

GREENWOOD TOWNSHIP SUPERVISORS BOARD MEETING
MINUTES
APRIL 9, 2024

CALL TO ORDER:

Chair Roskoski called the meeting to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

Chair Roskoski lead the Pledge of Allegiance.

ROLL CALL

Present: Chair Roskoski, Vice Chair Skubic, Supervisor Gilbert, Supervisor Stoehr, Supervisor Bassing – 5 Supervisors, Treasurer Maus, Clerk Spicer

Absent: None

PUBLIC COMMENTS:

Chair Roskoski stated the public comment portion of the agenda is an opportunity for residents to comment. If the Administrative Guidelines are adopted later in the meeting, a ten-minute timeframe will be set for each resident. Chair Roskoski encouraged residents to call or email the supervisors during the month if they have questions.

Lee Peterson requests to be on the 4136 Road committee

Jeff Maus states he wants a policy for guns on premises.

Motion by Roskoski supported by Gilbert to put gun policy on Agenda for next meeting

- **5/0 Carried**

Sue Drobac said the sign by Manitou Park Rd should be taken down.

Joann Bassing stated the phrase "All motions are by Roll Call should be removed.

Motion by Roskoski supported by Bassing to remove All motions are by Roll Call to future Agendas - **5/0 Carried**

Joann Bassing, former Clerk, read a list of items that were reviewed during the transition of the Clerk duties to Debby Spicer. Joann Bassing also read an apology to Clerk Spicer and Chair Roskoski to apologize for her disruptive behavior during the Special Meeting held on March 27, 2024, and then accused both the Chair and Clerk of defaming her and the Treasurer because of financial information that was mentioned.

Chair Roskoski stated Tech Bytes found issues on the Clerk computer, including rules added to the email program to forward all incoming emails to the "Deleted Items" file, all emails were deleted and a program on that computer that allowed access to a remote computer was also deleted. Tech Bytes will check the Treasurer computer to see if any programs are his computer that authorized access to a remote computer.

Mike Ralston questioned the two payroll registers that were in the packet. Treasurer Maus stated he placed a payroll register for March on the desks that night. Chair Roskoski asked if the supervisors were prorated to March 20, 2024, when the new supervisors/clerk took

office, as Treasurer Maus had indicated would happen. Chair Roskoski stated she was not listed on the March register. A year ago, Ralston stated he was shorted on his last check, as the month was prorated when the new supervisors took office. He also questioned why Drobac and Lofquist's payroll checks for March for their supervisors pay were not the same. Droba said checks were never prorated before, but Clerk Spicer reminded her that hers wouldn't have been since she quit at the end of the month of August.

Chair Roskoski suggested that language be added to the administrative guidelines stating all supervisors pay will be prorated to the date when the new supervisors are sworn in after an election, so everyone is treated the same each year. Chair Roskoski asked Treasurer Maus to add the finance reports to the agenda when they are emailed out. The Clerk had entered receipts and claims that were sent with the packet. Treasurer Maus stated he prorated supervisors/clerk/treasurer to date of swearing in, March 20, 2024.

Chair Roskoski stated former Supervisor Sue Drobac had signed out 5 keys, but only returned in 2 keys. Ms. Drobac stated that is all she had.

Treasurer Maus is to put receipts, disbursements, payrolls ledgers and Schedule 1s in the packet. Chair Roskoski requested both the Clerk and Treasurer to include all their claim and receipt registers Schedule 1 reports in the emailed agenda packet in the future.

Supervisor Bassing asked the Clerk for a Schedule 1. Clerk Spicer stated a Schedule 1 from CTAS was included in the packet. Joann Bassing stated she prepared a Schedule 1 off the Excel system, and not the CTAS system and noted they have not matched in years on the CTAS system. Clerk Spicer stated she printed off the Schedule 1 from the CTAS accounting system and noted the CTAS reports matched at the end of 2021 before she left office. Chair Roskoski asked Joann Bassing if she told Clerk Spicer about the Excel Schedule 1 as it was not on the list she went over with the new Clerk. Joann Bassing stated she told her verbally.

ADDITIONS/CHANGES TO AGENDA

Clerk Spicer stated an additional variance and invitation for Greenwood Board to attend the Ambulance Commission on April 29, 2024, was added to the agenda under the clerk report.

Motion by Skubic, supported by Roskoski to accept the agenda, with additions. Vote 5/0 Carried.

Supervisor Bassing read several corrections regarding the supervisors that made and seconded the motions, and the order of the items in the minutes.

