \$3,200 due by twp - \$640 over 5 years. Current equipment is from 2015. County is covering front costs to allow twps to make payments <p>Clerk normally working in office from 7-10 AM M-Wed, home hours vary.</p> <ul style="list-style-type: none"> -Advertising for Deputy Clerk is on webpage -Clerk requested funding for purchase for Adobe Pro, Go-to Meeting update, and a case for donated AED, will work with Dean Odette on best location for AED, pads will need to be replaced in June - training for citizens was suggested <p>Upcoming meeting dates were updated from public packed and briefed to be included in upcoming visual format</p>
Motion	Motion to approve purchase of AED, pocket mask up to limit set at \$200.00
Motion to Approve:	Chair Anderson
Second:	Supervisor Royle
Action on Motion	All voted in favor
Motion	Motion to purchase Adobe Pro for Teams @\$266.28/yr
Motion to Approve:	Chair Anderson
Second:	Supervisor Royle
Action on Motion	All voted in favor
Motion	Motion to purchase Go-to-Meeting license at \$192.00 when due
Motion to Approve:	Chair Anderson
Second:	Supervisor Norkunis
Action on Motion	All voted in favor
Motion	Approve Clerk Report
Motion to Approve:	Chair Anderson
Second:	Supervisor Royle
Action on Motion	All voted in favor

Greenvale Township Regular Town Board Meeting Minutes

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<p>Planning Commission</p> <p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>PC Chair Malecha presented Commission Report. One application was presented for approval from Sharing our Roots Farms for an ag building. A recommendation for a resolution regarding cannabis that modeled Eureka was brought forward for approval</p> <p>Motion to approve application by Sharing our Roots farms for ag building</p> <p>Supervisor Norkunis</p> <p>Chair Anderson</p> <p>All voted in favor</p>
<p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to table adoption of resolution on Cannabis to May's meeting to allow for further research</p> <p>Supervisor Norkunis</p> <p>Supervisor Royle</p> <p>All voted in favor</p>
<p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to accept Planning Commission report</p> <p>Supervisor Norkunis</p> <p>Chair Anderson</p> <p>All voted in favor</p>
<p>New PC Member</p> <p>Discussion</p> <p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>5 applications were received for 2 positions on the Planning Commission. All 5 applicants were present for interviews prior to board meeting.</p> <p>-Supervisor Anderson contacted many residents regarding job current chair had done and received favorable responses, believes that if a member has done a good job, they should be allowed to continue</p> <p>Motion to appoint Ken Malecha to continue serving on PC</p> <p>Supervisor Norkunis</p> <p>Chair Anderson</p> <p>Anderson and Norkunis voted aye, Royle voted Nay</p>
<p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to appoint Randy Delzer</p> <p>Discussion included Delzer's outstanding qualifications in construction, ability to balance PC</p> <p>Further discussion by Norkunis regarding if current members are doing a good job, they should be able to continue</p> <p>Supervisor Royle</p> <p>Supervisor Norkunis</p> <p>Royle votes Yay, Anderson and Norkunis vote Nay</p>
<p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to appoint Victor Volkert to continue on PC</p> <p>Royle believes a fresh perspective would be beneficial, and questions need for Volkert to abstain due to his occupation as a real estate broker.</p> <p>Anderson believes he abstains only when necessary and that he's done a good job and should have the opportunity to continue</p> <p>Chair Anderson</p> <p>Supervisor Norkunis</p> <p>Anderson and Norkunis voted aye, Royle voted Nay</p>
<p>Comments:</p>	<p>All applicants were thanked for their time and desire to serve the community</p>

Greenvale Township Regular Town Board Meeting Minutes

Draft

<p>Road Report</p> <p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Mark Malecha delivered the road report</p> <p>-Requested to receive updated budget items on a monthly basis. Clerk and Treasurer will provide</p> <p>-Discussed upcoming road tour and meeting on Apr 19th</p> <p>Discussed blading and re-shaping of roads after winter and current positive state of roads overall in the township.</p> <p>Brought forward several requests for approval by board</p> <p>Road Supt will direct reclaimer as needed with a cap set at \$4,000</p> <p>Chair Anderson</p> <p>Supervisor Norkunis</p> <p>All voted in favor</p>
<p>Motion</p> <p>Discussion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Approve \$55,000 for the use of Durablend application for dust control in the township</p> <p>Discussion of quote received and chemical to be used, as well as timing of application was discussed. Road Supt will have discretion to apply when best needed for roads</p> <p>Supervisor Norkunis</p> <p>Chair Anderson</p> <p>All voted in favor</p>
<p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to approve funding for narrow bridge signs for Isle Ave set at \$500.00</p> <p>Chair Anderson</p> <p>Supervisor Royle</p> <p>All voted in favor</p>
<p>Motion</p> <p>Discussion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to spend up to \$15,000 for tree trimming based on quote received, provided appropriate notification is made</p> <p>Need to notify land owners adjacent to right of way to achieve necessary permissions was stressed. Clerk with work with Road Supt to ensure compliance</p> <p>Chair Anderson</p> <p>Supervisor Royle</p> <p>All voted in favor</p>
<p>Comments:</p> <p>New Business</p> <p>Township Cleanup Day</p> <p>Discussion</p>	<p>Supv Anderson req road committee discuss minimum maintenance roads at their Apr 19th meeting</p> <p>Cleanup day is set for July 12th, grant approval is forthcoming from the county</p>
<p>Motion</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to approve resolution accepting gift of AV equipment and notify appropriate parties</p> <p>Supervisor Royle</p> <p>Chair Anderson</p> <p>Royle and Anderson vote aye, Norkunis Abstains</p>

Greenvale Township Regular Town Board Meeting Minutes

Draft

<p>Motion</p> <p>Comments:</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Supv Anderson spoke to amount of levy approved by citizens at annual meeting, that due to the approval of amount less than requested by board, adjustments would need to be made.</p> <p>Comments regarding ordinance change back to verbiage of "if not permitted, then prohibited" be added back. Anderson suggests citizens follow proper procedure for change to ordinance.</p> <p>Royle suggests adding it back</p> <p>Motion to move discussion of resolutions made in annual meeting to May agenda</p> <p>Chair Anderson</p> <p>Supervisor Royle</p> <p>All voted in favor</p>
<p>Citizen Comments</p>	<p>Comments regarding MAT training</p> <ul style="list-style-type: none"> -Royle and Legvold attended initial training, both learned a great deal -Anderson commented on lack of good training in early session, but good information gained in second half, specifically as applied to minimum maintenanc roads, need to apply for fire funding grant programs <p>Treasurer Peterson noted need for twp to comply with family leave program new MAT dues proposal was discussed and would be added to the webpage for community viewing</p> <p>Alison Bartlet thanked board for deliberating on Cannabis, upcoming cleanup day and thanked donors</p> <ul style="list-style-type: none"> -Further comments by Bartlet regarding concern for following PC proceedure regarding chair position only being allowed for 2 years. Malecha has served since Aug of 2022 -Vicky Langer appologized for comments at regarding flag ettiquite and is glad we comply -Tim McNeary commented on PC members early opposition to the commission, but now they serve within the commission -Ken Malecha commented on thankfulness for service by former Supervisor David Roehl and former Clerk Tammy May
<p>Motion to Recess</p> <p>Motion to Approve:</p> <p>Second:</p> <p>Action on Motion</p>	<p>Motion to recess to 7:00 PM on Tuesday April 22, 2025</p> <p>Chair Anderson</p> <p>Supervisor Royle</p> <p>All voted in favor</p>
<p>Date/Time:</p>	<p>22-Apr-25</p>
<p>Meeting Location:</p>	<p>Greenvale Town Hall</p>
<p>Regular Meeting:</p>	<p>Reconvened Time: 7:03 Adjourn: 8:25</p>
<p>Board Members Present:</p>	<p>Chairperson Charles Anderson, Supervisor Scott Norkunis, Supervisor Joylee Royle</p>
<p>Board Members Absent:</p>	<p>none</p>
<p>Others Present:</p>	<p>See attached</p>

Greenvale Township Regular Town Board Meeting Minutes

Draft

Item	
Call to Order/Pledge	Chairperson called the meeting to order and pledge was recited
Special Reorganization minutes attached: 8 pages	
Reviewed:	Approved:
_____	_____
Mark Legvold, Clerk	Charles Anderson, Board Chair

Board of Supervisors		
	Chair	Vice
2024	Anderson	Norkunis
Motion for 2025/26	Anderson	Norkunis
Motion/2nd	Norkunis motion, Anderson 2nd	Anderson motion, Royle 2nd
Vote count	All voted in favor	All voted in favor
notes/discussion		

Board Liaisons						
	Planning Commission	Roads primary Liaison	Roads, Bridges Gravel, Chloride, Grading, Snowplowing	Roads and Bridges - trees and ditches mowing, weeds	Roads and Bridges - culverts and signs	Buildings and Grounds
2024	Norkunis		Roehl	Anderson	Norkunas	Roehl
Motion for 2025/26	Anderson	Norkunis	Norkunis	Anderson	Roehl	Royle
Motion/2nd	Norkunis motion, Royle 2nd	Norkunis motion all 4 position within roads as noted, Anderson 2nd				Anderson motion, Norkunis 2nd
Vote count	All voted in favor	All voted in favor				All voted in favor
notes/discussion						

Township Liaisons				
	Fire	NCRWMO - primary	NCRWMO - alt	Building Septic Inspector
2024	Dean Odette	Wayne Peterson	Tom Wirtzfeld	Jane Dilley
Motion for 2025/26	Dean Odette	Wayne Peterson	Tom Wirtzfeld	Mark Legvold
Motion/2nd	Anderson motion, Royle 2nd	Anderson motion for both NCRWMO primary and alternate, Norkunis 2nd		Royle motion, Anderson 2nd
Vote count	All voted in favor	All voted in favor		All voted in favor

notes/discussion	Anderson will go if needed	
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Zoning Admin	
2024	Town Clerk
Motion for 2025/26	Town Clerk
Motion/2nd	Royle motion to remain with clerk in collaboration with Ken Malecha as needed - Norkunis 2nd
Vote count	All voted in favor
notes/discussion	

Web Administrator	
2024	Jessica Bodnar
Motion for 2025/26	Creation of new position, web administrative assistant and pay set at @20/hr
Motion/2nd	Anderson motion, Royle 2nd
Vote count	All voted in favor
notes/discussion	Discussion regarding board management in content on web page, policy will be reviewed if necessary

Data Requests Designee	
2024	Clerk
Motion for 2025/26	Town Clerk
Motion/2nd	Anderson motion, Royle 2nd
Vote count	All voted in favor
notes/discussion	

Township Attorney		
	Primary	Secondary
2024	Couri and Ruppe	Ryan Blumhoefer of Schmitz and Ophaug LLP

Motion for 2025/26	Couri and Ruppe	Ryan Blumhoefer
Motion/2nd	Anderson motion to remain with both primary and secondary attorneys, Norkunis 2nd	
Vote count	no action taken	
notes/discussion	Royle - wishes to table in favor of researching different, less expensive options	
Motion/2nd	Anderson motion for primary and secondary attorneys to remain in place until further review, Royle 2nd	
Vote Count	All voted in favor	

Township Planner	
2024	Bolton & Menk
Motion for 2025/26	Bolton & Menk
Motion/2nd	Anderson motion to keep planner as Bolton and Menk - Norkunis 2nd
Vote count	No action taken
notes/discussion	Royle wishes to review further
Motion/2nd	Anderson motion for B & M to remain in place until further review, Royle 2nd
Vote Count	All voted in Favor

Building Inspector, Septic Inspector	
2024	Beaver Creek Companies
Motion for 2025/26	Beaver Creek
Motion/2nd	Norkunis motion to keep Beaver Creek as as both building septic inspector, Anderson 2nd
Vote count	All voted in favor
notes/discussion	

Meeting Schedule			
	Board of Supv	work session	PC
2024	3rd Thurs	eliminated	2nd Thurs
Motion for 2025/26	3rd thurs		2nd Thursday
Motion/2nd	Royle motion to keep meetings as is, Anderson 2nd		
Vote count	All voted in favor		All voted in favor
notes/discussion	Schedule will be created through April with proper dates for both board and PC		

Posting for meetings	
2024	Message board outside Town Hall
Motion for 2025/26	Message board outside town hall
Motion/2nd	Norkunis motion to keep posting at town hall, Anderson 2nd
Vote count	All voted in favor
notes/discussion	

Legal notice Publication	
2024	Northfield News
Motion for 2025/26	Northfield News

Motion/2nd	Norkunis motion to keep w/Nfld News, Royle 2nd
Vote count	All voted in favor
notes/discussion	Discussion regarding adequacy of Northfield news, determined as most appropriate for township

Polling Place	
2024	Town Hall
Motion for 2025/26	Greenvale Town Hall: 31800 Guam Ave, Northfield MN 55057
Motion/2nd	Anderson motion to keep at townhall (31800 Guam Ave, Northfield MN 55057), Norkunis 2nd
Vote count	All voted in favor
notes/discussion	

Banking/Financial Institutions			Partners	
2024	Castle Rock Bank		Community Resource Bank	4M Fund
Motion for 2025/26	Castle Rock Bank		Community Resource Bank	4M Fund
Motion/2nd	Norkunis motion to keep all banking,/financial institutions and partners as is, Anderson 2nd			
Vote count	All voted in favor			
notes/discussion				

Compensation						
Notes/Discussion	Discussion regarding need to cut budget due to lower approved levy. Cutting all paid positions by \$20/meeting or event determined as best solution for elected/appointed officials. Discussion of hourly employee pay rate was determined to cut rates by \$5.00 per hour across the					
Board of Supv						
	Pay per meeting	Half day training	Full day training	Mileage		
2024	\$ 100.00	\$ 100.00	\$ 200.00	allowed		
Motion for 2025/26	\$ 80.00	\$ 80.00	\$ 160.00			
Motion/2nd	Norkunis motion for three rate changes: meeting, half day training and full day training, Anderson 2nd					
Vote count	All voted in favor					
notes/discussion	Royle discusses not being paid to attend training, only reimbursed for cost of training					
Treasurer						
	meeting	Half day training	full day training	per hour	mileage	
2024	\$ 100.00	\$ 100.00	\$ 200.00	\$ 35.00	allowed	
Motion for 2025/26	\$ 80.00	\$ 80.00	\$ 160.00	\$ 30.00	allowed	
Motion/2nd	Anderson motion for pay change and training rate changes, Norkunis 2nd					
Vote count	Anderson, Norkunis, aye					
notes/discussion	Clerk advocated to keep treasurer pay stable due to workload prior to meetings					
Clerk						
	Quarterly Salary	special meeting	half day training	full day training	PC and Board meetings	per hour adtl
2024	\$ 3,000.00	\$ 100.00	\$ 100.00	\$ 200.00	-	\$ 25.00
Motion for 2025/26	\$ 2,400.00	\$ 80.00	\$ 80.00	\$ 160.00	-	\$ 20.00
Motion/2nd	Anderson motion for salary at \$2400/quarter, Royle 2nd	Anderson motion for meeting pay at \$80, Norkunis 2nd				Anderson motion for hourly set at \$20, Royle 2nd
Vote count	all	all				all

notes/discussion	All taking a hit, clerk reminded board for reason citizens voted to cut levy was due to lawsuit, not overpaying members. Norkunis disagreed with that assessment. Clerk hours on job during transition creates abiguity in determining average hours per month. All agree that even distribution of cuts is appropriate.
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Web Assistant

	Hourly Wage
2024	\$ 25.00
Motion for 2025/26	\$ 20.00
Motion/2nd	Anderson motion for new postioin of web admin assistant, at \$20, Royle 2nd
Vote count	All voted in favor
notes/discussion	clerk advocates for assistant position for webpage

Office Assistant

	hourly wage
2024	\$ 25.00
Motion for 2025/26	\$ 20.00
Motion/2nd	Anderson motion for pay change, Royle 2nd
Vote count	all
notes/discussion	Discussion re: this is a board approved position, not clerk appointee

Deputy Clerk

	meeting	hourly
2024	\$ 100.00	\$ 25.00
Motion for 2025/26		\$ 20.00

Motion/2nd	Anderson motion for both deputy clerk and treasurer deputy pay at \$20/hr, Royle 2nd
Vote count	(vote totals recorded in Deputy Treasurer section)
notes/discussion	

Deputy Treasurer

	meeting	hourly
2024	\$ 100.00	\$ 25.00
Motion for 2025/26	\$ 100.00	\$ 20.00

Motion/2nd	Motion by Anderson for both deputy clerk and deputy treasurer made pay at \$20, Royle 2nd		
Vote count	All voted in Favor		
notes/discussion			
North Cannon River Watershed Mgt Org Rep			
	meeting	mileage	
2024		undetermined	
Motion for 2025/26		no	
Motion/2nd			
Vote count			
notes/discussion	no action was taken on meeting pay, mileage was discussed to remain unreimbursed		
Road Superintendent			
	meeting	hourly	mileage
2024	\$ 100.00	\$ 25.00	allowed
Motion for 2025/26		\$ 20.00	
Motion/2nd	Anderson motion for pay change, Norkunis 2nd		
Vote count	all voted in favor		
notes/discussion			
Road Commission members			
	meeting	mileage	hourly
2024	\$ 50.00	undetermined	
Motion for 2025/26	\$ 50.00	authorized	\$ 20.00
Motion/2nd	Norkunis motion to keep at 50, Anderson 2nd - Royle abstains due to spouse on cmth		Norkunis motion to authorize mileage, Anderson second
Vote count	CA, SN in favor, JR Abstains		CA, SN in favor, JR Abstains
notes/discussion	Cmte Chair Mark Malecha voiced approval of cut if needed, but rates are sufficient for work they do. Rates per hour discussed in cases of emergency. Need for emergency approval by board for hourly work will be discussed by board at next meeting to set parameters		
Planning Commission Chair			
	meeting	hourly	mileage
2024	\$ 75.00	\$ 25.00	undetermined

Motion for 2025/26	\$ 65.00	\$ 20.00	authorized	
Motion/2nd	Norkunis Motion for meeting pay change, Anderson 2nd	Anderson motion for hourly change, Royle 2nd	Anderson motion for mileage authorization for both PC chair and members, Royle seconds	
Vote count	All voted in favor	All voted in favor	All voted in favor	
notes/discussion				
Planning Commission members				
	meeting		mileage	
2024	\$ 75.00		undetermined	
Motion for 2025/26	\$ 65.00		authorized	
Motion/2nd	Norkunis Motion for pay change, Anderson 2nd		mileage determined above	
Vote count	All voted in favor			
notes/discussion				
Head election judges				
	hourly	mileage		
2024	\$ 25.00	allowed		
Motion for 2025/26	\$ 20.00	allowed		
Motion/2nd	Norkunis Motion for pay change, Anderson 2nd			
Vote count	All voted in favor			
notes/discussion				
Election judges				
	hourly	mileage		
2024	\$ 20.00	allowed		
Motion for 2025/26	\$ 15.00	allowed		
Motion/2nd	Anderson motion for pay change, Royle 2nd			
Vote count	All voted in favor			
notes/discussion				

Discussion	<p>Following hourly/wage selections by board, discussion regarding need to authorize mileage reimbursement from previous years as "undetermined" to authorized. Board determined that mileage should be authorized. NCWRS was determined to be a no, road commission and PC should have the option just like a board member. Road Committee need to be authorized due to all the potential personal vehicle work. Individual mileage motions recorded by position above.</p> <p>Will need to add attorney and planner discussion added to agenda for May</p>
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Motion	Post for a special meeting for May 8th, immediately following Planning Commission meeting
Motion/2nd	Anderson, Royle 2nd
Vote Count	All voted in favor

Discussion	Board Directs clerk to request proposal for lawn care services for town hall site due by May 10th.
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Motion to Adjourn	Anderson, Royle 2nd
Vote Count	All voted in favor

SIGN IN SHEET – Greenvale Township Board of Supervisors

MEETING: Regular Board Meeting
MEETING DATE: Thursday, April 17, 2025
MEETING TIME: 7:00 p.m.

PLEASE PRINT YOUR NAME

Victoria Langer

Gregory Langer

Linus Langer

Richard Joyce & Moore

Tom ROBEY

Lisa Lagold

Victor Volkert

Alison Bartlett

Dawn Rod/L

Amy Anderson

Bruce & Ruth Sauer

Jim Chik

Steve Olin

Tony Power

Mary Collins

Perry Collins

Dean Odette

LARRY & Wendy Bolton

CHRIS & TIM McENEREY

Bobbi Bolton

Linda Nasner

STU BERG

Nick Bolm

Erin Ulrich

Jay & Richard Moore

Kurt Hembd

Carolyn Felt

Mary Huerter

Craig Host

Turn over for more signature lines

SIGN IN SHEET – Greenvale Township Board of Supervisors

MEETING: ~~Regular Board Meeting~~ *Re-org*
MEETING DATE: ~~Thursday, April 17, 2025~~ *Tuesday 4/22*
MEETING TIME: 7:00 p.m.

PLEASE PRINT YOUR NAME

Adam Royle

Jim Cihak

Gregory Langer

Linus Langer

Mary Langer

Vicky Langer

Tony Rowan

Lisa Leguolo

Kur + Hambel

Mike Makub

Ray DeDezo

[Signature]

[Large handwritten mark, possibly a signature or initials, spanning multiple lines]

Turn over for more signature lines

Draft

Date/Time:	April 17, 2025 - 6:00 PM
Meeting Location:	Greenvale Town Hall
Regular Meeting:	Start Time: 6:02 Adjourn: 6:34
Board Members Present:	Chairperson Charles Anderson, Supervisor Scott Norkunis, Supervisor Joylee Royle
Board Members Absent:	none
Others Present:	
Item	
Call to Order/Pledge	Chairperson called the board and pledge was recited. Purpose of meeting is to conduct interviews for the Planning Commission
Agenda Item	Interviews were conducted for the following applicants: Randy Delzer, Linus Langer, Tom Robey, Victor Volkert, Ken Malecha The Board asked each applicant questions relating to their ability to fulfil the obligations of the position, what they hope to accomplish as a member, and ability to comply with open meeting rules. Each Candidate responded and the board completed interviews. No action or motions taken until the regular meeting at 7:00 that night.
Motion to Approve:	
Second:	
Action on Motion	Motions for approval of applicants will occur at the regular meeting
Motion to Adjourn	
Motion to Adjourn:	
Second:	Supervisor Royle
Action on Motion	All voted in favor
Reviewed:	Approved:
_____ Mark Legvold, Clerk	_____ Charles Anderson, Board Chair

Greenvale Township 2026 Meeting Schedule

Planning Commission

2nd Thursday of the month
7:00pm meeting time
unless otherwise noted

January 16, 2025
February 20, 2025
March 20, 2025
April 17, 2025
May 15, 2025
June 19, 2025
July 17, 2025
August 21, 2025
September 18, 2025
October 16, 2025
November 20, 2025
December 18, 2025

January 9, 2025
February 13, 2025
March 13, 2025
April 10, 2025
May 8, 2025
June 12, 2025
July 10, 2025
August 14, 2025
September 11, 2025
October 9, 2025
November 13, 2025
December 11, 2025

Planning Commission

2nd Thursday of Month
7:00pm meeting time
unless otherwise noted

January 15, 2026
February 19, 2026
March 19, 2026
April 16, 2026
May
June
July
August
September
October
November
December

[illegible]

SIGN IN SHEET – Greenvale Township Board of Supervisors

MEETING: Regular Board Meeting
MEETING DATE: Thursday, April 17, 2025
MEETING TIME: 7:00 p.m.

PLEASE PRINT YOUR NAME

Victoria Langer

Gregory Langer

Linus Langer

Richard & Joyce & Moore

Tom ROBEY

Lisa Lagold

Victor Volkert

Alison Bartlett

Dawn Rod/L

Andy Anderson

Bruce & Ruth Sauer

Jim Chik

Steve Olin

Tony Power

Mary Collins

Perry Collins

Dean Odette

LARRY & Wendy Bolton

CHRIS & TIM McENEREY

Bobbi Bolton

Linda Nasner

STU BERG

Nick Bolm

Erin Ulrich

Jay & Richard Moore

Kurt Hembd

Carolyn Felt

Mary Huerter

Craig Host

Turn over for more signature lines

SIGN IN SHEET – Greenvale Township Board of Supervisors

MEETING: ~~Regular Board Meeting~~ *Re-org*
MEETING DATE: ~~Thursday, April 17, 2025~~ *Tuesday 4/22*
MEETING TIME: 7:00 p.m.

