

Greenwood Township Supervisors Board Meeting Agenda

DATE: November 12, 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

PUBLIC COMMENTS

ADDITIONS/CHANGES TO AGENDA

Motion- to accept Agenda. **Vote**

Motion -to approve minutes from regular meeting held October 8, 2024. **Vote**

Motion -to approve minutes from Special meeting held October 30, 2024. **Vote**

TREASURER REPORT

Motion -to approve Treasurer's Report. **Vote**

Motion -to approve Claims. **Vote**

Motion -to approve Payroll. **Vote**

Review Clerk financial reports.

OLD BUSINESS

1. Standard Operating Guidelines for Fire Department.
 - a. Updated copy with previously approved revisions.
 - b. Proposed amendment to Article 18, Section 1, changing alcohol level to 0.0% and use of cannabis derived prescription drugs. (Supervisor Stoehr and Fire Dept member to prepare.)
2. Review amendments to Paid On-Call Policy.
3. Capital Replacement Plan. (Tabled at 10/8/24 meeting)
4. Performance evaluation form for Fire Chief, to be completed by Fire Department membership. (Schedule evaluation for December, 2024.)
5. Quote from Froe Brothers to replace media in Brassmaster.

- a. Review water test results taken by Supervisor Bassing.
6. Brushing quotes. (Tabled until Township Road 4136 boundaries are set.)

NEW BUSINESS

1. Agreement between St. Louis County and Greenwood Township Voluntary Fire Department, Inc., to provide fire protection services within Unorganized Township 63-15 for year 2025.
2. Letter from Pam Rodgers, Consultant, providing a response to comments made by Treasurer Maus at October board meeting.
3. RAMS Board nominations
 - a. RAMS Meeting/Dinner Dec. 19, 2024

SUPERVISOR REPORTS

Skubic	Road Supervisor Lodging Tax Board
Bassing	Joint Powers and Recreation
Gilbert	Grounds and Maintenance Broadband Liaison
Stoehr	Noxious Weeds 911 Assignment
Roskoski	Ambulance Commission

FIRE CHIEF REPORT

- 1.

CLERK REPORT: (Correspondence)

- 1.

MOTION TO ADJOURN

NEXT MEETING: DECEMBER 10, 2024 TIME 6:30 PM

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
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

Greenwood Township Special Meeting Minutes

October 30, 2024

Roll call: Chair Roskoski, Supervisor Skubic, Supervisor Bassing, Supervisor Gilbert, Supervisor Stoehr – All present

Also Present: Debby Spicer, Clerk

Meeting was called to order by Chair Roskoski at 5:08 PM.

Chair Roskoski stated the meeting had been posted as a special closed meeting, due to State Statutes. When allegations are filed against an employee, the employee decides if the meeting will be held as an open meeting. The employee asked that it be open. Chair Roskoski further stated that copies of allegations are in the public inspection packet and asked the audience to not remove them from the binder.

Chair Roskoski stated a series of complaints have been received against Jeff Maus, in his role as Greenwood Township Fire Chief. Eleven allegations from Steven Freshour, EMT/FF City of Tower, one from Shawn Gawboy, EMR, City of Tower, and one additional complaint was also received earlier in the day from Paige Olson, Fire Chief, City of Tower.

Chair Roskoski reviewed the purpose of this meeting, as follows:

- 1) Determine whether any of the allegations are true.
- 2) Determine whether the allegations warrant discipline against Jeff Maus.
- 3) If the Township determines that more information is needed, the Board can continue to another meeting and bring in witnesses, at which time Jeff Maus could also bring witnesses.
- 4) The Board could also hire an impartial party to do an investigation of all parties involved.

Chair Roskoski provided Jeff Maus with an opportunity to respond. Jeff Maus stated the board acts as the finder of facts during these proceedings. Mr. Maus stated he did not feel he had enough time to prepare a defense, as he was given less than one-day notice of the allegations, as the email went to a different email; not his Fire Chief email. Plus, another allegation was submitted to him less than three hours ago. He stated he is guaranteed certain rights, as part of the constitution, and cannot prepare an adequate defense with less than one day notice. Mr. Maus stated he had asked numerous times that the meeting be postponed. Mr. Maus stated the Tower Fire Chief claims abuse of another employee, yet two people in attendance at the scene did not see it. There was also a statement made by the Tower Fire Chief that she reasserted on the radio that 84 was in command, yet the audio tapes from 911 dispatch do not include that statement. Mr. Maus asked that he be given time to review the documents, so he can provide answers to the allegations and hopes that is the intent of the board.

Chair Roskoski recommended, because of the personalities involved in this township, that an outside firm that specializes in these types of investigations be hired. Our Township Attorney

recommended the services of Pam Whitmore of the Kennedy & Graven law firm, located in Minneapolis. Chair Roskoski had spoken with Ms. Whitmore, who was willing to do the investigation, contingent upon performing a conflict check to determine if their law firm had ever represented Mr. Maus in the past. If they had, they could not do the investigation. The cost would be \$250 per hour and most, if not all, interviews would be conducted through ZOOM.

Supervisor Skubic asked what the other options were, and Chair Roskoski stated the board could interview the witnesses.

Supervisor Bassing recommended interviewing the Fire Department employees that attended the meeting and witnessed some of the incidents, to determine if the allegations are true.

Supervisor Gilbert stated, in fairness to Mr. Maus and the people who made the allegations, it would be in the best interest to hire an outside firm.

Moved by Roskoski and supported by Gilbert to hire Pam Whitmore, Kennedy & Graven Law Firm, to proceed with an investigation of the allegations against Fire Chief Jeff Maus, at a cost of \$250 per hour, contingent upon the completion of the conflict check.

Ayes: Chair Roskoski, Supervisor Skubic, Supervisor Gilbert - 3

Nays: Supervisor Bassing, Supervisor Stoehr – 2

Motion carried.

Motion by Gilbert, supported by Skubic to adjourn at 5:15 PM. **5/0 Carried**

Greenwood Township - Treasurer

Receipts Register

11/7/2024

Fund Name: All Funds		Date Range: 10/01/2024 To 10/31/2024		Total			
Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
10/15/2024	LPL Financial	161755	Interest 252K cd	(10/15/2024) -	N Interest Earning	223-36210-7	\$ 5,566.00
<hr/>							\$ 5,566.00
10/17/2024	general fund	TRF 10172024	move 70000.00 to road fund per board	(10/17/2024) -	N Transfer From General Fund	201-39201-	\$ 7,000.00
<hr/>							\$ 7,000.00
10/29/2024	LPL Financial	161756	Interest on Cd's	(10/29/2024) -	N Interest Earning	100-36210-7	\$ 529.89
<hr/>							\$ 638.24
<hr/>							\$ 830.66
<hr/>							\$ 1,998.79
10/29/2024	The V Store	161757	new fire sign	(10/29/2024) -	N Fire Number Sign Sales	100-34110-	\$ 65.00
<hr/>							\$ 65.00
10/29/2024	Wendy Craig	161758	Discounted Fire Sign	(10/29/2024) -	N Fire Number Sign Sales	100-34110-	\$ 10.00
<hr/>							\$ 10.00
10/29/2024	Frandsen Bank	161759	Interest earned	(10/29/2024) -	N Interest Earning	100-36210-8	\$ 76.16
<hr/>							\$ 76.16
10/31/2024	LPL Financial	161760	Interest on Cd's	(10/31/2024) -	N Interest Earning	224-36210-7	\$ 0.09
<hr/>							\$ 0.07
<hr/>							\$ 0.16
10/31/2024	LPL Financial	161761	interest on Cd's	(10/31/2024) -	N Interest Earning	100-36210-7	\$ 0.50
<hr/>							\$ 0.06
<hr/>							\$ 0.56
10/31/2024	Frandsen Bank	161762	Interest earned	(10/31/2024) -	N Interest Earning	201-36210-8	\$ 0.89
<hr/>							\$ 0.89
<hr/>							\$ 14,717.56

Greenwood Township - Treasurer

Disbursements Register

11/7/2024

Fund Name: All Funds

Date Range: 10/07/2024 To 11/07/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/08/2024	Bound Tree Medical LLC	22067	Fire Dept Supplies EMS Inv 85480254	N	EMS Supplies	100-42275-310-	\$ 466.35
	Total For Check	22067					\$ 466.35
10/08/2024	North Star Training	22068	nra 1001 Villebrun	N	Fire Protection	100-42201-308-	\$ 1,725.00
	Total For Check	22068					\$ 1,725.00
10/08/2024	Greenwood Community Rec board	22069	GWT pickelball donation	N	GENERAL GOVERNMENT	100-41001-440-1	\$ 999.00
	Total For Check	22069					\$ 999.00
10/08/2024	Portable John	22070	service porta john	N	GENERAL GOVERNMENT	100-41001-223-	\$ 362.85
	Total For Check	22070					\$ 362.85
10/08/2024	Perpich TV & Music	22071	inv10015888 ??????	N	GENERAL GOVERNMENT	100-41001-201-	\$ 170.00
	Total For Check	22071					\$ 170.00
10/08/2024	RMB Enviromental labs	22072	Test Water 2024 inv ho16085	N	GENERAL GOVERNMENT	100-41001-227-	\$ 73.15
	Total For Check	22072					\$ 73.15
10/08/2024	Tech Bytes	22073	Invoice #7376	N	GENERAL GOVERNMENT	100-41001-201-	\$ 149.99
	Total For Check	22073					\$ 149.99
10/08/2024	North St. Lois soil and water	22074	hall dep refund	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 100.00
	Total For Check	22074					\$ 100.00
10/08/2024	Debby Spicer	22075	miles post office	N	GENERAL GOVERNMENT	100-41001-331-	\$ 13.40
	Total For Check	22075					\$ 13.40
10/08/2024	Range Office Supply	22076	inv 268087	N	GENERAL GOVERNMENT	100-41001-201-	\$ 125.47
	Total For Check	22076					\$ 125.47
10/08/2024	Liz Villinow	22077	town hall deposit refund	N	GENERAL GOVERNMENT	100-41001-810-	\$ 200.00
	Total For Check	22077					\$ 200.00
10/08/2024	Colosimo,Patchin,&Kearney	22078	billing inv 268530	N	GENERAL GOVERNMENT	100-41001-304-	\$ 500.00
	Total For Check	22078					\$ 500.00
10/08/2024	Elan Financial Services	22079	office supplies and fd supplies	N	GENERAL GOVERNMENT	100-41001-201-	\$ 31.11
	Total For Check	22079					\$ 31.11
						100-41001-240-	\$ 1,093.66

