

Greenwood Township Supervisors Board Meeting Minutes

DATE: October 8, 2024 - 6:30 PM

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

Steve Lenertz – questioned the use and cost of the MAT attorney and Township attorney. He wants to discuss Township Road 4136. He criticized the skills assessment documents in the meeting packet and spoke about the MAT insurance coverage issues, due to several lawsuits from certain individuals which caused additional policies at the expense of the taxpayers.

Sue Drobac – turned and spoke with someone behind her. Chair Roskoski asked her to address the Board, but she continued. After being gavelled by Chair Roskoski, Sue Drobac said she can talk to anyone she wants to. Drobac then questioned the credit card bill and criticized “whoever is doing the minutes” for putting too much in the records.

Joann Bassing – criticized the Township Road 4136 Resolution regarding the end of road description.

ADDITIONS/CHANGES TO AGENDA

Chair Roskoski stated the agenda included in the emailed packet was a prior version. The packets for the Supervisors and public have the updated version.

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

Supervisor Bassing criticized Chair Roskoski for not reading the entire email from the township attorney regarding the right to hold a rescheduled regular meeting as a regular meeting. Chair Roskoski noted he, along with Supervisor Stoehr and Treasurer/Fire Chief Maus, proceeded to leave the meeting while she was reading the emails from two attorneys. Supervisor Bassing accused the Clerk of not posting the meeting notice for the September 12th meeting within the proper time frame. Chair Roskoski pointed out that Supervisor Bassing’s original accusation of violating the open meeting law was because the meeting was rescheduled as a regular meeting, rather than a special meeting. Now Supervisor Bassing is stating the violation of the open meeting law was because the meeting notice was not posted within the proper time frame.

Supervisor Skubic suggested that Supervisor Bassing try doing something good, rather than being negative at the meetings.

Motion by Skubic/Gilbert to approve minutes from regular meeting held on September 12, 2024. Bassing and Stoehr abstain as they had left that meeting. **Vote 3/0 Carried**

Treasurer Maus explained why the transfer of funds was not done, as proposed at the 8/21/2024 meeting. Treasurer Maus also stated that he did not make the comment that he thought ADP was doing the PERA payments, as noted in the 8/21/2024 meeting minutes.

FINANCIAL REPORT

Chair Roskoski stated that the financial information was, again, not presented to the Board until five minutes before the meeting. This does not give the board time to read the reports.

Account Balances ending September 30, 2024:

Checking Account - \$92,766.71

Building/Capital – \$63,056.14

Broadband - \$50,919.83

Trail Fund - \$21,028.54

Road Fund - \$34,498.36

Jumbo CD - \$257,222.52

All accounts Total - \$519,492.10

Motion by Bassing/Skubic to transfer \$2,000 from the General Fund to the Trail Fund. **Vote 5/0 Carried**

Motion by Stoehr/Gilbert to amend the motion, made during the August meeting to move sweep account funds from LPL accounts to Frandsen accounts, as follows:

\$5,566.00 from LPL Jumbo CD to Frandsen General Fund checking 9840-GWT 100.

\$638.29 from LPL Building/Capital CD to Frandsen Building/Capital account 2750-GWT 228.

\$830.66 from LPL Broadband CD to Frandsen Broadband account 2050-GWT 224.

\$529.89 from LPL Trail CD to Frandsen Trail account 6750-GWT 230.

Vote 5/0 Carried

It was noted the SLC check for \$3000, meant for the Pickleball committee, was direct deposited to Frandsen General Fund account and there is a payment in Claims made to them for that amount.

1. **Motion** -to approve Treasurer's Reports. – **No Motion**
It was noted some of the Treasurers' receipts were not included with the Elan Credit Card bill in the Claims.
2. **Motion** by Skubic/Stoehr to approve Claims, contingent upon Treasurer Maus providing the missing receipts for the credit card bill to the Clerk. **Vote 5/0 Carried**
3. **Motion** by Bassing/Stoehr to approve Payroll. **Vote 5/0 Carried**

4. Clerk's Financial Reports.
Chair Roskoski noted that the Clerk included Schedule 1 and supporting documents for her reports and stated the Treasurer should be providing the same reports. She also commented that some of the figures did not match and reiterated the Treasurer should be working with the Clerk to make sure the balances are correct.
5. Motion by Bassing/Stoehr to request the Clerk and Treasurer to not copy the board members on email exchanges between each other. **Vote 5/0 Carried**

