

Greenwood Township Supervisors Board Meeting Minutes

DATE: May 14, 2024 6:30PM

CALL TO ORDER – Chair Roskoski

PLEDGE OF ALLEGIANCE

Meeting is being recorded for transcription and archival purposes

ROLL CALL - Chair Roskoski / Vice Chair Skubic/ Supervisor Gilbert/ Supervisor Stoehr/Supervisor Bassing / Treasurer Maus / Clerk Spicer – **All present**

PUBLIC COMMENTS

Lee Peterson –Read his email to the Board dated 5/6/2024, concerning Birch Pt. extension. He also states the Greenwood Walking Trail is not unsafe to walk on. The walking trail has had repairs and maintenance over the years. He said it would be better to push the trail along with volunteer work until it is time to dig out the bad spots and repave the entire trail. At that time, it would be good to line up some grants. The current trail fund has \$20,000 and \$2,000 is added yearly. He recommended that the annual contribution be increased to \$4,000. Lee also noted that Birch Point Road could use a safe walking trail.

Joann Bassing – Noted the April meeting minutes were much more objective than previous minutes. Joann stated she, nor Treasurer Maus, used the investment module of the CTAS accounting software. She also questioned why the entire agenda meeting packet was not added to the website prior to the meeting.

Barb Lofquist – Questioned why the previous meeting minutes were not available for the public at the meeting.

Mark Drobac –Asked when the public water source was last tested. Supervisor Roskoski replied that the water sample had been delivered within the past week, but the results had not been received. Mark Drobac stated he would like a copy of the results when they are available.

John Hahn – Asked what the hold-up is for the broadband project. Supervisor Gilbert replied he has spoken with Randy Long, Bois Forte, and the infrastructure should be done by the end of summer. An update will be provided at a future information, once Supervisor Gilbert gets more information. Jeff Maus – Stated he saw four people were digging on the side of Everett Bay Road and heard they were looking for artifacts, which was possibly the cause for the delay. He understood they have a 30-day approval process.

ADDITIONS/CHANGES TO AGENDA

Treasurer Maus stated he was upset that the changes he requested to past minutes were not approved and, once again, requested a change. Supervisor Roskoski stated his request was considered previously and the motion failed.

Motion by Skubic/Stoehr to accept Agenda, as presented. **5/0 Carried**

Motion by Bassing/Stoehr to approve minutes from April 9, 2024, meeting with a change adding the reason Supervisor Bassing voted no to the construction of four pickleball courts was because we had a deal for three courts. **5/0 Carried**

Note: April 29, 2024, TAAS Special Meeting was cancelled – no new date

TREASURER REPORT

Treasurer Maus reviewed historical financial reports, which he stated were done incorrectly, and information from a Timberjay article published on May 11, 2022. He also stated the Clerk submitted a Schedule 1 at last month’s meeting that was incorrect. Supervisor Roskoski stated the previous Clerk did not use the CTAS system for everything and they are working on adding financial information to the Clerk’s CTAS accounting program. Supervisor Roskoski stated she is still waiting for finance reports she has requested several times from the Treasurer so they can continue to determine what information needs to be added to the Clerk’s computer. Treasurer Maus also requested the same information from the Clerk’s CTAS system for a three-year period, 2018-2020. Clerk Spicer pointed out the historical reports the Treasurer presented and compared were three months apart of each other and of course they are different. Supervisor Roskoski asked for Schedule 1’s from the Clerk and Treasurer that were submitted to the Board of Audit for the years 2022 and 2023.

Fund Balances as of 4/30/24:

Checking Account-\$135,518.49.

Building/Capital - CD \$122,004.34 + SAV \$415.27 = \$122,419.61

Trail – CD \$19,996.52 + SAV \$495.51 = \$20,492.03

Broadband - CD \$99,007.32 + SAV \$88.60 = \$99,095.92

CD Jumbo - \$252,772.10

Totaling - \$630,298.15

Motion by Stoehr/Bassing to approve Treasurer’s Report. **Roll call vote:** Yes: Roskoski, Gilbert, Stoehr, Bassing; No: Skubic **4/1 Carried**

Treasurer Maus informed the Board some CD’s will be maturing at the end of May and asked for board action on how to proceed. Supervisor Gilbert stated, in the future, the Board should have a minimum of a month to consider disposition of maturing funds.

