

GREENWOOD TOWNSHIP

BOARD OF SUPERVISORS REORGANIZATION MEETING AGENDA

Call to Order By Chair Bassing

DATE: **March 21, 2024 6:30PM** This meeting will be a Telephone Conference Call

Meeting is being recorded for transcription and archival purposes

Roll Call – Supervisor 1 Paul Skubic / Supervisor 2 John Bassing /Supervisor 3 Craig Gilbert / Supervisor 4 Rick Stoehr/
Supervisor 5 Lois Roskoski / Treasurer Jeff Maus / Clerk Debby Spicer

All Motions are by Roll Call Vote

Nominations for Chair

Motion: Chair

Nominations for Vice Chair

Motion: Vice Chair

REORGANIZATION BUSINESS

Motion: Regular meeting Date \ Time Currently = 2nd Tuesday of the month at 6:30 pm, with exception – March meeting time will be after the Annual meeting; Reorganization meeting will be on the 4th Thursday in March at 6:30 pm – keep the same?

Motion: Approve Depository

Motion: Approve persons to sign checks and have banking authority

Motion: Approve holidays as listed for 2024-2025

Motion: Approve Township Attorney

Motion: Approve road supervisor

Motion: Approve ambulance committee delegate

Motion: Approve lodging tax board representative

Motion: Approve grounds and maintenance supervisor

Motion: Approve liaison to Vermilion Trail committee

Motion: Broadband Liaison

Motion: Approve payment for training of supervisors, clerk, treasurer, deputy clerk, and deputy treasurer

Motion: Approve official newspaper

Motion: Approve noxious weed representative

Motion: Approve 911 assignment

Motion: Authorized signers on charge accounts

Review Board Policy

Upcoming Training opportunities

GREENWOOD TOWN HALL CLOSINGS JAN 2024 thru FEB 2025

NEW YEAR'S DAY	Monday, January 1, 2024
MARTIN LUTHER KING JR. DAY	Monday, January 15, 2024
PRESIDENT'S DAY	Wednesday, February 21, 2024
MEMORIAL DAY	Monday, May 27, 2024
4TH OF JULY	Thursday, July 4, 2024
LABOR DAY WEEKEND	Monday, September 2, 2024
COLUMBUS DAY	Monday, October 14, 2024
VETERAN'S DAY	Monday, November 11, 2024
THANKSGIVING	Thursday, November 28, 2024 Friday, November 29, 2024
CHRISTMAS EVE	Tuesday, December 24, 2024
CHRISTMAS HOLIDAY	Wednesday, December 25, 2024
NEW YEAR'S EVE	Tuesday, December 31, 2024
NEW YEAR'S HOLIDAY	Wednesday, January 1, 2025
MARTIN LUTHER KING JR. DAY	Wednesday, January 15, 2025
PRESIDENT'S DAY	Wednesday, February 19, 2025
Calendar is subject to change	

COURI & RUPPE, P.L.L.P

Michael C. Couri*
Robert T. Ruppe**

**Also Licensed in Illinois*

***Also Licensed in California*

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

March 21, 2024

Greenwood Township Board of Supervisors
3000 County Road 77
Tower, MN 55790

Re: Proposal for Legal Services.

Dear Supervisors:

Supervisor Lois Roskoski inquired whether our office would be interested in representing Greenwood Township, and if so, asked our office to submit a proposal for legal services. Our office has previously represented the Township between late 2014 and early 2022, and therefore I am familiar with the Township generally and am familiar with a number of the issues that the Town Board may be dealing with in the future.

Our office currently consists of two attorneys with a third attorney joining the firm on April 1st to help with the expanding workload. We currently represent over 300 Townships and 14 Cities throughout the state, including 10 Townships in St. Louis County. Approximately 98% of our revenues come from our representation of Towns and Cities.

I have been representing Townships in Minnesota for 33 years. Together with my partner, Robert Ruppe, we have over 57 years of experience representing Townships and have dealt with nearly every Township issue imaginable. Over the years we have built up a data base of forms, legal research and checklists on a large number of Township-related issues that allow us to use documents and legal research that have been previously used on similar issues in the past for other Township clients that we represent. As a result, we are often able to use an existing document and existing legal research for an issue that may arise, saving our clients the expense of our office otherwise having to perform the necessary legal research and creating the necessary documents from scratch.

