

# Greenwood Township Supervisors Board Meeting Agenda

**DATE: December 10, 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 November 12, 2024. **Vote**

**Motion**-to approve minutes from Special meeting held November 12, 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.)
  - c. Copy submitted by Fire Chief at 11/12/24 meeting with additional changes.
2. Review amendments to Paid On-Call Policy. (Tabled)
3. Performance evaluation form for Fire Chief, to be completed by Fire Department membership. (Schedule evaluation for December 2024.)

4. Quote from Froe Brothers to replace media in Brassmaster.
  - a. Review water test results taken by Supervisor Bassing.
5. Resolution deeming Birch Point Road Extension as Township Road 4136.
6. Brushing quote from Calgaro & Sons. (Tabled until Township Road 4136 boundaries are set.)
7. Per Supervisor Bassing - Allegations concerning the Fire Chief

**NEW BUSINESS**

1. Quote from MN Public Safety Group to review/update FD Policies
2. Extend videotaping services for board meetings for year 2025.
3. Township employees/charge accounts.
4. Update on information request submitted by township resident.
5. Discussion on training pay for Greenwood Fire Department employees through Greenwood and City of Tower.
6. Filings for offices for Township Election held on March 11, 2025. Filing period: December 31, 2024-January 14, 2025.
  - a. Treasurer position (March 2025-March 2027), currently held by Jeff Maus.
  - b. Supervisor 4 position (March 2025-March 2028), currently held by Rick Stoehr.
7. Resolution requesting ballot question be added to March 11, 2025, Township Election, providing for appointment of the Clerk and Treasurer positions.
8. Discussion on MNDOT study on Greenwood Township Emergency Landing Zone.
9. Sprint Medic Program
10. Background check, new hire.

**SUPERVISOR REPORTS**

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

**FIRE CHIEF REPORT**

1. Hiring of EMR.
2. Background check, new hire.

**CLERK REPORT: (Correspondence)**

- 1.

**MOTION TO ADJOURN**

**NEXT MEETING: JANUARY 14, 2024 TIME 6:30 PM**

# Greenwood Township Supervisors Board Meeting Minutes

**DATE: November 12, 2024 - 6:30 PM**

**CALL TO ORDER** – Vice Chair Skubic

## **PLEDGE OF ALLEGIANCE**

Meeting is being recorded for transcription and archival purposes

**ROLL CALL** - Chair Roskoski (by phone) / Vice Chair Skubic/ Supervisor Gilbert/ Supervisor Stoehr/Supervisor Bassing / Treasurer Maus / Clerk Spicer - **all present**

## **PUBLIC COMMENTS**

Paul Thompson – read a prepared statement which spoke on how the Fire Chief and certain Board members informed the township, in early July, that the helicopter landing area is dangerous, has no authorization to operate and is a “great liability” to the township, and committed to getting MNDOT onsite for an assessment and set up a conference call. The call was cancelled as Maus left that meeting with no explanation and, yet, it has not been addressed since. Paul Thompson felt the Chief has been negligent in his duties and should have informed the Board and Community of an interim plan and MNDOT recommendations. He also stated identifying problems, without offering solutions, is of no value. Skubic and Gilbert commented on the danger being over exaggerated by those officials, although there is room for improvement. It was also stated authorization/permitting was not necessary for the purpose we are using it for. It was clarified that the pickleball courts did not create any additional danger. (Paul’s complete statement is included with minutes record.)

Joann Bassing – asked for clarification on meeting/schedule posting.

Sue Drobac – asked why we’re still paying for the past attorney – Clerk Spicer said the payments were from September and November of 2023 invoices that were never paid.

Jett Galonski – asked if comments are addressed by the Board. Skubic stated they generally not addressed at the meeting, and could be added to a future agenda.

## **ADDITIONS/CHANGES TO AGENDA**

Supervisor Bassing requests to add attorney contact under NEW BUSINESS. Maus requests to add incident reporting before he gives the fire report.

**Motion-** by Bassing/Gilbert to accept Agenda with the two additions **Vote 4/0 carried**

**Motion** -by Skubic/Bassing to approve minutes from regular meeting held October 8, 2024.  
**Vote 4/0 Carried**

**Motion** -by Stoehr/Gilbert to approve minutes from Special meeting held October 30, 2024.  
**Roll call Vote- Skubic Y, Gilbert Y, Stoehr Y, Bassing N, 3/1 Carried**

### **TREASURER REPORT**

Account Balances ending October 31, 2024:

Checking Account - \$70,110.42

Building/Capital – \$62,417.97

Broadband - \$50,089.26

Trail Fund - \$22,498.71

Road Fund - \$27,498.36

Jumbo CD - \$251,938.00

All accounts Total - \$484,552.72

Bassing asked why Clerk and Treasurer Schedule 1 beginning balances didn't match. Clerk states her figures all match bank statements, except the 32 cents off as noted.

Vice Chair Skubic commented on some totals of reconciles and Schedule 1's not matching. The clerk re-states her records match the bank records and has supporting documents.