PLEASE PRINT YOUR NAME

Adam Royle

Jim Cihak

Gregory Langer

Linus Langer

Mary Langer

Vicky Langer

Tony Rowan

Lisa Leguolo

Kur + Hembel

Mike Makub

Ray DeDezo

[Signature]

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Turn over for more signature lines

Special Town Board Meeting Minutes

Greenvale Township

Draft

Date/Time:	May 8 2025 Immediately following Planning Commission Meeting
Meeting Location:	Greenvale Town Hall
Regular Meeting:	Start Time: 8:06 PM Adjourn: approx 8:25
Board Members Present:	Chairperson Charles Anderson, Supervisor Scott Norkunis, Supervisor Joylee Royle
Board Members Absent:	none
Others Present:	See attached
Item	
Call to Order/Pledge	Chairperson called the meeting to order and pledge was recited
Approve Agenda Motion to Approve: Second: Yea/Nay	Motion to approve agenda Supervisor Royle Supervisor Norkunis All voted in favor
Planning Commission	PC Chair Malecha presented two annexation recommendations from the PC. -Mentioned that City of Northfield would provide 2 years of taxes due as a fee for annexation. Property owned by Matt and Shelly Langer: PID 16-02700-09-012 was recommended for annexation by the planning commission Property owned by Tom Sorem: PID 16-02700-05-021 was recommended for annexation by the planning commission
Agenda Item Motion to Approve: Second: Action on Motion	Motion to allow annexation of property owned by Matt and Shelly Langer: PID 16-02700-09-012 to the city of Northfield. Chair Anderson Supervisor Royle All voted in favor
Agenda Item Motion to Approve: Second: Action on Motion	Motion to allow annexation of property owned by Tom Sorem: PID 16-02700-05-021 to the City of Northfield. Chair Anderson Supervisor Royle All voted in favor
Discussion	Discussion on PC's hearing and recommendation to allow variance of Williams Communication's equipment to encroach beyond allowable set backs. Understanding of the inevitability of more equipment being installed in township and that projects such as this will be ongoing. PC Recommended approval of the variance
Agenda Item Motion to Approve: Second: Action on Motion	Motion to Approve variance for Williams Communicatio equipment located at PID 16-02700-01-012 to encroach on established set back limits. Supervisor Norkunis Chair Anderson All voted in favor
Agenda Item Motion to Approve: Second: Action on Motion	Draft resolution #2025-04 to provide variance for Williams Communications was read. Motion to approve resolution 2025-04 as read Supervisor Norkunis Supervisor Royle All voted in favor

Special Town Board Meeting Minutes

Greenvale Township

Draft

Motion to Adjourn	Motion to Adjourn at approx 8:25
Motion to Approve:	Chair Anderson
Second:	Supervisor Norkunis
Action on Motion	All voted in favor
Reviewed:	Approved:
Mark Legvold, Clerk	Charles Anderson, Board Chair

Treasurer Report

Monthly Finance report

Budget working group

Delay in Payroll

Road Expenditures reporting

Greenvale Township Clerk's Report

May, 2025

Monthly Report

Office Monday – Wed (normally) 7 – 10
Deputy: Kathy Edwards
Town Contract
Assistant Webpage Admin
Dan Bergeson

Permits/Approvals

- Address – Swenson 7754 290th St
- Driveway Permit – Jones, approx 320th and Jamaica
- 9 Permits
 - Collins – Window Replacement
 - Budd – Addition
 - Lofgren – Res Solar (roof mount)
 - Nubi – Window Replacement
 - Franke – Re-roof house and shed
 - Grossman – Pool install
 - Giloman – Pending: solar
 - Brenner/Johnson/Reiland –New Home
 - Swenson – New Home
- Code Enforcement: RV beyond temporary 3 potential instances 4.07

High Interest Items

and board computer use
on of Cannabis references to webpage
hip Picnic date – Motion for approval

Upcoming Dates

- June 1: Town Hall Rental – private event
- June 2: PC Hearing/special Meeting
- June 2: Board Special Meeting
- June 12: PC Regular Meeting
- June 19: Board Regular Meeting
- June 28: Town Hall Rental – private event

Planning Commission April 2025

Cannabis

Annexation

Policies and Procedures Manual

Road Committee

April 2025

Co Rd 90

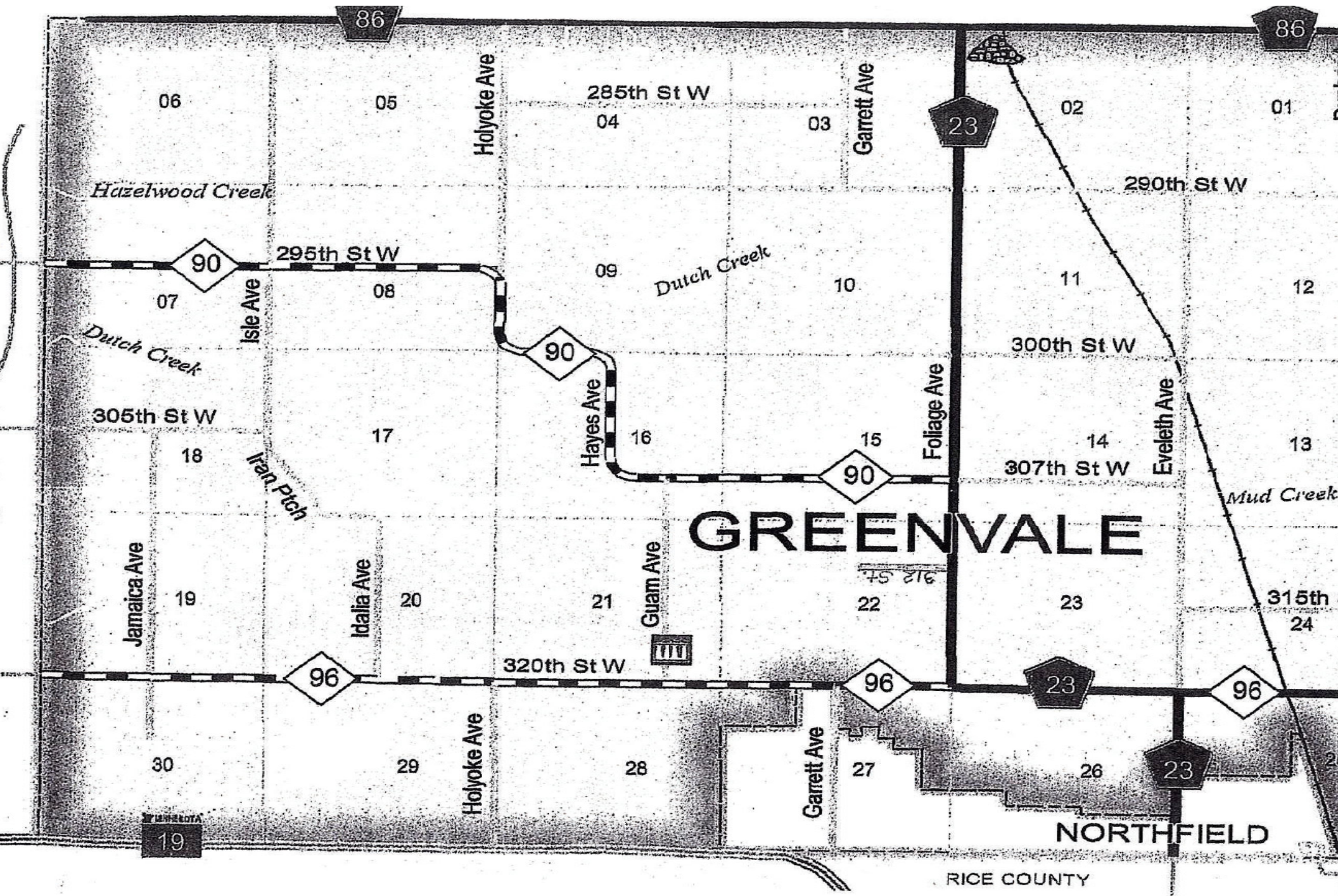
Tree/Brush Trimming Project

Gravel

Dust Control

Additional Items

- Beaver Dam removal/culvert
- Debris/garbage removal
- Pre-construction meeting with county re: detour



Payroll Period Ending: 05/11/2025

Employee			Hours							Earnings							
ID	Name	Regular	OT	Hol	Sick	Vac	Comp	ESST	Regular	OT	Tips	Hol	Sick	Vac	Comp	ESST	Gross
	Anderson, Charles A	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
	Berg, Stuart	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
	Malecha, Kenneth R	2.00	0.00	0.00	0.00	0.00	0.00	0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
	Malecha, Mark	2.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
	Moore, Joyce L	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
	Moore, Richard	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
	Norkunas, Scott A	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
	Peterson, Wayne E	30.41	0.00	0.00	0.00	0.00	0.00	0.00	\$1,129.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,129.35
	Royle, Adam	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
	Royle, Joylee M	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
	Volkert, Victor F	1.00	0.00	0.00	0.00	0.00	0.00	0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
TOTALS		42.41	0.00	0.00	0.00	0.00	0.00	0.00	\$2,004.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,004.35

Employee		Pretax Deductions										Federal WHTax				FICA		Medicare		State WHTax	
		ID	Name	PERA	Def. Income	Cafeteria	Other	Taxable Wages				Federal WHTax				FICA		Medicare		State WHTax	
Anderson, Charles A				\$5.00	\$0.00	\$0.00	\$0.00	\$95.00				\$0.00				\$6.20		\$1.45		\$0.00	
Berg, Stuart				\$0.00	\$0.00	\$0.00	\$0.00	\$75.00				\$0.00				\$4.65		\$1.09		\$0.00	
Malecha, Kenneth R				\$0.00	\$0.00	\$0.00	\$0.00	\$150.00				\$0.00				\$9.30		\$2.18		\$0.00	
Malecha, Mark				\$0.00	\$0.00	\$0.00	\$0.00	\$100.00				\$0.00				\$6.20		\$1.45		\$0.00	
Moore, Joyce L				\$0.00	\$0.00	\$0.00	\$0.00	\$75.00				\$0.00				\$4.65		\$1.09		\$0.00	
Moore, Richard				\$0.00	\$0.00	\$0.00	\$0.00	\$50.00				\$0.00				\$3.10		\$0.73		\$0.00	
Norkunas, Scott A				\$5.00	\$0.00	\$0.00	\$0.00	\$95.00				\$50.00				\$6.20		\$1.45		\$0.00	
Peterson, Wayne E				\$56.47	\$0.00	\$0.00	\$0.00	\$1,072.88				\$0.00				\$70.02		\$16.38		\$0.00	
Royle, Adam				\$0.00	\$0.00	\$0.00	\$0.00	\$50.00				\$0.00				\$3.10		\$0.73		\$0.00	
Royle, Joylee M				\$5.00	\$0.00	\$0.00	\$0.00	\$95.00				\$0.00				\$6.20		\$1.45		\$0.00	
Volkert, Victor F				\$0.00	\$0.00	\$0.00	\$0.00	\$75.00				\$0.00				\$4.65		\$1.09		\$0.00	
TOTALS				\$71.47	\$0.00	\$0.00	\$0.00	\$1,932.88				\$50.00				\$124.27		\$29.09		\$0.00	

Payroll Period Ending: 05/11/2025

Employee		Insurance				Union	Others			Net Pay	EIC	Reimbursements	Total	Check #
		Health	Dental	Life			Others 1	Others 2	Others 3					
ID	Name													
	Anderson, Charles A	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$87.35	\$0.00	\$0.00	\$87.35	
	Berg, Stuart	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$69.26	\$0.00	\$0.00	\$69.26	
	Malecha, Kenneth R	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$138.52	\$0.00	\$0.00	\$138.52	
	Malecha, Mark	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$92.35	\$0.00	\$0.00	\$92.35	
	Moore, Joyce L	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$69.26	\$0.00	\$0.00	\$69.26	
	Moore, Richard	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$46.17	\$0.00	\$0.00	\$46.17	
	Norkunas, Scott A	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$37.35	\$0.00	\$0.00	\$37.35	
	Peterson, Wayne E	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$986.48	\$0.00	\$0.00	\$986.48	
	Royle, Adam	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$46.17	\$0.00	\$0.00	\$46.17	
	Royle, Joylee M	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$87.35	\$0.00	\$0.00	\$87.35	
	Volkert, Victor F	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$69.26	\$0.00	\$0.00	\$69.26	
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$1,779.52	\$0.00	\$0.00	\$1,779.52	

Date Range : 4/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
04/27/2025	Xcel Energy	March April electric	4526	\$56.68	100-41941-381-	Town Hall	\$56.68
04/27/2025	Elan Financial Services	township phone March April	4527	\$53.58	100-49001-321-	Miscellaneous Costs	\$53.58
04/27/2025	Dakota County Property Taxation & Re	Truth in Taxation Notice cost for Greenvale TWP	4528	\$121.21	100-41410-437-	Elections	\$121.21
04/27/2025	Grossman Companies LLC	road maintenance	4529*	\$7,392.00	201-43101-406-	Road Maintenance	\$7,392.00
04/17/2025	Mn Association of Townships	Spring Short Course: Wayne, Scott, Charles	4530*	\$325.00	100-41908-311- 100-49001-437-	MAT & Co Township Assn Miscellaneous Costs	\$225.00 \$100.00
04/17/2025	APG Media of Southern MN, LLC	northfield legals invoice # 1043621; 1043620; 1045540	4531	\$166.43	100-41130-351-	Ordinances and Proceedings	\$166.43
04/17/2025	Mark Legvold	Stamps 29.20 AED Cabinet 133.25	4532*	\$162.45	100-41110-208- 100-41941-560-	Council/Town Board Town Hall	\$29.20 \$133.25
05/09/2025	Mn Association of Townships	Fall Training for T. May, and W. Peterson	4535	\$120.00	100-41908-311-	MAT & Co Township Assn	\$120.00
05/09/2025	Bolton and Menk	invoice no. 0362186	4536	\$164.00	100-41910-310-	Planning and Zoning	\$164.00

Date Range : 4/12/2025 To 5/12/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims				\$8,561.35			\$8,561.35

Charles A Anderson	Chair, Town Supervisor			Date
Joylee M Royle	Town Supervisor			Date
Scott A Norkunas	Town Supervisor			Date



RECEIVED
5/4/25

DAILY AVERAGES	Last Year	This Year
Temperature	45° F	43° F
Electricity kWh	11.1	11.0
Electricity Cost	\$2.02	\$1.83

QUESTIONS ABOUT YOUR BILL?

See our website: xcelenergy.com
 Please Call: 1-800-481-4700
 Fax: 1-800-311-0050
 Or write us at: XCEL ENERGY
 PO BOX 8
 EAU CLAIRE WI 54702-0008

SERVICE ADDRESS	ACCOUNT NUMBER	DUE DATE
GREENVALE TOWNSHIP 31800 GUAM AVE NORTHFIELD, MN 55057		05/23/2025
	STATEMENT NUMBER	STATEMENT DATE
	924944257	04/28/2025
		AMOUNT DUE
		\$56.68

SUMMARY OF CURRENT CHARGES (detailed charges begin on page 2)

Electricity Service	03/27/25 - 04/27/25	341 kWh	\$56.68
Current Charges			\$56.68

ACCOUNT BALANCE (Balance de su cuenta)

Previous Balance	As of 03/27	\$70.43
Payment Received	Auto Pay 04/24	-\$70.43 CR
Balance Forward		\$0.00
Current Charges		\$56.68
Amount Due (Cantidad a pagar)		\$56.68

INFORMATION ABOUT YOUR BILL

Thank you for your payment.

4526

RETURN BOTTOM PORTION WITH PAYMENT ONLY • PLEASE DO NOT INCLUDE OTHER REQUESTS • SEE BACK OF BILL FOR CONTACT METHODS



ACCOUNT NUMBER	DUE DATE	AMOUNT DUE	AMOUNT ENCLOSED
51-8811212-3	05/23/2025	\$56.68	Automated Bank Payment

Your bill is paid through an automated bank payment plan.

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AV 01 007019 61587H 29 A**5DGT



GREENVALE TOWNSHIP
31800 GUAM AVE
NORTHFIELD MN 55057-2274



XCEL ENERGY
P.O. BOX 4176
CAROL STREAM IL 60197-4176





SERVICE ADDRESS	ACCOUNT NUMBER	DUE DATE
GREENVALE TOWNSHIP 31800 GUAM AVE NORTHFIELD, MN 55357		05/23/2025
	STATEMENT NUMBER	STATEMENT DATE
	924944257	04/28/2025
		AMOUNT DUE
		\$56.68

SERVICE ADDRESS: 31800 GUAM AVE NORTHFIELD, MN 55057
NEXT READ DATE: 05/30/25

ELECTRICITY SERVICE DETAILS

PREMISES NUMBER: 304148919
INVOICE NUMBER: 1179486981

METER READING INFORMATION		
METER 360225908	Read Dates: 03/27/25 - 04/27/25 (31 Days)	
DESCRIPTION	USAGE TYPE	USAGE
Total Energy	Actual	341 kWh
Demand	Actual	4.828 kW
Billable Demand		5 kW

ELECTRICITY CHARGES

RATE: Sm Gen Svc (Metered)

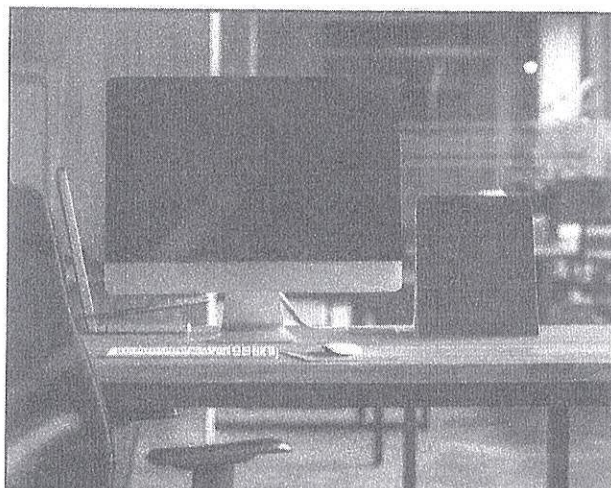
DESCRIPTION	USAGE UNITS	RATE	CHARGE
Basic Service Chg			\$6.00
Energy Charge Winter	341 kWh	\$0.100940	\$34.42
Fuel Cost Charge	341 kWh	\$0.012199	\$4.16
Sales True Up	341 kWh	\$0.001700	\$0.58
Affordability Chrg			\$2.12
Resource Adjustment			\$2.24
Interim Rate Adj			\$2.89
Subtotal			\$52.41
Transit Improvement Tax		1.00%	\$0.53
Other Special District		0.25%	\$0.13
State Tax		6.875%	\$3.61
Total			\$56.68

INFORMATION ABOUT YOUR BILL

This month, the Fuel Cost Charge reflects a refund for replacement power costs related to a 2011 outage at Sherco Unit 3 as ordered by the MPUC. An average residential customer will see an approximate total reduction of \$12 from this refund in April.

ENERGY YOU CAN COUNT ON.

We're proud to provide reliable energy to your community, whether in your home or at your business. We work to keep costs low as we focus on the safety and reliability of the electric and natural gas systems that serve you, while transitioning to cleaner energy. Learn more at xcelenergy.com.




SAVE POWER. SAVE MONEY.

Use "Turn Off Monitor," "Sleep" and "Hibernate" power management functions to save energy when employees are not using their computers. Setting computers to go into sleep mode after 5 to 20 minutes of inactivity can save \$20 to \$75 per year, per computer.

Get more tips at xcelenergy.com/EnergySavingTips.



SERVICE ADDRESS	ACCOUNT NUMBER	DUE DATE
GREENVALE TOWNSHIP 31800 GUAM AVE NORTHFIELD, MN 55057		05/23/2025
	STATEMENT NUMBER	STATEMENT DATE
	924944257	04/28/2025
		AMOUNT DUE
		\$56.68

Cooling Efficiency Rebate Options

Along with budding plants and birds chirping to signify spring, prepare your business for warmer weather and earn fixed rebates for purchasing qualifying energy-efficient equipment, including:

- Hotel room controllers
- Rooftop units (RTU)
- Food service equipment such as commercial dishwashers and hot food holding cabinets

Taking steps to upgrade or improve the efficiency of your cooling equipment can help your business gain year-over-year energy and cost savings. For how to get started, visit xcelenergy.com/Programs.

WANT HELP MANAGING YOUR ENERGY BILL?

Let us help you with that. From bill stabilization to payment assistance, and checking your usage rates, we have solutions that are right just for you.

Find out more at
xcelenergy.com/WaysToSave.



IMPORTANT PHONE NUMBERS

Electric Emergencies:	800-895-1999	24 hours, 7 days a week
Natural Gas Emergencies:	800-895-2999	24 hours, 7 days a week
Residential Customer Service:*	800-895-4999	7 a.m.-7 p.m., Mon.-Fri. 9 a.m.-5 p.m., Sat.
Business Solutions Center:*	800-481-4700	8 a.m.-5 p.m., Mon.-Fri.
Telecommunications Relay Service - TRS	711	24 hours, 7 days a week
Call Before You Dig	811	24 hours, 7 days a week

*Register any inquiry or complaint at the above.

IMPORTANT ADDRESSES

General Inquiries*

Xcel Energy
PO Box 8
Eau Claire, WI 54702-0008
xcelenergy.com

Payments

Xcel Energy
PO BOX 4176
CAROL STREAM, IL 60197-4176
Please include stub for
faster processing.

GENERAL INFORMATION

City Fees

A fee some cities impose that Xcel Energy collects from customers and pays directly to the city.

Electronic Check Conversion

When you pay your bill by check, in most cases Xcel Energy will use your check information to make a one-time electronic debit from your checking account on the day we receive your check. There are no fees for this electronic conversion. In all other cases we will process your check.

Environmental Information

Fuels used to generate electricity have different costs, reliability and air emissions. For more information, contact Xcel Energy at 800-895-4999 or online at xcelenergy.com. You can also contact the Minnesota Department of Commerce at <http://mn.gov/commerce/> or the Minnesota Pollution Control Agency at <https://www.pca.state.mn.us/quick-links/electricity-and-environment>.

Estimated Bills

Xcel Energy attempts to read meters each month. If no reading is taken, Xcel Energy estimates your month's bill based on your past use.

Governing Regulatory Agency

The Minnesota Public Utilities Commission regulates this utility and is available for mediation. MPUC: 121 7th Place E., Suite 350, St. Paul, MN 55101-2147 - <http://mn.gov/puc/>.

Late Payment Charge

Xcel Energy will assess a late payment charge on unpaid amounts two working days after the due date. The late payment charge is 1.5% monthly or \$1, whichever is greater. No late payment charge will be assessed if the unpaid amount is less than \$10.

Payment Responsibility

If the name on the front of your bill is not that of a person or business who has payment responsibility, call Xcel Energy at 800-895-4999.

Further information is available to customers upon request.

ABOUT YOUR ELECTRIC RATES

Affordability Charge

A surcharge to recover the costs of offering bill payment assistance and discount programs for low-income customers.

Basic Service Charge

Fixed monthly charge for certain fixed costs (metering, billing, maintenance, etc.)

Conservation Improvement Programs

Minnesota law requires Xcel Energy to invest in programs that help customers save energy.

Decoupling Adjustment

A credit or surcharge to residential and non-demand business customers that separates the recovery of fixed costs from sales, adjusted annually based on the average use of each of these two customer classes.

Demand Charge

Charge to commercial and industrial customers for the fixed costs of the electric capacity required to meet the peak electric loads on Xcel Energy's system. The charge, which is adjusted seasonally, applies to the highest 15 minute kW demand during the billing period.

Energy Charge

Charge per kWh of electricity usage to recover the variable costs of producing energy.

Fuel Cost Charge

Charge per kWh to recover the costs of fuel needed to run Xcel Energy's generating plants, as well as the cost of purchasing energy from other suppliers.

kWh

One kilowatt-hour (kWh) is a unit of electrical usage. One kWh equals 1,000 watts of electricity used for one hour. This is enough electricity to light a 100-watt light bulb for 10 hours.

Meter Reading Information

Smart meters track your energy use in 15-minute intervals. Your bill is based on the total kWh you used in each 15-minute interval in the billing period.

Mercury Cost Recovery

Minnesota law allows Xcel Energy to recover costs related to reducing Mercury emissions at two of Xcel Energy's fossil fuel power plants.

Renewable Development Fund

Minnesota law requires Xcel Energy to allocate money to support research and development of renewable energy technologies, grid modernization, and other projects that increase system efficiency.

Renewable Energy Standard

Minnesota law allows Xcel Energy to recover the costs of new renewable generation.

Resource Adjustment

This includes costs related to: Conservation Improvement Programs, Mercury Cost Recovery, Renewable Development Fund, Renewable Energy Standard, State Energy Policy, Transmission Cost Recovery.

State Energy Policy

Minnesota law allows Xcel Energy to recover costs related to various energy policies approved by the Legislature.

Transmission Cost Recovery

Minnesota law allows Xcel Energy to recover costs associated with new investments in the electric transmission system necessary to deliver electric energy to customers.

WindsorSource®

WindsorSource is an optional program where you choose how much wind energy you would like to support. You can choose a fixed number of WindsorSource blocks (100 kWh each) or choose a 100% WindsorSource option.

ABOUT YOUR NATURAL GAS RATES

Basic Service Charge

Monthly charge for certain fixed costs (metering, billing, maintenance, etc.)

Charge per therm

Charge to recover the cost of natural gas purchases from wholesale suppliers and delivered to Xcel Energy's distribution system via pipeline. This charge is adjusted each month.

Conservation Improvement Programs

Minnesota law requires Xcel Energy to invest in programs that help customers save energy.