Fund Name: All Funds

Date Range: 10/07/2024 To 11/07/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/08/2024	Lake Country Power	22080	Electricity 8/17 9/17	N	GENERAL GOVERNMENT	100-41001-381-	\$ 304.15
Total For Check							\$ 304.15
10/08/2024	Pam rodgers	22081	CTAS training for Debby	N	GENERAL GOVERNMENT	100-41001-301-	\$ 575.00
Total For Check							\$ 575.00
10/08/2024	Tower News	22082	Ads 9-6 ad mtg change	N	GENERAL GOVERNMENT	100-41001-351-	\$ 30.00
Total For Check							\$ 30.00
10/08/2024	EO Johnson	22083	inv 1621175	N	GENERAL GOVERNMENT	100-41001-202-	\$ 25.01
Total For Check							\$ 25.01
10/08/2024	Couri & Ruppel, PLLP	22084	9/5-9/18/2024	N	GENERAL GOVERNMENT	100-41001-304-	\$ 596.25
Total For Check							\$ 596.25
10/08/2024	Minnesota Telecommunications	22085	internet service	N	GENERAL GOVERNMENT	100-41001-326-	\$ 48.00
Total For Check							\$ 48.00
10/08/2024	Greenwood Community Rec board	22086	GWT pickleball donation	N	GENERAL GOVERNMENT	100-41001-440-1	\$ 3,000.00
Total For Check							\$ 3,000.00
10/17/2024	General fund 100	TRF 10172024	transfer 7000.00 to road fund pr board	N	Intra account transfer	100-49391-480-	\$ 7,000.00
Total For Selected Checks							\$ 7,000.00
Total For Check							\$ 17,632.39

Date Range : 10/1/2024 To 10/31/2024

<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>
10/09/2024	Mike Nystrom	Inv#004 - FB Broadcast Sept Inv#005 - FB Broadcast Oct	22087	\$290.00	100-41001-108- 100-41001-108-	General Government General Government	\$145.00 \$145.00
10/10/2024	Timberjay Inc.	Inv# 136424 meeting notice & Inv# 136549 5 ads plus color for FD ad	22088	\$147.51	100-41110-352- 100-41110-352-	Council/Town Board Council/Town Board	\$13.10 \$134.38
10/15/2024	Portable John	Inv#33282 - Reg Toilet 7/29/2024 Inv #33284 - HDCP 9/16/2024	22089	\$191.10	100-41940-223- 100-41940-223-	General Government Buildings and Plant General Government Buildings and Plant	\$56.70 \$134.40
10/22/2024	M-R Sign Co., Inc.	911 red reflective sign material	22090	\$456.30	100-42220-226-	Fire Fighting	\$456.30
10/22/2024	Minnesota Fire Service Certificatio	FI & FFII Certification exam M Villebrun	22091	\$262.00	100-42240-310-	Fire Training	\$262.00
10/23/2024	Superior Fuel Company	Inv# 2714020 Propane 10/21/2024	22092	\$943.36	100-41001-383-	General Government	\$943.36
10/23/2024	Menards - Virginia	Inv 45721-soda and candy Inv 46763-\$53.88-candy \$45.08 4-cycle premix, Inv 47294 batter	22093	\$162.69	100-42201-221- 100-42201-221- 100-42201-223-	Fire Protection Fire Protection Fire Protection	\$39.77 \$98.96 \$23.96

Date Range : 10/1/2024 To 10/31/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
10/24/2024	MN State Fire Department Associatio	2025 MSFDA membership dues	22094	\$130.00	225-42210-433-	Fire Administration	\$130.00
10/30/2024	Lake Country Power	Electricity 09/17/24 - 10/17/2024	22095	\$336.60	100-41940-381-	General Government Buildings and Plant	\$336.60
10/30/2024	Tech Bytes	Inv# 7472 Nov 2024 monthly, Inv# 7474 Sept overages, Inv# 7577 Dec 2024 monthly Inv# 7580	22096	\$823.28	100-41920-201- 100-41920-201- 100-41920-201- 100-41920-201-	Data Processing Data Processing Data Processing Data Processing	\$147.50 \$365.82 \$162.46 \$147.50
10/30/2024	MATTI	Inv# 6228 Workers Comp 1/1/2025 through 12/31/2025	22097	\$1,017.00	100-41001-361-	General Government	\$1,017.00
10/30/2024	Arrowhead EMS Association	Membership renewal through 9/30/2025	22098	\$87.50	225-42210-433-	Fire Administration	\$87.50
10/30/2024	Lois Roskoski	mileage to seminar	22099	\$77.72	100-41001-331-	General Government	\$77.72
10/30/2024	Debby Spicer	mileage-Tower x 3	22100	\$40.20	100-41001-331-	General Government	\$40.20
10/30/2024	Eagle Docks	Inv# 8157 Fall 2024 remove boat lift	22101	\$245.00	225-43128-310-	Marine & Recreation Vehicles	\$245.00
10/31/2024	Birch Point Marine Inc	Inv# 5258 Winter 2024-2025 Outdoor storage	22102	\$400.00	100-43128-404-	Marine & Recreation Vehicles	\$400.00

Date Range : 10/1/2024 To 10/31/2024

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
10/31/2024	Zup's Food Market	meat tray, veggie tray, buns, mustard, chip variety pk, nacho chz dip, twin hse crk, donuts	22103	\$154.48	100-42210-310-	Fire Administration	\$154.48
10/31/2024	ESC Systems	12 mo. central monitoring 12 mo. transmission services	22104	\$678.00	100-42201-404- 100-42201-404-	Fire Protection Fire Protection	\$258.00 \$420.00
10/31/2024	Minnesota Public Safety Group LLC	Auto Ex Training	22105	\$400.00	100-42230-310-	Fire Prevention	\$400.00
10/31/2024	Elan Financial Services	L & L Rentals inc	22106	\$52.87	100-42201-221-	Fire Protection	\$52.87
10/31/2024	EO Johnson	INV1641909	22107	\$16.75	100-41001-202-	General Government	\$16.75
10/31/2024	Tower News	10/4 snow bid ad, 10/16 PAT ad, 10/25 Gen Elect notice	22108	\$220.00	100-41110-351-	Council/Town Board	\$220.00
10/31/2024	Couril & Ruppe, P.L.L.P.	9/27/2024 thru 10/21/2024	22109	\$2,782.50	100-41001-304-	General Government	\$2,782.50
10/31/2024	Minnesota Telecommunications	Inv 11257	22110	\$48.00	100-41001-321-	General Government	\$48.00
10/31/2024	Margret Monacelli	Deposit refund	22111	\$200.00	100-44101-418-	Town Hall Rent/Dep Refund	\$200.00
10/31/2024	Vermillion Lake Association	deposit refund	22112	\$200.00	100-44101-418-	Town Hall Rent/Dep Refund	\$200.00

Date Range : 10/1/2024 To 10/31/2024

<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				\$10,362.86			\$10,362.86

Craig A Gilbert	Town Supervisor						
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John J Bassing	Town Supervisor						
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Lois M Roskoski	Chair, Town Supervisor						
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Paul R Skubic	Town Supervisor						
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Richard Stoehr	Town Supervisor						
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October 2024 Payroll

Personnel	Hours			Earnings				Gross
	Reg	O/T	H 3/4	Reg	O/T	E 3/4	E 5	
Paid-In Department - CLERK1 - Clerk								
Spicer, Debby				2,316.59				2,316.59
Paid-In Department - FDCHF1 - Fire Chief								
Maus, Jeffrey				798.19				798.19
Paid-In Department - FF/EMR - FIRE FIGHTER EMR								
DeJooode, David Rate: 15.0000	17.00			255.00				742.50
Rate: 25.0000	19.50			487.50				
Dowden, Dean C Rate: 15.0000	1.00			15.00				165.00
Rate: 25.0000	6.00			150.00				
Dowden, Tammie J Rate: 15.0000	1.00			15.00				115.00
Rate: 25.0000	4.00			100.00				
Edmunson, Brenda Ann Rate: 15.0000	21.00			315.00				615.00
Rate: 20.0000	1.25			25.00				
Rate: 25.0000	11.00			275.00				
Gilbert, Craig Rate: 15.0000	7.75			116.25				116.25
Maus, Jeffrey Rate: 15.0000	21.00			315.00				610.00
Rate: 20.0000	3.50			70.00				
Rate: 25.0000	9.00			225.00				
Nelson, Peggy Rate: 25.0000	3.25			81.25				81.25
Strong, Kristal Rate: 15.0000	17.00			255.00				698.75
Rate: 25.0000	17.75			443.75				
Trancheff, Brian Rate: 15.0000	4.25			63.75				358.75
Rate: 20.0000	2.25			45.00				