OLD BUSINESS

1. Standard Operating Guidelines for Fire Department.
 - a. Updated copy. – not provided by Fire Chief Maus
 - b. Proposed amendment to Article III, Section 1, Officers
Motion by Bassing/Skubic to approve amendment to Article III, Section 1 to read "Officers shall consist of Fire Chief, Assistant Fire Chief, EMS Captain and Fire Captain." **Vote 5/0 Carried**
 - c. Proposed amendment to Article 18, Section 1, changing alcohol level to 0.0% and use of cannabis derived prescription drugs. Fire Chief Maus stated he will look through the attorney email referencing alcohol/cannabis language in the SOG's. Supervisor Stoehr stated he would assist the Fire Chief Maus.
Motion by Stoehr/Bassing Supervisor Stoehr and representatives from the fire department to work the amendment to the alcohol/cannabis portion of the Fire Department's Standard Operating Guidelines, using the information provided by the township attorney. **Vote 5/0 Carried**
2. Capital Replacement Plan.
Motion by Stoehr/Bassing to Table the Capital Replacement Plan. **Vote 5/0 Carried**
3. Quote from Froe Brothers to replace media in Brassmaster. Results of water tests. Supervisor Gilbert stated that water samples were taken before and after going through the Brassmaster filtration system. The water tests show the Brassmaster is working, but the arsenic level was still too high. Changing the media in the Brassmaster may bring the arsenic level within Minnesota recommended level of under 10 ug/L. The media would need to be changed, at minimum, every 14 months at the cost (currently) of \$2,200 per change. A concern is the amount of arsenic varies day by day and depends highly on the amount of usage, which is much lower in the winter months. Supervisor Bassing stated he has learned there are different types of arsenic that vary in level of danger. Supervisor Bassing ordered a different water sample test kit and will take water samples to see the type of arsenic is present.

NEW BUSINESS

1. Discussion on "Open Meeting Law".
Chair Roskoski stated she is disappointed by members of the Board and other elected officials for not working together, but instead seem to be purposely looking for ways to find fault. Chair Roskoski stated the board has been accused of four open meeting law

violations since March, 2024. Chair Roskoski asked Deputy Treasurer Joann Bassing why she did not notify the Clerk on two occasions when she felt the board was violating the open meeting law. Deputy Treasurer Joann Bassing stated she felt the Clerk and Chair did not want to know anything from them. Chair Roskoski stated we all were elected to work for the betterment of Greenwood and that we need to find a way to work together respectfully.

2. Township Road 4136-Birch Point Road Extension:

a) Resolution deeming Birch Point Road Extension as Township Road 4136.

Motion by Skubic/Roskoski to adopt Resolution 11-2024 stating that 4136, Birch Point Road Extension is a township road.

Much discussion was held regarding the wording on the location of the Birch Point Road Extension in the resolution. Supervisor Bassing stated the wording "end of peninsula" was vague and misleading as the Platted Road shows the Extension continues much farther than the anticipated maintenance and that a more definitive description is needed to prevent future issues. Supervisor Stoehr repeatedly asked if we were establishing this road, even after Chair Roskoski said the road had been established as a township road many years ago, due to township maintenance. Supervisor Stoehr said the attorney ignored Statute 164.07 and said we should be going by state statutes, not the attorney. Clerk Spicer noted that Statute 160.05 was referred to in the Resolution and Stoehr yelled at her to be quiet stating she is only there to take minutes. Roskoski asked Stoehr to be more respectful, then stated Attorney Couri went through over a hundred pages of documentation to form his legal opinion. Supervisor Skubic suggested that a copy of the plat map be sent to the Township Attorney, with the areas noted that the township maintains. Supervisor Skubic recommended that the language be amended in the resolution to clarify that the township maintenance ends at the Eichholz property.

Vote Roskoski-Y, Skubic-N, Gilbert-N, Stoehr-N, Bassing-N **1/4 Fail**

Chair Roskoski will contact Attorney Couri to clarify the maintenance section of the Birch Point Extension.

Motion by Stoehr to have the Board review MN Statute 164.07 and MAT Document TR 4000 regarding township roads. **Motion failed for lack of support.**

b) Brushing quotes.