Distribution Charge

Charge per therm that covers only the delivery costs of natural gas to a home or business through our distribution system. It does not include the charges for the natural gas itself.

Gas Affordability Program

A surcharge to recover the costs of offering a low-income customer co-pay program designed to reduce natural gas service disconnections. Billed to all non-interruptible customers.

Gas Utility Infrastructure Costs

Minnesota law allows Xcel Energy to recover MPUC-approved costs of assessments, modifications, and replacement of natural gas facilities as required to comply with state and federal pipeline safety programs.

Heat Content Adjustment

Corrects for variances in the heating capability of natural gas, and the adjustment varies monthly. The higher the heat content, the lower the volume of natural gas needed to provide the same heating.

Natural Gas Innovation Act Costs

Minnesota law allows Xcel Energy to recover approved costs for pilot programs and technologies aimed at reducing natural gas emissions and helping meet the state's clean energy goals.

New Area Service/Extension Surcharge

Monthly charge for extending natural gas service to areas where the cost would otherwise have been prohibitive under Company's present rates and service extension policy.

Pressure Correction Adjustment

Adjusts for variances in the amount of natural gas measured by different types of meters due to pressure differences in the natural gas delivered to a service.

Resource Adjustment

This includes costs related to Conservation Improvement Programs, Gas Utility Infrastructure Costs and State Energy Policy Rider.

State Energy Policy

Minnesota law allows Xcel Energy to recover costs related to various energy policies approved by the Legislature.

Therm

A therm is a unit of heating value equal to 100,000 British Thermal Units (BTUs). Since natural gas meters measure the volume of natural gas consumed in cubic feet, the Heat Content Adjustment is used to determine how much heat, in therms, is contained in the volume consumed.

PAYMENT OPTIONS

Learn more at xcelenergy.com

Standard Payment Options: (No fees apply)

- **My Account/eBill/Mobile App** — View/pay your bill electronically, view energy usage and access account information.
- **Auto Pay** — Automatically pay your bill directly from your bank account.
- **Credit/Debit Card Payment** — Pay with your credit or debit card electronically in My Account/eBill/Mobile App, or by calling 833-680-1365.
- **Pay By Phone** — Make your payment by phone from your checking or savings account by calling 800-895-4999.
- **Pay By Mail** — Return the enclosed envelope and attached bill stub with your payment. Apply proper postage.
- **Bank View and Pay** — View and pay your bills online through a third-party vendor.

Other Payment Options

(Third-party fees will apply. Xcel Energy does not collect nor benefit from these fees.)

- **Pay Stations** — Pay your bill in-person at a location near you. A processing fee is charged for payments made at a pay station.

Learn more in **My Account** on xcelenergy.com or the **Xcel Energy mobile app**.



ENHANCE YOUR ENERGY EFFICIENCY; SAVE MONEY

Upgrading to highly efficient HVAC, refrigeration, lighting and foodservice equipment will lead to long-term energy savings. Xcel Energy offers numerous prescriptive and custom rebates to help you save on the upfront costs of projects that benefit your business.

- Heating equipment
- Cooling equipment
- LED lighting
- Foodservice equipment
- Refrigeration
- And much more.

Contact your account manager or connect with our energy advisors at EnergyEfficiency@xcelenergy.com or 855-839-8862.

Or scan the QR code to visit our business web pages for more information.



INVOICE

DATE: [5-6-25]

4527

SHIP TO:
Greenvale

Grade Roads

[illegible]



APG Southern Minnesota
4095 Coon Rapids Blvd
Coon Rapids, MN 55433

Please indicate if your address has changed by correcting
this upper portion & returning with your payment.

Page # 1

Statement Date
04/30/25

STATEMENT

GREENVALE TOWNSHIP
31800 GUAM AVE
NORTHFIELD, MN 55057- 0000

RECEIVED
5/4/25

Billing Period	
Start Date	Stop Date
04/01/25	04/30/25

Check Number	Amount Paid

Account # 513985 \$166.43

Please return the upper portion with your payment. To pay by credit card, please call 763-691-6000.

PUBLICATION	DATE(S)	AD#/INVOICE	DESCRIPTION/TAG LINE	TYPE	SIZE	AMOUNT
-------------	---------	-------------	----------------------	------	------	--------

PAYMENT MUST BE RECEIVED BY 5/31/25 TO AVOID FINANCE CHARGES

Northfield News	04/09/25	1461554 / 1043621	April 17 Supervisors/Reorganiz	L	1.0 X 2.69	47.55
Northfield News	04/09/25	1461552 / 1043620	April 19 Road Tour Meeting	L	1.0 X 3.14	55.48
Northfield News	04/23/25	1464058 / 1045540	May 8 PH setback	L	1.0 X 3.67	63.40

4528

CURRENT	1 - 30 DAYS	31 - 60 DAYS	OVER 60 DAYS	OVER 90 DAYS	BALANCE DUE
\$166.43	\$0.00	\$0.00	\$0.00	\$0.00	\$166.43

513985

Last payment

3/27/2025

\$229.83



\$30 charge assessed for returned checks.
Report errors within 5 days to ensure consideration.
Unpaid balances over 30 days past due will incur a 1.5%
finance charge per month (Minimum .50 per month).



PO Box 267
St. Michael, MN 55376
(800) 228-0296

*Rec'd
4/24/25*

Invoice 114733
Date 4/17/2025
Page 1

Bill To:
Greenvale - Dakota County
5101 315th St W
Northfield MN 55057

Ship To:
Mark Legvold
5101 315th St W
Northfield MN 55057

Customer ID				Payment Terms	
GREVA01				Net 30	
Ordered	Item Number	Description	Discount	Rate	Amount
3	SPRING SC	SPRING SHORT COURSE	\$0.00	\$75.00	\$225.00
		Registrant SUPER-2054 Scott Norkunas			
		Registrant CHAIR-2052 Charles Anderson			
		Registrant TREAS-2053 Wayne Peterson			
5	GOVT-MANUAL	Town Government Manual	\$0.00	\$20.00	\$100.00

4529

Subtotal \$325.00
Misc \$0.00
Tax \$0.00
Shipping \$0.00
Payment Received \$0.00
Total \$325.00

Please return this portion with your check



Make checks payable to: Minnesota Association of Townships
PO Box 267
St. Michael MN 55376

Bill To:
Greenvale - Dakota County
5101 315th St W
Northfield MN 55057

Invoice: 114733
Total: \$325.00



DAKOTA COUNTY PROPERTY TAXATION AND RECORDS
Dakota County Administration Center 1590 Highway 55 Hastings MN 55033
www.dakotacounty.us

3rd NOTICE: INVOICE FOR PAYMENT

April 24, 2025

Greenvale Township

RE: 2025 Truth in Taxation Costs



Invoice # TNT2025-16

4530

Dakota County has prepared the parcel specific 2025 Truth in Taxation Notices. Minn.Stat. § 275.065, subd. 4 allows the county to apportion the cost of preparing and mailing the parcel specific notices to the school districts, cities, and townships and to the county.

Mail Service and envelopes:	\$ 20,539.46
Inserts	(\$5,188.05)
*Inserts are only charged to entities requesting inclusion of inserts.	
Postage:	\$ 64,148.57
American Solutions for Business:	\$ 3,539.08
Salaries	\$ 3,584.90
Programming-Tyler and internal:	\$ <u>3,000.00</u>
Total costs for 2025:	\$ 89,623.96

Your share of the Truth in Taxation cost is:	\$ 121.21
Your share of the inserts cost is:	\$ <u>0.00</u>
Your total due for 2025:	\$ 121.21

Please submit payment to

Attn: Shantel LaMotte
Dakota County Property Taxation & Records
1590 Highway 55
Hastings, MN 55033

If you have any questions on this invoice, please call Emmanuel Jean at 651-438-4392.

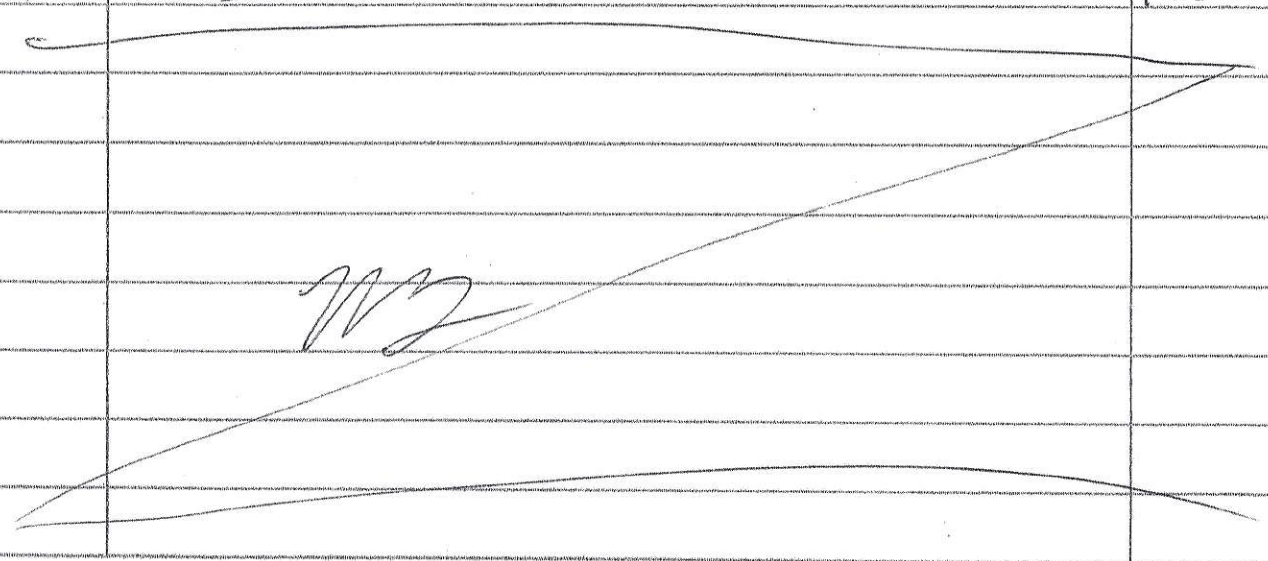
CLAIM FOR PAYMENT FROM
GREENVALE TOWNSHIP
DAKOTA COUNTY, MINNESOTA

4531

To be completed by the claimant or by the town clerk upon authorization of the board.

Claimant: Mark L. Arnold
Address: 5101 315th St. W


Phone: 5074031191

Date	Description	Amount
4/22	Stamps - payroll + inventory	29.20
4/29	AED cabinet	133.25
		

Total \$ 162.45

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

5/8/25 
Date Signature of Claimant

Date Signature of Township Official

CLAIM FOR PAYMENT FROM
GREENVALE TOWNSHIP
DAKOTA COUNTY, MINNESOTA

Rec'd 4/21/25

4532

To be completed by the claimant or by the town clerk upon authorization of the board.

Claimant: Joy Royle

Phone: 612 363 7457

Address: 10451 320th St. W Northfield MN 55057

Date	Description	Amount
3/18/25	Spring Short Course Rochester	75.00

Total \$ 75.00

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

4/21/25 Joy Royle

Date Signature of Claimant

9

Date Signature of Township Official

CASTLE ROCK BANK

April 2025 Statement

Open Date: 03/07/2025 Closing Date: 04/04/2025

Visa® Business Card

GREENVALE TOWNSHIP (CPN 002441559)

New Balance	\$291.30
Minimum Payment Due	\$10.00
Payment Due Date	05/03/2025

RECEIVED
4/16/25 [Signature]

Page 1 of 2

Account: [Redacted]

1-866-552-8855

Elan Financial
Services
BUS 30 ELN

4

Activity Summary

Previous Balance	+	\$29.64
Payments	-	\$29.64CR
Other Credits		\$0.00
Purchases	+	\$291.30
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$291.30
Past Due		\$0.00
Minimum Payment Due		\$10.00
Credit Line		\$25,000.00
Available Credit		\$24,708.70
Days in Billing Period		29

4534

Payment Options:



Mail payment coupon
with a check

Pay online at
myaccountaccess.com

Pay by phone
1-866-552-8855

CPN 002441559

No payment is required.

CASTLE ROCK BANK

Automatic Payment

Account Number: 4798 5103 9409 0845
Your new full balance of \$291.30 will be
automatically deducted from your account on
05/01/25.

24-Hour Elan Financial Services: 1-866-552-8855

to pay by phone
to change your address

000018523 01 SP 000638954652579 P Y
GREENVALE TOWNSHIP
ACCOUNTS PAYABLE
31800 GUAM AVE
NORTHFIELD MN 55057-2274

April 2025 Statement 03/07/2025 - 04/04/2025
 GREENVALE TOWNSHIP (CPN 002441559)

Elan Financial Services

Page 2 of 2
 1-866-552-8855



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$291.30 will be automatically deducted from your bank account on 05/01/2025. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions		PETERSON, WAYNE E		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/04	04/04	5099	BLUEDOGINK 877-258-3364 FL	\$291.30	
			Total for Account	\$291.30	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/31	03/31	MTC	PAYMENT THANK YOU	\$29.64CR	
			Total for Account 4798 5103 9409 0845	\$29.64CR	

2025 Totals Year-to-Date	
Total Fees Charged in 2025	\$0.00
Total Interest Charged in 2025	\$0.00

Interest Charge Calculation

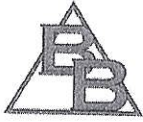
Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	16.24%	
**PURCHASES	\$291.30	\$0.00	YES	\$0.00	16.24%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	29.99%	

End of Statement

BENJAMIN BUS, INC



"Safety First"

Phone: 507-645-5720

Invoice: 651

Date: 19-Apr-2025

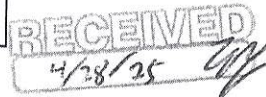
Terms: Upon Receipt

Bill To:

GREENVALE TOWNSHIP
31800 Guam Ave
NORTHFIELD, MN
Attn: CHARLES ANDERSON

Remit To:

Benjamin Bus BY Charter
32611 Northfield Blvd
Northfield, MN 55057



<u>Pickup Date</u>	<u>Pickup</u>	<u>Trip #</u>	<u>Drop Off</u>	<u>Requestor</u>	<u>Group Name</u>
19-Apr-2025 9:00 AM	GREENVALE TOWNSHIP HALL	3048	TBA	CHARLES ANDERSON	TOWNSHIP ROAD TOUR
	<u>Vehicle</u>	<u>Billing Rate</u>	<u>Miles</u>	<u>Hours</u>	
1	BY 9	23/24 BENJ BUS CHARTER	53.00	2:50	\$484.00
Total Trip Cost:					\$484.00

Total: \$484.00

Invoice Information
Trip Donated

Received Payment: \$484.00
23-Apr-2025 \$484.00

Amount Due: \$0.00



PO Box 267
St. Michael, MN 55376
(800) 228-0296

4535

Invoice

Date 113898
Page 10/21/2024

Bill To:
Greenvale - Dakota County
5101 315th St W
Northfield MN 55057

PAST DUE

Ship To:
Tammy May
28218 Foliage Avenue
Northfield MN 55057

Customer ID						Payment Terms
GREVA01						Net 30
Ordered	Item Number	Description	Discount	Rate	Amount	
2	FALL TRAINING_NOV 14 202 Session: 2024	Fall Training_MAT office Nov 14 2024	\$0.00	\$30.00	\$60.00	
		Registrant CLERK-19286		Tammy May		
		Registrant TREAS-2053		Wayne Peterson		

Subtotal	\$60.00
Misc	\$0.00
Tax	\$0.00
Shipping	\$0.00
Payment Received	\$0.00
Total	\$60.00

Please return this portion with your check



Make checks payable to: Minnesota Association of Townships
PO Box 267
St. Michael MN 55376

PAST DUE

Bill To:
Greenvale - Dakota County
5101 315th St W
Northfield MN 55057

Invoice: 113898
Total: \$60.00

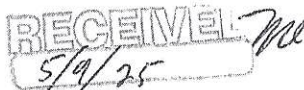


Real People. Real Solutions.

4533

Please Remit To: Bolton & Menk, Inc.
 1960 Premier Drive | Mankato, MN 56001-5900
 507-625-4171 | 507-625-4177 (fax)
 Payment by Credit Card Available Online at www.Bolton-Menk.com
 To Ensure Proper Credit, Provide Invoice Numbers with Payment

Greenvale Township
 clerk@greenvaletwp.org
 Jane Dilley
 31800 Guam Avenue
 Northfield, MN 55057



April 30, 2025

Project No: 0T6.130503.000

Invoice No: 0362186

Client Account: GREENVAL_TW_MN

Greenvale Twp/On-Call Planning Services

General Planning (0000001)

Professional Services

		Hours	Rate	Amount	
Planner	4/8/2025	1.00	164.00	164.00	
<i>Call with Ken Regarding Cannabis Standards; Assembling Information for Ken and Sending for Review</i>					
Totals		1.00		164.00	
Total Labor					164.00
Total this Task					\$164.00
Total this Invoice					\$164.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

**CLAIM FOR PAYMENT FROM
GREENVALE TOWNSHIP
DAKOTA COUNTY, MINNESOTA**

To be completed by the claimant or by the town clerk upon authorization of the board.

Claimant: Wayne Peterson

Address: 30247 Isle Ave
Northfield MN 55057

Phone: 507-321-1887

Date	Description	Amount
<u>see attached</u>	<u>29.41</u>	<u>291029.25</u>

Total \$ 1029.25

DECLARATION

I declare under the penalties of law that this account, claim, or demand is just and correct and that no part of it has been paid.

May 10, 2025
Date

Wayne Peterson
Signature of Claimant

To be completed by the town.

Filed with the town on May 10, 20 25.

Audited by the town board and allowed in the sum of \$ _____.

Supervisor Signatures:

_____/_____/_____

Paid by order-check number: _____

Fund	Account Number	Object Code	Amount

Clerk or Deputy Clerk Signature: _____

Employee Name:

Wayne Peterson

Pay period:

April

Date	Time in	Time out	Hours worked		
4/2/2025	9:00 AM	12:00 PM	3:00	3.00	
4/2/2025	2:00 PM	4:30 PM	2:30	2.50	
4/3/2025	1:30 PM	2:30 PM	1:00	1.00	
4/5/2025	10:30 AM	12:00 PM	1:30	1.50	
4/5/2025	1:15 PM	3:30 PM	2:15	2.25	
4/6/2025	5:30 PM	6:30 PM	1:00	1.00	
4/8/2025	8:30 AM	1:30 PM	5:00	5.00	
4/14/2025	10:30 AM	12:00 PM	1:30	1.50	
4/15/2025	1:00 PM	3:00 PM	2:00	2.00	
4/16/2025	8:20 AM	1:00 PM	4:40	4.66	
4/18/2025	8:00 AM	11:00 AM	3:00	3.00	
5/7/2025	1:00 PM	3:00 PM	2:00	2.00	
				29.41	



CASTLE ROCK BANK

22140 Chippendale Avenue, P O Box 9
Farmington, MN 55024

Statement Ending 04/30/2025

GREENVALE TOWNSHIP

Page 1 of 2

Account Number: XXXXX7910

GREENVALE TOWNSHIP
31800 GUAM AVE
NORTHFIELD MN 55057-2274

RECEIVED
5/8/25



Managing Your Accounts

	Branch Name	Castle Rock Bank
	Phone Number	507-645-7751 651-463-7590
	Mailing Address	27925 Danville Ave Box 518 Castle Rock, MN 55010
	Online Access	www.castlerockbank.net

Summary of Accounts

Account Type	Account Number	Ending Balance
REGULAR NON-PERSONAL	XXXXX7910	\$4,059.36

REGULAR NON-PERSONAL - XXXXX7910

Account Summary

Date	Description	Amount	Description	Amount
04/01/2025	Beginning Balance	\$4,054.36	Average Available Balance	\$4,054.36
	1 Credit(s) This Period	\$5.00		
	0 Debit(s) This Period	\$0.00		
04/30/2025	Ending Balance	\$4,059.36		

Account Activity

Post Date	Description	Debits	Credits	Balance
04/01/2025	Beginning Balance			\$4,054.36
04/30/2025	INTEREST		\$5.00	\$4,059.36
04/30/2025	Ending Balance			\$4,059.36



HOW DOES CASTLE ROCK BANK PROTECT MY INFORMATION?

Castle Rock Bank uses multiple safeguards to protect your information including: employee training, encryption of information and fraud detection programs.

THINGS YOU CAN DO TO HELP PROTECT YOURSELF

1. Sign up for eStatements for your checking and savings accounts to reduce the likelihood of paper statement being stolen from your mailbox. These account types have the highest chance of financial fraud if account information is stolen.
2. Don't leave private information on your work desk.
3. If you are not going to use checks, do not order any.
4. Keep a list of your credit cards, account numbers, expiration dates and customer service or fraud department telephone numbers in a secure place away from the cards for easy access.
5. Be cautious when entering a login ID and PIN online, especially when on a public network. Make sure you are on a secure website.
6. Never have a website remember your password.
7. Set up text or email alerts from your bank for certain checking and savings transaction, such as transactions over \$500.
8. Make sure your virus protection software is up-to-date on your computer and mobile devices.
9. Social media sites ask for your personal information and make it viewable to the public. Be careful what you post on social media and check your privacy settings often. Criminals use information such as birthdays, high schools, colleges, pet names and email addresses to steal your identity.
10. Carefully check through your credit card and bank activity regularly and immediately report unusual activity. You don't have to wait for your statement to arrive. Login to online banking regularly.

KEEP YOUR PERSONAL CONTACT INFORMATION AND PRIVACY CODE UP-TO-DATE

Have you moved, changed employers, phone numbers or email addresses? It's important we're able to contact you if we have questions about your account, suspect fraud, and send pertinent statement and tax information to you. Let us know when your information changes.

When you call us on the phone and request information about your bank accounts, we'll always identify you by the personal Privacy Code you established. If you don't have a Privacy Code in place, be sure to set one up the next time you stop in so we're able to assist you over the phone.

**CONSUMER ACCOUNTS ONLY
IN CASE OF ERRORS OR INQUIRIES
ABOUT YOUR ELECTRONIC TRANSFERS**

Telephone or write us at the location indicated on the statement face as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transaction listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

IF THIS ACCOUNT IS A REVOLVING LINE OF CREDIT, PLEASE READ THE FOLLOWING IMPORTANT INFORMATION (CONSUMER ACCOUNTS).**BILLING RIGHTS SUMMARY:****WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT**

If you think there is an error on your statement or need more information about a transaction on your statement, write to us at the name and address shown on the front of www.castlerockbank.net

In your letter, give us the following information:

- Account information: Your name and account number.
 - Dollar amount: The dollar amount of the suspected error.
 - Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.
- You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or electronically. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

HOW YOUR INTEREST CHARGE IS CALCULATED

We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, add any new advances and fees and subtract any payments, credits and unpaid finance charges. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance." If you have a variable rate plan your daily rate may vary.