Rate: 25.0000	10.00			250.00				
Villebrun, Mckenna B Rate: 15.0000	2.00			30.00				430.00
Rate: 25.0000	16.00			400.00				
Paid-In Department - FRADMN - FIRE ADMIN								
Nye, Amber Dawn				252.38				252.38
Paid-In Department - FRECAP - Fire Captain								
DeJoodde, David Rate: 300.0000				300.00				300.00
Trancheff, Brian Rate: 300.0000				300.00				300.00
Paid-In Department - JANTR1 - JANITORIAL								
Sawyer, Jerry R Rate: 30.0000	7.00			210.00				210.00
	Toll Hrs Worked: 7.00							
Paid-In Department - SUPERV - Supervisors								
Bassing, John J				383.02				383.02
Gilbert, Craig				383.02				383.02
Roskoski, Lois M				414.44				414.44
Skubic, Paul				383.02				383.02
Stoehr, Robert				383.02				383.02
Paid-In Department - TREAS1 - Treasurer								
Maus, Jeffrey				962.50				962.50

**October
2024 Payroll**

Greenwood Township
Bank Reconciliation

10/31/2024

Balance per Bank	\$	70,110.42
+ Deposits in Transit		
- Outstanding Checks		796.25

Adjusted Balance	\$	69,314.17
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Beginning Balance 9/30/2024	\$	77,611.70
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Plus Deposits per Receipts Register Transfers		14,715.95
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Less: Disbursements		23,013.48
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Adjusted Balance	\$	69,314.17
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Date of Report : 11/10/2024

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
08/01/2024	22036	Jac Northland Supply	\$200.00
10/10/2024	22084	Couril & Ruppe, P.L.L.P.	\$596.25
		Total	\$796.25

Greenwood Township - Clerk

Receipts Register

11/12/2024

Fund Name: 100 - General Fund

Date Range: 10/01/2024 To 10/31/2024

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	F-A-P	Total
10/11/2024	Jumbo CD	IAW330	Deposit from Jumbo CD	(10/11/2024)-	N	Sale of Investment	100-39990-	\$ 5,566.00
10/11/2024	Jumbo CD	TFR101120;	Transfer from Jumbo CD	(10/11/2024) - -	N	Transfer From Governmental Fund	100-39203-	\$ 5,566.00
10/15/2024	CD	TFR101520;	Transfer from CD	(10/15/2024) - -	N	Transfer From Governmental Fund	100-39203-	\$ 529.89
10/15/2024	CD	TFR101520;	Transfer from CD	(10/15/2024) - -	N	Transfer From Governmental Fund	100-39203-	\$ 830.66
10/15/2024	CD	TRF 101520	Transfer from CD	(10/15/2024) - -	N	Transfer From Governmental Fund	100-39203-	\$ 638.24
10/17/2024	Savings	TFR101720;	Transfer from Savings	(10/17/2024) - -	N	Transfer From Governmental Fund	100-39203-	\$ 7,000.00
10/29/2024	The Y store	161757	911 fire sign	(10/29/2024) -	N	Fire Number Sign Sales	100-34110-	\$ 65.00
10/29/2024	Wendy Cregg	161758	discounted 911 sign	(10/29/2024) -	N	Fire Number Sign Sales	100-34110-	\$ 10.00
10/29/2024	Frandsen Bank	161759	Interest	(10/29/2024) -	N	Interest Earning	100-36210-	\$ 76.16
10/31/2024	Frandsen Investment Services	161761	Interest	(10/31/2024) -	N	Interest Earning	100-36210-	\$ 0.50
Total for Selected Receipts								\$ 20,282.45

Less Investment transactions

\$ 14,715.9

Greenwood Township - Clerk

Disbursements Register

11/12/2024

Fund Name: 100 - General Fund

Date Range: 10/01/2024 To 10/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/10/2024	Bound Tree Medical LLC	22067	Inv # 85480254 - ems supplies	N	EMS Supplies	100-42275-310-	\$ 466.35
	Total For Check	22067					\$ 466.35
10/10/2024	North Star Training & Consulting	22068	M. Villebrun FF1 & FF2 Certification Instruction 140 hrs	N	Fire Training	100-42240-308-	\$ 1,725.00
	Total For Check	22068					\$ 1,725.00
10/10/2024	Greenwood Community Recreation Boa	22069	2nd portion-final payment - Pickleball contract	N	General Government	100-41001-440-	\$ 999.00
	Total For Check	22069					\$ 999.00
10/10/2024	Portable John	22070	Inv #32462 Reg Pro-rate, Inv #32463 HDCP 8/19/2024 Inv#31013-Reg Toilet 7/29/2024,	N	General Government Buildings and Plant	100-41940-223-	\$ 85.05
	Total For Check	22070					\$ 85.05
10/10/2024	Perpich TV & Music	22071	Inv 10015888	N	General Government	100-41001-201-	\$ 170.00
	Total For Check	22071					\$ 170.00
10/10/2024	RMB Environmental Laboratories	22072	Inv# H016080	N	General Government	100-41001-227-	\$ 73.15
	Total For Check	22072					\$ 73.15
10/10/2024	Tech Bytes	22073	Invoice #7376 950V Battery Backup System	N	Data Processing	100-41920-201-	\$ 149.99
	Total For Check	22073					\$ 149.99
10/10/2024	North St Louis Soil and Water	22074	Deposit refund	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 100.00
	Total For Check	22074					\$ 100.00
10/10/2024	Debby Spicer	22075	milagee-Tower	N	General Government	100-41001-331-	\$ 13.40
	Total For Check	22075					\$ 13.40
10/10/2024	Range Office Supply & Equipment	22076	Inv# 268530 office supplies	N	General Government	100-41001-201-	\$ 125.47
	Total For Check	22076					\$ 125.47

Fund Name: 100 - General Fund

Date Range: 10/01/2024 To 10/31/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
10/10/2024	Liz Villnow	22077	refund hall deposit \ quilting retreat Sept 2024	N	General Government	100-41001-418-	\$ 200.00
Total For Check							\$ 200.00
10/10/2024	Colosimo, Patchin, & Kearney	22078	Inv 32973 for the month of December 2023	N	General Government	100-41001-304-	\$ 500.00
Total For Check							\$ 500.00
10/10/2024	Elan Financial Services	22079	Clerk - Office supplies for \$32.45 FD supplies & postage for \$1,165.32 8/15-9/23	N	General Government	100-41001-201-	\$ 31.11
		22079				100-41001-322-	\$ 73.00
		22079				100-41001-810-	\$ (29.00)
		22079				100-42201-240-	\$ 1,093.66
Total For Check							\$ 1,168.77
10/10/2024	Lake Country Power	22080	Electricity 08/17/24 - 9/17/2024	N	General Government Buildings and Plant	100-41940-381-	\$ 304.15
Total For Check							\$ 304.15
10/10/2024	Pam Rodgers	22081	Reconcile CTAS acting Clerk computer-Train Clerk on month end recon process thru 9/9/24	N	General Government	100-41001-301-	\$ 575.00
Total For Check							\$ 575.00
10/10/2024	Tower News	22082	9/6 ad-mtg chng	N	Council/Town Board	100-41110-351-	\$ 30.00
Total For Check							\$ 30.00
10/10/2024	EO Johnson	22083	Inv# - INV1621175	N	General Government	100-41001-202-	\$ 25.01
Total For Check							\$ 25.01
10/10/2024	Courli & Ruppe, P.L.L.P.	22084	9/5/2024 thu 9/18/2024	N	General Government	100-41001-304-	\$ 596.25
Total For Check							\$ 596.25
10/10/2024	Minnesota Telecommunications	22085	Inv 11156	N	General Government	100-41001-321-	\$ 48.00
Total For Check							\$ 48.00
10/10/2024	Greenwood Community Recreation Boa	22086	Covid Grant approved by County to use for pickleball -	N	General Government	100-41001-440-	\$ 3,000.00
Total For Check							\$ 3,000.00
10/11/2024	ADP	ADP1011202, ADP1011202,	ADP Payroll & Taxes	N	General Government	100-41001-103- 100-41001-171-	\$ 8,301.44 \$ 1,592.95

Fund Name: 100 - General Fund

Date Range: 10/01/2024 To 10/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
10/11/2024	Trail fund			N	Transfer To Governmental Fund	100-49360-720-	\$ 2,000.00
		TFR10112024	Annual contrib to Trail Fund			100-49360-720-	\$ 5,566.00
		TFR10112024				100-49360-720-	\$ 7,566.00
Total For Check							\$ 7,566.00
10/18/2024	ADP			N	General Government	100-41001-107-	\$ 137.00
		ADP10112021	ADP Payroll Processing Fees			100-41001-107-	\$ 137.00
Total For Check							\$ 137.00
10/18/2024	PERA			N	General Government	100-41001-121-	\$ 349.70
		EFT10302024	EFT Debit PERA retirement contribution for September Payroll			100-41001-121-	\$ 349.70
Total For Check							\$ 349.70
10/31/2024	Jumbo CD			N	Purchase of Investments	100-49350-800-	\$ 0.50
		IAD12342037	Deposit into Jumbo CD			100-49350-800-	\$ 0.50
Total For Check							\$ 0.50
Total For Selected Checks							\$ 28,579.98

Less investment transaction - 5566.50

23,013.48

As on 10/31/2024

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	176,129.87	202,334.33	5,566.00	128,035.68	395,121.96	5,566.50	42,063.25	69,314.17	252,000.55	321,314.72
Road and Bridge	0.00	1.11	7,000.00	34,497.25	0.00	34,498.36	7,000.00	0.00	27,498.36	27,498.36
Greenwood Capital Equipment Fund	0.00	0.85	0.00	0.00	0.00	0.85	0.00	0.00	89.17	89.17
Fire Dept Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building / Capitol Equipment Fund	0.00	3,276.88	63,282.28	0.00	0.00	3,281.88	63,277.28	0.00	62,417.92	62,417.92
Isle of Pines Bridge Main	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Greenwood Trail Fund	0.00	543.11	529.89	2,000.00	0.00	2,543.11	529.89	0.00	22,498.71	22,498.71
Community Enhancement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband Fund	0.00	2,655.33	101,667.56	0.00	0.00	52,660.33	51,662.56	0.00	50,000.09	50,000.09
Total :	176,129.87	208,811.61	178,045.73	164,532.93	395,121.96	98,551.03	164,532.98	69,314.17	414,504.80	483,818.97