Discussion was held on the areas to brush along the Birch Point Road Extension. Chair Roskoski stated two companies were contacted to submit a quote for brushing, but only one quote was received. Supervisor Skubic's opinion was to brush no more than 3-4 feet off the pavement and 16 feet high.

Motion by Bassing/Skubic to extend the bid process for the brushing of Township Road 4136, until the maintenance boundaries are clarified. **Vote 5/0 Carried**

3. Quotes to snowplow/sand Township Road 4136 and Greenwood Town Hall parking lot. Two quotes were received. The quote from Vermilion Property Services did not include sand/salt services.

Motion by Bassing/Stoehr to accept the quote from Vermilion Property Services to plow Township Road 4137 and the Greenwood Township parking lot. Discussion was held on inability of Vermilion Property Services to provide sand/salt services.

Vote Roskoski-N, Skubic-N, Gilbert-N, Bassing-Y, Stoehr-Y, - **2/3 Fail**

Motion by Skubic/Gilbert to accept the quote from B&D CLEARALL bid, contingent on them agreeing to shovel the entrances on the Greenwood property and changing the snowfall trigger to 2" for all plowing:

Town Hall plow	\$300
Town Hall salt/sand	\$100
Birch Point plow	\$400
Birch Point salt/sand	\$350

Vote Roskoski-Y, Skubic-Y, Gilbert-Y, Bassing-N, Stoehr-N, - **3/2 Carried**

4. Administrative Assistant-Fire Department-job duties.
Chair Roskoski asked the Fire Chief what the duties of his Administrative Assistant were. Fire Chief Maus replied she does a lot of stuff that is not included in the job description. Fire Chief Maus presented the resignation from the Administrative Assistant, stating she was offended by the Board questioning her duties.

Motion by Bassing/Stoehr to give the Fire Department Administrative Assistant a written exit interview.

Vote - Roskoski-Y, Skubic- N, Gilbert- N, Bassing-Y, Stoehr-Y **3/2 Carried**

Fire Chief Maus agreed to provide the Clerk with a signed copy of the resignation.

5. Discussion on Clerk and Treasurer duties.
Chair Roskoski stated spreadsheet in packet was only to show the division of duties for the Clerk and Treasurer, as there has been some confusion over job duties. The Clerk and Treasurer will decide who will mail the checks.

6. Transfer funds from the Town Road Fund to General Fund to patch potholes.
Motion by Skubic/Gilbert to transfer \$7,000 from the Road Fund to the General Fund to pay for the repair work done on Birch Point Extension. **Vote 5/0 Carried**

7. Revised 2025 budget.
Chair Roskoski stated when she took office, the 2025 budget had been done, based on the \$175,000 levy, which was changed to \$300,000 at the annual meeting. She has not seen a revised budget. Chair Roskoski stated it is important for the board to see where they are at with the budget throughout the year. Treasurer Maus stated, historically, the Treasurer has never been involved in the budget, other than providing some figures for the Fire Department. Supervisor Bassing stated he had prepared the budget several

times in the past, but would not be involved now. Chair Roskoski stated the Treasurer had agreed to be involved in cash flow and assisting in the budget, but Treasurer Maus disagreed.

8. Invoice from Tower Area Ambulance Service for ambulance vehicle replacement donations for the years 2022 and 2023.

Chair Roskoski stated the Ambulance Commission has requested payment for the ambulance donation for years 2022 and 2023. Supervisor Bassing stated the previous Board voted unanimously to not donate in the years 2022 and 2023. **No Motion**

9. Amendments to Paid on Call Policy.

Motion by Gilbert/Stoehr to table the proposed amendments to the Paid On Call Policy.
Vote 5/0 Carried

10. Performance Evaluation Forms:

- a) Fire Department employees

Motion by Skubic/Roskoski to approve the performance evaluation form for the Fire Department employees and request the Fire Chief to complete the evaluations by year end.

Vote Roskoski-Y, Skubic-Y, Gilbert-Y, Stoehr-N, Bassing-N **3/ 2 Carried**

- b) Fire Chief.

Motion by Skubic/Stoehr to authorize the Fire Chief to obtain input from the Fire Department employees on the Fire Chief assessment form, which would be completed anonymously by the membership.