Supervisor Bassing read a list of changes to the minutes, including deleting the language stating that all motions will be by roll call vote, and correcting several motions and supports and the order of some of the motions.

Motion by Bassing, supported by Skubic to approve minutes from March 21, 2024 Reorganization meeting, with the corrections as noted by Supervisor Bassing. **Vote 5/0 Carried.**

Supervisor Bassing asked to amend the minutes from the March 27, 2024, Special Meeting, by removing the language that all motions will be by roll call.

Motion by Skubic, supported by Stoehr to approve minutes from March 27, 2024 Special Meeting, as amended by removing the roll call vote language. **Vote 5/0 Carried..**

Treasurer Maus asked to make an addition to the minutes from the Special Meeting held on March 27, 2024, stating he informed the body they were getting off topic and that one finance report was inaccurately titled "Treasurer".

Motion by Stoehr, supported by Bassing to amend minutes from the Special Meeting held on March 27, 2024, with the amendments suggested by Treasurer Maus.

Roll Call:

Yes: Stoehr, Bassing – 2

No: Roskoski, Skubic, Gilbert – 3

Motion failed.

TREASURER REPORT

Treasurer Maus read the financial report as follows: Checking balance - \$154,907.56, Building Capital - \$122,455.01; Broadband - \$122,455.61; Trail - \$20,495.51; CD - \$252,400.

Motion by Roskoski, supported by Gilbert to request the Treasurer to provide a written monthly report with all fund balances in the emailed packet for all future meetings. **Vote 5/0 Carried**

Chair Roskoski stated Clerk Spicer submitted the Clerk's claims for March invoices, as they had not been entered in the CTAS program. It was noted that the Treasurer's claim list for the March invoices were approved at the March meeting. Chair Roskoski stated she would like the claims list from both the Clerk and Treasurer submitted at all future meetings, as it is required that they match.

Motion by Roskoski, supported by Skubic to approve the Clerk's March, 2024, claim register, in the amount of \$5,539.10.

Roll Call:

Yes: Roskoski, Skubic, Gilbert, - 3

No: Stoehr, Bassing – 2

Vote 3/2 Carried.

Meeting again interrupted with vulgarity by Conference call attendee. Attempted to mute caller.

Chair Roskoski stated the Treasurer submitted the April claims list just prior to the board meeting and the Clerk was not given the information to enter in the Clerk's system. Treasurer Maus stated the Clerks Disbursement report and his Claims report will not match, and that disbursements aren't necessarily claims. He further stated this is a new procedure for him and he will have to get up to speed on it. Clerk Spicer said Claims are disbursements and they should match. Maus insisted they will not match.

Motion by Stoehr, supported by Bassing, to approve the Treasurer's claims list dated 4/9/24, in the total amount of \$7,235.11. **Vote 5/0 Carried**

Roskoski asks Treasurer if there are any more reports. Maus stated he has the payroll, but that Roskoski had stated she would wait until next month and have her missing pay added on then just to get this done.

Motion by Stoehr, supported by Gilbert to approve Payroll register for March, 2024, with Supervisors Roskoski's prorated amount for March added to next months payroll. Supervisor Skubic questioned why the payroll amounts were different for Lofquist and Drobac, when they both left office on the same day. Treasurer Maus stated that it appears to be a mistake and Lofquist was shorted. The payroll will be dealt with later in the meeting.

Motion by Stoehr, supported by Gilbert to withdraw the previous motion and take action on the payroll later in the meeting. **Vote 5/0 carried.**

Supervisor Skubic questioned why the payroll amounts were different for Lofquist and Drobac, when they both left office on the same day. Treasurer Maus stated that it appears to be a mistake and Lofquist was shorted. The payroll will be dealt with later in the meeting.

OLD BUSINESS

1. Annual Meeting:

- a) Establish dedicated road fund for monies collected from gas tax for the period 2015-2024 for Township Road 4136.

Bassing- reason that there wasn't a road fund as it was tasked by the residents at an annual meeting. Snow removal is considered maintenance. MAT has document TR15000 established snow and ice control policy, with sample Resolution, which has budgetary section for snow and ice removal from two sources - Town road and bridge levy, set by annual meeting, or coming from gas tax. So, snow removal is definitely maintenance.

According to MNDOT, vegetation removal is also maintenance. Brush, small trees removal (under 6" diameter). Rough estimate of what we already spent = around \$25,000.