* \$,32 off from bank

Greenwood Township Fire Department
Paid On Call (POC)
Guidelines

Greenwood Township Calls

- Greenwood Fire Calls: Includes fire, rescue, extrication, auto accidents and assistance to medical when requested. Responder needs to be a firefighter to respond. EMR's may respond as medical personnel to assist as needed for medical response. Their participation will be directed by command personnel.
- Greenwood EMR, Medical Calls: Responder needs to be an EMR to respond to a call. Firefighters are encouraged to respond to EMR calls for boat incidents, backboard lifting assistance, and traffic control.
- When responding to a Greenwood Fire call or EMR call, firefighters and EMR's must have and wear the appropriate safety gear that has been issued by the township for the nature of the call. EMR's must have with them and bring to the patient the jump kits issued to them regardless of number of EMR's on scene.
- Active participation in the call till released by command and the adherence to A, B & C above needs to be met to be reimbursed by the township for the call. If there are questions about the call, the officer in charge or the senior EMR needs to confirm compliance.
- ~~• It is up to each individual to sign the incident report form. The form may be completed by signing the form in the fire station or emailing the signed form to indicate attendance. An officer in charge may also sign the form to vouch for another's attendance.~~
- **An Incident report shall be completed for each call. All firefighters and EMR's in attendance shall be recorded on the report. The first firefighter or EMR on scene shall complete the Incident report and may sign off for attendance of others. Any discrepancies shall be brought to the attention of an FD officer. All Incident reports shall be brought to the FD office and placed in the designated lock box. Every effort should be made to file the Incident reports by the end of the month to facilitate payroll processing.**
- ~~• Drill Training paid on call will be received for in-house training as well as training with other departments or agencies, initial FF certification (NFPA 1001) and required EMR refreshers . EMR annual training to meet EMR bonus requirements and bi-annual certification refresher training required to maintain a current EMSRB certification may be~~

scheduled by the individual EMR. Any additional training must be requested in writing and approved by the Chief or Assistant Chief in writing. Many of the initial training classes have moved to online instruction and time spent will be compensated the same as in person classes. Completion of the course will verify time spent using the time allotted by the course syllabus. Only Scheduled classroom time will be compensated at the normal POC rate for training with classroom time verified by the instructor. Initial NFPA1001 and EMR certification as well as other certification classes require reading outside of the classroom time this time will be compensated the normal POC rate for training. ~~at a rate of one half hour for each hour spent in the classroom.~~

All firefighters and EMR's that wish to receive compensation for time worked must submit a completed Incident report with a printed verification (class certificate or attendance form) of class completion within 60 days of completing the class. Any submissions for pay after that time frame will be declined. brought to the board for review and may be declined.

~~Drills Training (Fire)~~

- There are 24 scheduled drills-FF trainings in the station each year. ~~for the benefit of training.~~ Active participation in the training is required to receive POC.
- 50% attendance or 12 of the 24 scheduled ~~meetings and drills~~ trainings and active participation in the drills needs to be met to be eligible to receive a good time service credit / firefighter pension. Members must respond to 6 Fire Department calls during a calendar year. One call every two months, Jan. Feb. 2 calls Mar. Apr. 2 calls ect.
- Makeup drills may consist of instructor led classes that would not normally occur on a scheduled drill night. Other make up training may be assigned with the Chief, Ast. Chief, Fire Captain and the FF deciding together.
- If a firefighter is enrolled in the NFPA 1001 FFI & FFII class, the classes will count as part of the 75% attendance requirement and POC up to 12 training.

~~Drills-Training (EMR)~~

Trainings consist of ~~12-24~~ 12 scheduled meetings a year. There are 12 scheduled EMR trainings in the station. EMR's are required to attend a minimum of 6 in house trainings at the Greenwood Townships Fire Department with Greenwood personnel. Greenwood Township EMR's are required to attend 50% of Greenwood Township Fire Department EMR trainings, to be eligible for the yearly EMR bonus. Current bonus in 2024 is 2000.00

- EMR's have the option of attending and being paid for any approved training with Tower Ambulance, Pike-Sandy, Virginia Fire department, Life flight or other established medical agency. These trainings must have written verification of completion (class certificate or attendance form) and a completed incident report to be paid trainings. Paid outside training for EMR's shall not exceed 12 trainings in a given year.
- To be eligible for the cash bonus for a calendar year, EMR must respond to 6 emergency calls in the first half of the year and six emergency calls in the second half of the year. EMR's must also complete 8 hours of documented medical training each year. Must maintain their EMR certification to be eligible. If an EMR misses their recertification date they must recertify as soon as a class is available. As well as training attendance set above.
- Makeup drills can consist of documented (certificate of completion) by completing in house or online training.
- If an EMR is enrolled in an EMR class, it will count toward attendance and POC.

Compensation for Paid on Call

- Fire Department personnel (firefighters and EMR's) will be paid ~~\$40.00~~ 15.00/hr for the first hour of all ~~meetings, drills and~~ training. Any meeting, drill or training that goes beyond the first hour will be paid at a rate of ~~\$40.00~~ 15.00/hr. paid on the ¼ hr.
- Fire Department personnel (firefighters and EMR's) will be paid ~~\$20.00~~ 25.00/hr. for the first hour of all calls. Any call that goes beyond the first hour will be paid at a rate of ~~\$20.00~~ 25.00/hr. on the ¼ hr.
- Fire Department personnel (firefighters and EMR's) will be paid 20.00/hr for maintenance activities. Any work that goes beyond the first hour will be paid at a rate of \$ 20.00/hr. on the ¼ hr.
- 1-10-2023 - Subject to attorney advice.
Proposed paid on call document change to page 2 Compensation for paid on call.
All firefighters and EMR's that wish to receive compensation for training must submit a completed incident report with a printed verification of class completion within 60 days of completing the class. Any submissions for compensation after that time frame will be ~~declined~~ brought to the board for review and may be declined.

Pension

- Firefighters shall be eligible for a PERA service credit for a calendar year if such the member has attended at least 75%- 50% of scheduled training events in the calendar year and has responded to a minimum of 6 Fire Department calls during a calendar year. One call every two months, Jan. Feb. 2 calls. Mar. Apr. 2 calls ect.
- EMRs shall be eligible for a cash pension benefit in the amount of \$2000.00 for a calendar year if such member has attended approved training that qualifies and has verification for eight hours annually, has attended twelve of Greenwood Townships Fire Department EMR trainings, and has responded to a minimum of twelve emergency calls in the calendar year per policy.

Board Approval on

Board Chairperson

Clerk

Revision Number	Revision Date	Revision/Amendment	Approved by

**Greenwood Fire Department
Capital Plan 2024**

Equipment	Purchase Date	Replacement Cycle		2011	2012	2013	2014	2015	2016	2017
Fire Engines										
Engine 1	2002	25								
Tender 2	1991	25								
Engine 3	2008	25								
Rescue 5	1999	15								
Engine 10	1982	N/A	Sold				\$ 280,000			
Light Rescue	new truck									
Ladder Truck	1972	N/A	returned to Boise Forte							
Fire Boats										
Marine 1 /2006	2012	7			\$ 40,000					
Marine 2 / 2009	2009	7							\$ 30,000	
Other										
Snowmobile 1	2005	10							\$ 11,000	
Snowmobile 2	2011	10	\$ 11,000							
ATV 6x6	2000	10							\$ 20,000	
Air Boat	1986	N/A	returned to state							
Air Compressor	2012	20		30,000						
SCBA's (18)					\$ 32,000		\$ 32,000		\$ 32,000	
Extrication equip.										
Defibrillators (3)	AED				6,500					\$ 60,000
Cost				\$ 11,000	\$ 76,500	\$ 32,000	\$ 280,000	\$ 20,000	\$ 41,000	\$ 60,000
Annual Accrual				\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Fund Balance				\$ 60,000						

	2018	2019	2020	2021	2022	2023	2024	2025	2026
				\$200,000				\$525,000	
								\$125,000	
				\$40,000					\$40,000
				\$30,000				\$30,000	
					\$15,000			\$15,000	
					\$15,000 returned to state				
\$ 50,000								\$30,000	\$32,000 (8)
								\$25,000	
\$ 50,000	\$ 70,000	\$ -	\$ 240,000	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 665,000	\$ 40,000
\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
							\$60,000	(\$575,000)	(\$585,000)

	2027	2028	2029	2030	2031	2032	2033	2034	2035
\$750,000									
			\$325,00		\$750,000				
		\$60,000			\$40,000				
									\$20,000
			\$20,000.00						
\$750,000	\$60,000	\$20,000	\$-	\$790,000	\$-	\$-	\$-	\$-	\$20,000
\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
(\$1,305,000)	(\$1,335,000)	(\$1,325,000)	(\$1,295,000)	(\$2,055,000)	(\$2,025,000)	(\$1,995,000)	(\$1,965,000)	(\$1,955,000)	

Skills Assessed		Evaluation Comments
COMMAND SKILLS: GFD Fire Chief is skilled in the areas of command, management and planning for your department.	Y N	
INTERPERSONAL SKILLS: GFD Fire Chief willingly and effectively communicates, cooperates and works with Fire/EMS staff members and mutual aid FD/EMS agencies.	Y N	
TASK ASSIGNMENT: GFD Fire Chief assigns tasks that department members can easily understand and complete during trainings and/or on the scene of Fire/EMS situations.	Y N	
EMPLOYEE TRUST: GFD staff members have trust and confidence in the abilities of the Fire Chief.	Y N	
MORALE: GFD staff are encouraged to develop both professionally and personally by the Fire Chief.	Y N	
INTEGRITY: GFD Fire Chief operates the department with integrity and a willingness to develop to develop collaborative and positive relationships with its employees and mutual aid departments.	Y N	
TECHNICAL ABILITY: GFD Fire Chief demonstrates the knowledge and expertise in both firefighting and emergency responder skills during EMS calls.	Y N	

B

Do you want to provide your name for this assessment? If you do, please provide it below.