Motion by Bassing/Stoehr to move 50% of the Building/Capital and Broadband CD investment to the checking account and reinvest the remaining 50% in CD’s through LPL Financial. **5/0 Carried**

Chair Roskoski, once again, requested Treasurer Maus to provide the finance reports as part of the emailed agenda packet, so the board members have time to review them.

Motion by Bassing/Stoehr to approve Claims. **Roll call vote:** Yes: Gilbert, Stoehr, Bassing; No: Roskoski, Skubic **3/2 Carried**

Motion by Bassing/Gilbert to approve Payroll. **Roll call vote:** Yes: Roskoski, Gilbert, Stoehr, Bassing; No: Skubic **4/1 Carried**

OLD BUSINESS

1. Contract with Greenwood Community Recreation Board/Lake Vermilion Pickleball Association for construction of four new pickleball courts. Supervisor Roskoski noted the Contract and Term dates were to be added and suggested the date of September 1, 2025. Supervisor Bassing pointed out Vermilion was spelled wrong on first and last page.

Motion by Skubic/Gilbert to approve the contract between Greenwood Township and the Lake Vermilion Pickleball Association for the construction of four pickleball courts, contingent upon correction of the spelling errors and insertion of September 1, 2025, date to Section 3. **5/0 Carried**

2. Ambulance agreement. Supervisor Bassing stated the City of Tower did not vote on their contract with the TAAS until last night, but noted it was approved.

3. Rd 4136. **Motion** by Stoehr/Bassing to have the township attorney guide the township through the process of having an assessment mechanism set up for the purpose of assessing the property owners served by Township Road 4136 to cover the cost of upgrading that road to a standard that is acceptable for St. Louis County to resume the snowplowing contract with shoulders wide enough for the safety of pedestrian travel. **Roll call vote:** Yes: Stoehr; No: Roskoski, Skubic, Gilbert; Abstain: Bassing **3/1/1 Fail**. Supervisor Skubic stated we are not at the point to get assessments yet, as we are only looking at filling the potholes and not repaving.

NEW BUSINESS

1. Request from Linda Smith to repaint walking trail sign, at no cost to the township. **Motion** by Bassing/Skubic to allow Linda Smith to repair and repaint the walking trail sign. **5/0 Carried**
2. Quote from Perpich TV for additional cameras. **Motion** by Skubic/Gilbert to accept the quote from Perpich TV & Appliance, in the amount of \$1,690.00, to add two cameras to the Town Hall (back Hall entrance and meeting room). **Roll call vote:** Yes: Roskoski, Skubic, Gilbert; No: Bassing, Stoehr **3/2 Carried**
3. Camera Policy. Supervisor Bassing stated we need to have a policy in place to view footage from the cameras. Supervisor Roskoski stated a motion was made approved stating two supervisors must be present to view any camera footage and either Perpich TV or Tech Bytes is involved, as they have the password for the system. **Motion** by Skubic/Gilbert to turn on all cameras in the Town Hall. **Roll call vote:** Yes: Roskoski, Skubic, Gilbert, Stoehr; No: Bassing **4/1 Carried**