Joann Bassing speaks out, interrupting Board discussion. Paul Thompson raises his hand and is recognized by the Chair to speak. Thompson (directing statement to Joann Bassing) states it is rude to interrupt without permission and obstructs others from hearing what is discussed. Joann continues to banter with Thompson after Chair tries several times to quiet her.

**Motion** -by Bassing/Stoehr to approve Treasurer's Report. Again, Joann Bassing speaks out of turn, but is ignored by the Board. **Vote Skubic-N, Gilbert-N, Stoehr-Y, Bassing-Y, 2/2 Fail**

**Motion** – by Stoehr/Skubic to approve Claims. **Vote 4/0 carried**

**Motion** -by Gilbert/Bassing to approve Payroll. **Vote 4/0 carried**

Review Clerk financial reports. done

### **OLD BUSINESS**

1. Standard Operating Guidelines for Fire Department. Maus states there are quite a few proposed changes.

**Motion:** by Skubic/Gilbert to Table both a. and b. until December meeting. **Vote 4/0 carried**

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 of amendments to Paid On-Call Policy.

**Motion:** by Bassing/Stoehr to accept changes to the Paid On Call Policy.

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

**Motion:** by Skubic/Gilbert to table the Paid On Call Policy until the December meeting.

**Vote 4/0 carried**

3. Capital Replacement Plan. (Tabled at 10/8/24 meeting). Roskoski states that the Capital Replacement Plan includes \$665,000 in 2025, and noted the 2025 budget was set in March, 2024, and does not include any of the requests.

**Motion:** by Bassing/Stoehr to table the Capital Replacement Plan until the December meeting. **Vote 4/0 carried**

4. Performance evaluation form for Fire Chief, to be completed by Fire Department membership. (Schedule evaluation for December 2024.)  
Fire Chief Maus said Fire Department employees voiced concerns about the form, stating no other Fire Department does this. Roskoski said she obtained the forms from Dena Suihkonen, City of Tower.

**Motion:** by Bassing/Stoehr to table the performance evaluation form until the December meeting. **Vote 4/0 carried**

5. Quote from Froe Brothers to replace media in Brassmaster.

- a. Review water test results taken by Supervisor Bassing.

Joann Bassing interrupted, again without recognition, with questions and opinions, admitting she knows nothing about plumbing.

Gilbert states the media in the Brassmaster could last from 1 to 4 years, but it only lasted 10 months. Changing the media could cost \$2,200 per year to get the arsenic levels back around the .10 mar.

**Motion:** by Gilbert/Stoehr to table until Bassing receives the latest water test results.

**Vote 4/0 carried**

6. Brushing quotes. (Tabled until Township Road 4136 boundaries are set.) Bassing said Calgaro was brushing on Birch Point Road.

**Motion:** by Skubic/Bassing to table until Spring. **Vote 4/0 carried**

#### **NEW BUSINESS**

1. Agreement between St. Louis County and Greenwood Township Voluntary Fire Department agreement, to provide fire protection services within Unorganized Township 63-15 for year 2025.

**Motion:** by Bassing/Skubic to approve the Agreement between St. Louis County and the Greenwood Township Volunteer Fire Department to provide fire protection services within Unorganized Township 63-15 for the year 2025, in the amount of \$11,000.

**Vote 4/0 carried**

2. Letter from Pam Rodgers, Consultant, providing a response to comments made by Treasurer Maus at October board meeting. The clerk read the letter and stated copies of the letter and emails attached will be provided upon request.
3. RAMS Board nominations - none

- a) RAMS Meeting/Dinner Dec. 19, 2024. If anyone is interested, a reservation should be made by December 9, 2024.

4. Attorney contact – Bassing complained of not getting information as early as the Clerk and Chair gets it. He said Roskoski talked with attorney on September 5 about the OSHA settlement that’s being worked on. Roskoski said the new policy was not in place at that point. Bassing then questioned why he did not receive the letter with Attorney Scott Neff regarding the vacation on the Hendricks property. The Clerk said she forwarded it to all Supervisors and the other Board members stated they had received it. Bassing said we have an employee that has some allegations against him and wanted to know if we are bound to cover him under our Errors and Omissions. Roskoski said we should not be talking about that at tonight’s meeting and the question could be referred to the Township Attorney.

**Motion:** by Bassing/Stoehr to have the Chair contact the Township Attorney regarding employee coverage under the Errors & Omissions portion of the insurance. **Vote Skubic-N, Gilbert-N, Stoehr-Y, Bassing-Y, 2/2 Fail**

Joann Bassing again interrupts the Board without recognition.