CASTLE ROCK BANK

22140 Chippendale Avenue, P O Box 9
Farmington, MN 55024

Statement Ending 04/30/2025

GREENVALE TOWNSHIP

Page 1 of 6

Account Number: XXXXX7901

GREENVALE TOWNSHIP
31800 GUAM AVE
NORTHFIELD MN 55057-2274



Managing Your Accounts

	Branch Name	Castle Rock Bank
	Phone Number	507-645-7751 651-463-7590
	Mailing Address	27925 Danville Ave Box 518 Castle Rock, MN 55010
	Online Access	www.castlerockbank.net

Summary of Accounts

Account Type	Account Number	Ending Balance
SUPER NOW PUBLIC FUNDS	XXXXX7901	\$10,020.90

SUPER NOW PUBLIC FUNDS - XXXXX7901

Account Summary

Date	Description	Amount
04/01/2025	Beginning Balance	\$16,070.09
	3 Credit(s) This Period	\$2,544.60
	31 Debit(s) This Period	\$8,593.79
04/30/2025	Ending Balance	\$10,020.90

Interest Summary

Description	Amount
Interest Earned From 04/01/2025 Through 04/30/2025	
Annual Percentage Yield Earned	0.05%
Interest Days	30
Interest Earned	\$0.66
Interest Paid This Period	\$0.66
Interest Paid Year-to-Date	\$3.50
Average Available Balance	\$0.00

Account Activity

Post Date	Description	Debits	Credits	Balance
04/01/2025	Beginning Balance			\$16,070.09
04/01/2025	PERA MN PERA TXP* PERA* 501051* 03202025* ***\	\$405.00		\$15,665.09
04/01/2025	CHECK # 8719	\$167.38		\$15,497.71
04/02/2025	DEPOSIT		\$1,989.30	\$17,487.01
04/03/2025	CHECK # 8732	\$46.17		\$17,440.84
04/04/2025	CHECK # 8702	\$80.00		\$17,360.84
04/04/2025	CHECK # 8711	\$100.00		\$17,260.84
04/07/2025	CHECK # 8730	\$46.17		\$17,214.67
04/11/2025	CHECK # 8706	\$100.00		\$17,114.67
04/11/2025	CHECK # 8697	\$129.29		\$16,985.38
04/11/2025	CHECK # 8718	\$69.26		\$16,916.12
04/23/2025	DEPOSIT		\$554.64	\$17,470.76
04/23/2025	CHECK # 8746	\$1,658.91		\$15,811.85
04/23/2025	CHECK # 8760	\$443.29		\$15,368.56
04/23/2025	CHECK # 8698	\$346.31		\$15,022.25
04/23/2025	CHECK # 8745	\$117.34		\$14,904.91
04/24/2025	CHECK # 8761	\$87.35		\$14,817.56



SUPER NOW PUBLIC FUNDS - XXXXX7901 (continued)**Account Activity (continued)**

Post Date	Description	Debits	Credits	Balance
04/24/2025	CHECK # 8762	\$69.26		\$14,748.30
04/24/2025	CHECK # 8752	\$174.70		\$14,573.60
04/24/2025	CHECK # 8754	\$69.26		\$14,504.34
04/25/2025	CHECK # 8751	\$82.00		\$14,422.34
04/28/2025	XCEL ENERGY-MN XCELENERGY 00088112123	\$70.43		\$14,351.91
04/28/2025	CHECK # 8758	\$161.61		\$14,190.30
04/28/2025	CHECK # 8759	\$37.35		\$14,152.95
04/29/2025	PERA MN PERA TXP* PERA* 501051* 04172025* ** *\	\$207.64		\$13,945.31
04/29/2025	CHECK # 8643	\$92.35		\$13,852.96
04/29/2025	CHECK # 8690	\$46.17		\$13,806.79
04/29/2025	CHECK # 8723	\$92.35		\$13,714.44
04/29/2025	CHECK # 8742	\$50.44		\$13,664.00
04/29/2025	CHECK # 8756	\$46.17		\$13,617.83
04/29/2025	CHECK # 8757	\$131.02		\$13,486.81
04/29/2025	CHECK # 8755	\$138.52		\$13,348.29
04/30/2025	MN DEPT OF REVEN MN Rev pay 000000113814248	\$299.56		\$13,048.73
04/30/2025	CHECK # 8748	\$3,028.49		\$10,020.24
04/30/2025	INTEREST		\$0.66	\$10,020.90
04/30/2025	Ending Balance			\$10,020.90

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8643	04/29/2025	\$92.35	8723*	04/29/2025	\$92.35	8754*	04/24/2025	\$69.26
8690*	04/29/2025	\$46.17	8730*	04/07/2025	\$46.17	8755	04/29/2025	\$138.52
8697*	04/11/2025	\$129.29	8732*	04/03/2025	\$46.17	8756	04/29/2025	\$46.17
8698	04/23/2025	\$346.31	8742*	04/29/2025	\$50.44	8757	04/29/2025	\$131.02
8702*	04/04/2025	\$80.00	8745*	04/23/2025	\$117.34	8758	04/28/2025	\$161.61
8706*	04/11/2025	\$100.00	8746	04/23/2025	\$1,658.91	8759	04/28/2025	\$37.35
8711*	04/04/2025	\$100.00	8748*	04/30/2025	\$3,028.49	8760	04/23/2025	\$443.29
8718*	04/11/2025	\$69.26	8751*	04/25/2025	\$82.00	8761	04/24/2025	\$87.35
8719	04/01/2025	\$167.38	8752	04/24/2025	\$174.70	8762	04/24/2025	\$69.26

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2025	\$15,497.71	04/07/2025	\$17,214.67	04/25/2025	\$14,422.34
04/02/2025	\$17,487.01	04/11/2025	\$16,916.12	04/28/2025	\$14,152.95
04/03/2025	\$17,440.84	04/23/2025	\$14,904.91	04/29/2025	\$13,348.29
04/04/2025	\$17,260.84	04/24/2025	\$14,504.34	04/30/2025	\$10,020.90



HOW DOES CASTLE ROCK BANK PROTECT MY INFORMATION?

Castle Rock Bank uses multiple safeguards to protect your information including: employee training, encryption of information and fraud detection programs.

THINGS YOU CAN DO TO HELP PROTECT YOURSELF

1. Sign up for eStatements for your checking and savings accounts to reduce the likelihood of paper statement being stolen from your mailbox. These account types have the highest chance of financial fraud if account information is stolen.
2. Don't leave private information on your work desk.
3. If you are not going to use checks, do not order any.
4. Keep a list of your credit cards, account numbers, expiration dates and customer service or fraud department telephone numbers in a secure place away from the cards for easy access.
5. Be cautious when entering a login ID and PIN online, especially when on a public network. Make sure you are on a secure website.
6. Never have a website remember your password.
7. Set up text or email alerts from your bank for certain checking and savings transaction, such as transactions over \$500.
8. Make sure your virus protection software is up-to-date on your computer and mobile devices.
9. Social media sites ask for your personal information and make it viewable to the public. Be careful what you post on social media and check your privacy settings often. Criminals use information such as birthdays, high schools, colleges, pet names and email addresses to steal your identity.
10. Carefully check through your credit card and bank activity regularly and immediately report unusual activity. You don't have to wait for your statement to arrive. Login to online banking regularly.

KEEP YOUR PERSONAL CONTACT INFORMATION AND PRIVACY CODE UP-TO-DATE

Have you moved, changed employers, phone numbers or email addresses? It's important we're able to contact you if we have questions about your account, suspect fraud, and send pertinent statement and tax information to you. Let us know when your information changes.

When you call us on the phone and request information about your bank accounts, we'll always identify you by the personal Privacy Code you established. If you don't have a Privacy Code in place, be sure to set one up the next time you stop in so we're able to assist you over the phone.

**CONSUMER ACCOUNTS ONLY
IN CASE OF ERRORS OR INQUIRIES
ABOUT YOUR ELECTRONIC TRANSFERS**

Telephone or write us at the location indicated on the statement face as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transaction listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

IF THIS ACCOUNT IS A REVOLVING LINE OF CREDIT, PLEASE READ THE FOLLOWING IMPORTANT INFORMATION (CONSUMER ACCOUNTS).**BILLING RIGHTS SUMMARY:****WHAT TO DO IF YOU THINK YOU FIND A MISTAKE ON YOUR STATEMENT**

If you think there is an error on your statement or need more information about a transaction on your statement, write to us at the name and address shown on the front of www.castlerockbank.net

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or electronically. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

HOW YOUR INTEREST CHARGE IS CALCULATED

We figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance" we take the beginning balance of your account each day, add any new advances and fees and subtract any payments, credits and unpaid finance charges. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance." If you have a variable rate plan your daily rate may vary.

TOWNSHIP OF GREENVALE 13002 Ocean Avenue North Hills, Minnesota 55097		ORDER CHECK Payment to the order of the Treasurer of the Township of Greenvale	Cashier's Receipt Cash Paid To: 13002 TO: 03/01/08	8730
PAY TO THE ORDER OF	Adam Royle	08/30/2025 *****66.17 90KLAFL		
Adam Royle 10451 370th St W Minnetonka, MN 55305		Forty-Six Dollars And Seventeen Cents <i>Adam Royle</i> Treasurer <i>Walter E. Hall</i> Cashier		

TOWNSHIP OF GREENWALE
 2100 Glens Avenue
 Northfield, Minnesota 55057

ORDER CHECK
 This instrument is payable to
 Treasurer and having a fixed
 sum of \$4.00 in full of a year
 interest for amount due

State Bank Bank
 Greenfield, Minnesota
 75-2141218

8732

PAY TO THE ORDER OF
 Tom Williams

03/20/2025
 \$ *****\$6.17
 DOLLARS

Forty-Six Dollars And Seventeen Cents

Tom Williams
 39001 1st Avenue
 Northfield, MN 55057

Chairman
 Tom Clark
 Town Clerk
 Tom Trevisser
 Town Treasurer

#8732 04/03/2025 \$46.17

TOWNSHIP OF GREENVALE
3800 Queen Ave West
(Northwood, Minnesota 55957)

CASH ON HAND
The Treasurer has received from the
Treasurer \$100.00 for a check
number 10-31-10101

Cash Book No. 100
Cash Book No. 100
10-31-10101

8742

4/16/2025

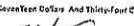
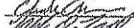
Pay To The Order Of Yanny May \$ **\$D.44

Five Dollars And Forty-Cent Cents DOLLARS

Township May
2821A Fellows Way
Northfield, MN 55957

Chairman
Town Clerk
Treasurer

#8742 04/29/2025 \$50.44

TOWNSHIP OF GREENVALE 11000 Green Avenue Northfield, Minnesota 55057		ORDER CHECK This instrument is payable to the order of the person named below and is not negotiable.		Cashless Pay Cash No. 010018 8745
PAY TO THE ORDER OF Mark Legvold		\$ 4/16/2025 **117.36		
Mark Legvold 10000 325th St W Northfield, MN 55057		One Hundred Seventy Dollars And Thirty-Four Cents DOLLARS  Treasurer		
Inform:		 Town Treasurer		

[illegible]

TOWNSHIP OF GREENSBURG
Greensburg, New York
Northgate, Hampshire County
07860

CHECK ORDER
Payable when deposited
Pay to the order of the payee
Amount to be received

City's Book Store
Care No. 90 West
77-141 Street

8748

4/16/1925

UNITED STATES TREASURY

\$ 83,028.40

DOLLARS

PAY TO THE ORDER OF
R.R.
R.O. Box 22710
Louisville, KY 40229-1091

Memo:

#8748

04/30/2025

\$3,028.49

TOWNSHIP OF GREENWALD
 31800 Quaker Avenue
 Northfield, Minnesota 55057

OFFICE CHECK
 The undersigned hereby certifies that
 the sum of \$82.00 is the amount of the
 cash in the order of the Town of
 Northfield for the year 1998

Cash/John J. J. J.
 Cash/John J. J. J.
 12/15/1998

8751

PAY TO THE ORDER OF
 Bolton and Menk
 Bolton and Menk
 1850 Premier Drive
 Mendota, MN 55041-5500

\$ ***82.00
 DOLLARS
 Eighty-Two Dollars And No Cents

[Signature]
 [Signature]
 [Signature]

Chairman
 Town Clerk
 Town Treasurer

4/16/2025

#8751 04/25/2025 \$82.00

TOWNSHIP OF GREENWALE 31005 Queen Anns Rd Northfield, Minnesota 55057		CASH CHECK This instrument may represent the receipt of cash or funds, or some other thing of value, in full or in part payment of the amount due to the payee named on this instrument.	Cash Paid To: Greenwald, Inc. 1515 75-124715	8752
PAY TO THE ORDER OF	Charles Andersson		\$	04/17/2025
			*****174.70	04/18/25
One Hundred Seventy-Four Dollars And Seventy Cents				
Charles Andersson 9240 293th st. Northfield, MN 55057	_____ Cashier _____ Town Clerk _____ Town Treasurer	1st		

TOWNSHIP OF GREENWALE
 31409 Green Avenue
 Northfield, Minnesota 55057

GREEN CHECK
 This is a non negotiable
 Payment Check. A valid
 receipt for this check is a valid
 receipt for the amount of the check.

Cashier: Mark Clark
 Deputy Cash: SP-10333
 751311151

8754

PAY TO THE ORDER OF Dan Chesley II \$ 04/17/2025
 *****60.26
 DOLLARS

Fifty-Nine Dollars And Twenty-Six Cents

Dan Chesley II
 25150 Highway 44
 Northfield, MN 55057

Cashier: _____
 Town Clerk: _____
 Town Treasurer: _____

#8754 04/24/2025 \$69.26

TOWNSHIP OF GREENVALE
 81000 Gum Avenue
 Northridge, Minnesota 55067

ORDER #0492
 This is a non-refundable order.
 Payment is due on the day of the
 event. If you do not pay by the
 date, we will be forced to cancel

Carl's Fleck Box
 16500 Hwy 101, Suite 100
 763-521-4040

8755

PAY TO
 THE
 ORDER
 OF

Kenneth Malecha

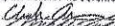
\$ 138.52
 DOLLARS

One Hundred Thirty-Eight Dollars And Fifty-Two Cents

Kenneth Malecha
 28439 Garrett Ave
 Northridge, MN 55067

Chairman
 Town Clerk
 Town Treasurer

#8755 04/29/2025 \$138.52

TOWNSHIP OF GREENGLADE 9100 Gourd Avenue Northfield, Minnesota 55057		ORDER CHECK UNITED ORDERING SERVICE Transfer - Put order on a check payable to the order of the person indicated in the name field		Credit Risk Rate 200-555-0319	8756
PAY TO THE ORDER OF	Mark Malecha	5	04/17/2025 *****46.17 05L413		
Attn: Malecha 30283 7th Ave Northfield, MN 55057		Forty-Six Dollars And Seventeen Cents  _____ Cashman _____ Town Clerk _____ Town Treasurer			

TOWNSHIP OF GREENVALE
 9625 County Avenue
 Northfield, Minnesota 55057

ORDER CHECK
 Northfield Savings and Loan
 2000 Park Ave. NW
 Northfield, MN 55057

Check Number
 2000 Park Ave. NW
 76-1047910

8757

PAY TO
 THE
 ORDER
 OF

Taramy May

\$

04/17/2025

*****31.02
 DOLLARS

One Hundred Thirty-One Dollars And Two Cents

Taramy May
 20218 Pottage Avenue
 Northfield, MN 55057

Cashier
 Town Clerk
 Town Treasurer

#8757

04/29/2025

\$131.02

TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

ORDER CHECK
TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

Castle Rock Bank
Castle Rock, MN 55005
76-1214318

8758

04/17/2025

PAY TO THE ORDER OF Joyce Moore \$ *****161.61

One Hundred Sixty-One Dollars And Sixty-One Cents

Joyce Moore
31800 Quam Ave
Northfield, MN 55057

Chairman
Town Clerk
Town Treasurer

#8758 04/28/2025 \$161.61

TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

ORDER CHECK
TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

Castle Rock Bank
Castle Rock, MN 55005
76-1214318

8759

04/17/2025

PAY TO THE ORDER OF Scott Morkunas \$ *****37.35

Thirty-Seven Dollars And Thirty-Five Cents

Scott Morkunas
81285 Follage Ave
Northfield, MN 55057

Chairman
Town Clerk
Town Treasurer

#8759 04/28/2025 \$37.35

TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

ORDER CHECK
TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

Castle Rock Bank
Castle Rock, MN 55005
76-1214318

8760

04/17/2025

PAY TO THE ORDER OF Wayne Peterson \$ *****443.29

Four Hundred Forty-Three Dollars And Twenty-Nine Cents

Wayne Peterson
33247 18th Ave
Northfield, MN 55057

Chairman
Town Clerk
Town Treasurer

#8760 04/23/2025 \$443.29

TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

ORDER CHECK
TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

Castle Rock Bank
Castle Rock, MN 55005
76-1214318

8761

04/17/2025

PAY TO THE ORDER OF David Roehl \$ *****87.35

Eighty-Seven Dollars And Thirty-Five Cents

David Roehl
28218 Follage Ave
Northfield, MN 55057

Chairman
Town Clerk
Town Treasurer

#8761 04/24/2025 \$87.35

TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

ORDER CHECK
TOWNSHIP OF GREENVALE
31800 Quam Avenue
Northfield, Minnesota 55057

Castle Rock Bank
Castle Rock, MN 55005
76-1214318

8762

04/17/2025

PAY TO THE ORDER OF Victor Volkert \$ *****69.26

Sixty-Nine Dollars And Twenty-Six Cents

Victor Volkert
29755 English Avenue
Northfield, MN 55057

Chairman
Town Clerk
Town Treasurer

#8762 04/24/2025 \$69.26

PROPOSAL

DATE

4/29/2025

Andy Anderson

9240 295th St W
Northfield, Mn. 55057
612-702-6188

Greenvale Township

31800 Guam Ave
Northfield, Mn. 55057

RECEIVED
5/6/25

DATE	DESCRIPTION	PRICE
4/29/2025	Mow Grass per time	\$ 60.00
	Spray weeds per time	\$ 60.00
	Fertilize per time	\$ 60.00



**GREENVALE TOWNSHIP
3100 GUAM AVENUE
NORTHFIELD, MINNESOTA
55057**

Sales: Brandon Darling
Greenvale Township-Lawn Maintenance
Guam Avenue Minnesota 55057

Est ID: EST3128383
Date: May-02-2025

Thank you for the opportunity in providing this estimate for you!

Let us know if you have any questions and we would be happy to answer them!

About Total Turf Maintenance:

At Total Turf Maintenance, we are more than just a family-owned business; we are your dedicated partners in creating and maintaining vibrant outdoor spaces. Nestled in Northfield, MN, our roots extend deep into the community of Dakota County, where we have proudly offered top-notch landscaping, lawn care, and snow removal services for over two decades. Founded by brothers Nick and Brandon, our commitment goes beyond mere expertise – it's a passion for the outdoors and an unwavering dedication to customer satisfaction that defines us. Our mission is to transform your vision into reality, and we achieve this through a combination of extensive industry knowledge, hands-on training, and continuous education for our team. At Total Turf Maintenance, staying at the forefront of the lawncare industry is not just a goal; it's our standard.

-Total Turf Maintenance-

Extra Services	Visits	Billing Type	Visit Price
Lawn Mowing & Line Trimming	1	Per Visit	\$200.00

Mow all turf areas on the property. String trim around all obstacles and blow off walkways and landscape beds for a clean finish.

Contract Terms & Conditions:

Scope of Work: Contractor agrees to furnish the labor, materials, and equipment necessary to perform the work as described in the service description pages. We agree to do all work in a professional, workman like manor.

Payment Term & Methods: The Contractor shall bill the customer monthly and the customer shall pay the contractor in full within 15 days of the invoice date. If payment is not received within 15 days, a late fee of 1.5% monthly interest will apply. State taxes will be added when appropriate (April through October). Total Turf Maintenance can suspend services if payment is not received within a reasonable timeframe. Payment methods accepted are check, e-check, ACH or debit/credit card. A 3.5% convenience fee will apply to all debit/credit card transactions over \$499.

Insurance: The Contractor agrees to carry coverage necessary to perform the services outlined in this contract. Certificates of insurance are available upon request at any time.

Responsibility & Damages: Any property damage shall be reported to the Contractor within 7 business days. If the damage is determined to be caused by the Contractor, the Contractor agrees to replace and/or repair the item to its original condition or agreed condition in a timely manner as weather allows. Contractor will not pay for damages repaired by a third party unless approved by the Contractor. Contractor shall not be held responsible to the customer for damages to the property that are out of the contractor's control. The Customer shall be responsible to maintain manhole covers, water shutoffs, downspout extensions and other fixtures in the street and turf in a manner which will prevent damage to the contractor's equipment and personal injury to operators. The Contractor will not be responsible to repair/replace these items. If the customer installs dirt/grass seed, the area needs to be roped off to avoid damage by customer.

Policing Grounds: Trash will be removed from lawn & landscape beds weekly prior to mowing operations. Excessive amounts and/or repeated events of trash will be reported to the customer to determine the cause and to fix the situation and will be billed back to the customer at an additional hourly rate for labor and disposal. Turf areas with animal waste will be reported to the customer and services will be paused in these areas until waste is removed. Excessive tree branches in the lawn will be billed additionally at an hourly rate and disposal fee. Clean-up after storms and/or high winds is not included in the contract but are available by request for an additional hourly rate plus disposal.

Fuel Surcharge: Customer acknowledges that Total Turf Maintenance may apply a fuel surcharge to the monthly invoices whenever the average price for each gallon of gasoline exceeds \$3.51. The percentage value is based on the monthly average pricing provided by the US Energy Information Administration's Midwest (Padd2) pricing found at <https://www.eia.gov/petroleum/gasdiesel/>. Percentage values: \$3.51-\$4 per gallon= 2%, \$4.01-\$4.50 per gallon= 2.5%, \$4.51-\$5 per gallon= 3%, \$5.01-\$5.50 per gallon= 4%, \$5.51-\$6 per gallon= 5%

Promotional Use: Client grants Total Turf Maintenance the right to take pictures and/or video of the property for promotional use.

Pricing Changes: Pricing in this proposal is determined based on our current pricing for labor, equipment, and materials. Client understands that reasonable price increases may occur due to inflation and Total Turf Maintenance will provide written notice of any price changes.

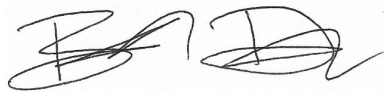
Service Delays: Contractor will not be held responsible for delays in service due to weather and/or material shortages. Contractor will put forth best efforts to resume the service as soon as possible.

Subcontracting: The Contractor may use a subcontractor when/if necessary. Contractor will ensure the subcontractor carries the proper insurance.

Property Management: The Contract is an agreement between the property and the Contractor. The property manager agrees to communicate in a timely manner with the contractor and relay information as needed to the board/residents of the community. In the event the property is sold or changes management, the contractor shall be notified, and the

contract continues until the contract end date.

Estimate authorized by:



Brandon Darling

Estimate approved by:

Signature Date:

05/02/2025

Signature Date:

Email:

brandon@totalturfmaintenance.co
m

GREENVALE TOWNSHIP
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2025-03

**A RESOLUTION CONSENTING TO DAKOTA COUNTY REGISTERING CANNABIS
BUSINESSES WITHIN GREENVALE TOWNSHIP**

WHEREAS, Minnesota Statutes, section 342.22 (the “Act”) provides for the registration of certain cannabis businesses by a local unit of government before they are allowed to undertake any retail sales within the local unit of government;

WHEREAS, the cannabis businesses that are currently subject to local registration include cannabis microbusinesses, cannabis mezzobusinesses, cannabis retailers, medical cannabis combination businesses, and lower-potency hemp edible retailers (collectively, “Cannabis Businesses”) as those terms are defined in Minnesota Statutes, section 342.01;

WHEREAS, the Act indicates that a county may issue a registration in cases where a city or town has provided consent for the county to issue the registration for the jurisdiction;

WHEREAS, the local unit of government that registers Cannabis Businesses may collect registration fees, is responsible for conducting compliance checks (including compliance with local ordinances established pursuant to Minnesota Statutes, section 342.13), and may suspend a registration as provided in the Act;

WHEREAS, under Minnesota Statutes, section 342.13 (i), if a county has one active registration for every 12,500 residents, a city or town within the county is not obligated to register a cannabis business;

WHEREAS, the registration of Cannabis Businesses is separate from the authority provided local units of governments under Minnesota Statutes, section 342.13(c) to adopt “reasonable restrictions on the time, place, and manner of the operation of a cannabis business,” which means the consent and delegation of registration authority does not limit the authority of the Town Board to adopt zoning regulations affecting Cannabis Businesses; and

WHEREAS, since the Town does not have its own law enforcement officers or other resources that would be needed to carry out the inspection duties required under the Act, the Town Board determines it is in the best interests of the Town to consent to having the County register Cannabis Businesses within the Town as may be needed.

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of Greenvale Township as follows:

1. The Town Board hereby consents to having Dakota County register Cannabis Businesses, conduct inspections, and to otherwise carry out the duties of a registering local unit of government under the Act within the Greenvale Township, and delegates to the County such authority as may be needed to perform those functions.

2. The Town Board requests, as part of this consent and delegation of authority, that the County refuse to register any Cannabis Businesses within the Town once the County reaches one active registration for every 12,500 residents within the County.
3. The Town Clerk is authorized and directed to provide the County a copy of this Resolution.

Adopted this ____ day of _____ 2025.