4. Status of Township Policies:
 - a. Amended Standard Operating Guidelines for Fire Department.
Supervisor Roskoski noted several amendments that have been previously approved by the Board were not updated in the SOG's and recommended that the Fire Department Administrative Assistant provide an updated copy of the SOG's at a future meeting. Supervisor Stoehr recommended amending Article 18, Section 1, to change the Blood Alcohol Content to 0.0% and requiring Firefighters to report the use of any prescribed cannabis derived products that may affect the ability to perform certain tasks to the Fire Chief. Discussion was held on obtaining the opinion of the township attorney prior to this amendment.
Motion by Gilbert/Skubic to table the proposed amendment to Article 18, Section 1, until language is drafted and provided to the Township Attorney to review. **5/0 Carried**
 - b. Paid On Call Policy
The Fire Department Administrative Assistant will update the Paid On Call Policy and present at a future board meeting.
 - c. Personnel Policy.
 - i. Gun policy. Supervisor Roskoski noted the Personnel Policy includes language on prohibiting the possession or use of dangerous weapons on Township property.
 - d. Internal Control Document. (noted in March 2023 reorganization meeting)
Supervisor Bassing stated this was an aspiration, but it was not yet developed. Supervisor Roskoski stated she will meet with the Clerk and Treasurer to develop a policy and bring to a future meeting.
 - e. Capital Replacement Plan/Fund. (noted in March 2023 reorganization meeting)
Supervisor Bassing stated this was another aspiration and suggested that all a list of all equipment and vehicles be developed, with values and recommended replacement dates included as part of a plan. This will be discussed at a future meeting.
5. Lawnmowing services for 2024.
Supervisor Roskoski stated two quotes for lawnmowing services for the township property were obtained. **Motion** by-Bassing/Skubic to accept the quote from A-Z Property Management, in the amount of \$250.00 per mow, for the 2024 season. **5/0 Carried**
6. Videotaping/broadcasting of Township Board Meetings.
Supervisor Roskoski stated Mike Nystrom submitted a proposal to video record and broadcast monthly township meetings to foster transparency, accountability and civic engagement. Supervisor Roskoski stated the attorney stated no additional quotes are

required, as this is a professional service. Supervisor Bassing stated he is opposed, as the township is spending too much money. Mike Nystrom was asked if he could determine how many people would be viewing the meetings and he said he would check.

Motion by Skubic/Roskoski to accept the proposal from Mike Nystrom to provide video recording and broadcasting of monthly township meetings, at a cost of \$145 per meeting, for a trial period until the end of the year. **Roll call vote:** Yes: Roskoski, Skubic, Gilbert; No: Bassing, Stoehr **3/2 Carried**

7. Recruitment of Election Judges for Primary and General Elections

Motion by Roskoski/Gilbert to authorize the Clerk to place an ad in the Timberjay, Tower News and on the township website to recruit Election Judges. **5/0 Carried**

8. Schedule 1 – covered previously

9. Audit - covered previously

10. Post all Board meetings audio on website – covered via item 6.

Supervisor Roskoski noted the vulgar language and threat to her that was heard on the telephone conference call during the April meeting and suggested that the audio not be uploaded to the township website. Furthermore, future meetings will now be available online through the videotaping proposal that was approved at this meeting.

11. Data Practices Act

Supervisor Bassing recommended accepting the Data Practices Act, which will help with obtaining grants and shows that the township is being transparent.

Motion: by Bassing/Stoehr that Greenwood Township accepts the Data Practices Act. **5/0 Carried**

SUPERVISOR REPORTS

Skubic Road Supervisor.

Met with our parking lot contractor to look at the walking/bike trail and repairs to Township Road 4136. Bike/walking trail has 5 major places that need replacing. Cost estimate was \$75,000 to repair and overlay entire trail. Supervisor Skubic will obtain quotes to repair the five areas on the bike/walking trail. An estimate was also received to fill the potholes on Township Road 4136.

Motion by Gilbert/Bassing to accept the quote from Mesabi Bituminous, in an amount not to exceed \$4,250, to fill the potholes on Township Road 4136. **5/0 Carried**

Lodging Tax Board.

Nothing new to report.

Bassing Joint Powers and Recreation.

Nothing new.

Gilbert Grounds and Maintenance.

He is aware of the light issues in the Town Hall and is working to fix them.

Broadband Liaison.

He will contact Randy Long, Bois Forte, about the digging for artifacts and see if it is an issue with the broadband project.

Stoehr Noxious Weeds.

Too early for weed issues

911 Assignment.

Motion by Stoehr/Gilbert to place an ad to advise the public to replace old metal fire signs. **5/0 Carried**

Roskoski Ambulance Commission.

April meeting was cancelled and has not been rescheduled.

FIRE CHIEF REPORT

1. New Hires.

Fire Chief Maus recommended hiring Dean Dowden, EMR/FF, and Tammy Dowden, EMR, and stated they have previous experience in Tower and Eagles Nest.