Please provide any input you feel is relevant to the Fire Chief's management of the Greenwood Fire Department.

Do you feel valued by the GFD Fire Chief? Please explain why, or why not.

Do you have any ideas or input you believe could increase department morale and/or the roster size and/or participation of the GFD?

Please provide this form to the Town Clerk by dropping in the mailbox located at the entrance to the Town Hall, or by mail. The Clerk will input the information into one spreadsheet for the Greenwood Board of Supervisors to review.

From: lois.roskoski@greentownshipmn.com
Sent: Wednesday, August 14, 2024 10:48 AM
To: Greenwood Township Clerk
Subject: FW: Estimate 2555 from Froe Bros Drilling LLC

Please include this in the packet for the Brassmaster issue

-----Original Message-----

From: "Froe Bros Drilling LLC" <quickbooks@notification.intuit.com>
Sent: Wednesday, August 14, 2024 10:20am
To: lois.roskoski@greentownshipmn.com
Subject: Estimate 2555 from Froe Bros Drilling LLC

Dear Greenwood Township Hall,

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
Froe Bros Drilling LLC

----- Estimate ----- PO Box 366 Cook, MN 55723 US 2186665466
www.froebros.com Estimate #: 2555 Date: 08/14/2024 Exp. Date: 09/14/2025 \$2,020.53 -----
----- Address: Town of Greenwood 3000 Co Rd 77 Tower, MN 55790 -----
----- Service Address: SAME Description Qty Rate Amount CR26 MN, H2SN* ARSENIC MEDIA 3
523.51 1,570.53T (HRS) Labor 3 150.00 450.00T
----- SubTotal: \$2,020.53 Tax: \$0.00 -----
----- Total: \$2,020.53 -----

FIRE PROTECTION SERVICES AGREEMENT – CY 2025

THIS AGREEMENT, made this 13th day of August, 2024, is by and between the **COUNTY OF ST. LOUIS**, State of Minnesota, hereinafter referred to as the "County" and the **GREENWOOD TOWNSHIP VOLUNTEER FIRE DEPARTMENT, INC.**, Tower, Minnesota, a corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "Fire Department".

WHEREAS, **Unorganized Township 63-15** is in need of fire protection services; and

WHEREAS, St. Louis County is authorized by Minn. Stat. § 365.243 to provide fire protection to an unorganized township and to levy taxes on the property in the township for the payment of fire protection services; and

WHEREAS, the Fire Department has the means and the ability to provide fire protection services and desires to provide said fire protection services to the Unorganized Township(s).

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter stated, the parties do agree as follows:

- (a) Scope of Services. The Fire Department agrees to furnish fire protection services to all of the property located within Unorganized Township 63-15 and further agrees that the Fire Department will make a reasonable effort to respond to all fires within such Unorganized Township(s) whenever it is notified of such fires for the sole compensation and on the conditions hereinafter set forth.
- (b) Term. This contract shall be in effect for one year beginning **January 1, 2025**, and shall terminate on **December 31, 2025**.
- (c) Obligations of Fire Department.
 1. The Fire Department agrees that it will acquire, maintain, and house all of its fire fighting apparatus and equipment without any expense to the County, that it will make all repairs to the fire fighting equipment and apparatus at its own expense and cost, and that it will further furnish all of the gas, oil, and other supplies needed to operate any of its equipment.
 2. The Fire Department agrees that it will make no claim against the County for any damage to the property of the Fire Department or for personal injuries to the firemen while en route to, serving at, or returning from fire fighting services within the Unorganized Township(s), nor will it make any other claim or demand against St. Louis County arising out of this Agreement.
- (d) Compensation. The County agrees to pay the Fire Department, as compensation for all fire protection services provided in Unorganized Township 63-15, the sum of **\$11,000** in two equal installments on or before January 31, 2025, and July 31, 2025. The Fire Department agrees that this amount represents the County's total payment obligation for fire protection services to Unorganized Township 63-15 for the calendar year 2025.
- (e) Independent Contractor. The Fire Department is to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing a relationship of agents, partners, joint venturers, or associates between the Fire Department and the County or as constituting the Fire Department or any of its employees as the employees of the County for any purpose or in any manner whatsoever.
- (f) Indemnification. Any and all claims that arise or may arise against the Fire Department, its agents, servants or employees as a consequence of any act or omission on the part of the Fire Department or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the County. The Fire Department shall indemnify, hold harmless and defend the County, its officers and

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IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed this _____ day of _____, 2024.

COUNTY OF ST. LOUIS

**GREENWOOD TOWNSHIP
VOLUNTEER FIRE DEPT., INC.**

By _____
Chair, St. Louis County Board

By _____
Fire Chief

By _____
St. Louis County Auditor

By _____
Greenwood Township Chair

APPROVED AS TO FORM AND EXECUTION:

By _____
Assistant County Attorney

OnBase #: _____

Greenwood Township Supervisors
3000 County Road 77
Tower, MN 55790

Dear Greenwood Board,

I heard from several people that Jeff Maus was badmouthing me at the last board meeting. I would like you and all residents to have all of the information, not just his comments. Please read this letter and provide copies to anyone that is interested.

Following is all of the email correspondence between Jeff and I. I believe that every person will see that I was professional and responded to him promptly. He, on the other hand, didn't respond in a timely fashion and took his time providing reports. He spent more time "arguing" than what it took to print what we needed. He never did meet with me, so Debby and I set up the new investments in her CTAS without his input. In fact, he still has not given a list of voided checks to the Clerk nor did he provide a list of outstanding checks at year end. The information he said I didn't give him was the difference between his account balances and what the bank showed. He could see them if he was checking against the statements.

The Clerk's computer is up to date. Her schedule 1 has been tied to the bank statements for the year (although I understand there was a minor adjustment to September since the LPL statements were not available when the reconciliation was done). There is no way that the treasurer's schedule 1s can be correct without accounting for the investments in CTAS. It is a requirement that the clerk and treasurer's books match. Greenwood is currently not in compliance. I am not sure how the board can certify the books at the board of audit.

The treasurer has been understating the checking account balance. He reports the bank balance per the bank statement. His reasoning is that Greenwood is using cash basis accounting and therefore he must report what is actually on-hand as of the end of the month. This does not take into consideration any outstanding checks or deposits in transit. At the end of September the amount of checks outstanding was \$15,155.01 meaning that we only had \$77,611.70 available to spend, versus the \$92,766.71 that he reported. Cash basis accounting is quite simple. The income is recorded when the money is received and expensed when a check is sent out. There are sometimes adjustments to the bank statement – deposits in transit or outstanding checks. When the check from LPL was misplaced, the treasurer did not account for the missing \$50,000. He argued that we didn't have the check so the cash could not be recorded. I could argue that since it hadn't actually cleared LPL, it could have been reported there. I would have reported it as a deposit in transit to properly state the overall fund balances. Either way, the total funds reported in June were understated by the amount of that check. If it was not found, LPL would have reissued it – the amount still belonged to the township.

Please read through the emails and form your own impressions. I will be happy to continue to be a resource.

Pam Rodgers
9215 Calle Arragon Ave #103
Fort Myers, FL 33908

Information requests

Inbox



Pam Rodgers <pamrodgers01@gmail.com>

Tue, Jul
16,
4:01 PM

to jeff

Hi Jeff,

I was able to get through quite a bit today. In order to finish the 2024 reconciliation, I need a few things from you.

The 12/31/2023 bank reconciliation. It will give us a starting point for the outstanding checks and possible deposits in transit.

We don't seem to have current year deposits and disbursements registers. This will allow us to make sure the coding is consistent between the computers. We were able to figure out some missing transactions from comparing transactions to the bank. Your journals will allow us to make sure the coding is correct.

There were a few checks missing. I believe they were voided since they haven't cleared the bank, but I would like you to provide a listing of voided checks.

We would also appreciate copies of your paperwork for transfers between accounts and what account numbers you are using for the accounts. You have set up investment accounts and there are some residual amounts in some of the legacy savings accounts - we would like to make sure we are recording things consistently with you. I would always give Sue a copy so our records would match. Please start with 2024 - we will eventually go back to previous years, but our first goal is to make sure the current year is in good shape.

If there is anything I can do to help, please let me know.

Pam



Jeff Maus <treasurer@greentownshipmn.com>

Thu, Jul
18,
10:21 P
M

to me

Pam, I will need a little time to gather all of this. If you wish to start the deposits are in each monthly board packet. FYI i have not had internet at the house for over a week now, hoping it is back soon so there may be delays.

Jeff

Jeff Maus
Treasurer
Greenwood Township
3000 County Road 77
Tower, MN 55790



Pam Rodgers <pamrodgers01@gmail.com>

Jul 19,
2024,
9:01 AM

to Jeff

Thanks Jeff. Frontier is a nightmare- we were out for a couple of weeks one time. At least it's working at the hall. Maybe we could meet there Monday or Friday for a little bit?

I think the most important thing I need are the fund numbers you are using for the investment accounts. None of the transactions in those accounts have been recorded.