Town Chair

ATTEST

Town Clerk

CITY OF NORTHFIELD RESOLUTION NUMBER _____

TOWNSHIP OF GREENVALE RESOLUTION NUMBER _____

STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS

IN THE MATTER OF THE JOINT RESOLUTION
OF THE CITY OF NORTHFIELD AND GREENVALE
TOWNSHIP DESIGNATING CERTAIN AREAS
AS IN NEED OF ORDERLY ANNEXATION
PURSUANT TO MINNESOTA STATUTES § 414.0325

**JOINT RESOLUTION FOR
ORDERLY ANNEXATION**

WHEREAS, an individual property owner, Thomas A. Sorem (the “Petitioner”), of certain property located within the Township of Greenvale (the “Township”) and legally described in Exhibit A, which is attached hereto and incorporated herein by reference (the “Subject Area”), petitioned the City of Northfield (the “City”) and the Township seeking annexation of the Subject Area to the City; and

WHEREAS, the Petitioner desires annex the Subject Area in order to develop the same and connect the same to the City’s municipal sewer and water systems, which are located in close proximity to the Subject Area; and

WHEREAS, the Township and City have agreed to work cooperatively to accomplish the orderly annexation of the Subject Area legally described in Exhibit A; and

WHEREAS, for ease of reference, the Subject Area proposed for annexation in accordance with this Joint Resolution and legally described in Exhibit A is shown on the map, which is attached hereto as Exhibit B and incorporated herein by reference; and

WHEREAS, the City and Township agree that orderly annexation of the Subject Area is in the best interest of the Petitioner and would benefit the public health, safety, and welfare of the community; and

WHEREAS, the City and Township agree that the Subject Area legally described in Exhibit A is in need of immediate orderly annexation since the Subject Area is urban or suburban or about to become so and will need of City services; and

WHEREAS, the City and Township desire to accomplish the immediate orderly annexation of the Subject Area without the need for any further hearing before the Minnesota Office of Administrative Hearings.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Supervisors of Greenvale Township and the City Council of the City of Northfield, as follows:

1. Designation of Orderly Annexation Area. The Township and the City hereby designate the Subject Area legally described in Exhibit A, for immediate orderly annexation pursuant to Minnesota Statutes, Section 414.0325.
2. Acreage of Subject Area. The Subject Area is approximately 1.95 acres.
3. Population of Subject Area. The population of the Subject Area is 1.
4. Map of Subject Area. A boundary map showing the Subject Area legally described in Exhibit A is attached hereto as Exhibit B and is incorporated herein by reference.
5. No Hearing Required / Review and Comment Jurisdiction Only. Pursuant to Minnesota Statutes, Section 414.0325, the Township and City agree that no alteration of the boundaries stated herein is appropriate, that all conditions for annexation of the Subject Area legally described in Exhibit A are contained in this Joint Resolution, and that no consideration by the Minnesota Office of Administrative Hearings is necessary. Upon the execution and filing of this Joint Resolution, the Minnesota Office of Administrative Hearings may review and comment hereon, but shall, within 30 days of receipt of this Joint Resolution, order the annexation of the Subject Area legally described in Exhibit A in accordance with the terms and conditions contained in this Joint Resolution.
6. Tax Reimbursement. Pursuant to Minnesota Statutes, Section 414.036, the Township and City agree that upon annexation of the Subject Area legally described in Exhibit A, the City shall reimburse the Township for the loss of taxes from the property so annexed in an amount equivalent to three years of property taxes for the 2025 Township portion of the property tax attributable to the Subject Area, which is \$760.32. The foregoing cumulative tax reimbursement amount of \$2,280.96 (3 x \$760.32) shall be paid by the City to the Township in one lump sum on or before January 31, 2026.
7. Notice of Intent Not Applicable. This Joint Resolution is not subject to the notice and publication requirements of Minnesota Statutes, Section 414.0325, subd. 1b since this Joint Resolution designates the Subject Area for immediate annexation and all of the property owners of the Subject Area have petitioned to be annexed.
8. Termination. This Joint Resolution shall remain in full force and effect until such time as the Minnesota Office of Administrative Hearings issues an order effecting the annexation of the Subject Area to the City of Northfield pursuant to Paragraph 5 hereunder, and the parties hereto have fully performed their respective obligations hereunder, including completion of tax reimbursement to the Township in accordance with Paragraph 6 of this Joint Resolution.
9. Governing Law. This Joint Resolution is made pursuant to and shall be construed in accordance with the laws of the State of Minnesota.
10. Headings and Captions. Headings and captions contained in this Joint Resolution are for convenience only and are not intended to alter any of the provisions of this Joint Resolution.

11. Entire Agreement. The terms, covenants, conditions and provisions of this Joint Resolution shall constitute the entire agreement between the parties hereto superseding all prior agreements and negotiations. This Joint Resolution shall be binding upon and inure to the benefit of the respective successors and assigns of the Township and City.
12. Legal Description and Mapping. The Township and City agree that in the event there are errors, omissions or any other problems with the legal descriptions provided in Exhibit A or mapping provided in Exhibit B, in the judgment of the Minnesota Office of Administrative Hearings, that the City and Township shall make such corrections and file any additional documentation, including a new Exhibit A or Exhibit B replacing and making the corrections requested or required by the Minnesota Office of Administrative Hearings as necessary to make effective the annexation the Subject Area in accordance with the terms of this Joint Resolution.
13. Notice. Any notices required under the provisions of this Joint Resolution shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:
- | | |
|--|--|
| If to the City: | If to the Township: |
| Ben Martig
City Administrator
Northfield City Offices
801 Washington St
Northfield, MN 55057 | Mark Legvold
Township Clerk
Greenvale Town Hall
31800 Guam Avenue
Northfield, MN 55057 |
14. Effective Date. This Joint Resolution shall be effective on the date that the last party hereto signs and dates said document.
15. Recitals. The recitals hereto are incorporated herein and made a part hereof by reference.
16. Counterparts. This Joint Resolution may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any party hereto to the counterpart shall be deemed a signature to the Joint Resolution, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing party.
17. Filing. The Township and City agree that upon adoption and execution of this Joint Resolution, the City shall file the same with the Minnesota Office of Administrative Hearings, Municipal Boundary Adjustments Unit and pay the required filing fee(s).

[Signature page to follow]

Passed, adopted, and approved by the Town Board of Supervisors of Greenvale Township, Dakota County, Minnesota, this ____ day of _____, 2025.

GREENVALE TOWNSHIP

By: _____
Charles Anderson, Chairman

ATTEST:

Mark Legvold, Town Clerk

Passed, adopted, and approved by the City Council of the City of Northfield, Rice and Dakota Counties, Minnesota, this ____ day of _____, 2025.

CITY OF NORTHFIELD

By: _____
Erica Zweifel, Mayor

ATTEST:

By: _____
Lynette Peterson, City Clerk

EXHIBIT A

Legal Description of Subject Area

The Subject Area to be annexed in the attached Joint Resolution is legally described as follows:

That part of the Southwest Quarter of the Northeast Quarter of Section 27, Township 112, Range 20, Dakota County, Minnesota, described as follows: Beginning at the northwest corner of said Southwest Quarter of the Northeast Quarter; thence South 89 degrees 57 minutes 31 second East (assumed bearing) along the north line of said Southwest Quarter of the Northeast Quarter 583.78 feet; thence South 00 degrees 02 minutes 29 seconds West 270.88 feet; thence North 89 degrees 57 minutes 31 seconds West 247.20 feet; thence North 00 degrees 02 minutes 29 second East 210.95 feet; thence North 89 degrees 57 minutes 31 seconds West 336.13 feet to the west line of said Southwest Quarter of the Northeast Quarter; thence North 00 degrees 22 minutes 51 seconds West along said west line 59.94 feet to the point of beginning.

EXHIBIT B

Boundary Map

The following is a municipal boundary map as referenced in the attached Joint Resolution, showing the current City of Northfield and its relation to the Subject Area to be annexed, which are legally described in Exhibit A:

CITY OF NORTHFIELD RESOLUTION NUMBER _____

TOWNSHIP OF GREENVALE RESOLUTION NUMBER _____

**STATE OF MINNESOTA
OFFICE OF ADMINISTRATIVE HEARINGS**

**IN THE MATTER OF THE JOINT RESOLUTION
OF THE CITY OF NORTHFIELD AND GREENVALE
TOWNSHIP DESIGNATING CERTAIN AREAS
AS IN NEED OF ORDERLY ANNEXATION
PURSUANT TO MINNESOTA STATUTES § 414.0325**

**JOINT RESOLUTION FOR
ORDERLY ANNEXATION**

WHEREAS, property owners, Matthew Langer and Shelley Langer (the “Petitioner”), of certain property located within the Township of Greenvale (the “Township”) and legally described in Exhibit A, which is attached hereto and incorporated herein by reference (the “Subject Area”), petitioned the City of Northfield (the “City”) and the Township seeking annexation of the Subject Area to the City; and

WHEREAS, the Petitioner desires annex the Subject Area in order to develop the same and connect the same to the City’s municipal sewer and water systems, which are located in close proximity to the Subject Area; and

WHEREAS, the Township and City have agreed to work cooperatively to accomplish the orderly annexation of the Subject Area legally described in Exhibit A; and

WHEREAS, for ease of reference, the Subject Area proposed for annexation in accordance with this Joint Resolution and legally described in Exhibit A is shown on the map, which is attached hereto as Exhibit B and incorporated herein by reference; and

WHEREAS, the City and Township agree that orderly annexation of the Subject Area is in the best interest of the Petitioner and would benefit the public health, safety, and welfare of the community; and

WHEREAS, the City and Township agree that the Subject Area legally described in Exhibit A is in need of immediate orderly annexation since the Subject Area is urban or suburban or about to become so and will need of City services; and

WHEREAS, the City and Township desire to accomplish the immediate orderly annexation of the Subject Area without the need for any further hearing before the Minnesota Office of Administrative Hearings.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Supervisors of Greenvale Township and the City Council of the City of Northfield, as follows:

1. Designation of Orderly Annexation Area. The Township and the City hereby designate the Subject Area legally described in Exhibit A, for immediate orderly annexation pursuant to Minnesota Statutes, Section 414.0325.
2. Acreage of Subject Area. The Subject Area is approximately 12.66 acres.
3. Population of Subject Area. The population of the Subject Area is 0.
4. Map of Subject Area. A boundary map showing the Subject Area legally described in Exhibit A is attached hereto as Exhibit B and is incorporated herein by reference.
5. No Hearing Required / Review and Comment Jurisdiction Only. Pursuant to Minnesota Statutes, Section 414.0325, the Township and City agree that no alteration of the boundaries stated herein is appropriate, that all conditions for annexation of the Subject Area legally described in Exhibit A are contained in this Joint Resolution, and that no consideration by the Minnesota Office of Administrative Hearings is necessary. Upon the execution and filing of this Joint Resolution, the Minnesota Office of Administrative Hearings may review and comment hereon, but shall, within 30 days of receipt of this Joint Resolution, order the annexation of the Subject Area legally described in Exhibit A in accordance with the terms and conditions contained in this Joint Resolution.
6. Tax Reimbursement. Pursuant to Minnesota Statutes, Section 414.036, the Township and City agree that upon annexation of the Subject Area legally described in Exhibit A, the City shall reimburse the Township for the loss of taxes from the property so annexed in an amount equivalent to three years of property taxes for the 2025 Township portion of the property tax attributable to the Subject Area, which is \$214.81. The foregoing cumulative tax reimbursement amount of \$644.43 (3 x \$214.81) shall be paid by the City to the Township in one lump sum on or before January 31, 2026.
7. Notice of Intent Not Applicable. This Joint Resolution is not subject to the notice and publication requirements of Minnesota Statutes, Section 414.0325, subd. 1b since this Joint Resolution designates the Subject Area for immediate annexation and all of the property owners of the Subject Area have petitioned to be annexed.
8. Termination. This Joint Resolution shall remain in full force and effect until such time as the Minnesota Office of Administrative Hearings issues an order effecting the annexation of the Subject Area to the City of Northfield pursuant to Paragraph 5 hereunder, and the parties hereto have fully performed their respective obligations hereunder, including completion of tax reimbursement to the Township in accordance with Paragraph 6 of this Joint Resolution.
9. Governing Law. This Joint Resolution is made pursuant to and shall be construed in accordance with the laws of the State of Minnesota.
10. Headings and Captions. Headings and captions contained in this Joint Resolution are for convenience only and are not intended to alter any of the provisions of this Joint Resolution.

11. Entire Agreement. The terms, covenants, conditions and provisions of this Joint Resolution shall constitute the entire agreement between the parties hereto superseding all prior agreements and negotiations. This Joint Resolution shall be binding upon and inure to the benefit of the respective successors and assigns of the Township and City.
12. Legal Description and Mapping. The Township and City agree that in the event there are errors, omissions or any other problems with the legal descriptions provided in Exhibit A or mapping provided in Exhibit B, in the judgment of the Minnesota Office of Administrative Hearings, that the City and Township shall make such corrections and file any additional documentation, including a new Exhibit A or Exhibit B replacing and making the corrections requested or required by the Minnesota Office of Administrative Hearings as necessary to make effective the annexation the Subject Area in accordance with the terms of this Joint Resolution.
13. Notice. Any notices required under the provisions of this Joint Resolution shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:

<p>If to the City:</p> <p>Ben Martig City Administrator Northfield City Offices 801 Washington St Northfield, MN 55057</p>	<p>If to the Township:</p> <p>Mark Legvold Township Clerk Greenvale Town Hall 31800 Guam Avenue Northfield, MN 55057</p>
--	--
14. Effective Date. This Joint Resolution shall be effective on the date that the last party hereto signs and dates said document.
15. Recitals. The recitals hereto are incorporated herein and made a part hereof by reference.
16. Counterparts. This Joint Resolution may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any party hereto to the counterpart shall be deemed a signature to the Joint Resolution, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing party.
17. Filing. The Township and City agree that upon adoption and execution of this Joint Resolution, the City shall file the same with the Minnesota Office of Administrative Hearings, Municipal Boundary Adjustments Unit and pay the required filing fee(s).

[Signature page to follow]

Passed, adopted, and approved by the Town Board of Supervisors of Greenvale Township, Dakota County, Minnesota, this ____ day of _____, 2025.

GREENVALE TOWNSHIP

By: _____
Charles Anderson, Chairman

ATTEST:

Mark Legvold, Town Clerk

Passed, adopted, and approved by the City Council of the City of Northfield, Rice and Dakota Counties, Minnesota, this ____ day of _____, 2025.

CITY OF NORTHFIELD

By: _____
Erica Zweifel, Mayor

ATTEST:

By: _____
Lynette Peterson, City Clerk

EXHIBIT A

Legal Description of Subject Area

The Subject Area to be annexed in the attached Joint Resolution is legally described as follows:

PARCEL A

The East half of the North half of the Northeast Quarter of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter of the Northeast Quarter, all in Section 27, Township 112 North, Range 20 West, Dakota County, Minnesota.

EXHIBIT B

Boundary Map

The following is a municipal boundary map as referenced in the attached Joint Resolution, showing the current City of Northfield and its relation to the Subject Area to be annexed, which are legally described in Exhibit A:

Greenvale Township Planning Commission

Policies and Procedures

Revision Dates 05/20/2022, 03/16/2023, 5/15/2025

Preface

This handbook establishes policies and procedures for the Greenvale Township Planning Commission (hereafter *Planning Commission*) and clarifies the roles and responsibilities of Planning Commissioners. It is also intended to provide an orientation to new Planning Commission members.

These policies and procedures are not intended to supersede Minnesota State Statutes or Greenvale Township Ordinances; in all instances, state statutes and Township Ordinances shall take precedence.

This document will be reviewed periodically, and new policies and procedures will be added as the Planning Commission adopts them, *and the Town Board approves them.*

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— Section I —

Greenvale Township: Planning Commission

Ch. 1 — Purpose

This Planning Commission is established for the following purposes:

- A. To encourage sound and harmonious growth of the community and its environs and efficiency and economy in the provision of facilities and services, to ensure maximum returns for expenditure of public funds, and to avoid errors and waste resulting from unplanned and uncoordinated development.
- B. To plan for all physical development, to recommend any changes for the zoning plan for the Township of Greenvale and provide rules for the operation thereof.
- C. To prepare and maintain in current form a comprehensive plan with related studies, statement of policies, regulations and ordinances to guide the development of the Township of Greenvale.
- D. The Planning Commission is established under the authority granted by the provisions of Minnesota Statutes Section 462.354.

Ch. 2 — Establishment; Qualifications; Terms of Office

Pursuant to Minnesota Statute § 462.354, there is hereby established a Planning Commission, herein after referred to as a "Commission", which will consist of five (5) members appointed by the Town Board from among the residents of Greenvale Township.

A Member of the Town Board shall attend meetings on a one-year *up to three-year* rotating basis to observe the proceedings and serve as liaison with the Planning Commission.

Notification of all upcoming openings on the Planning Commission shall be made public. Commission members shall be appointed from among persons in a position to represent the general public interest. Geographic dispersion should be considered as part of the appointment process. No person shall be appointed with private or personal interests likely to conflict with the general public interest. If any Member shall find that the Member's private or personal interests are involved in any manner coming before the Commission, the Member shall disqualify themselves from taking part in action from the matter, or the Commission may disqualify the Member.

The term of Commission Members shall be three (3) years beginning on May 1 and ending on April 30 three (3) years after.

The Town Board of Supervisors shall appoint Commission Members in April with respect to the terms that commence on the following May 1.

No person shall be appointed to serve more than two successive terms on the Planning Commission; provided, however, if no other applicants apply for the position, the Town Board may waive the prohibition against serving more than two successive terms and in such case the Town Board may appoint the Member to serve one more additional successive term of three (3) years; provided further, existing Members shall nonetheless be eligible to be reappointed to serve two (2) additional 3 year successive terms, the duration of which would be determined by the Town Board.

Ch. 3 — Removal from Office; Vacancies

Any Commission Member may be removed from office for just cause by a majority of the Town Board, provided that the Member is given ten business days advance notice in writing of the proposed action of the Board, and an opportunity for a public hearing before the vote is taken. In addition, the Town Board according to rules adopted by the Planning Commission may remove any Member for non-attendance at Planning Commission meetings without action.

It shall be the duty of the Chairperson of the Planning Commission to notify the Town Board promptly of any vacancies occurring in the membership. The Town Board shall fill such vacancies within 60 calendar days of the notification.

Ch. 4 — Officers; Rules; Employees; Salaries and Expenses

The Commission shall elect a Chairperson from among the Members.

The Commission shall adopt rules for its governance and for the transaction of its business, and shall keep a written record of attendance at its meetings and of resolutions, transactions, findings and determinations, showing the vote of each Member on each question requiring a vote, or if absent or abstaining from voting, indicating such fact. The records of the Commission shall be a public record. Copies of the approved minutes of the Planning Commission meetings shall be transmitted by the Township Clerk to the Town Board at least twenty-four hours prior to the next regularly scheduled meeting of the Town Board following the meeting of the Planning Commission.

Subject to the approval of the Town Board and within limits set by appropriations or other funds made available, the Commission may employ such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its affairs.

Members of the Commission shall receive such salaries or fees for their services thereon, as set by the Town Board at the reorganizational meeting. Members may receive necessary travel per diem and other expenses, while on official business for the Commission, if funds are available for this purpose.

Ch. 5 — Time and Place of Meeting

The Planning Commission shall have regular sessions at the times and on the days shown by the schedule of meetings. The schedule shall be adopted by resolution of the Board of Supervisors at the reorganizational meeting and shall be kept on file at the Township's primary office. Continued meetings of the Commission shall be set by the Commission on days and at times that the Commission may deem proper. All meetings shall be held in the Town Hall or at a place designated on the schedule by the Commission. If the Commission decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided for a regular meeting.

Ch. 6 — Functions, Powers and Duties

The functions, powers and duties of the Commission shall be, in general:

- A. To acquire and maintain in current form such basic information and background data as is necessary for understanding of the current Comprehensive Plan.
- B. To prepare and keep a current comprehensive general plan for meeting present requirements, and such future needs as may be foreseen.
- C. To establish principles and policies for guiding action affecting development in the Township and its environs.
- D. To prepare and recommend to the Town Board ordinances, regulations, and other proposals promoting orderly development along lines indicated as desirable by the Comprehensive Plan.
- E. To determine whether specific proposed development conforms to the principles and requirements for the Comprehensive Plan and the Ordinances.
- F. To keep the Town Board and the general public informed and advised as to all planning and development matters.
- G. To conduct such public hearings, as may be required to gather information necessary for the drafting, establishment, and maintenance of a Comprehensive Plan and Ordinances and regulations relating to it, and to establish public committees for the purpose of collecting and supplying information necessary for the Plan, or for the purpose of promoting the accomplishment of the Plan in whole or in part.
- H. To perform other duties which may be lawfully assigned to it, or which may have bearing on the preparation of or adherence to the Plan.

In connection with its duties, and within the limit of its funds, the Commission may make, cause to be made, or obtain maps, aerial photographs and surveys, and special studies of the location, condition, and adequacy of specific facilities of the Township and, as appropriate, its environs, including, but not limited to: studies on housing; commercial and industrial facilities; economic development; parks; playgrounds and other recreational facilities; schools; public and private utilities; traffic, transportation, parking and other studies as may be assigned by the Board of Supervisors.

All township employees shall, upon request within a reasonable time, furnish to the

Commission or its employees or agents such available records or information as may be required in its work

Ch. 7 — Plat Approval

With respect to applications for plats, the Planning Commission shall hold the public hearing required by statute. The Planning Commission shall recommend to the Board whether the proposed plat should be approved or disapproved. If the Planning Commission has not made its recommendation in a timely fashion to allow the Board to approve or disapprove the proposed plat within the timeframes set by Minnesota Statute § 462.358, the Board may proceed to act on the application for the plat without the recommendation of the Planning Commission.

Ch. 8 — Building Permits

No building permit for any structure to be erected on any property within the Township shall be issued until the application for the permit has been referred to the Planning Commission for review and a recommendation as to whether the building permit should be approved or disapproved and until the Planning Commission's review and recommendation has been made. An attested copy of the review and recommendation shall be forwarded to the Town Board prior to action by the Town Board in approving or denying the building permit. If the report and recommendation is not received by the Town Board in a timely manner so as to enable the Town Board to act on the building permit application within any timeframe set by law or ordinance the Town Board may nonetheless approve or disapprove the building permit application without the review and recommendation from the Planning Commission.

The review and recommendation of the Planning Commission is advisory only to the Town Board and shall not be considered dispositive of the action to be taken by the Town Board.

Ch. 9 — Zoning Changes

No change shall be made in the present zoning of land, or in the zoning plan or future street or public land plan or regulations governing the platting of land, until the proposed change has been referred to the Planning Commission for a review and recommendation and until such review and recommendation has been made. No ordinance or resolution establishing any such plans or specifications shall be adopted by the Town Board until such ordinance or resolution has been referred to the Planning Commission for review and recommendation and until such review and recommendation has been made.

An attested copy of the Commission's reviews and recommendations shall be forwarded to the Town Board. If the reviews and recommendations are not received by the Town Board in a timely fashion so as to enable the Town Board to act on the matters within the timeframes required by law or ordinance, the Town Board may proceed to act on the actions without the reviews and recommendations of the Planning Commission.

The reviews and recommendations are advisory only to the Town Board and are not binding on the actions to be taken by the Town Board.

Ch. 10 — Recommended Public Works

As a part of its duties, the Planning Commission, upon request by the Town Board, shall prepare a list of public works, which it believes are necessary and desirable to be constructed. Such list shall be arranged in order of preference with recommendations as to which projects shall be constructed with Township general funds and which with road and bridge funds, and such other methods of financing, as it deems advisable.

— Section II —

General Policies

Ch. 1 — Member Orientation and Training

A. Orientation. To assist new Planning Commissioners to learn their responsibilities and develop their understanding of planning and zoning, new Commissioners are strongly encouraged to:

1. Read the [Greenvale Township Zoning Ordinance](#);
2. Read the [Greenvale Township Comprehensive Plan Executive Summary](#);
3. Read "[Township Planning and Zoning: A General Overview](#)" (MAT Document PZ1000) and "[Zoning Decisions: Limitations and Pitfalls](#)" (MAT Document PZ2000), both available from the Minnesota Association of Townships (MAT) website at www.mntownships.org.
4. Obtain a copy of the Minnesota Association of Townships [Manual of Township Government](#), available from the MAT website or, upon request and Town Board approval, receive a hard copy of the manual.

B. Training and professional conferences. The Planning Commission recognizes that the acquisition and maintenance of a body of knowledge and skills related to planning and zoning is necessary and desirable to perform the job of Planning Commissioner. The Planning Commission therefore encourages and highly recommends periodic attendance at educational seminars, training sessions, and conferences. The following is the policy on attendance at such events:

1. Planning Commissioners must request approval from the Town Board to attend any training or informational meeting for which they intend to ask the Township for reimbursement for fees and/or mileage. Reimbursement is subject to availability of funds.
2. Planning Commissioners should notify the Planning Commission Chair and Township Clerk immediately of any educational or informational meetings at which there is the potential for a quorum of Commissioners so the meeting can be posted on the Township calendar.
3. Planning Commissioners shall, at the next regular meeting of the Planning Commission, make a report to the Commission about the information they received at any training or informational meetings they have attended.

Ch. 2 — Meeting Attendance

A. Regular attendance at all scheduled Planning Commission meetings is expected. Attendance at regular Town Board meetings is strongly encouraged.

B. If a Planning Commissioner is absent from regular Planning Commission meetings three (3) months in a row, or is absent from more than fifty percent (50%) of all scheduled Planning Commission meetings in a one-year period, then the Commissioner's position shall be considered vacant, and the Planning Commission Chair shall advise the Town Board that there is a vacancy on the Planning

Commission.

- C. If a Commissioner is unable to attend a scheduled Planning Commission meeting, they are requested to contact the Township Clerk or Planning Commission Chair in advance of the meeting to provide notice that they will be unable to attend.

Ch. 3 — Representing the Township

Greenvale Township has an interest in ensuring that the Township is represented appropriately at public meetings outside of the community. The following policies govern Planning Commission attendance at meetings outside of Greenvale Township:

- A. If a Planning Commissioner is representing the Township in an official capacity (i.e., they are a presenter or speaker at an event at which they are identified as "a Planning Commissioner from Greenvale Township" or they intend to speak at an event as a representative of Greenvale Township), they must notify the Planning Commission and Town Board in advance of the event that they will be attending in this capacity.
- B. Planning Commissioners are free to attend, as a private citizen, public meetings in other communities on issues affecting Greenvale without notifying the Planning Commission or Town Board. Members should be cognizant, however, that if they identify themselves as a "Planning Commissioner from Greenvale," those in attendance may take what they say as a representation of the Township's view of the matter.
Therefore, members are strongly encouraged to make clear at all times that they are speaking as private citizens and for themselves only.
- C. Contacting the Minnesota Association of Townships (MAT). Planning Commission members are encouraged to contact MAT concerning general questions of procedure or statutory requirements. However, MAT has a limited budget and limited staff, and has asked communities to coordinate with each other before contacting the organization for information. Before contacting MAT with a question, Planning Commissioners shall notify the Township Clerk about the general subject matter of their inquiry to ensure that the Township is not sending multiple requests for the same information. In general, requests should be limited to general questions about proper procedure or statutory requirements; as a rule, MAT will not advise Townships about policy matters.