Vote -Gilbert abstained **4/0 Carried**

11. Disposal of unused office furniture.

Discussion was held on disposing unused office furniture in the storage room. It was agreed to place a notice on the Greenwood website and Facebook page, to give the furniture away, free of charge.

12. Shampoo carpets at Town Hall.

Motion by Skubic/Gilbert to authorize the custodian to rent equipment and clean the carpets in the Town Hall. **Vote 5/0**

13. Handicap door opener-Hall exterior door opener not working.

Supervisor Gilbert will check on the handicapped door opener that is not working properly.

14. SafeTech Report

Supervisor Bassing stated the Ely Hospital is forming a working group for the Northeast Regional Ambulance Initiative and is interested on serving on the work group. Chair Roskoski states she is aware of the discussions, but feels it is premature as the four entities involved have not agreed to participate at this point. Plus, they have not finalized the guidelines for the committee. Chair Roskoski also expressed her interest in serving on the Ambulance Initiative Commission, as she is Greenwood's representative on the Ambulance Commission.

Motion by Bassing/Stoehr to endorse the SafeTech report and participate in it.

Vote Roskoski-N, Skubic-N, Gilbert-N, Bassing-Y, Stoehr-Y, **3/ 2 Fail**

15. Attorney Contact

Motion by Bassing/Stoehr that all Township attorney, and MAT attorney, contacts, by the Board or the Clerk, go out to all Supervisors as soon as they are acquired.

Supervisor Skubic confirms Supervisors, other than the Chair, need approval to contact attorneys. Chair Roskoski asked if sharing attorney emails was past practice. Supervisor Skubic stated that was not past practice. Chair Roskoski states she has no problem sharing the emails, as she ran on transparency. She also asked Supervisor Bassing to share the email he said he received from the attorney, saying it was ok for the same person to hold two positions in this Township. Supervisor Skubic stated he had received an email from the Board Chair stating it was a conflict for the same person to hold the Treasurer and Fire Chief positions. At the following meeting, Supervisor Bassing stated it was a gray area with MAT, but other townships allow the same person to hold both positions. Chair Roskoski requested Supervisor Bassing to provide a copy of the email from their attorney stating it was not a conflict of interest.

Vote Roskoski-Y, Skubic-N, Gilbert-N, Stoehr-Y, Bassing-Y **3/2 Carried**

SUPERVISOR REPORTS

Skubic Road Supervisor

Chair Roskoski reviewed a Petition from the Andrea E Hendricks Living Trust to vacate a part of the roadway in the plat of Birch Point First Addition. The hearing is scheduled for October 22, 2024. Chair Roskoski stated her opposition to the vacation request, as it included part of the township's 66' right of way for Township Road 4136 and could affect the maintenance responsibility. Skubic asked if this has been done in the past

Motion by Roskoski/Gilbert to send a letter to Scott Neff in opposition of the vacation request for Andrea Hendricks Living Trust for property on Birch Point First Addition. Bassing abstained.

Vote 4/0. Carried

Bassing Lodging Tax Board – nothing to report

Bassing Joint Powers and Recreation – nothing to report

Gilbert Grounds and Maintenance – nothing to report

Broadband Liaison– nothing to report

Stoehr Noxious Weeds– nothing to report

911 Assignment

Motion by Gilbert/Skubic to approve the purchase of fifty 911 sign material from M-R Sign Co., Inc , for \$433.50. **Vote 5/0 Carried**

Roskoski Ambulance Commission – already covered

FIRE CHIEF REPORT

Fire Chief Maus recommended donating four old radios that are not being used by Greenwood.

Motion by Skubic/Bassing to donate the four old radios to the City of Tower. **Vote 5/0 Carried**

CLERK REPORT: (Correspondence)

Land Use application for Richard Mangan of Cedar Island- additional info avail if interested

Decisions from Board of Adjustments for 2 Ryan, Harle, Peterson variance application is available upon request, as is the Pride Property division application decision.

Motion by Skubic/Gilbert to approve Clerk Spicer to attend Clerk Training in St. Michael with one overnight stay. **Vote 5/0 Carried**

MOTION TO ADJOURN by Roskoski/Skubic **Vote 5/0 Carried Time: 9:36pm**

NEXT MEETING: NOVEMBER 12, 2024 TIME 6:30 PM

Vice Chair Paul Skubic Clerk Rebby Spicer