Motion by Bassing/Stoehr to hire Dean Dowden, EMR/FF, and Tammy Dowden, EMR. **5/0 Carried**

2. New job descriptions.

Fire Chief Maus reviewed new job descriptions for a Captain EMS and Captain Fire, and stated it is part of succession planning. He recommended adding a \$300 month stipend to each position. Supervisor Roskoski asked if the SOG's need to be amended to include these two new positions under Article 3, Section 1-Officers. This will be done at a future meeting.

Motion by Stoehr/Gilbert to accept the job descriptions for the Captain EMS and Captain Fire, as presented, with a monthly stipend of \$300. **5/0 Carried**

Fire Chief Maus will post both positions for 25 days, as required in the Standard Operating Guidelines.

Fire Chief Maus stated Dave DeJoode has been doing the duties of EMS Captain and Brian Trancheff has been doing Fire Captain duties.

Motion by Stoehr/Bassing to appoint Brian Trancheff as Interim Fire Captain and Dave DeJoode as Interim EMS Captain during the 25-day posting period, with a \$300 monthly stipend for interim period. **5/0 Carried**

3. Fire Boat Repairs.

Motion by Gilbert/Stoehr to authorize Joe's Marine, Ely, to make repairs to the fire boat, at a cost of \$1,191.25. **5/0 Carried**

Motion by Stoehr/Bassing to accept quote from Prop Shop, in the amount of \$380, to repair two propellers for the fire boat. **5/0 Carried**

4. Fire Engine Repairs.

Motion by Bassing/Stoehr to accept the quote from Emergency Apparatus Maintenance, in the amount of \$4,046.93, plus travel, to repair Engine 1 and Tender 3,

as submitted (includes gauge repair, primer valve repair, replacement of pump cages, service air conditioning systems). **5/0 Carried.**

Fire Chief Maus stated the Fire Department had previously received a \$5,000 (50/50 matching grant), with just over \$2,000 spent to date. The board previously approved new lighting for Boat 1 and he would like to upgrade the lighting in Boat 2 now.

Motion by Stoehr/Bassing to accept quote from Northern Engine Supply, in the amount of \$4,698.80, to upgrade the lighting in the fire boats, with half to be reimbursed through the grant. **5/0 Carried.**

5. Fire Chief Maus reported that a resident sent Target gift cards to two EMR's. The Board advised they cannot accept them personally, but a donation could be made to the Fire Department, and accepted by the Board by resolution.
6. Treasurer Maus appointed Joann Bassing as the Deputy Treasurer.

CLERK REPORT: (Correspondence)

- Clerk Spicer reported the Clerk computer has the CTAS 2024 version update.
- Requested appointment of someone to set flag at half-staff when necessary. Supervisor Stoehr will contact the person that previously would fly the flag at half-staff and see if he is still interested in doing this.
- Handling Hall/Pavilion deposits. Discussion was held on possibly holding the deposit check and returning it as a voided check, if there is no damage. After discussion, it was determined to keep the current process of depositing the check and writing a refund check if the facilities are left in good order, unless it is determined that the process can be changed.
- Correspondence. Thank you notes were received from the Book Mobile and Northwoods Partners.
- **Motion** by Roskoski /Skubic to approve placing the 2024 Signature Group Ad Package in the Tower News, at a cost of \$75.00. Roll call vote: Yes: Roskoski, Skubic, Gilbert, Stoehr; No-Bassing. **4/1 Carried.**
- Clerk Spicer asked everyone to remove the Clerk email address from any non-township business emails, as it appears to be a scam.

Supervisor Bassing read letters from Brenda Skorich and Nancy Eichholz asking to be appointed to the Township Road 4136 Committee (Birch Point Road Extension).

Treasurer Maus requested that his jeff.maus@greenwoodtownshipmn.com email be deleted, as he already has separate Treasurer and Fire Chief email accounts.

MOTION TO ADJOURN by Bassing/Skubic at 9:04 PM. **5/0 Carried.**

NEXT MEETING: June 11, 2024, 6:30 PM

Chair  Clerk 