Ch. 4 — Conflicts of Interest

Refer to the MAT [Township Powers, TP-7010, "Conflicts of Interest Condensed Version"](#) or MAT [Township Powers, TP-7000, "Conflicts of Interest."](#)

Ch. 5 — Open Meeting Law

Refer to Minnesota [State Statute 13D.01](#); the MAT Publication "Practical Guide to the Open Meeting Law"; and the [MAT Manual of Township Government, Chapter 7, "Open Meeting Law."](#)

Ch. 6 — Compensation and Reimbursement

Planning Commission members are entitled to receive compensation and mileage reimbursement for all of the following:

- A. All official meetings of the Planning Commission

- B. Required site inspections
- C. Approved training sessions or informational meetings
- D. Compensation Rate will be set by the Township Board of Supervisors annually.

— Section III —

Roles and Responsibilities

Ch. 1 — Meeting Preparation

Preparation for Planning Commission meetings is essential. The Township does not have the luxury of regular staff to conduct research on issues that come before the Planning Commission, so much of this work must be done by individual Commissioners as part of their regular duties. Pertinent information presented to the Township Clerk between regular meetings should be sent to the members as soon as possible and compiled to create information packets.

- A. Information Packets. The Township Clerk will email Planning Commission members the packets by the end of business hours three (3) business days before the scheduled meeting. Requests for additional background information for items on the agenda may be made to the Township Clerk.
- B. Preparing for Meetings. Planning Commissioners are responsible for being prepared to discuss each item on the agenda for all Planning Commission meetings. In addition to reviewing permit application forms, this may include consulting Township Ordinances, conducting research and gathering information, contacting staff from other communities, consulting with planning and land use professionals, contacting county or state officials, and (where applicable) consulting county Ordinances and state statutes.

Ch. 2 — Conducting Inspections or Site Visits

Ch. 3 —Chair Responsibilities

The Planning Commission Chairperson shall be the presiding officer of Planning Commission meetings. In the absence of the Chairperson, the Vice Chairperson shall preside. The presiding officer is a full member of the Planning Commission and retains all the rights to speak, make and second motions, and vote on matters of Town business to the same extent as any other Planning Commissioner.

In addition to the duties and obligations outlined herein and in Township Ordinances, the Planning Commission Chair (or, in the Chair's absence, a designated member) shall be responsible for the following:

- A. Working with the Township Clerk to create an agenda for upcoming Planning Commission meetings.
- B. Maintaining regular communication with the Town Board Chair regarding Planning Commission business.
- C. Clarify any actions to the Town Board at each regularly scheduled Town Board Meeting; a Planning Commission liaison will be appointed to attend regularly scheduled Town Board Meetings.

- D. Identifying upcoming training or informational opportunities for Planning Commission members and alerting members to these opportunities.
- E. Ensuring compliance with Open Meeting Law requirements regarding availability of public documents during the meeting. (*See Minnesota Statutes §13D.01*)

Ch. 4 — Township Clerk Responsibilities *See Appendix E—Checklists*

- A. Accept and process application forms for upcoming meeting.
 - 1. The deadline for all applications shall be at noon at least ten (10) business days before the next Planning Commission meeting.
 - 2. Only complete applications that include all required information, supplemental exhibits, and fees shall be placed on the Planning Commission agenda for action.
 - 3. Consistent with State Statutes, incomplete applications shall be returned to the applicant within ten (10) business days of receipt, accompanied by a written explanation why the application is incomplete.
- B. Provide draft copies of Planning Commission meeting minutes to the Planning Commission and Town Board as required.
- C. Township Clerk to post approved Planning Commission meeting minutes to the Township website, and to include in the permanent Township records.

Ch. 5 — Zoning Administrator/Planning Commission Chair Responsibilities *See Appendix D—Checklists*

- A. Send out an email to the Planning Commissioners as to what Permits and Land Use items have been requested, so if Planning Commissioners want to see the original documents, they can come in to examine them.
- B. Compile and distribute information packets.
 - 1. Copies of permit forms shall be placed in Planning Commission members' packets no later than close of business three (3) business days before the Planning Commission meeting. Original application materials shall be available for Planning Commission members to examine during regular Township office hours or by arrangement with the Zoning Administrator/Planning Commission Chair.
 - 2. Draft minutes of the last Town Board meeting shall be placed in Planning Commission members' folders no later than close of business three (3) business days before the Planning Commission meeting.
 - 3. Any additional information relevant to items on the agenda shall be placed in Planning Commission members' folders as soon as available.
- C. Create meeting agendas. (in collaboration with Clerk and Chair)
 - 1. Items shall be placed on the agenda in the order in which they are received under the proper category, as follows:
 - a. Permit Requests. This item is reserved for building permit requests.
 - b. Other Land Use and Zoning Items. This item is reserved for land use and

zoning requests that do not require a building permit (e.g., lot splits, building right clusters, variance requests, lot of record verification, interim use permits, nonconforming use verification), as well as questions from the audience regarding land use and zoning items not on the agenda.

- c. Town Board Liaison
 - d. Old Business
 - e. New Business
 - f. Minutes Approval
 - g. Township Clerk Matters
 - The agenda shall include a version number to distinguish the final version from earlier versions.
- D. Record any changes or updates to the “Townships Buildable Site Book” within 30 days of receipt from the Dakota County Recorder.
- a. Changes will be noted on map, action taken will be recorded in notes section following each map, applicable papers regarding action taken will be filed following the notes section.
 - b. Clerk will report completion of updates to the Buildable Site Book to the Planning Commission at the next regularly scheduled meeting.

E. Compile copies of items for inclusion in the public notebook as required under the Open Meeting Law

— Section IV —

Operating Procedures

Ch. 1 — Permitting Procedures

The goal of the Planning Commission is to process permit applications and land use and zoning requests as expediently as possible while fulfilling its purpose to protect the health, safety, and welfare of the community. Consistent with this goal, the Planning Commission has adopted, and the Greenvale Town Board has approved, the following policies regarding the level of review required for various permit applications and land use requests:

A. Remodeling and repair projects.

1. The Zoning Administrator will determine whether the project requires Planning Commission and Town Board review. Generally, remodeling and repair projects do not require such review unless they enlarge the building, move or extend the outside dimensions of the building, or change the land use or occupancy of the building.
2. If the Zoning Administrator determines the permit application is complete and does not require Planning Commission and Town Board review, the Zoning Administrator may approve the permit, and applicants need not appear before the Planning Commission or Town Board. The *Zoning Administrator* will issue a permit per the usual procedure. Once a permit has been issued, applicants can obtain their permit from the Zoning Administrator after paying the appropriate permit fees. No work shall begin on the project until the applicant has paid for and obtained the proper permits.
3. If the Zoning Administrator determines the permit application does require Planning Commission and Town Board review, then the application will be forwarded to the Planning Commission per the Township's standard procedures for reviewing permits; in such cases, the applicant must appear before the Planning Commission and Town Board. No work shall begin on the project until the proper permits have been obtained.

B. Rebuilds in Case of Fire or Disaster.

1. The Zoning Administrator and Planning Commission Chair (or Vice Chair) will jointly review applications for buildings or structures being rebuilt after destruction by fire as soon as they are received. Incomplete applications will be returned within 15 business days and must be resubmitted.
2. If the building permit is for an exact rebuild of a conforming building or structure on its original foundation, and if the Zoning Administrator and the Planning Commissioner agree the proposal meets Township Ordinances, the Zoning Administrator may approve the permit, and applicants need not appear before the Planning Commission or Town Board. The *Zoning Administrator* will issue a permit per the usual procedure. Once a permit has been issued, applicants can obtain their permit from the Zoning Administrator after paying the appropriate permit fees. No work shall begin on the project until the applicant has paid for and obtained the proper permits.
3. Any one of the following will require that the application be forwarded to the Planning

Commission and Town Board for review per the Township's standard procedures for reviewing permits, in such cases the applicant must appear before the Planning Commission and Town Board at their next regularly scheduled meetings:

- The Zoning Administrator and the Planning Commissioner do not agree that the proposal meets Township Ordinances;
- Changes to the foundation or footprint of the building or structure;
- Changes to the location of the building or structure on the parcel;
- Changes in the physical dimensions of the building or structure (square footage, height, etc.); or
- Rebuilding a nonconforming building or structure.

Regarding nonconforming structures Minnesota Statutes state: "If a nonconforming building or structure is destroyed by fire or other peril to the extent of 50% of its market value, the Town Board may impose reasonable conditions upon a building permit in order to mitigate any newly created impacts on adjacent property" (M.S. 394.36, Subd. D).

No work shall begin on the project until the applicant has paid for and obtained the proper permits.

C. Other Permit Applications and Land Use Requests

1. A complete application must be submitted to the Zoning Administrator. For a request to be considered at the next Planning Commission meeting, the application must be received by close of business at least ten business days prior to the meeting. Generally, applications received after this time will not be acted on until the following meeting. If the Zoning Administrator deems an application incomplete, the Zoning Administrator may, at his or her discretion, accept the information needed to complete the application up until noon on Tuesday, one week before the Planning Commission meeting.
2. The applicant or a representative shall attend the Planning Commission meeting to represent the application. The Planning Commission will review the application and make recommendation to the Town Board for its next regularly scheduled meeting.
3. Building permit applications are forwarded to the Building Inspector, who reviews the plans, calculates the building permit fees, and does physical inspections of the structure or project.

Ch. 2 — Procedures for Regular and Special Planning Commission Meetings

- A. Opening the meeting. The opening statement in Appendix B, or a substantially similar statement, shall be read by the Chair at the beginning of each regular or special meeting.
- B. Agenda. Agendas for regular and special Planning Commission meetings shall be created by the Chair and Township Clerk. Members may contact the Township Clerk or Chair to request that an item be added to the agenda for an upcoming meeting, ideally by noon Monday, one week before the meeting. The presiding officer may vary or alter the order of business. Agenda items may be added or deleted during agenda approval section at regular meetings *only*.

Agendas for regular meetings shall include the following categories of items:

I. Call to order and Pledge of Allegiance

- II. Opening Statement
- III. Approval of agenda
- IV. Minutes Approval
- V. Township Board Liaison Report
- VI. Permit Requests. This item is reserved for permit requests. To be placed on the agenda, a complete application must be received by the Zoning Administrator by noon ten (10) business days before the Planning Commission meeting.
- VII. Other Land Use and Zoning Items. This item is reserved for
 - a. land use and zoning requests (e.g., lot splits, building right clusters, variance requests, lot of record verification) that do not require a building permit and for which complete applications were received by the Zoning Administrator by noon ten (10) business days before the Planning Commission meeting; and
 - b. questions from the audience regarding land use and zoning items not on the agenda and for which complete requests were received by the Zoning Administrator by noon ten (10) business days before the Planning Commission meeting
- VIII. New Business
- IX. Old Business
- X. Confirm Next Meeting Date
- XI. Adjournment

C. Procedures.

- 1. Rules of order. Planning Commission meetings shall be governed by the Parliamentary Rules of Order listed in Appendix A. The Planning Commission may from time to time adopt other rules of order to govern the conduct of its business. The presiding officer shall make the final determination on all questions of procedure and order.
- 2. Method of taking action. All actions of the Planning Commission shall be taken by motion, including the adoption of resolutions.
- 3. Voting. Approval of any action taken by the Planning Commission requires approval by a majority of the quorum. Voting with a recusal of a member is considered as removal from the quorum, and an abstention by a voting member considered a nay note.
- 4. Roll call vote. Any Planning Commission member may request a roll call vote for any issue on which a vote is made. In such instances, the recorder shall record the name and vote of each Individual Planning Commission member.
- 5. Dissenting votes. *At the request of any Commissioner who casts a dissenting vote, the reason for the dissenting vote shall be recorded in the minutes of the meeting.*

6. Continuing a meeting. The Planning Commission may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the reconvened meeting.
7. Audio recording. Unless the Planning Commission expressly states otherwise in the minutes of a particular meeting, any audio recordings of meetings by the Planning Commission are solely for the purpose of assisting the Township Clerk to develop accurate minutes. Such audio recordings are not part of the Town's official records. If a motion is passed to make an audio recording a part of the official record, the Town Clerk shall preserve the audio recording as part of the official record and make it available in the same manner as written minutes. The audio recording is to be destroyed after the approval of the minutes from that meeting.

D. Minutes.

1. The Township Clerk (or, in the Township Clerk's absence, an appointed Recorder) shall take minutes of all regular and special Planning Commission meetings. For each item on the agenda, the minutes shall include a generalized summary of the issues discussed, a record of any motions or resolutions made (including who made and seconded the motion or resolution), and a record of the vote of each member. When referring to Planning Commissioners, applicants, or audience members who speak during the meeting, full names shall be used, and home address shall be included for applicants and audience members.
2. Minutes of a regular or special meeting are not considered official until they have been approved by a majority of the Planning Commission members who attended the meeting.

Ch. 3 — Procedures for Public Hearings.

- A. Opening the meeting. Part I of the statement in Appendix C, or a substantially similar statement, shall be read by the Chair at the beginning of each public hearing.
 1. Purpose of hearing. The Chair shall explain the purpose of the public hearing (i.e., to consider a IUP application, an Ordinance change, etc.).
 2. Applicant statement. At the discretion of the Planning Commission, the applicant may be permitted to make a brief statement.
 3. Open hearing for public testimony. Part II of the statement in Appendix C, or a substantially similar statement, shall be read by the Chair before opening the hearing to take public testimony.
 4. Taking public testimony.
 - a. The applicant shall remain in the audience.
 - b. Testimony shall be taken following the order in which people signed in on the speaker's list.
 - c. At the discretion of the Planning Commission, audience members may be allowed to speak a second time on the matter before the Commission, but only after all other individuals on the speaker's list have had the opportunity to address the Commission.
 - d. Comments shall be limited to 5 minutes (more or less time may be allocated for comments by consensus of Planning Commission).

- e. All comments shall be addressed to the Chair. The purpose of the hearing is to take testimony from the public, not conduct a debate with the applicant. NO direct discussion should occur between the applicant and audience or between audience members except at the direction of the Chair.
 - f. Planning Commission member comments during the public hearing shall be limited to questions or to testimony for the record, and members should ask to be recognized by the Chair.
 - g. If a citizen raises a question during testimony, the Chair may answer the question, ask the Attorney to answer the question, or simply make note of the issue for the Planning Commission to discuss during the deliberation.
5. Closing the public hearing.
- a. The Chair shall ask for final comment three times before closing the meeting.
 - b. Once the public hearing is closed, no more public discussion or comment shall be permitted.
6. Planning Commission deliberation *(Note: The issue may be tabled and discussion and deliberation deferred to another meeting by a motion and simple majority vote.)*
- a. Discussion is limited to Planning Commission members.
 - b. The applicant shall not be part of the discussion unless directly asked a question by the Planning Commission. In such cases, their reply shall be directed to the Chair and shall be limited to the question at hand.
 - c. If the public hearing involves a request for a conditional use permit, interim use permit, or variance, the discussion shall include establishing conditions and/or performance standards in the event the permit or variance is granted.
7. Planning Commission recommendation. *(Note: The issue can be tabled for further discussion at another meeting by motion and simple majority vote.)*
- a. The recommendation should be in the form of a motion.
 - b. Written findings of fact for quasi-judicial proceedings should be prepared immediately documenting the following:
 - i. the issue under discussion;
 - ii. the nature of the recommendation to the Board (including the outcome of the vote);
 - iii. the facts as the Planning Commission finds them; and
 - iv. a description of applicable law and how it applies to the situation at hand.

B. Minutes.

- 1. The Township Clerk (or, in the Township Clerk's absence, an appointed Recorder) shall record and take minutes of all public hearings. The minutes shall

include a complete record of public comment, a generalized summary of Planning Commission members' discussion and deliberation on the matter, a record of any motions or resolutions made (including who made and seconded the motion or resolution), and a record of the vote of each member.

2. A draft of the minutes shall be transmitted to the Planning Commission within one week of the public hearing.
3. Minutes of public hearings are not considered official until they have been approved by a majority of the Planning Commission members in attendance at the meeting in question.
4. Township Clerk to post the Approved minutes to the Township website within 72 hours after they are approved.

Ch. 4 — Public Participation

- A. Public conduct. Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall not: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Commission; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who engages in any activity which disturbs the meeting may be asked to leave the meeting. If the person does not leave, the presiding officer or other Town officer or staff may contact law enforcement to have the person removed from the meeting.
- B. Audio or videotaping. Those attending meetings may use sound or video recording devices provided their use does not interfere with or disrupt the meeting and does not violate the constitutional rights of others.
- C. Written materials. Citizens may submit brief written comments or materials to the Planning Commission before or at a meeting and may ask that they be added to the record. The Planning Commission shall enter the information into the record as requested unless doing so would be unduly burdensome.
- D. Citizen Comments. Citizens requesting to address the Planning Commission shall present a completed public comment card when making the request. The comment card shall list the topic and the agenda item being commented upon. Citizen comments will be limited to 5 minutes (more or less time may be allocated for comments by consensus of Planning Commission).

Ch. 5 — Procedure for Requesting Attorney Representation at a Meeting

Any Commissioner may request that the chair ask for attorney attendance at a regular or Special Planning Commission meeting. The Chair will email the request to the Town Board. The Planning Commission may request attorney presence at all Public Hearings for CUPs and IUPs, with the potential to request the attorney for other matters at their discretion. If the Town Board approves the spending of funds, then the Planning Commission can engage an attorney for that specific purpose.

Appendices

— Appendix A — Rules of Order

The following are permitted motions. The motions or points are listed below in established order. When any one is pending, Commissioners may not introduce another that is listed below it, but may introduce another that is above it. Where motions require a second, motions are considered dead if there is no second. In the case of tie votes, motions fail.

Motion	Say. . .	Second?	Debatable?	Amendable?	Vote required?
To adjourn	"I move that we adjourn"	Yes	No	No	No vote unless someone objects, then majority vote
To recess	"I move that we recess until. . ."	Yes	No	Yes	No vote unless someone objects, then majority vote
To end debate	"I call the question"	Yes	No	No	2/3 vote
To table an item	"I move we table this item until. . ."	Yes	Yes	Yes	Majority or general assent
To postpone consideration	"I move we postpone this motion by. . ."	Yes	Yes	Yes	Majority
To amend a motion	"I move to amend this motion by. . ."	Yes	Yes	Yes	Majority
To offer a friendly amendment	"I offer a friendly amendment to. . ."	No	Yes	Yes	Must be accepted by members who made and seconded original motion, then becomes part of main motion to be voted on
To take action or introduce business	"I move that. . ."	Yes	Yes	Yes	Majority
To limit debate	"I move we limit debate to. . ."	Yes	Limited	Yes	2/3 vote
To suspend the rules	"I move we suspend the rules and. . ."	Yes	No	No	2/3 vote
Challenge a ruling by the Chair	"I appeal the ruling of the Chair"	Yes	Yes	No	Majority
. Point	Say. . .	Second?	Debatable?	Amendable?	Vote required?
Raise a question of procedure	"Point of order"	No	No	No	No vote – Chair decides
Request Information	"Point of privilege"	No	No	No	No vote—Chair replies

— Appendix B —
Opening Statement for
Regular Planning Commission Meetings

I now call the <MONTH> <DAY> <YEAR> regular meeting of the Greenvale Township Planning Commission to order.

The Planning Commission is an appointed body that makes recommendations to the Town Board on Planning and zoning issues. Our recommendations are advisory only. The elected Town Board makes the final decision on all issues brought before us.

To be acted upon at tonight's meeting, applications for permits were due to the Zoning Administrator by noon 10 business days before tonight's meeting. Applications received after that time will be placed on next month's agenda. However, if you have questions about a late application, we're happy to address them this evening under _____ on our agenda.

I'd like to remind everyone that this is a public meeting, not a public hearing. Public meetings are open to the public to observe. Therefore, comment from the audience is generally limited to those with business pending before the Planning Commission.

If you did not do so, please take a minute to sign in on the attendance sheet at the back of the room. The Township is required by law to keep a record of audience members in attendance at all public meetings.

Finally, please silence your cell phone and any other electronic devices.

— Appendix C —

Opening Statement for Public Hearings

Part I

I now call the <MONTH> <DAY> <YEAR> special meeting of the Greenvale Township Planning Commission to order. The only item on tonight's agenda is _____ .

Before we begin, I ask that you silence cell phones and other electronic devices as a courtesy to the Planning Commission and to other people in the audience. If you feel the need to take a phone call or have a conversation, we ask that you step outside.

The Planning Commission is appointed by the Town Board to make recommendations to the Board on Planning and zoning issues. Our recommendations are advisory only. The final decision on issues brought before us is made by the elected Township Board.

With certain types of applications such as this one, it's also our responsibility to conduct a public hearing. The purpose of the hearing is to ensure that everyone with an interest in this matter has an opportunity to present testimony and evidence in support of his or her position.

We'll begin tonight with an explanation of the application that is before us. We'll then allow a brief statement by the applicant before we open the floor to public comment.

Part II

Before I open the public hearing to take comment, I want to explain some of the procedures for tonight's hearing.

First, you should be aware that our job as the Planning Commission is to review applications based on the regulations that exist in our Ordinances and the laws of the State of Minnesota. We do not have discretion to change or ignore those rules as part of our review process.

In this case, we are charged with . . . *[explain applicable statutory or Ordinance requirements]*.

We understand there may be strong feelings on both sides of the issue before us. We're committed to conducting a fair and open process and providing everyone with an opportunity to be heard, but we insist that everyone participate in an atmosphere of civility and mutual respect.

One person will have the floor at a time. You'll be called on to speak in the order you signed in on the speaker's list.

Please come up to the microphone before speaking, state and spell your name, and state your address for the record. By law, we have to create a complete record of this hearing, and your comments will not be recorded unless you are near the microphone.

There is a 5-minute time limit on comments. Please observe this limit so everyone has a chance to speak.

I will not call on a speaker a second time until everyone has the chance to speak for the first time.

All comments should be addressed to the Chair. The purpose of this hearing is to take testimony from the public, not conduct a debate or cross-examine the applicant.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall not: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Commission; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who engages in any activity which disturbs the meeting may be asked to leave the meeting. If the person does not leave, the presiding officer or other Town officer or staff may contact law enforcement to have the person removed from the meeting.

— Appendix D — Zoning Administrator Checklists for Planning Commission

Reviewing Applications

Deadline: close of business at least ten (10) business days before the Planning Commission meeting.

1. Application:
 - Are all sections filled out?
 - Is the information provided complete?
 - Is the application signed?
2. Shoreland—if property is in shoreland, have applicant contact SWCD or appropriate agency before the Planning Commission meeting.
3. Site plan—review *carefully* for all required structures and setbacks.
4. Supplemental materials—use the checklist for the type of permit.
5. Application fee and escrow—must be paid at the time of application.
6. Other permits that may be required (indicate in OFFICE USE portion of application form):
 - *Ag Building*
 - *Decks*
 - *Driveways*
 - *Fences*
 - *Solar Arrays*
 - *Fireplaces*
 - *Interim Use Permit (IUP)*
 - *Mechanical*
 - *Non-Conforming Use Expansion*
 - *Other Building Permits*
 - *Plumbing*
 - *Re-roof*
 - *Septic*
 - *Siding*

➤ *Windows*

7. Complete a review form—one copy to applicant and one copy to file.
8. Complete the OFFICE USE ONLY portion of the permit.

Incomplete applications—Return to applicant within fifteen (15) business days of receipt, accompanied by written explanation why application is incomplete. Keep a copy of the application and the letter for the file.

-Appendix E- Township Clerk

Creating Agenda (in collaboration with Administrator and Chair)

1. Discuss agenda with Chair—Do not send out the agenda without first consulting with the Planning Commission Chair and getting a list of items to be included on the agenda.
2. Agenda item categories—Place items in the proper category in the order they are received:
 - Permit Requests. This item is for building permit requests only. Only *complete* applications that were submitted *on time* shall be placed on the agenda under this item.
 - Other Land Use and Zoning Items. This item is for land use and zoning requests that do not require a building permit (lot splits, clusters, variances, lot of record verification, nonconforming use verification, etc.).

This is also where late applications should be placed if people have questions.

- Old Business
 - New Business
3. Draft agenda—Distribute to Planning Commission the end of business hours three business days before the meeting, by e-mail and in their folders.
 4. Version numbers—Include a version number or date on each new version of agenda.
 5. Final agenda—Distribute to Planning Commission by noon the day of the meeting, by e-mail and in their packets. Planning Commission may amend the agenda at the meeting.