Roskoski, another statute regulates the town road aid for construction, reconstruction and gravel maintenance that total \$34, 497.25. \$34497.25 from general fund

Motion by Roskoski, supported by Skubic to set up a dedicated fund and transfer funds from the General Fund, in the amount of \$34,497.25, for the town road aid funds that were received from St. Louis County for the period 2015-2024, to a dedicated fund for use on Township Road 4136. **Vote 5/0 Carried**

Motion by Gilbert, supported by Stoehr set up a separate dedicated account at the bank for the town road aid funds for township road 4136.

Yes: Roskoski, Skubic, Gilbert, Stoehr - 4

No: Bassing – 1

4/1 Carried.

Motion by Gilbert, supported by Skubic to approve March, 2024, payroll, with corrected amounts added for Chair Roskoski, in the amount of \$159.27 and an additional \$99 added to former Supervisor Barb Lofquist. **Vote 5/0 Carried.**

b) Contribution towards the construction of new pickleball courts on township property. Residents voted to contribute \$25,000 towards project at annual meeting.

Motion by Skubic, supported by Roskoski to contribute \$25,000 towards the new pickleball construction project on Greenwood Township property. **Vote 5/0 Carried.**

- c) Review portions of the Greenwood Walking Trail and determine plan to repair poor areas.

Lee Peterson stated the previous work was mostly done by volunteers. He stated the trail is in pretty good shape. Roskoski- Is there a supervisor that would take charge of this project and work with residents to determine a plan. Lee Peterson would work on it. Skubic-until it needs a major repair, leave it up to the residents to come back to us. David Farley stated it does need some work and some portions are dangerous. Skubic-Some residents get together and come back to the board in the near future with a plan.

Motion by Bassing, supported by Skubic to table the walking trail until the residents bring a recommendation on repairing the walking trail. **Vote 5/0 Carried.**

2. Resolution adopting Administrative Guidelines.

Chair Roskoski stated the Township Attorney reviewed the proposed guidelines and recommended removing the language in Item 9 regarding the retention of audio recordings and retain them per the Records Retention Schedule that Greenwood Township previously adopted. The Township Attorney also stated the board can make a recommendation on which accounting system to use, but cannot mandate them to use the CTAS system. Clerk Spicer read the proposed Resolution adopting Administrative Guidelines. As part of Exhibit A, it was noted that the current rental policy of the Town Hall and Pavilion policy had changed to a \$200 refundable deposit, if the property is left as it was.

Motion by Skubic, supported by Gilbert, to adopt Resolution No. 2-2024, A RESOLUTION ADOPTING ADMINISTRATIVE OPERATIONAL GUIDELINES FOR GREENWOOD TOWNSHIP, contingent upon updating the language regarding the Town Hall rental fees.

Yes: Roskoski, Skubic, Gilbert - 3

No: Stoehr, Bassing – 2

Vote 3/2 Carried.

3. Ambulance Vehicle Aid Donation Agreement between the City of Tower and Entities Served by the Tower Area Ambulance Service.

Chair Roskoski stated a revised "Ambulance Vehicle Aid Donation Agreement" was placed in the packet. The language in paragraph 3 was revised "for the purchase of ambulance vehicles" for continued operation of the TAAS. The Township Attorney said there is no need for an indemnification clause in the contract as it only related to the donation of funds to purchase ambulances for the continued operation of the TAAS.

We need to respect people that work in public safety field. Greenwood has the most calls within Tower ambulance service.

Supervisor Bassing stated the Township Attorney previously agreed that the agreements should include language to hold the township harmless and the \$1.66 transfer miles. Supervisor Skubic states a donation can be made without the indemnification clause. He was led to believe we could get an ALS system up here quickly and it appears it will be a while before that happens.

We need to pay for the services we are getting with the City of Tower. Paul Thompson states the seasonal population also receives the benefits of the ambulance service. Jeff Maus states there are great people on the Tower ambulance service and they need financial support. Called the Clerk/Treasurer Tower regarding the contract and the Council of Tower hasn't approved it yet. Bassing- wants to amend agreement to sign on, if all the other entities sign on.

Motion by Roskoski, supported by Gilbert to accept the agreement for the Ambulance Vehicle Aid Donation Agreement between the City of Tower and Entities Served by the Tower Area Ambulance Service for the years 2024, 2025, 2026 and authorize payment of the 2024 dues.

Discussion/input from numerous Supervisors and attendees and it was made clear this is only a donation.