As for the deposits and disbursements, one report for the year is fine- just select current year date range and hit print.

I understand the voided checks could be more of an issue depending on how you handle them. I was taught that all checks get entered even if they were voided- that way they are all accounted for. It's a big internal controls thing.

I used to put the voids with the stubs each month. Are yours in one place? Are they recorded on your CTAS? We could probably get a report out of the system? I can see where the clerk hasn't recorded them. Having them all in is important for the board of audit.

Thanks for your attention to this. I am confident we can get the books straightened out fairly quickly.



Jeff Maus <treasurer@greentownshipmn.com>

Wed, Jul
24,
12:37 PM

to me, Rick, John, Paul, Craig, Lois

Pam,

As far as meeting goes, I have other commitments this week. If you have further questions, I can answer please send them to me and I can work on them. I have attached a file in response to your previous email and I will look forward to your reply. As to your question on fund numbers we may have different definitions, but the fund numbers such as 225 for the fire department would be found in CTAS as I define fund numbers. It would be helpful when it comes to the question of transactions being recorded to have the specific transactions you are referring to and I would ask you to send a list. It would be helpful to have the same definitions. What do you define as an investment account, and fund numbers?

The following statement is not clear to me. "I think the most important thing I need are the fund numbers you are using for the investment accounts. None of the transactions in those accounts have been recorded." If you do not have the fund numbers how would a person know if the numbers have not

been recorded? Possibly a definition issue? Maybe you are just speaking of the Clerks system. The data in the Clerks CTAS was severely incorrect after Debby resigned and many corrections were needed and that process was ongoing.

His Attachment:

Pam, I have answered some of your questions. I have asked a few of my own. My responses/questions are in yellow.

The previous Clerk and I reconciled every month and balanced each month. We both reconciled the checking account each month. We both verified the coding and dollar amounts entered each month and for the Board of Audit. We spent copious amounts of time attempting to correct the errors made by previous officers of which there were many and likely more errors to be found. There are parts of CTAS we did not use such as the investment module. We were advised by seasoned CTAS users not to use the investment module. We made a true and accurate accounting of all receipts and claims made upon the township.

From your email in black my comments in yellow:

I was able to get through quite a bit today. In order to finish the 2024 reconciliation, I need a few things from you.

The 12/31/2023 bank reconciliation. It will give us a starting point for the outstanding checks and possible deposits in transit. This was given to Lois in March with other data you had outlined for her to retrieve on a list she had. She said the list was of your wants for documents.

We don't seem to have current year deposits and disbursements registers. I will look up the disbursements for 2024 to date and get them to you. You have access to the deposits as I stated previously. This will allow us to make sure the coding is consistent between the computers.

We were able to figure out some missing transactions from comparing transactions to the bank. Please describe each missing transactions in detail so I may confirm on my end.

Your journals will allow us to make sure the coding is correct. Please define your definition of "journals" so we are speaking the same language.

There were a few checks missing. I believe they were voided since they haven't cleared the bank, but I would like you to provide a listing of voided checks. There are no "missing" checks, you may be referring to a gap in sequence that relates to voided checks. The list of voided 2023 checks is included in the Board of audit which is on file in the Clerks office. There is one recent check to the Y store that was recently voided, Debby is aware of it.

It is my intent to put in place controls for voided checks, so the board is made aware, and the voided check numbers are recorded in the minutes. Additionally, any checks that were printed or spoiled would become part of the items included in the claims for that month and kept with those records. As the claims are now the domain of the Clerk this would need to be something that we both adopt and be made part of the treasures report as well as entry into CTAS.

We would also appreciate copies of your paperwork for transfers between accounts and what account numbers you are using for the accounts. The account numbers are in the chart of accounts in CTAS, we

used the same numbers the previous officers used by looking back at their records and then corrected them moving forward as many were entered as miscellaneous or just incorrect. There is a very large issue with the IAD numbers created by the previous officers.

You have set up investment accounts and there are some residual amounts in some of the legacy savings accounts

Please send me a list of the accounts you are referring to and the exact of amount of residual amounts.- we would like to make sure we are recording things consistently with you.

I would always give Sue a copy so our records would match. **Jo and I would match each month and verify everything for the board of audit.** Please start with 2024 - we will eventually go back to previous years, but our first goal is to make sure the current year is in good shape.

If there is anything I can do to help, please let me know.



Pam Rodgers <pamrodgers01@gmail.com>

Wed, Jul
24,
2:13 PM

to Jeff, Rick, John, Paul, Craig, Lois

Jeff - Thanks for getting back to me. I wasn't trying to be accusatory, just trying to help get the books in order. I can help explain some of the issues with some of the reports - especially the schedule 1. If Monday would be better, I'd be happy to meet with you then.

For clarification, I would like the following information

Receipts Register - 1/1/24 - current (can be one report)
Disbursements Register - 1/1/24 - current (can be one report)

A copy of the 12/31/23 Bank Reconciliation that shows outstanding checks

I don't understand how you can not use the investment accounts in ctas - so you are keeping the investments off the books? How can you be sure that everything is recorded in the financials? I would like to know who would tell you to keep them off the books. Please send the spreadsheets you are using to track them. I don't disagree that the investment part of CTAS is cumbersome, but as a retired CPA, I believe it is important to have all of the accounting in one place. The ending reports out of the system should accurately represent the complete financials of the township. I would strongly recommend that all transactions be recorded in CTAS with additional reporting as needed - I think the fund balance spreadsheet you presented at the meeting is a great report and much easier to understand than the schedule 1. I used the Schedule 1 for balancing but it definitely has issues and I did some supplemental reporting.

My question about fund numbers was related to when you opened the new accounts - I am working through all of the transactions and want to make sure when the transfers are recorded, we are using the same fund numbers.

Following is the email I sent to Debby with the missing transactions. I want to make sure when Debby records them, they are consistent with your accounts.

Debby,

There were two deposits in the bank that don't show on the transaction listing we downloaded from CTAS. It may be that since they were transfers, they are not showing on the deposit records. Please check -

11142.37	1/9/2024	CREDIT LPL
62638.99	6/7/2024	LPL CREDIT 0230607521951

The following debits (checks) show in the bank, but I don't see them in the clerk's disbursements:

21	3/1/2024	SAFE DEPOSIT BOX PAYMENT FOR BOX 04-900021
1518.03	3/14/2024	ADP Tax ADP Tax 57YUI 031511A01
7189.1	3/14/2024	ADP WAGE PAY WAGE PAY 931631469555YUI
117.25	3/22/2024	ADP PAYROLL FEES ADP FEES 765093129728
1393.84	4/12/2024	ADP Tax ADP Tax 57YUI 041515A01
9659.88	4/12/2024	ADP WAGE PAY WAGE PAY 944629673370YUI
188.87	4/12/2024	ADP Tax ADP Tax 57YUI 033111A01
74.06	4/15/2024	XX4032 CHECKING POS 04/12 16:13 NORTHWOODS TV HO COOK MN 00320809 410321000992
253.75	4/19/2024	ADP PAYROLL FEES ADP FEES 385093861514
429.55	4/22/2024	XX4032 POS PURCHASE 04/22 14:02 SQ *BARBER GRAPH VIRGINIA MN 77827301 4113142828
570.09	5/13/2024	XX4032 POS PURCHASE 05/07 03:35 BOUND TREE MEDIC TEL8002827904 OH 80451095 13171
7743.53	5/16/2024	ADP WAGE PAY WAGE PAY 668078407597YUI
1442.55	5/16/2024	ADP Tax ADP Tax 57YUI 051520A01
120.25	5/24/2024	ADP PAYROLL FEES ADP FEES 412571713139
1156.37	5/30/2024	XX4032 POS PURCHASE 05/29 14:48 THE SUPPLY CACHE FORT COLLINS CO 08414365 170573
4698.8	5/31/2024	XX4032 POS PURCHASE 05/30 09:27 NORTHERN ENGINE VIRGINIA MN 67340370 598716
34497.25	6/6/2024	TRANSFER TO SVG PER JEFF P/C ACC4
8996.55	6/13/2024	ADP WAGE PAY WAGE PAY 931733797106YUI
1618.25	6/13/2024	ADP Tax ADP Tax 57YUI 061424A01
135.25	6/21/2024	ADP PAYROLL FEES ADP FEES 929433882801

I will request the following reports from Jeff to aid in getting this up to date:

- Year End Bank Reconciliation (which includes outstanding checks and deposits in transit).
- 2024 Disbursement Journals

- 2024 Receipts Journals

There are few missing check numbers. I would bet that they are voids since they didn't clear the bank, but we should verify with Jeff and enter them so they are accounted for - the numbers are 21881 -21892 and 21956.

This will get the 2024 Books in order. It looks like Tammy did work on previous years, we'll start going back when we are comfortable with the current year.,

Regards,

Pam

I appreciate that you are busy, but this is probably less than 1/2 hour of work so I would appreciate it if you could get it to me quickly. We will worry about the voids later, but as I said earlier, they should always be in the system for control purposes.

Thanks for your help!



Pam Rodgers <pamrodgers01@gmail.com>

Tue, Jul
30,
3:16 PM

to Jeff, Rick, Craig, John, Lois, Paul

Jeff -

I have finished documenting all of the savings and investment transactions. Most of the accounts match your June reports with some small discrepancies. I would like to see your June checking reconciliation. I see where a check was written out of an investment account on June 5th in the amount of \$50,831.90, but not deposited into the checking account until July 9th (more than a month later) . The amount on the bank statement at 6/30 was \$97,xxx and your report showed \$98,xxx. If you accounted for the deposit in transit of \$50,xxx, then there would be approximately \$49,xxx in outstanding checks. Or, was your report understated by that deposit? I don't understand how 50k could be missed.