Creating Packets

Place copies of materials in Planning Commission members' packets and in the public notebook as follows:

After close of business the day before the Planning Commission meeting

1. Permit forms
 - Application form
 - Site plan
 - Proof of ownership
 - Any attachments to the permit (except for building plans or other building code-related materials)

Original application materials must be available for PC members to examine during regular Township office hours or by arrangement with the Zoning Administrator

2. Tentative agenda (include version number on bottom)
3. Draft minutes of last regular Town Board meeting

As soon as available:

1. Final agenda (include version number on bottom)
2. Draft minutes of previous Planning Commission meetings
3. Any "group e-mails" sent to the entire Planning Commission by the Clerk or by Planning Commission members
4. Any additional information relevant to items on the agenda

Public Hearings

1. Prepare the following Items and place at back table:
 - Attendance sheet
 - "Public Hearing Procedures" handout
 - Speaking list (Clerk's table)
 - Public notebook
2. Audio record the meeting (including Planning Commission discussion/deliberation)
3. Prepare draft minutes for Planning Commission Chair to review
4. Distribute reviewed draft minutes to Planning Commission and Town Board one week after meeting
5. Prepare final approved minutes based on Planning Commission corrections and approval
6. Post approved minutes to website

RURAL SOLID WASTE ABATEMENT GRANT AGREEMENT

This Rural Solid Waste Abatement Grant Agreement ("Agreement") is made and entered into by and between the County of Dakota, acting through its Environmental Resources Department ("County") and Greenvale Township ("Grantee").

WHEREAS, Metropolitan counties are responsible for waste management policy and programs (Minn. Stat. §115A.551); and

WHEREAS, Dakota County Solid Waste Ordinance No. 110 requires each municipality in the County to have a solid waste abatement program that is consistent with the Dakota County Solid Waste Master Plan (the "Master Plan"); and

WHEREAS, municipalities may not develop or implement a solid waste management activity that is inconsistent with the Master Plan (Minn. Stat. § 115A.46); and

WHEREAS, by Resolution No. 19-765 (October 29, 2019), the Dakota County Board of Commissioners approved the Rural Solid Waste Abatement Grant Program (the "Grant Program"); and

WHEREAS, funding levels are established by the County Board as part of the annual budget; and

WHEREAS, Grantee agrees to perform all activities described in this Agreement and Dakota County Rural Solid Waste Abatement Grant Program Exhibit 1 (Guidelines), Exhibit 2 (Application) and Exhibit 3 (Reporting and Reimbursement Form) to the satisfaction of the County.

NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the County and the Grantee agree as follows:

AGREEMENT

1. **PURPOSE.** The purpose of this Agreement is to provide grant funding to Grantee to implement solid waste abatement activities as described in this Agreement and the Exhibits.
2. **ELIGIBILITY.** Grantee is an eligible municipality for purposes of the Grant Program.
3. **PARTIES.** The parties to this Agreement are the County and Grantee, collectively referred to as the "parties".
4. **TERM.** Notwithstanding the dates of signatures of the parties to this Agreement, this Agreement shall be in effect on May 20, 2025, for the purposes of completing activities identified in Exhibit 2 and shall continue in effect until August 31, 2025, for the purposes of reimbursement, unless earlier terminated by law or according to the provisions of this Agreement. Exhibits 1 through 4 are hereby incorporated into this Agreement by reference.
5. **GRANTEE OBLIGATIONS.** Grantee shall:
 - A. Develop, implement, and operate a waste abatement program that complies with the Master Plan, Dakota County Solid Waste Ordinance No. 110, this Agreement, and the Exhibits.
 - B. Report expenses and performance pursuant to responsibilities set forth in this Agreement using County report forms (Exhibit 3) and additional agreed-upon reporting tools provided by the County Liaison.
6. **ELIGIBLE AND INELIGIBLE EXPENSES.** Grantee may use allocated funds only on eligible items as identified in Exhibits 1 and 2 and completed within the calendar year of this Agreement. Other waste abatement expenses may be eligible with prior written approval from the County Liaison.
7. **FUNDING AMOUNT.** Funding amounts are contingent upon available State and County funds, reflect the funding levels approved by the County Board as part of the annual budget Funding, and are allocated for waste abatement projects/programs, in priority order for: special collections (e.g., mattresses, confidential paper for shredding, scrap metal); municipal facilities/parks infrastructure; event recycling/organics; in-person residential recycling education.

The allocated funding for Grantee shall be in the total amount not to exceed \$3,440.00 (the "Funding Amount"), as set forth in Exhibit 2.

8. **GRANT MATCH.** Grantee shall provide a cash match, in-kind contribution, or combination thereof, demonstrating direct support to implement and complete eligible grant activities in accordance with Exhibit 1.
9. **FUNDING SOURCE ACKNOWLEDGEMENT.** Grantee shall provide funding source credit on all print materials, written as: Partially funded by Dakota County.
10. **RECORDS.** Grantee shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. Grantee shall manage funds in a dedicated bank account, maintain strict accountability of all funds, and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure.
11. **PERFORMANCE REPORTING AND REIMBURSEMENT.** Grantee shall report performance of responsibilities set forth in this Agreement and Exhibits 1 and 2 on a report form provided by the County (Exhibit 3). Grantee may request reimbursement for eligible expenses, less revenues or other monies received, incurred in connection with the performance of activities in accordance with this Agreement and the Exhibits on a reimbursement form provided by the County.

Reimbursement requests must be submitted to the County Liaison within thirty (30) calendar days from the date of the expense. All reimbursement requests must be submitted no later than January 15 following the grant calendar year. Grantee must certify that the requested reimbursements are accurate, appropriate and eligible in accordance with this Agreement, that Grantee has submitted complete documentation of the actual expenditures for which reimbursement is sought, and that such expenditures have not been otherwise reimbursed. Reimbursement requests must be supported by documentation such as vendor invoices or receipts.

Reimbursement request payment will not be made for activities with incomplete documentation. Complete reimbursement requests are reviewed by the County Liaison. Payment for approved reimbursement requests will be made to Grantee within 30 calendar days of approved reimbursement request submissions. No reimbursements will be made for expenditures incurred prior to the effective date of this Agreement or for reimbursement requests received after January 15 following the grant calendar year.

12. **FAILURE TO PERFORM.** Upon review of each Grantee report, the County Liaison will notify Grantee in writing of any unsatisfactory performance. Reimbursements will be authorized only for activities performed to the satisfaction of the County Liaison within the terms of this Agreement.
13. **AMENDMENTS.** The Dakota County Environmental Resources Director shall have the authority to approve in writing modifications to the Funding Amount and Application activities as requested by Grantee, as long as the modification does not exceed the amount allocated in Section 7 and so long as the proposed modifications are consistent with the Agreement and Exhibits 1 and 2. The County Liaison shall have the authority to approve in writing modifications to the Application activities and related expenses identified in Exhibit 2 up to the Funding Amount, as requested by Grantee, so long as the proposed modifications are consistent with the Program Guidelines (Exhibit 1) and this Agreement.
14. **PROPERTY.** Upon termination of this Agreement or unless otherwise specified, any eligible infrastructure purchased by Grantee or by the County and provided to Grantee to fulfill Grant obligations shall be the sole property of Grantee.
15. **INDEMNIFICATION.** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws govern liability of the County and Grantee. The provisions of this section shall survive the expiration or termination of this Agreement.
16. **AUTHORIZED REPRESENTATIVES:** The following named persons are designated as the Authorized Representatives of the Parties for purposes of this Agreement. These persons have authority to bind the party they represent and to consent to modifications, except that the Authorized Representatives shall have only the authority specifically granted by their respective governing boards. The parties shall provide written notification to each other of any change to the Authorized Representative. Notice required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement, or in a modification of this Agreement.

TO THE COUNTY

TO THE GRANTEE

Nikki Stewart, or successor, Director
Environmental Resources Department
14955 Galaxie Avenue
Apple Valley, MN 55124

Joy Royle, or successor, Supervisor
31800 Guam Avenue
Northfield, MN 55057

17. **LIAISONS.** To assist the parties in the day-to-day performance of this Agreement, to ensure compliance, and provide ongoing consultation, a liaison shall be designated by the County and the Grantee. The County and the Grantee shall keep each other continually informed, in writing, of any change in the designated liaison. At the time of execution of this Agreement, the following persons are the designated liaisons:

COUNTY LIAISON

John Exner, or successor
Environmental Specialist
952-891-7112
john.exner@co.dakota.mn.us

GRANTEE LIAISON

Mark Legvold, or successor
Clerk
507-321-9311
clerk@greenvaletwp.org

18. **TERMINATION, GENERAL.** Either party may terminate this Agreement for cause by giving seven days' written notice or without cause by giving thirty (30) days' written notice, of its intent to terminate, to the other party. Such notice to terminate for cause shall specify the circumstances warranting termination of the Agreement. Cause shall mean a material breach of this Agreement and any supplemental agreements or amendments thereto. Notice of Termination shall be made by certified mail or personal delivery to the Authorized Representative of the other party. In addition, notification to the County or the Grantee regarding termination of this Agreement by the other party shall be provided to the Office of the Dakota County Attorney, Civil Division, 1560 Highway 55, Hastings, MN 55033. Termination of this Agreement shall not discharge any liability, responsibility or right of any party, which arises from the performance of or failure to adequately perform the terms of this Agreement prior to the effective date of termination.

19. **TERMINATION BY COUNTY FOR LACK OF FUNDING.** Notwithstanding any provision of this Agreement to the contrary, the County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, Minnesota Agencies, or other funding source, or if its funding cannot be continued at a level sufficient to allow payment of the amounts due under this Agreement. Written notice of termination sent by the County to the Grantee by email or facsimile is sufficient notice under this section. The County is not obligated to pay for any activities that are provided after written notice of termination for lack of funding. The County will not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.

20. **USE OF CONTRACTORS.** Grantee may engage contractors to perform activities funded pursuant to this Agreement. However, Grantee retains primary responsibility to the County for performance of the activities and the use of such contractors does not relieve Grantee from any of its obligations under this Agreement. If Grantee engages any contractors to perform any part of the activities, Grantee agrees that the contract for such services shall include the following provisions:

- (1) The contractor must maintain all records and provide all reporting as required by this Agreement.
- (2) The contractor must defend, indemnify, and hold harmless and save the County from all claims, suits, demands, damages, judgments, costs, interest, and expenses arising out of or by reason of the performance of the contracted work, caused in whole or in part by any negligent act or omission of the contractor, including negligent acts or omissions of its employees, subcontractors, or anyone for whose acts any of them may be liable.
- (3) The contractor must provide and maintain insurance through the term of this Agreement in amounts and types of coverage as set forth in the Insurance Terms, which is attached and incorporated as Exhibit 4, and provide to the County, prior to commencement of the contracted work, a certificate of insurance evidencing such insurance coverage.
- (4) The contractor must be an independent contractor for the purposes of completing the contracted work.
- (5) The contractor must acknowledge that the contract between the Grantee and the contractor does not create any contractual relationship between County and the contractor.
- (6) The contractor shall perform and complete the activities in full compliance with this Agreement and all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or local political subdivisions having jurisdiction over the activities.
- (7) The contractor must use County toolkits (i.e., text, content, images) and follow the County's Waste Abatement Education and Outreach Style Guide to provide standardized messaging.

21. **RELATIONSHIP OF THE PARTIES.** Nothing contained in this Agreement is intended or should be construed as creating or establishing the relationship of partners or joint ventures between the County and Grantee, nor shall the County be considered or deemed an agent or representative of Grantee and Grantee shall not be deemed an agent or representative of the County. Each parties' employees shall not be considered employees of the other party for any purpose.
22. **COMPLIANCE WITH LAWS/STANDARDS.** The County and Grantee agree to abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which either party is responsible.
23. **EXCUSED DEFAULT – FORCE MAJEURE.** Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.
24. **CONTRACT RIGHTS CUMULATIVE NOT EXCLUSIVE.** All remedies available to either party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies. The rights and remedies provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

Any waiver is only valid when reduced to writing, specifically identified as a waiver, and signed by the waiving party's Authorized Representative. A waiver is not an amendment to the Contract. The County's failure to enforce any provision of this Contract does not waive the provision or the County's right to enforce it.
25. **RECORDS RETENTION AND AUDITS.** Each party's bonds, records, documents, papers, accounting procedures and practices, and other records relevant to this Agreement are subject to the examination, duplication, transcription and audit by the other party, the Legislative Auditor or State Auditor under Minn. Stat. § 16C.05, subd. 5. If any funds provided under this Agreement use federal funds these records are also subject to review by the Comptroller General of the United States and his or her approved representative. Following termination of this Agreement, the parties must keep all records and accounts as provided by law, but in no event for a period of less than six years or longer if any audit-in-progress needs a longer retention time.
26. **MODIFICATIONS.** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the County and Grantee.
27. **ASSIGNMENT.** Neither party may assign any of its rights under this Agreement without the prior written consent of the other party. Consent under this section may be subject to conditions.
28. **GOVERNMENT DATA PRACTICES.** For purposes of this Agreement, all data on individuals collected, created, received, maintained or disseminated shall be administered consistent with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.
29. **MINNESOTA LAW TO GOVERN.** This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in Dakota County, Minnesota or U.S. District Court, District of Minnesota. The provisions of this section shall survive the expiration or termination of this Agreement.
30. **MERGER.** This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon and shall supersede all prior negotiations, understandings, or agreements. There are no representations, warranties, or provisions, either oral or written, not contained herein.
31. **SEVERABILITY.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

32. **ELECTRONIC SIGNATURES.** Each party agrees that the electronic signatures of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date(s) indicated below.

FOR DAKOTA COUNTY
(I represent and warrant that I am authorized to execute this contract on behalf of Dakota County.)

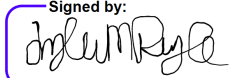
By: _____
Nikki Stewart, Director
Environmental Resources Department

Date of signature: _____

APPROVED AS TO FORM:

/s/ Tim Sime 4/23/25
Assistant County Attorney/Date
KS-KS-25-238
County Board Res. No. 19-765

FOR THE GRANTEE
(I represent and warrant that I am authorized by law to execute this contract and legally bind the Grantee.)

Signed by:

By: _____
Signature line

Printed Name: Joylee Royle
Title: Township Supervisor
Telephone: 612-363-7457
Date of signature: 05/01/2025 | 7:13 PM CDT



Rural Solid Waste Abatement Grant Program 2025 Program Guidelines

I. Grant Overview

- A) Townships and Cities are required to establish and maintain local waste abatement programs. The Dakota County Rural Solid Waste Abatement Grant Program (Program) assists rural governments with waste abatement expenses.

II. Grant Eligibility

- A) Dakota County Townships and the cities of Coates, Empire, Hampton, Miesville, New Trier, Randolph, and Vermillion are eligible to participate in the Program.

III. Grant Funding and Match

- A) Funding amounts are contingent upon available State and County funds, reflecting funding levels approved by the Dakota County Board of Commissioners as part of the annual County budget. **Annual funding is limited and will be distributed on a competitive basis.**
- B) A 25% cash match, in-kind contribution, or combination thereof shall be provided by the applicant for direct support to implement and complete eligible grant activities.
- C) Funding shall be provided only upon County Liaison approval of reimbursement requests (see Section VIII).

IV. Grant Application Instructions

- A) Review guidelines and complete the application.
- B) Sign application and submit to County Liaison by **April 30, 2025**. The County Liaison is available to assist with development of the application.
 - i. Depending on the proposed project or program, the applicant may need to obtain quotes for hauling/vendor services, recycling containers, printed materials and other eligible projects and/or programs.
- C) Review financial documentation prepared by Dakota County.
- D) Obtain Grant Agreement from Dakota County.
- E) Obtain Town Board or City Council approval of Grant Agreement and return to Dakota County.
- F) Provide a copy of the official resolution or minutes of the proceedings to Dakota County.

V. Grant Requirements

- A) Grant funds may be used solely for the development and implementation of one or more waste abatement programs or projects identified in Section VI.
- B) The program or project will offer services only within the governmental units identified in Section II.

VI. Eligible Grant Programs/Projects

- A) **Recycling Containers and Employee Education:**
 - 1. Add recycling containers at government-controlled facilities, such as parks, trails, offices, rental facilities and public works facilities to meet best management practices (paired with a trash container, color-coded, properly labeled, conveniently located, sufficient capacity and collection schedule).
 - 2. Educate all municipal employees that manage waste about how and what to recycle and not to recycle when at work, following County messaging standards.

3. Eligible expenses include recycling containers and signage pre-approved by the County Liaison. Trash receptacles are only eligible as part of a multi-stream container (i.e., the Grant does not fund stand-alone trash containers). Eligible expenses also include employee waste abatement messaging in print or electronic format (e.g., posters, dumpster labels, flyers, articles, presentation) following County messaging standards and other expenses pre-approved by the County Liaison.

B) Recycling and Back-Of-House Foods Scraps Collection at Large Community Events

1. Implement recycling collection at community events.
2. Implement back-of-house food scraps collection at large community events.
 - i. Back-of-house means non-public areas, such as kitchen prep areas.
 - ii. Large community events mean a gathering with at least 300 people that generates at least one ton of municipal solid waste or contracts for eight cubic yards or more per location and generates food scraps back-of-house. Examples include but not limited to: festivals, community events, athletic tournaments, parades, etc.
3. Eligible Expenses include recycling and food scraps (organics) hauling services to collect materials and deliver to a recycling or composting facility, BPI-certified compostable bags, and other relevant expenses pre-approved by the County Liaison.

C) Special Collection Events

1. Implement one or more drop-off collection days to collect recyclable materials from residents for reuse or recycling. Eligible materials include, but are not limited to:
 - i. Confidential paper for shredding
 - ii. Mattresses and box springs
 - iii. Scrap Metal
 - iv. Cardboard
 - v. Fluorescent Light Bulbs (these must be delivered to The Recycling Zone in pre-approved boxes provided by The Recycling Zone)
 - vi. Other materials as pre-approved by the County Liaison (e.g., passenger vehicle tires with conditions (e.g., less than 6 tires per household, under 30 inches and no rims))
2. Ensure and verify collected materials are delivered to a reuse location or to a licensed recycling facility, or to another facility pre-approved by the County Liaison.
3. Promote special collection opportunities to all residents within the municipality.
4. Eligible expenses include vendor services, less resident fees, to collect materials listed above at a residential drop-off day and deliver for reuse or recycling; print media copying/printing to promote collection event to residents (e.g., posters, flyers, signs, direct-mail); and other expenses pre-approved by the County Liaison.
 - i. Grant funds may not be used for household trash, demolition debris, electronics, appliances, or anything not listed above in Part C.1.

D) Permanent or Seasonal Resident Drop-Off Collection Location

1. Implement one or more permanent or seasonal drop-off collection locations to collect specific materials from residents for reuse or recycling. Eligible materials include, but are not limited to:
 - i. Cardboard
 - ii. Compact Fluorescent Lightbulbs
 - iii. Holiday String Lights (*seasonal collection*)
 - iv. Textiles (clothing)

- v. Food Scraps
- vi. Pumpkins (*seasonal collection*)
- vii. Other items with pre-approval from the County Liaison
- ii. Ensure and verify collected materials are delivered to a reuse location or to a licensed recycling facility, or to another facility pre-approved by the County Liaison.
- iii. Promote permanent or seasonal drop-off location to all residents within the municipality.
- iv. Eligible expenses include vendor or staff services to collect materials above at a designated residential collection drop-off location with confirmed delivery to a reuse or recycling facility (or composting facility) and other expenses pre-approved by the County Liaison.

E) Residential Waste Abatement Education

1. Provide standardized waste abatement messaging to residents. Includes flyers or postcards sent directly to residents on curbside recycling and additional waste abatement topics affecting your municipality. Additional topic examples include, but are not limited to, illegal dumping, illegal burning, household hazardous wastes, or other waste abatement topics.
2. All messaging requires pre-approval by the County Liaison prior to distribution. Eligible expenses include the percentage of cost for design, production, and postage for a municipality mailer devoted to standardized waste abatement messaging; printing or copying education pieces (e.g., posters, flyers) for waste abatement standardized messaging; and other expenses pre-approved by the County Liaison.

F) Other Waste Abatement Programs or Projects

1. Other waste abatement programs or projects for the purposes of this grant will be considered, provided said program or project aligns with the Dakota County Solid Waste Management Plan.
2. County Liaison pre-approval is required.

VII. Ineligible Expenses

- A) Ineligible expenses generally include municipal staffing and activities not related to the Grant Program such as: non-waste abatement; municipality-generated waste services; business waste abatement; hazardous and household hazardous waste management; and activities resulting in land disposal of materials.

VIII. Reporting and Reimbursement Requests

- A) Report and reimbursement forms are available from the County Liaison.
- B) Grantees shall submit a report form by January 15, 2026. The report shall demonstrate a 25% cash match, in-kind contribution, or combination thereof that has been provided for direct support to implement and complete eligible grant activities.
- C) Reimbursement requests must be supported by documentation such as a vendor invoice or receipts and itemized eligible expenses including documented weights or volumes.
- D) Reimbursement requests must be for eligible expenses, less revenues or monies received, incurred in connection with the performance of grant activities.
- E) All reimbursement requests shall be submitted to the County Liaison by January 15, 2026.

IX. Grant Program Questions

- A) Contact John Exner, Rural Waste Abatement Grant Program Liaison, at 952-891-7112 or john.exner@co.dakota.mn.us



Rural Solid Waste Abatement Grant 2025 Application

Submit Application by April 30, 2025

1) Applicant Information

Government Entity: <u>Greenvale Township</u>	
Authorized Representative (authority to enter into an Agreement)	
Name: <u>Tammy May</u>	Title: <u>Clerk</u>
E-mail: <u>clerk@greenvaletp.org</u>	Phone: <u>507-321-9311</u>
Primary Grant Contact	
Name: <u>Tammy May</u>	Title: <u>Clerk</u>
E-mail: <u>clerk@greenvaletp.org</u>	Phone: <u>507-321-9311</u>

2) Proposed Project or Program

Please review **Grant Guidelines** for eligible grant components

Type of Project or Program	YES	NO
a) Recycling Containers and/or Employee Education		X
b) Recycling and Back-of-House Food Scraps Collection at Large Community Events		X
c) Special Collection Events	X	
d) Permanent or Seasonal Resident Drop-Off Collection Location		X
e) Residential Waste Abatement Education		X
f) Other Waste Abatement Programs or Projects		X

3) Project Description

Briefly describe what your proposed project or program will consist of:

one day collection from Township Residents of Tires, cardboard, household items, appliances, TV's, floor bulbs, LED bulbs, scrap iron, mattresses, electronics

4) Grant Process and Timing

a) Once you've submitted your application, Dakota County staff will contact you to discuss the proposed project or program.
b) Depending on the proposal, the applicant will need to obtain quotes for hauling and/or vendor supplied services, recycling containers, printed and/or mailed materials, and other eligible items listed in the Grant Guidelines.
c) Dakota County staff will work with each entity to prepare a Grant Agreement for Town Board or City Council consideration. Please allow eight (8) weeks to fully execute the Grant Agreement: <ul style="list-style-type: none"> Quotes, if needed to complete the grant, must be submitted to Dakota County prior to drafting the Grant Agreement. Town Boards or City Councils must approve of the Grant Agreement prior to project or program commencing.
d) Applications are due April 30, 2025 <ul style="list-style-type: none"> You may submit your application any time prior to April 30, 2025. Dakota County will process applications on a first come, first serve basis.
e) Submit Application to: <ul style="list-style-type: none"> E-mail: john.exner@co.dakota.mn.us; or US Mail: Dakota County Environmental Resources (c/o: John Exner) 14955 Galaxie Ave, Apple Valley, MN 55124

5) Signature

Contact Person

Title

Date

Tammy May Clerk 3/5/25

2025 Rural Solid Waste Abatement Grant
Vendor Quote Sheet
Greenvale Township

Eligible Collection Materials	Per Item Recycling Fee Resident Pass-Through Cost	Recycling Fee per load or ton	Estimated Number of Loads or Tons	Hauling Fee per load	Estimated Number of Loads	Total Cost	Name of Vendor or Recycling Facility	Notes
Cardboard	\$ -	\$ 25.00	1	\$ 225.00	1	\$ 250.00	Greenvale Twp Hauling /Certified Recycling	a) Cardboard must be delivered to a recycling facility. b) Grant funds provided for transportation and recycling. c) \$25 drop-fee at Certified Reycling included.
Scrap Metal	\$ -	\$ -	1	\$ 450.00	1	\$ 450.00	Castle Rock Contracting /JRs Advanced Recyclers	a) Scrap metal must be delivered to a recycling facility. b) Grant funds provided for transportation/equipment
Tires	\$ -	\$ 380.00	4	\$ 450.00	1	\$ 1,990.00	Castle Rock Contracting/Liberty Tire Castle Rock Contracting - Tire Transporter No. WT0070	a) Tires must be delivered to a Tire Processing Facility. b) Tires must be delivered by a permitted waste tire transporter. c) Tires must be 30" in diameter (or smaller) (no tractor or semi-truck tires). d) Tires must be off rims. e) No more than six (6) tires per household shall be accepted. f) <i>Funding for waste tires is made possible through Metropolitan Mosquito Control District.</i>
Mattresses & Box Springs	\$ 25.00	\$ -	1	\$ 225.00	1	\$ 225.00	Greenvale Twp Hauling /Certified Recycling	a) Mattresses & box springs have a \$25 residential pass-through recycling fee. b) Township will collect the fee and directly pay Certified Recycling for processing. b) Grant funds provided for transportation.
Other Items (<i>must be pre-approved by County Liaison</i>) - Fluroescent Lightbulbs (<i>approved by Dakota Co 2/29/24</i>)	\$ -	\$ -	1	\$ 225.00	1	\$ 225.00	Greenvale Twp Hauling /The Recycling Zone	a) Material must be recycled. b) Collection boxes must be picked up from The Recycling Zone (packing intructions will be provided by Recycling Zone staff). c) No lightbulbs from business operations will be accepted.
				Total Vendor Service Cost (collection, transportation, recycling			\$ 3,140.00	67%
				Total Promotion Costs (postcard, flyer, signs, newsletter %)			\$ 300.00	
				Total Grant Amount			\$ 3,440.00	

Matching Funds or In-Kind Contribution <i>minimum of 25% of total event costs</i>	Number of Proposed Hours			Rate <i>minimum rate = \$20.00/hour*</i>	Total In-Kind Contribution	
In-Kind Contribution a) staff time (paperwork, planning, event work) b) volunteer time (event work)*	84			\$ 20.00	\$ 1,680.00	33%
OR						
Matching Funds	N.A.			N.A.	\$	

Non-Reimbursable Materials	
Household Junk or Trash Electronic Waste (e-waste) Appliances Households Hazardous Waste City or Township generated waste Other items not listed above	These items are not reimbursable under this grant. If municipality chooses to accept these items; the municipality is responsible for setting a participant disposal rate (pass-through costs) and making arrangements for hauling and disposal.