Our philosophy in representing local governments is to advise the Town Board on what the law is, to recommend a course of action when appropriate, and to present other alternative courses of action for the Board to consider when deciding an issue. Once the

GREENWOOD TOWN BOARD POLICIES Adopted May 10, 2016

Amended 3/23/2017, 5/14/2019, 5/12/2020, 5/11/2021

KEYS / PASSCODES

Keys may not be shared or duplicated. Passcodes may not shared.

SPENDING AUTHORITY

Fire chief-\$1000.00/month Maintenance-\$1000.00/month Clerk-\$1000.00/month

TOWN BOARD MEETING POLICIES

Generally, the agenda will be available the Thursday prior to the Town Meeting. Agenda items received after the Tuesday prior to the meeting, will be put on the next month's agenda.

Supervisors who have requests or motions will need to have them placed under Old Business or New Business. The Supervisor "Reports" section will be for reporting on various projects and meetings or requests to attend training meetings.

Supervisors, Clerk, Treasurer, and Fire Chief can request items be placed on agenda. Citizens may request any of the Supervisors, Clerk, Treasurer, or Fire Chief, to place items on the agenda on their behalf.

Person speaking shall be treated with courtesy and respect. Speaker shall not be interrupted. Contract employees may submit written reports to be presented at Board meetings.

TAPE RECORDING

All regular and special meetings of the Town Board will be recorded and maintained indefinitely. All closed meetings will be recorded and preserved for 3 years.

Public hearings will be recorded and maintained indefinitely.

Connection will be made from the township computers to a cloud server for permanent retention, including all recorded meetings.

E-MAIL / COURTESY / RESPECT

Representatives and employees of Greenwood Township shall not distribute disparaging, harassing, or threatening e-mail about fellow representatives, employees or citizens of Greenwood township.

Representatives, employees or citizens of Greenwood township shall be respectful and courteous to other representatives, employees and citizens of Greenwood Township.

A RESOLUTION ADOPTING ADMINISTRATIVE OPERATIONAL GUIDELINES FOR GREENWOOD TOWNSHIP

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Greenwood Township adopts this administrative guideline;

BE IT FURTHER RESOLVED that this resolution supersedes and replaces all other policies and procedures of similar nature of record.

Administrative Guidelines – Supervisors

1. The Administrative Guidelines established herein shall apply to all regular Board meetings and all regular Board duties. When a Special Town Meeting is called, it shall follow Minnesota Statutes.
2. The Board conducts one regular Board meeting per month on the second Tuesday of the month at 6:30 PM at the Greenwood Town Hall.
3. Meeting Agendas will be established by the Clerk, with assistance of the Chair, prior to any Board meeting. Supervisors, Clerk, Treasurer and Fire Chief can request items to be placed on the agenda. Citizens may request any Supervisor, Clerk, Treasurer or Fire Chief to place an item on the agenda on their behalf. The deadline for agenda items to be received by the Clerk is noon on the Wednesday prior to the meeting. Agenda packets will be emailed to Supervisors and any residents requesting a copy of the agenda packet by the Friday prior to the meeting. All finance reports shall be included in the agenda packet. Agenda packet, with all supporting documentation, shall be posted on the Township website by the end of the day on Friday prior to the meeting.
4. Approved board minutes shall be added to the Township website within one week following approval.
5. The deadline for invoices shall be the last day of the month. Any invoice received after that day and requiring payment within the next month shall be presented to the Board and approved by separate motion at the Board meeting.
6. The Presiding Officer at all Township meetings shall be the Chair. The Chair shall be one of the Supervisors and shall be appointed annually at the reorganizational meeting. The Vice Chair shall be one of the Supervisors and shall be appointed annually at the reorganizational meeting and will fill the role of the Presiding Officer in the absence of the Chair.
7. Representatives, employees or citizens of Greenwood Township shall be respectful and courteous to other representatives, employees and citizens of Greenwood Township. Representatives and employees of Greenwood Township shall not distribute disparaging, harassing or threatening emails about fellow representatives, employees or citizens of Greenwood Township.
8. Public input will be allowed at the Board meetings. The public would sign up prior to the start of the meeting if they wish to speak. Public comments will be limited to ten minutes per citizen, unless further time is authorized by the Chair. The person speaking shall be treated with courtesy and respect. Speaker shall not be interrupted. The open meeting law gives citizens the right to attend town meetings, but not to participate or disrupt the proceedings. Disrupting a public meeting is a punishable misdemeanor by state statute. If it becomes necessary to remove a citizen from a public meeting, assistance of law enforcement may be sought.
9. An audio of regular or special meetings will be recorded and retained indefinitely. All closed meetings will be recorded and preserved for 3 years. Public hearings will be recorded and maintained indefinitely. Connection will be made from the township computer to a cloud server for permanent retention, including all recorded meetings.