Yes: Roskoski, Gilbert, Skubic-3

No: Stoehr, Bassing – 2

3/2 carried.

Motion by Bassing, supported by Stoehr to have a vote of no confidence in our Township Attorney.

Yes: Bassing, Stoehr - 2

No: Roskoski, Skubic, Gilbert – 3

Motion failed.

Motion by Bassing, supported by Skubic to appoint Chair Roskoski to the Ambulance Commission. **5/0 Carried.**

Motion by Roskoski, supported by to appoint Supervisor Gilbert as the Alternate to the Ambulance Commission. **5/0 Carried.**

2025 Budget.

Roskoski - Where are we at with the budget? Bassing stated the budget was presented at the annual meeting and reviewed by the board at the February meeting.

Motion by Roskoski, Gilbert to request Treasurer to prepare a Budget to Actual Report for the first quarter of 2024 for the May board meeting. **5/0 Carried**

NEW BUSINESS

Supervisor Skubic stated he is working on getting the potholes fixed right now on Township Road 4136, Birch Point Extension. A committee can be formed later on to talk about short and long term goals.

Motion by Roskoski, supported by Skubic to table setting up a committee for Township Road 4136 until a future meeting. **5/0 Carried.**

1. Appoint Supervisor to work with Lake Vermilion Pickleball Association on construction Project.

Paul Thompson gave a presentation on the construction of the new pickleball courts and stated it would be more feasible to construct four courts, as originally proposed. After reviewing the snow plow issue, it was determined the snow could be pushed in the area where the recycling containers were placed in the past. Four courts could be built in 8,800 sq. ft. area, compared the three courts in the 10,000 sq. ft. square area. Chair Roskoski stated a contract will be prepared by the township attorney to allow the Greenwood Community Recreation Board/Lake Vermilion Pickleball Association to construct the new courts, at a cost not to exceed \$24,999. Greenwood Township will be added as an additional insured on the contractors insurance.

Motion by Skubic, supported by Gilbert to authorize Greenwood Community Recreation Board/Lake Vermilion Pickleball Association to move forward with the construction of four pickleball courts on Greenwood Township property, as presented.

Bassing disagrees, stating we already had a deal for three courts.

Yes: Roskoski, Skubic, Gilbert, Stoehr – 4

No: Bassing – 1

4/1 Carried.

Motion by Roskoski, supported by Skubic to direct Chair Roskoski to work with the Township Attorney and the Greenwood Community Recreation Board/Lake Vermilion Pickleball Association to prepare a contract to build four pickleball courts on township property for no more than \$24,999. **5/0 Carried**

Appointment of Deputy Clerk

Clerk Spicer appointed Tammy Mortaloni as her Deputy Clerk.

Motion by Skubic, supported by Gilbert to authorize the Deputy Clerk to work additional hours along side Clerk to input financial data into Clerk's CTAS accounting program to balance with the Treasurer's CTAS program. **5/0 Carried**

2. Communication from St. Louis County regarding contract with Fire Protection Service Providers for 2025.

Motion by Gilbert, supported by Roskoski to approve the contract with St. Louis County for unorganized township fire protection services for 2025, in the amount of \$11,000. **5/0 Carried**

3. Bids for Township Parking lot.

Discussion was held on the bids received for the overlay of the Greenwood Township parking lot. Benchmark Engineering will be contacted to determine if the bids that were obtained were "sealed bids" or quotes and that the process was followed legally.

Motion by Skubic, supported by Gilbert to accept the low quote from Mesabi Bituminous, in the amount of \$99,800.00, for the mobilization, excavation, fabric, select granular borrow, class 5 on expanded area, milling 2" off remainder of lot, cleaning of lot, applying a tack coat, placing 3" bituminous paving, shouldering and pavement markings, contingent upon approval of the bid process by the Township Attorney. **5/0 Carried**

Motion by Gilbert, supported by Roskoski to table the status of the following township policies until the next meeting:

- a) Amended Standard Operating Guidelines for Fire Department.
- b) Personnel Policy.
- c) Internal Control Document. (noted in March 2023 reorganization meeting)
- d) Capital Replacement Plan/Fund. (noted in March 2023 reorganization meeting)

5/0 Carried.

Motion by Bassing, supported by Skubic to adjourn at 9:40 PM.

Yes: Skubic, Gilbert, Stoehr, Gilbert – 4

No: Roskoski – 1

4/1 Carried

The next meeting will be held at 6:30 PM on May 14, 2024.

Chair



Clerk