I will ask for the third time

Please provide a year end bank reconciliation with the listing of outstanding checks. As of June 30th, I show the following current year checks outstanding:

05/14/2024	21959	JoAnn Bassing	\$120.60
06/11/2024	21977	Debby Spicer	\$26.30
06/11/2024	21979	Craig Gilbert	\$36.18
06/11/2024	21980	The Y Store	\$70.00
06/11/2024	21987	Portable John	\$134.40
06/11/2024	21997	Jeff Maus	\$197.60

I am also requesting for the third time -

Receipts Register - 1/1/24 - current (can be one report)

Disbursements Register - 1/1/24 - current (can be one report)

In order to keep the books reconciled between the clerk and treasurer, it is imperative that information be shared as transactions are recorded. Every time you make a deposit, you need to provide the clerk copy to the clerk - these should not be saved until the end of the month. Debby has not received any July deposit info from you. How is she supposed to do a bank reconciliation if she is missing information?

Sue and I tied out our schedule 1s twice per month and I had the banks reconciled and financials printed on the 1st or 2nd of each month. There is no reason that you shouldn't be able to do the same. We shared transaction data immediately.

The information I have requested should only take 1/2 hour to run the reports and attach the Bank Reconciliation.

As far as the fund numbers, I wanted to know if you added some or if you continued with the existing numbers. Joann didn't record any investment activity in CTAs. Now that we have everything documented, we will be recording the transactions to make sure the books are complete. Since there are still amounts in the legacy savings accounts, it would probably make sense to create new ones. This is where it would make sense to meet for a few minutes.

As I said before, I am happy to be a resource.

your email July 30 #1

Inbox



Jeff Maus <treasurer@greenwoodtownshipmn.com>

Tue, Jul
30,
6:24 PM

to me, Rick, John, Paul, Craig, Lois

Pam,

you state in an email dated July 30 2024

"I have finished documenting all of the savings and investment transactions. Most of the accounts match your June reports with some small discrepancies." Again It is not helpful if you do not provide what the discrepancies are. Please, whenever you state their are DISCREPANCIES please provide the detailed information so i may research them. I also asked for this in an email for July 24.

thank you

Jeff Maus
Treasurer
Greenwood Township
3000 County Road 77
Tower, MN 55790



Pam Rodgers <pamrodgers01@gmail.com>

Tue, Jul
30,
7:52 PM

to Jeff, Rick, John, Paul, Craig, Lois

It doesn't matter at this point. The amounts are immaterial- mainly the cash accounts at LPL.

Once we have access to the reports I have requested 3 times, I will be glad to let you know what the differences are.

your email july 30 #3

Inbox

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Jeff Maus <treasurer@greentownshipmn.com>

Tue, Jul
30,
8:47 PM

to me, Rick, John, Paul, Craig, Lois

Pam, you stated

"I will ask for the third time

Please provide a year end bank reconciliation with the listing of outstanding checks. As of June 30th, I show the following current year checks outstanding:"

Pam, this third request thing is going to cause issues with us if this continues. I too do not have all the questions answered from you as on my last email but i do not choose to play that game.

As you reply and I see that an issue is still open I will simply revisit the question with you.

Counting emails that I have not even looked at as multiple requests is, in my opinion, is a bad idea and will only create a hostile and disrespectful work environment. No person should be subject to that environment. We both sent emails on the 24th and then again on the 30th, I see it as we both work with a varied schedule.

There is no Monday to Friday 9-5 in this.

The check to the Y store is a void as I stated last time. Debby knows this, I believe she would have recorded it as void.

Outstanding checks----- Pam, You have access to the Frandsen account through the Clerk.

If you run all the Check numbers in the Frandsen search you would find that they have all cleared in July less the void. It puzzles me as to why you ask me this if you have the information available. Would you please explain to me the purpose of you asking me for information you have clear access to??? *I look forward to your reply.*

As far as the year end bank reconcile information. I stated in my last email to you that Lois had requested this on the list she had given me in March, and then haven given her the reports on your list I stated that you should have them. If you were not given them by Lois or need replacements then a statement reflecting that would have been appropriate. Do you not have the 2023 year end bank reconcile? *I look forward to your answer.* This is also information that is available on the Frandsen account online that the

Clerk may easily access. I have given Lois/Clerk eight years of reports 2015 thru 2023 from the Treasures CTAS that have all of the receipts and disbursements needed Those reports along with the bank statement that is available to you to will allow you to complete a reconcile. As stated in a previous email, Jo and I had matched all the numbers for the board of audit for 2022,2023. We both completed monthly bank reconciliations. You have access to eight years of reports. Please tell me if you can use the reports. Please tell me if you cannot use the reports. Please reply to confirm yes or no. *I look forward to your reply.*

Jeff Maus
Treasurer
Greenwood Township
3000 County Road 77
Tower, MN 55790



Pam Rodgers <pamrodgers01@gmail.com>

Wed, Jul
31,
8:06 AM

to Jeff, Rick, John, Paul, Craig, Lois

The bank reconciliation that Lois showed me did not have outstanding checks. This is the specific information I requested in all previous emails. The numbers I listed were outstanding as of June 30th which is the date I am reconciling to. Yes- Debby did just get the void check info, but it will be recorded in current month, not into June. And yes, when we reconcile July, the others will clear.

I have asked for disbursement and deposit records ytd 2024 in all previous emails. I am working on making sure the current year numbers match before going back to prior years since you said you and Jo made sure you matched. Debby has several unrecorded transactions that I sent you. I provided this info to you immediately after your request. You have not provided anything to Debby so she can record them. Having your registers will help us get them recorded and make sure transaction numbers and account numbers match how yours were recorded. And yes, we have access to the Bank. This does not give us the transaction number and account number that was used on your side, so please provide the requested information.

As stated previously, it should not take more than 1/2 hour to provide this information. This is far from hostile. The requests are quite simple.

As far as questions you asked me. I provided the outstanding checks and missing transactions immediately after your request. The cash differences are small - some of the numbers on your report don't match the LPL statement. You can look and see them.

I am having a hard time understanding why you are pushing back on this. I would think that you would want to get the books in order.

I am happy to help if you need it.

ctas files

Inbox

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Jeff Maus <treasurer@greenwoodtownshipmn.com>

Wed, Jul
31,
9:10 AM

to me, Rick, John, Paul, Craig, Lois

Pam,

I sent you this on the 18th thinking you would start with the deposits and go from there.

RE: Information requests

From: Jeff Maus <treasurer@greenwoodtownshipmn.com>

Sent: Thu, Jul 18, 2024 at 9:21 pm

To: Pam Rodgers

Pam, I will need a little time to gather all of this. If you wish to start the deposits are in each monthly board packet. FYI i have not had internet at the house for over a week now, hoping it is back soon so there may be delays.

Jeff

I believe these are the files you are looking for. Let me know if they are not what you needed.

I will work on the other items soon. I believe we continue to have definitions of terms that differ and those will need to be cleared up.

Jeff

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2 Attachments • Scanned by Gmail



Pam Rodgers <pamrodgers01@gmail.com>

Wed, Jul
31,
9:24 AM

to Jeff, Rick, John, Paul, Craig, Lois

Thanks - this is what we needed.

Please update the disbursements through June. Since they were printed today, I know you didn't send them before. Why the games?

getting back to you

Inbox

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Jeff Maus <treasurer@greenwoodtownshipmn.com>

Mon,
Aug 5,
1:09 PM

to me, Greenwood

Pam,

I am now concentrating with the month end Treasurer duties

once this is done I will go over your emails and answer them as my schedule permits

Please feel free to send answers to my questions anytime

Jeff Maus
Treasurer
Greenwood Township
3000 County Road 77
Tower, MN 55790



Pam Rodgers <pamrodgers01@gmail.com>

Mon,
Aug 5,
2:28 PM

to Lois, Rick, John, Craig, Paul, Jeff

Did you get the deposit info to Debby so she can do her duties as well?

She has still not gotten your June information.

I have answered your questions. What are you referring to?

Your email July 30 #2

Inbox

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Jeff Maus <treasurer@greentownshipmn.com>

Tue, Jul
30,
6:56 PM

to me, Rick, John, Paul, Craig, Lois

Pam

your email July 30 2024 states the following;

I see where a check was written out of an investment account on June 5th in the amount of \$50,831.90, but not deposited into the checking account until July 9th (more than a month later) . The amount on the bank statement at 6/30 was \$97,xxx and your report showed \$98,xxx. If you accounted for the deposit in transit of \$50,xxx, then there would be approximately \$49,xxx in outstanding checks. Or, was your report understated by that deposit? I don't understand how 50k could be missed.

I can not deposit a check that I do not physically have regardless of when it was written. In conversation with LPL the check was written on June 7. I had multiple conversations with them as to not having received the check in the mail. It went so far that they were going to void the check and reissue it on July 1. then see the following from Debby. Pam, I hope you now have the information as to " how 50K could be missed" There was no understatement, I cannot and will not report dollars that the Treasurer has not received.

Brian and I were informed on July 1, by Debby, in person, at apx 4:30 pm on Monday that she had found the check while we were in the fire hall calculating payroll.

RE: check sent to GWT

From: clerk@greenwoodtownshipmn.com

Sent: Mon, Jul 1, 2024 at 8:22 pm

To: 'Jeff Maus'

It was on the floor behind the door (partway under cabinet. I put it back on the clip on the cabinet.

From: Jeff Maus <treasurer@greenwoodtownshipmn.com>

Sent: Thursday, June 27, 2024 10:31 AM

To: Greenwood Township Clerk <clerk@greenwoodtownshipmn.com>

Subject: check sent to GWT

Debby

LPL sent GWT a check on June 7th. Have you seen the check?

Also have the new credit cars been received?