1. The Treasurer performs many functions within the Township. The primary duty of the Treasurer is to receive and take charge of all monies belonging to the Township and pay the lawful invoices for payments.
2. The Treasurer will use the CTAS system to balance money receives and disbursed and preserve all books, papers and records of account.
3. The Treasurer will keep a true record of all money received and disbursed, in a book provided for that purpose, and provide the account with treasurer's vouchers to the town board of audit at its annual meeting for adjustment.
4. The Treasurer may appoint a Deputy Treasurer. The Deputy Treasurer will be paid to perform the Treasurer duties in the absence of the Treasurer at a rate of pay as listed on Exhibit A.
5. The Treasurer will make and file with the Town Clerk, within five days preceding the annual meeting, a statement of the accounting of the Township for use in setting the levy at the annual meeting.
6. The Treasurer will provide to the Board any and all financial records, as deemed necessary, or requested by the Town Board, for the accounting and audit of any and all funds in all accounts.
7. The Treasurer will provide the Town Board with quarterly and year to date expenditures compared to the line-item budget items from the Annual Meeting levy on a quarterly basis.
8. The Township Treasurer will receive a monthly salary as defined in Exhibit A.

This Administrative Guideline will be subject to review by the entire Board at the annual reorganization meeting. The rates in Exhibit A shall be reviewed at the first meeting following the township election.

Moved by _____ and supported by _____ to adopt the Resolution on the ____ day of _____, 2024.

Ayes:

Nays:

Exhibit A-2024 Schedule of Compensation, Reimbursements, Allowances, Stipends and Fees

Per MN Statutes 367.05, the town board shall set the compensation of supervisors, the treasurer, the clerk and the deputy clerk. The supervisors, treasurer, clerk and deputy clerk shall be entitled to mileage for the use of their own automobile at a rate to be determined by the town board for necessary travel on official town business.

Compensation:

Supervisor monthly salary:	\$ _____
Township Clerk monthly salary:	\$ _____
Township Treasurer monthly salary:	\$ _____
Deputy Clerk hourly rate:	\$ _____
Deputy Treasurer hourly rate:	\$ _____
Head Election Judge hourly rate:	\$ _____
Election Judge hourly rate:	\$ _____

Spending Authority:

Fire Chief - \$1,000/month; Clerk - \$1,000/month; Maintenance - \$1,000/month

Reimbursements:

Reimbursements shall be made to Board members, Clerk, Treasurer and Fire Chief for authorized expenses. A claim with receipts must be submitted.

Mileage shall be reimbursed according to the IRS rate for Township business related to an assigned duty. **For 2024, the rate is \$0.67 per mile and may be adjusted at any time in the future.**

Meals shall be reimbursed following the IRS rate for Township business related to an assigned duty. **For 2024, the rate is a maximum of \$59.00.** The Township has established the following within the IRS guidelines: \$13.00 for breakfast, \$15.00 for lunch and \$26.00 for dinner, \$5 incidental expenses. Receipts must be submitted to the Clerk along with a claim.

Fee for Building Use:

Citizens may request the use of the Town Hall or Pavilion by making the request in writing to the Clerk giving the specific time and date(s).

Town Hall Rental: No rental charge. Refundable deposit if property and equipment is left as is:
Fewer than 30 people - \$50.00 deposit; 30 to 75 people - \$100.00 deposit; Over 75 people - \$200.00 deposit.

A copy of the Town Hall rental regulations will be given to renter.
Deposit is due upon rental request to hold date.

Pavilion Rental: No rental charge. Refundable deposit of \$100.00 if property is left in original condition, including Hall restrooms/entry area and garbage.

A copy of the Pavilion rental regulations will be given to renter.
Deposit is due upon rental request to hold date.