Rural Solid Waste Abatement Grant Program 2025 Reporting and Reimbursement Form

1) Applicant Information

Governmental Entity:	
Date:	
Grant Funding Period:	January 1, 2025 – December 31, 2025
2025 Report and Reimbursement Due Date:	January 15, 2026
Total Grant Reimbursement Amount <i>(Not To Exceed)</i>	

Primary Contact			
Name:		Title:	
E-mail:		Phone:	
Mailing Address:			

2) Special Collection Events

Item(s)	Number or Weight Collected	Per Item or Per Pound Charge (to residents)	Collected Amount Received (by residents)	Invoiced Amount (by vendor)
A) Confidential Document Destruction				
B) Mattresses Recycling				
C) Mattress Hauling				
D) Scrap Metal				
E) Cardboard Recycling				
F) Cardboard Hauling				
G) Pumpkins				

H) Other Pre-Approved Materials • Flur. Bulbs				
I) Other Pre-Approved Materials • Tires				
J) Promotional Costs				
H)	Total Amount Received (gate receipts)			
I)	Total Invoiced Amount (by vendor)			

J) Total Invoiced Amount (by vendor)	\$
K) Total Amount Received (gate receipts)	\$0
L) Loss Amount	\$
M) In-Kind Contribution/Percent of Loss Amount (XX total hours at \$20/hour)	\$
N) Matching Contribution/Percent of Loss Amount	\$0
O) Total Program Cost	\$
P) Total Reimbursement Amount	\$

3) Certification

A) The Reporting and Reimbursement Form shall demonstrate a 25% cash match, in-kind contribution, or combination thereof that has been provided for direct support to implement and complete eligible grant activities.
B) Reimbursement requests must be supported by documentation such as vendor invoice or receipts and itemize eligible expenses.
C) Reimbursement requests must be for eligible expenses, less revenues or monies received, incurred in connection with the performance of grant activities.
D) All reimbursement requests shall be submitted to the County liaison by <u>January 15, 2026</u>.
E) I, the undersigned, certify that this 2025 Reporting and Reimbursement Form (Form) was prepared under my direction or supervision, and that the information is true, accurate, and complete to the best of my

knowledge. I certify that all activities described in this Form were implemented as described and support Dakota County waste abatement activities.

Authorized Representative:

Title: _____

Signature (electronic signature acceptable): _____

Date: _____

INSURANCE TERMS

Contractor agrees to provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and to otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Contract indemnity provisions. The provisions of this section shall also apply to all Subcontractors, Sub-subcontractors, and Independent Contractors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

APPLICABLE SECTIONS ARE CHECKED**1. Workers Compensation.**

Workers' Compensation insurance in compliance with all applicable statutes including an All States or Universal Endorsement where applicable. Such policy shall include Employer's Liability coverage in an amount no less than \$500,000. If Contractor is not required by Statute to carry Workers' Compensation Insurance, Contractor agrees: (1) to provide County with evidence documenting the specific provision under Minn. Stat. § 176.041 which excludes Contractor from the requirement of obtaining Workers' Compensation Insurance; (2) to provide prior notice to County of any change in Contractor's exemption status under Minn. Stat. § 176.041; and (3) to defend, hold harmless and indemnify County from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for Workers' Compensation or Employers' Liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain Workers' Compensation Insurance, Contractor agrees to promptly provide County with evidence of such insurance coverage.

**2. General Liability.**

"Commercial General Liability Insurance" coverage, providing coverage on an "occurrence" basis. Policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Contract), Independent Contractors, "XC&U" and Products-Completed Operations liability (if applicable). An Insurance Services Office "Comprehensive General Liability" policy which includes a Broad Form Endorsement GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form. Claims-made coverage is acceptable.

A total combined general liability policy limit of at least \$2,000,000 per occurrence and aggregate, applying to liability for Bodily Injury, Personal Injury, and Property Damage, which total limit may be satisfied by the limit afforded under its Commercial General Liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy (or policies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy is at least as broad as that afforded by the underlying Commercial General Liability policy (or equivalent underlying policy). Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.



Such policy(ies) shall name Dakota County, its officers, employees and agents as Additional Insureds thereunder.

**3. Professional Liability**

Professional Liability (errors and omissions) insurance with respect to its professional activities to be performed under this Contract. This amount of insurance shall be at least \$2,000,000 per occurrence and aggregate. Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.

Contractor therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability insurance coverage if such impairment of Dakota County's protection could result; and further, that it will exercise its rights under any "Extended Reporting Period" ("tail coverage").

**4. Automobile Liability.**

Business Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least \$2,000,000 per accident

☒ Such policy, shall include Dakota County, its officers, employees and agents as Additional Insureds thereunder.

☐ 5. Network Security and Privacy Liability.

Network security and privacy liability insurance, including first-party costs, for any breach that compromises data obtained while providing services under this Agreement. This insurance should to cover claims which may arise from failure of Contractor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data including but not limited to confidential or private information, transmission of a computer virus or denial of service. The required limit shall not be less than \$2,000,000 per occurrence with a \$4,000,000 aggregate limit. Claims-made coverage is acceptable. Such insurance shall name Dakota County, its officials, employees, volunteers and agents as additional insureds. The policy shall provide an extended reporting period of not less than thirty-six (36) months from the expiration date of the policy, if the policy if not renewed.

☒ 6. Evidence of Insurance.

Contractor shall promptly provide Dakota County with a Certificate of Insurance prior to commencement of any work. At least 10 days prior to termination of any such coverage, Contractor shall provide Dakota County with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions.

☒ 7. Insurer: Policies.

All policies of insurance shall be issued by financially responsible insurers licensed to do business in the State of Minnesota by a n insurer with a current A.M. Best Company rating of at least A:VII.

☒ 8. Release and Waiver.

Contractor agrees to rely entirely upon its own property insurance for recovery with respect to any damage, loss or injury to the property interests of Contractor. Contractor hereby releases Dakota County, its officers, employees, agents, and others acting on their behalf, from all claims, and all liability or responsibility to Contractor, and to anyone claiming through or under Contractor, by way of subrogation or otherwise, for any loss of or damage to Contractor's business or property caused by fire or other peril or event, even if such fire or other peril or event was caused in whole or in part by the negligence or other act or omission of Dakota County or other party who is to be released by the terms here of, or by anyone for whom such party may be responsible.

Contractor agrees to effect such revision of any property insurance policy as may be necessary in order to permit the release and waiver of subrogation agreed to herein. Contractor shall, upon the request of Dakota County, promptly provide a Certificate of Insurance, or other form of evidence as may be reasonably requested by Dakota County, evidencing that the full waiver of subrogation privilege contemplated by this provision is present; and/or, if so requested by Dakota County, Contractor shall provide a full and complete copy of the pertinent property insurance policy(ies).

Revised: 11/23

Certificate Of Completion

Envelope Id: 1B1CC20D-C6FA-4F41-9EA8-2CD880CE87E8	Status: Completed
Subject: Complete with Docusign: Greenvale Township/Dakota County - Contract #DCA22851	
Source Envelope:	
Document Pages: 15	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Sara Glasby
Time Zone: (UTC-06:00) Central Time (US & Canada)	1590 Highway 55
	Hastings, MN 55033
	Sara.glasby@co.dakota.mn.us
	IP Address: 10.104.81.137

Record Tracking

Status: Original	Holder: Sara Glasby	Location: DocuSign
4/24/2025 9:34:45 AM	Sara.glasby@co.dakota.mn.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Dakota County	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Joylee Royle		Sent: 4/24/2025 9:40:03 AM
joylee.royle@greenvaletwp.org	<small>Signed by: 17870B0E853C41E...</small>	Viewed: 5/1/2025 7:12:25 PM
Township Supervisor		Signed: 5/1/2025 7:13:55 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Drawn on Device	
	Using IP Address: 204.16.58.32	
	Signed using mobile	

Electronic Record and Signature Disclosure:

Accepted: 5/1/2025 7:12:25 PM
ID: 7b00f2c5-6f4c-4c09-b144-957e3b6474f4

In Person Signer Events

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events

Editor Delivery Events	Status	Timestamp
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Agent Delivery Events

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events

Carbon Copy Events	Status	Timestamp
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Mark Legvold	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue;">COPIED</div>	Sent: 4/24/2025 9:40:03 AM
clerk@greenvaletwp.org		Viewed: 4/28/2025 7:59:33 AM

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Sara Glasby	<div style="border: 2px solid blue; padding: 5px; font-weight: bold; color: blue;">COPIED</div>	Sent: 4/24/2025 9:40:04 AM
sara.glasby@co.dakota.mn.us		Resent: 5/1/2025 7:13:58 PM
Farmer		Viewed: 5/2/2025 6:56:25 AM
Dakota County		

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 7/13/2023 7:31:39 AM
ID: 08a42d5a-57da-4d05-80f7-d9e89d313aa3

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/24/2025 9:40:04 AM
Certified Delivered	Security Checked	5/1/2025 7:12:25 PM
Signing Complete	Security Checked	5/1/2025 7:13:55 PM
Completed	Security Checked	5/1/2025 7:13:55 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Dakota County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Dakota County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bruce.peters@co.dakota.mn.us

To advise Dakota County of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.peters@co.dakota.mn.us and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Dakota County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bruce.peters@co.dakota.mn.us and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Dakota County

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bruce.peters@co.dakota.mn.us and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">• Allow per session cookies

	<ul style="list-style-type: none"> • Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection
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** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Dakota County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Dakota County during the course of my relationship with you.

COURI & RUPPE, P.L.L.P

Michael C. Couri¹
Robert T. Ruppe²
Mark S. Allseits

¹ Also Licensed in Illinois
² Also Licensed in California

Attorneys at law
705 Central Avenue East
PO Box 369
St. Michael, MN 55376-0369
(763) 497-1930
(763) 497-2599 (FAX)
www.couriruppe.com

April 1, 2025

Greenvale Township
Jane Dilley, Clerk
Greenvale Town Hall
31800 Guam Ave.
Northfield, MN 55057

Re: Professional Services Rendered

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>GENERAL</u>			
1/27/2025 MCC	Review and reply to email from Town Clerk regarding appointment of election judges.	0.25 \$275.00/hr	\$68.75 Hourly
2/14/2025 MCC	Review statute on adopting 5-man Board and email to Charlie Anderson regarding steps necessary to do so.	1.25 \$275.00/hr	\$343.75 Hourly
2/19/2025 MCC	Check State statutes and draft reply to Tammy's email regarding Linus Langer complaint about excessive levy.	0.75 \$275.00/hr	\$206.25 Hourly
3/19/2025 MCC	Research law regarding issuance of election certificate and length of appeal period.	0.25 \$275.00/hr	\$68.75 Hourly
3/20/2025 MCC	Research case law regarding timing of 7 day election challenge period; telephone conference with Michelle Blue of Dakota County Auditor's Office regarding timing of issuance of certificate of election; telephone conference with Steve Fenske regarding same; draft email to Township regarding inability to issue election certificates	1.50 \$275.00/hr	\$412.50 Hourly



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Suite 700
Minneapolis, MN 55402
(612) 337-9300 telephone
(612) 337-9310 fax
www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

SCOTT J. RIGGS

Attorney at Law

Direct Dial: (612) 337-9260

Email: sriggs@kennedy-graven.com

May 7, 2025

VIA EMAIL ONLY

Greenvale Township
ATTN: Joy Royle, Supervisor
31800 Guam Avenue
Northfield, MN 55057

RE: Information on Kennedy & Graven's Legal Services

Dear Greenvale Township:

Thank you for contacting Kennedy & Graven, Chartered about the possibility of providing civil legal services for Greenvale Township.

This letter is to provide you with a simple summary of our firm and to introduce you to a specific attorney that could provide services. There is much more information at kennedy-graven.com and we would be happy to answer any further questions you may have.

I. KENNEDY & GRAVEN, CHARTERED QUALIFICATIONS

Kennedy & Graven has made a commitment to the representation of public bodies as a mainstay of its practice. More than 98% of the services are related to local government law. With 35 attorneys, we are the largest Minnesota law firm with a practice focus primarily on local government law.

We currently serve as city attorney (general counsel) to 70 Minnesota cities. We represent many Minnesota cities as special counsel on specific projects in a broad range of local government matters. We also represent a large number of housing and redevelopment authorities, economic development authorities, port authorities, charter commissions, townships, joint powers organizations, watershed management organizations, school districts, and other special purpose political subdivisions.

II. TOWNSHIP ATTORNEY/GENERAL COUNSEL

If our services are selected for general counsel, we propose Scott Riggs as Township Attorney.



Scott J. Riggs

Proposed Township Attorney

PROFESSIONAL CHRONOLOGY

1988	B.A., St. Olaf College, Northfield, MN
1988-1990	Congressional Staff Assistant, Congressman James Oberstar
1992-1993	Staff Member, William Mitchell Law Review
1992-1993	Research Assistant, League of Minnesota Cities
1993-1994	Law Clerk, League of Minnesota Cities Insurance Trust
1994	Honors, Philip C. Jessup International Regional Moot Court Competition
1994	J.D., William Mitchell College of Law, St. Paul, MN
1994	Admitted, Minnesota State Bar Association
1994-1997	Associate, Hoff, Barry & Kuderer, P.A.
1997-2000	Associate, Kennedy & Graven Chartered, Minneapolis, MN
2000-present	Shareholder, Kennedy & Graven Chartered, Minneapolis, MN

PROFESSIONAL AFFILIATIONS

Minnesota State Bar Association, Member
Minnesota Association of City Attorneys, Member
Hennepin County Bar Association, Member

BACKGROUND AND EXPERIENCE

Scott received his B.A. in Economics and Political Science from St. Olaf College in 1988. In 1994, he received his law degree from William Mitchell College of Law. While in law school, Scott was a staff member for the William Mitchell Law Review and served as a law clerk for the League of Minnesota Cities and the League of Minnesota Cities Insurance Trust.

Prior to joining Kennedy & Graven in 1997, Scott worked for two years as a congressional staff assistant and for three years as an associate attorney with a local law firm, practicing in the areas of municipal law, civil litigation, criminal prosecution, and real estate law.

In addition to his practice, Scott has taught business law and ethics at Anoka-Ramsey Community College and Local Government Law at William Mitchell College of Law.

Scott has over 30 years of representing municipalities in Minnesota. He is currently general counsel to the cities of Faribault, Hopkins, Kenyon, Mantorville, Mounds View, Nerstrand, New Prague and West Concord, as well as various townships, EDAs, HRAs, municipal utilities and joint powers entities. Scott is also counsel for the Mississippi Watershed Management Organization.

III. TEAM APPROACH

At Kennedy & Graven, we use a team-based approach to the practice of law, which allows us to leverage the experiences and expertise of everyone within the firm to deliver the highest service at potential significant cost savings when compared to other firms. For example, the township attorney may ask to assign certain specific matters to a special counsel in the firm if the township attorney believes it is more efficient for the township to do so. The township attorney would retain overall responsibility to ensure that the needs of the township are being met.

The firm's representation of many local government entities often means that when a township has a legal issue, at least one attorney at the firm has reviewed the same or similar issue previously for a different client and has the experience, knowledge, and information to respond quickly and efficiently.

IV. RATES

Attached is a chart of our fees.

Travel to and from a meeting would also be charged at the hourly rate.

V. CONCLUSION

If we can be of any assistance or answer any questions, whether for general counsel or special counsel needs, please contact us for more information.

Sincerely,

KENNEDY & GRAVE, CHARTERED



Scott J. Riggs

Enclosure

COMPENSATION AND FEES

The firm charges an hourly rate for all services. The minimum increment of billable time is six minutes (0.1 hour). Travel time and meeting attendance will also be billed at hourly rates. Rates for bond work would be charged in accordance with our regular rates for such work at that time.

Future increases not to exceed 3% annually for a period of 3 years.

	2025
GENERAL COUNSEL (All general civil work typically performed as township attorney such as meetings, ordinances, advice and opinions, contracts, code enforcement, zoning, easements, etc....)	
Hourly rate for all attorneys	\$214
Hourly rate for Support Personnel (All matters unless addressed elsewhere below)	
Paralegals	\$120
Law Clerks	\$95
NON-ROUTINE SERVICES (civil litigation not related to ordinance and zoning enforcement; real estate; cable and telecommunication and labor/employment)	
All attorneys	\$240
SPECIFIC DEVELOPMENT, REDEVELOPMENT, TAX ABATEMENT; AND TIF PROJECTS	
All Attorneys	\$287
PASS-THROUGH FEES*	
All Attorneys	\$287

* Pass-through fees will apply to legal services that are not paid for from the general fund, such as public improvement projects, or legal fees that are passed through to third parties.

OVERHEAD COSTS

The firm bills its out-of-pocket costs for such things as postage, filing fees and witness fees, and similar items.

Westlaw research fees and photocopying: No charge

Mileage: Then-current IRS business rate

April 28, 2025

Joy Royle
Greenvale Township
Town Board Supervisor
joylee.royle@greenvaletwp.org

VIA EMAIL

Re: Proposal to Provide Legal Services

Dear Joy:

Thank you for reaching out to ask for a proposal for our firm, Town Law Center, to provide Greenvale Township (“Town”) legal services. Troy Gilchrist and I would be happy to provide civil legal services on an as-needed basis if your Town Board would like our assistance. I would be the lead attorney and Troy would assist as needed. We have dedicated our careers to representing township governments and in Dakota County alone we represent Eureka, Ravenna, Hampton, and Marshan Townships, and also represent the Dakota County Agricultural Society. We also serve many other townships across the state, and it would be our privilege to represent your Town.

Jason Hill

I have represented local governments for more than 20 years. The following is a brief outline of my career:

- **Town Law Center PLLP** (June 2024 to Present)
 - A new law firm formed with Troy Gilchrist to serve the needs of townships and local governments throughout the State.
- **Kennedy & Graven, Chartered** (2018 to 2024)
 - Provided services to dozens of townships on the full range of legal issues affecting townships (roads, annexation, cartways, zoning, fire contracts, board governance, elections, etc.).
 - Presented at numerous Minnesota Association of Townships (“MAT”) training events, including the MAT Annual Conference and the Town Law Review, on a wide variety of township legal issues.
 - City attorney in Brooklyn Center, Tonka Bay, Pipestone and East Gull Lake.
 - Annexation and ordinance enforcement litigation.

Joy Royle
April 28, 2025

After law school, I returned home to practice for more than 3 years from 1999 to 2002 in Hibbing on Minnesota's Iron Range, working in the areas of litigation defense and municipal law. Prior to joining Kennedy & Graven, I worked with litigation defense firms for 19 years, which included 15 years defending Minnesota counties and cities, primarily through the litigation of civil rights matters. I also represented individuals and businesses in the areas of motor vehicle liability, premises liability, construction litigation and employment law.

Troy Gilchrist

Troy has more than 33 years of experience working with local governments. The following is a brief outline of his history.

- **Town Law Center, PLLP** (June 2024 to Present)
 - New law firm formed to serve the needs of townships throughout the state.
 - Continue to work with the townships I previously represented.
- **Kennedy & Graven, Chartered** (2006 to 2024)
 - Member of the Firm's Executive Committee for eight years and served as Firm President from 2018 to 2022.
 - Provided services to more than 400 townships on the full range of legal issues affecting townships (roads, cartways, zoning, fire contracts, board governance, elections, etc.)
 - City attorney in White Bear Lake, Crystal, and a few outstate cities.
 - Attorney for several watershed management organizations in the metropolitan area.
- **Minnesota Association of Townships** (1991 to 2006)

General Counsel and Director of Operations – MAT Agency (2000-2006)

- Established and managed the errors & omissions and property self-insurance pools, together with the then existing workers' compensation and bond pools.
- Managed defense pool attorneys and litigation against townships.
- Provided risk management training across the state.

MAT Attorney (1992-2000) / Law Clerk (1991)

- Provided training to town officers across the state at the spring and summer short courses.
- Responded to thousands of questions from town officers.
- Wrote nearly all of the guidance documents and forms in the MAT information library.
- Wrote the Manual on Town Government.
- Wrote the Town Law Book Index.
- Wrote dozens of newspaper articles for the MAT paper.

Joy Royle
April 28, 2025

- Lobbied on behalf of townships before the Legislature and State Agencies.
- Additional Experiences
 - Becker Fire District Volunteer Firefighter and EMT for more than 11 years.
 - President and Vice-President of Becker Fire Relief Association.
 - Former qualified neutral (mediator).
 - Former licensed insurance agent (part of MAT Agency duties).
 - Law enforcement skills training and previously eligible to be licensed as a law enforcement officer.

Hourly Rate and Billing

The current hourly rate for attorneys is \$260. Time is kept in 1/10th of an hour increments, and detailed bills are sent after each month in which we provide services to the Town. We also charge for certain expenses such as for photocopies, postage, and mileage at the current IRS rate. We do not require the Town to enter into a contract or pay a retainer for our services. We simply provide the Town services on an as requested basis.

The hourly rate applies to the time we spend working on issues for the Town, including calls, e-mails, reviewing and drafting documents, research, etc. The hourly rate also applies to time spent traveling to and attending meetings as needed. We are sensitive to the costs involved in travel and are willing to work with the Town to participate in meetings remotely if the Town Board would like and if the Town Hall is set up for remote meetings.

Please let me know if there are any questions or if your Town would like any additional information.

Sincerely,



Jason M. Hill

Resolutions by Greenvale residents from the March 2025 Annual Meeting. These were taken directly from the meeting minutes.

I will number the resolutions in which the order they were documented from the meeting minutes as follows:

1. Vicki Tyler presented a resolution seconded by Pat Edwards that the Board of Supervisors cease and desist all further pursuit of the lawsuit against Mr. Langer and Mr. Langer. There was discussion regarding lawsuit, increased property taxes and the perception of what the implication of the lawsuit are. A vote was called. Resolution passed by a voice vote.
2. Chrisy McNearney presented a resolution submitted by Tim & Chrisy McNearney to direct the Board of Supervisors to direct the Planning Commission to add back the protection language into Greenvale's ordinances, so Greenvale is protected once again from non-ag businesses and/or uses trying to come here. The wording said, "Prohibited Uses: All uses not specifically listed as permitted, accessory or permitted with an interim use permit shall be considered prohibited." Craig Host seconded the motion. Discussion included verifying the resolution didn't change existing, only affected new business and there was a question as to if the resolution was worded correctly. The resolution passed with voice vote.

3. Alison Bartlett presented a resolution to direct the Board of Supervisors to direct the Town Clerk to put Citizens Comments back into the Board of Supervisors monthly meeting minutes. Erwin Ulrich seconded the motion and added an addendum to also move Citizens Comments back to the beginning of Board of Supervisors meetings. Discussion included requirements of Meeting Minutes, Minnesota Supreme Court ruling, possibility of error, summarizing or not summarizing, transcripts of citizens comments, and Board approving minutes and Citizen Comments. Resolution passed by a voice vote.

4. Victor Volkert suggested enlarging the parking lot. Comments were made that the Road Commission was looking into getting millings from this summer's road construction for the parking lot and enlarging at the same time. There was also a suggestion to add a hard surface for handicapped parking near the building. Victor Volkert made a resolution to enlarge the parking lot and hard surface the handicapped parking in front of the building. Tony Rowan seconded. Resolution passed by voice vote.