Jeff

Jeff Maus

Treasurer

Greenwood Township

3000 County Road 77

Tower, MN 55790

Jeff Maus
Treasurer
Greenwood Township
3000 County Road 77
Tower, MN 55790



Pam Rodgers <pamrodgers01@gmail.com>

Tue, Jul
30,
7:48 PM

to Jeff, Rick, John, Paul, Craig, Lois

Clearly the township had the money- it just hadn't been deposited. In the accounting world it would have been considered a deposit in transit. How did you account for a \$50,000 decrease in fund balance?

Sent from my iPhone

On Jul 30, 2024, at 5:56 PM, Jeff Maus <treasurer@greenwoodtownshipmn.com> wrote:



Jeff Maus <treasurer@greenwoodtownshipmn.com>

Sat, Aug
10,
5:02 PM

to me, Rick, John, Paul, Craig, Lois

Pam, now that you have the whole story about the check, I hope your concerns have been resolved. We still need improvement with our definition so we are on the same page, Greenwood uses cash basis accounting. When you say "Clearly the township had the money" I would argue that the township did not have the money. It would be more correct to say that at some point in time the Clerk received the check from LPL in the mail. Then at another time the treasurer was made aware the check had been received. To enter the money into CTAS when the check was issued by LPL and wait for it to be physically deposited would be an accrual basis accounting procedure. We do not use accrual basis accounting. The treasurers' office only deposits money in CTAS on a cash basis. I do not make deposit entries for money the township does not have.

I checked with the Clerk via email during her normal Thursday office hours to determine if she had received the check;

Sent: Thursday, June 27, 2024 10:31 AM

To: Greenwood Township Clerk <clerk@greenwoodtownshipmn.com>

Subject: check sent to GWT

Debby

LPL sent GWT a check on June 7th. Have you seen the check?

The reply on Monday at 8:22pm after Debby told Brian and I in the fire hall just after 4:30pm that she had the check.

From: clerk@greenwoodtownshipmn.com

Sent: Mon, Jul 1, 2024 at 8:22 pm

To: 'Jeff Maus'

It was on the floor behind the door (partway under cabinet. I put it back on the clip on the cabinet.

This is the first time the Treasurer has been aware of the physical check being in possession of Greenwood.

As far as a deposit in transit, that would only apply if an entry was made in CTAS the day the check was received in the mail and then time was to pass, then physical check was deposited in the bank a few days later and another entry was made. As the office positions are not forty hours a week, this is not how the Treasures office operates. The entry is made in CTAS in a batch and is reflected on the MONTHLY reports.

As far as accounting for the decrease in fund balance, a disbursement was made in CTAS to reflect the transfer of the money to the account the board had directed. The Clerk is in possession of the CTAS reports that reflect the transaction.



Pam Rodgers <pamrodgers01@gmail.com>

Sun, Aug
11,
5:22 PM

to Jeff

I wasn't worried about it. Just saw the gap in timing. I would have explained the issue at the meeting.



DATE: November 4, 2024
TO: RAMS MEMBERS
RE: NOTICE OF NOMINATIONS FOR RAMS BOARD OF DIRECTORS

As the year ends, it is time for our member units to act on filling the following vacancies on the RAMS Board of Directors. If your community or township has not had a seat on the RAMS Board, now is your opportunity to nominate someone from your board.

Nominated by Townships, Cities or School Districts:

➤ Eleven (11) vacancies (2-year term – 1/1/2025-12/31/2026)

Nominated by Superintendents Association:

➤ One (1) vacancy (2-year term – 1/1/2025-12/31/26)

Attached is a list of the twelve current board members whose term of office on the RAMS Board of Directors expires at the end of 2024. Each member unit (City, Township, School District) has the right to submit one nominee to be placed on the ballot, which will be voted on **in-person at the Annual Meeting**. Nominees must hold a current, valid election certificate at the time of their nomination. You may decide to nominate the same person whose term has expired, if they still hold an elected seat with your local government unit, or someone else from your elected officials. You may decide not to nominate anyone – the choice is yours. **PLEASE MAKE CERTAIN THIS ITEM IS PLACED ON YOUR BOARD AGENDA early enough to submit the nomination by the December 9th, 2024, deadline.** Nominations received by this date will be placed on the official ballot. *Nominees will then be sent a short optional questionnaire to introduce themselves and to answer the question “What does the RAMS motto: ‘One Range One Voice!’ mean to me?” Submissions received will be sent to Membership ahead of the Annual Meeting. Please limit your response to 250 words.

PLEASE RETURN THE OFFICIAL NOMINATION FORM BY DECEMBER 9th, 2024, in one of the following ways:

Email: paul@ramsmn.org

Mail: RAMS, 5525 Emerald Avenue, Mt. Iron, MN 55768

If you have any questions, please do not hesitate to contact either myself at 218-748-7651, or Kristen (RAMS Office Administrative Assistant) by email at rams@ramsmn.org.

Thanks for your immediate attention to this matter.

Sincerely,

Paul Peltier
RAMS Executive Director

**Range Association of Municipalities and Schools Board Members
(Term Expiring 12/31/2024)**

Adams, Dale	City Council	City of Grand Rapids
Anderson, Glenn	City Council	City of Babbitt
Fisher, Jim	Township Supervisor	McDavitt Township
Hoff, Shane	City Council	City of Silver Bay
Kvas, Lisa	School Board	ISD 712, Mt Iron/Buhl
LaFrenier, Pamela	School Board	ISD 2711, Mesabi East
Medure, Pat	School Board	ISD 318, Grand Rapids
Mikkola-Raja, Cheyenne	City Council	City of Chisholm
Pittman, Ron	Township Supervisor	Cherry Township
Saari, Cal	City Council	City of Nashwauk
Villebrun, Dr. Rae	School Board (Supt Assn)	ISD 319 Nashwauk/Keewatin
Weikum, Jim	City Council	City of Biwabik

**NOMINATION FORM
RAMS BOARD OF DIRECTORS
JANUARY 2025-DECEMBER 2026**

As a current dues paying member of RAMS, we officially nominate the following elected official (Council Member, Township Supervisor, School Board Director):

Name
Elected Title

for the following term:

TWO YEAR TERM (TOWNSHIPS, CITIES, SCHOOL BOARD)
JANUARY 1, 2025-DECEMBER 31, 2026 (11 vacancies)

Submitted by:

Title

Date

Entity

NOMINATIONS MUST BE SUBMITTED BY DECEMBER 9th, 2024, IN ORDER TO BE INCLUDED ON THE OFFICIAL BALLOT. The election will be held at the Annual Meeting, December 19th, 2024.

EMAIL: paul@ramsmn.org MAIL: RAMS, 5525 Emerald Ave., Mt Iron, MN 55768



Arrowhead Library System

5528 Emerald Ave. • Mountain Iron, MN 55768-2069 • 218-741-3840 • www.alslib.info

October 30, 2024

Greenwood Town Hall
3000 County Rd 77
Tower, MN 55790

Greenwood Town Hall:

In order to better serve your community members, the Arrowhead Library System Bookmobile will be slightly adjusting the time frame we are at your location. Starting January 1, 2025, we will be visiting your location from **12:15pm to 1:00pm** every third Wednesday starting January 15, 2025. We will be sending you a poster in the mail to hang up with the changed times, along with updated 2025 Bookmobile schedules to share with your community.

We truly appreciate your support and thank you for being a vital part in reaching the community through our mobile library. If you have any questions, comments, or concerns, please feel free to reach out anytime.

Best,

Mollie M. Stanford
Executive Director
mollie.stanford@alslib.info

MaryLei Barclay
Bookmobile Coordinator
bookmobile@alslib.info

Vision: Preserving yesterday, enhancing today,
imagining tomorrow.

Mission: To support libraries, through leadership and collaboration,
in fostering lifelong learning and community enrichment.



Minnesota Board of Firefighter Training and Education

445 MINNESOTA ST., SUITE 146

SAINT PAUL, MN 55101

Telephone: 651-201-7257 Fax: 651-215-0525

Email: fire-training.board@state.mn.us

Website: www.mbfte.org

RECEIVED
11-3-2024

GREENWOOD TWP VOL FIRE DEPARTMENT
3000 CTY RD 77
TOWER, MN 55790

October 28, 2024

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the Round 17 (FY2025) training reimbursement program, the amount of \$3,180.00. This training reimbursement award is for MBFTE approved training conducted between July 01, 2024 and June 30, 2025 (see the approved reimbursable classes list at www.mbfte.org). Award funds MUST be spent on the approved MBFTE list of classes.

The Round 17 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. The MBFTE had requested current rosters and the number of firefighters on departments throughout the state. Your Round 17 reimbursement was based on the reported "number of firefighters" in your department multiplied by the "per firefighter" rate of 265.00 to equal your award. If your department failed to report the number of firefighters to MBFTE, your award amount is 2,650.00.

In order to process your reimbursement award you must:

1. Complete and sign the Request for Reimbursement form on the MBFTE website at <https://www.mbfte.org/ReimbursementForm.aspx> and remit by **July 08, 2025**. Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 01, 2024-June 30, 2025 fiscal year.
2. Attach documentation of training expenses paid. Documentation includes: invoices for training, certifications, books, backfill and overtime costs (if applicable) associated with MBFTE approved training, and payroll records for in-house trainers. **All EMS training which is approved by the EMSRB and is not primarily reimbursed through an EMS Association is eligible for reimbursement with proper documentation.**
3. Mail, fax, email, or upload the Request for Reimbursement Form and supporting documentation, **or submit your information to the MBFTE for direct payment to the training provider (if applicable) if your department has an award balance that is equal to or more than the amount of the invoice.**

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at steve.flaherty@state.mn.us or you may call me at 651-201-7258.

Respectfully,

Steve Flaherty, Executive Director