THE TOWER NEWS

P.O. Box 447, Tower, MN 55790

Gary D. Albertson, Publisher

Terry Carlson, Editor

Phone: (218) 753-7777; Fax: (218) 753-7778

March 14, 2024

Township of Greenwood
300 County Rd #77
Tower, MN 55790

RE: Legal Publishing for 2024

The *Tower News* newspaper, the oldest weekly in St Louis County serving the Tower-Soudan, Greenwood Township and Lake Vermilion area since 1898, is pleased to submit the following bid for the Township of Greenwood's legal newspaper for 2024.

Our legal bid is for \$.65 per column inch for an 6.5 pica wide column. Below please find a worksheet explaining the cost per lower case alphabet.

Our bid for display ads would be \$2.50 a column inch.

I certify that the *Tower News* is in compliance with all necessary state laws including legal newspaper requirements, and payment of all required workman's and unemployment compensation.

Thank you for your consideration.

Gary D. Albertson
Publisher
Tower News

TOWER NEWS - LEGAL BID

Bid Legal Rate:	<u>\$.65</u>	column inch
Line length in picas	<u>11</u>	
Lines per inch per your legal set =	<u>9</u>	lines per inch
Length of lower case alphabet(lca) in points	<u>90</u>	

Please complete the following formula to determine the cost per lower case alphabet:

Line length (picas) X 12 =	<u>132</u>	line length in points
Line length in points X number of lines/inch	<u>1188</u>	points per inch
Points per inch divided by length of lower case alphabet	<u>13.20</u>	lca's per inch
Bid Legal Rate divided by lca's per inch	<u>0.04924</u>	Cost per lower case alph

Display ad rate	<u>\$ 2.50</u>	column inch
-----------------	----------------	-------------

PUBLIC NOTICE

Statement of Ownership, Management, and Circulation of The Tower News published every Friday at 510 Main Street, PO Box 447, Tower, MN 55790-0447, filed September 25, 2023.

The name and address of the publisher is Gary D. Albertson, 9 Vermilion Drive, PO Box 1179, Cook, MN 55723-1179.

The name and address of the editor is Terry Calson, P.O. Box 447, 510 Main St., Tower, MN 55790-0447

Owner is the Cook News-Herald Publishing, Inc., Gary D. Albertson and Edna R. Albertson, 9 Vermilion Drive, PO Box 1179, Cook, MN 55723-1179.

There are no known bond holders, mortgagees, etc.

Publication number is USPS 634-700. The annual subscription price is \$40.00 in St. Louis County, \$46.00 for the rest of Minnesota and \$50.00 out of state. Fifty-two issues are published annually.

Extent and nature of circulation 9-23-20:

	<u>Avg.</u>	<u>Actual</u>
Total No. Copies	500	500
Mailed Outside County	125	125
Mailed In-County	200	202
Counter/Vendor Sales	145	145
Paid by Other Classes	0	0
Total Paid Distribution	470	472
Free Outside-County	0	0
Free In-County	0	0
Free Other Mail Classes	0	0
Free Outside the Mail	0	0
Free/Nominal Distribution	0	0
Total Distribution:	470	472
Copies Not Distributed	30	28
Total	500	500
Percent Paid	100%	100%

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

/s/ Gary D. Albertson
Publisher (TN)

TN — October 6, 2023



the Timberjay

Published by Timberjay Inc., with offices in Tower, Minnesota

PO Box 636, 414 Main St., Tower, MN 55790 • (218) 753-2950 • (218) 753-2916 fax • editor@timberjay.com

March 11, 2024

To: Greenwood Township

Re: official newspaper bids

Thank you for the opportunity to offer a quote for your legal publishing this year. We can publish your minutes and other legal style notices for \$1.99 per column inch. We can publish your display advertising (boxed ads) for \$3.75 per column inch.

This is significantly lower than our published legal rate of \$9.29 per column inch. The Timberjay offers excellent coverage of the Greenwood Township area.

Please note that our legal notice pages are also available for viewing on our website, at no charge, which is required by state law. The other area weekly you may receive a quote from has not had an active website since December 2021. Timberjay's classified pages are archived each week, so past notices can always be viewed, without a paywall. State law does require newspapers to post legal notices on their website, and it is often a convenient way for residents to find that information without having to subscribe to a newspaper. Additionally, Timberjay legal notices are now also uploaded to a statewide legal notice site at mnpublishnotice.com (as required by a new state law).

We are also happy to provide quotes for your other printing needs. We offer a wide range of both black and white and full-color printing at very competitive rates.

Thanks your consideration.

Yours Truly,

Jodi Summit, General Manager