### SUPERVISOR REPORTS

- Skubic** Road Supervisor – nothing new  
Lodging Tax Board – nothing new
- Bassing** Joint Powers and Recreation – Bassing asked if we want to answer Paul Thompson concerns, then asked if we wanted to make a motion to form a committee to work on the helicopter landing site to fix the identified issues. Sue Drobac was then recognized by the Board and asked Paul Thompson where he got his information. Mr. Thompson said through his research and State Statutes. Mike Indihar explained the main issues are the trees and powerlines. Paul Thompson said the helicopter landing site is a “dirty site” and nothing has been done for months. Skubic says it is up to pilots to decide if they feel safe to land. Fire Chief Maus said the flight plan was changed, because of the pickleball fences. Paul Thompson asked where the flight plan used to be and Fire Chief Maus deferred to the MNDOT report and said he would not answer.
- Gilbert** Grounds and Maintenance- replaced battery in Hall handicap opener  
Broadband Liaison – still working with Bois Forte – 12 rural counties got \$54 million for infrastructure. Supervisor Bassing commented on several grants.
- Stoehr** Noxious Weeds - nothing new  
911 Assignment  
**Motion: by Skubic/Gilbert** for Supervisor Stoehr to approve 2 signs for Partridge Road. **Vote 4/0 carried**
- Roskoski** Ambulance Commission – nothing new.

### FIRE CHIEF REPORT

Run Report – 10 fire 19 EMS

Rescue 5 has had transmission issues for a long time -

**Motion:** by Gilbert/Bassing to authorize Mike Igo to repair the transmission issues on Rescue 5. **Vote 4/0 carried**

Possible new EMR employee coming on board, if BCA report is favorable.

His goal is to have the Fire Department employee evaluations done by end of December.

Maus read letters of appreciation from residents.

Supervisor Bassing added that the 2024 budget was \$490,000. The 2024 budget is projected to be \$433,000 by year end.

Requested permission to purchase a Sawzall, angle grinder, and 2 big batteries, at a cost of \$1,362, plus tax and shipping.

**Motion:** by Skubic/Stoehr to approve the purchase of the tools, at a cost not to exceed \$1,450. **Vote 4/0 carried**

Meeting with City of Tower on December 15<sup>th</sup> to discuss ways to improve patient care.

The radios will be delivered to the City of Tower on that date, which the board approved to donate.

Maus submitted a signed letter of resignation from the Administrative Assistant.

Will be getting FF & EMR training funds, in the amount of \$258 per person, from MBTFE.

Discussed training by City of Tower for two Greenwood employees, which was paid by Tower. The time was also submitted to Greenwood and will be paid.

Fire Chief stated he would like to retain the laptop and printer that was used by the Administrative Assistant.

**CLERK REPORT:** (Correspondence)

1. Arrowhead Library bookmobile changing hours beginning January 15, 2025, from 12:15pm to 1pm every Wednesday.
2. Received an invitation from Northwoods Partners to an Appreciation Reception. Additional information is available upon request.

**MOTION TO ADJOURN** by Skubic/Gilbert at 8:02pm. **Vote 4/0 carried**

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

GREENWOOD TOWNSHIP BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
NOVEMBER 12, 2024 at 6:00 P.M.

**Present:** Chair Roskoski (by telephone), Vice Chair Skubic, Supervisor Bassing,  
Supervisor Gilbert, Supervisor Stoehr

**Absent:** None

**Also Present:** Debby Spicer, Clerk; Mike Couri, Township Attorney (by telephone)

Vice Chair Skubic called the Special Meeting to order at **6:02 P.M.** to discuss Jeff Maus's Discrimination Complaint Nos. 20210154 and 20210296 with the Minnesota Department of Labor.

**Moved by Gilbert/Skubic** to close the meeting, under the authority of Minn. Stat. 13D.05, Subd. 3(b), for the Town Board to discuss ongoing litigation with Mike Couri, Township Attorney. **Carried**

**Moved by Gilbert/Skubic** to return to open session at **6:18 PM. Carried.**

**Moved by Bassing/Gilbert** to adjourn at **6:18 PM. Carried.**

Vice Chair \_\_\_\_\_ Clerk \_\_\_\_\_



Date Range : 11/1/2024 To 11/30/2024

<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>
11/12/2024	Portable John	Inv#33881 for October 14 2024	22113	\$159.60	100-41940-223-	General Government Buildings and Plant	\$159.60
11/12/2024	CTC	phone system Inv# 21476124	22114	\$78.18	100-41001-321-	General Government	\$78.18
11/12/2024	Mike Nystrom	Inv# - FB Broadcast Nov 12, 2024	22115	\$145.00	100-41001-108-	General Government	\$145.00
11/19/2024	Lake Country Power	Electricity 10/17/2024 - 11/11/2024	22116	\$750.80	100-41940-381-	General Government Buildings and Plant	\$750.80
11/12/2024	MN Association of Townships	Training Nov 14, 2024	22117	\$30.00	100-41001-308-	General Government	\$30.00
11/20/2024	Debby Spicer	mileage-Tower, Mileage-St. Michael, Mileage-Virginia (election), mileage-Cook (election))	22118	\$415.13	100-41001-311- 100-41001-331-	General Government General Government	\$58.96 \$356.17
11/21/2024	The Y Store	inv #2000526-IN 10/13/2024	22119	\$168.02	100-42220-212-	Fire Fighting	\$168.02
11/26/2024	Menards - Virginia	Inv 48840 & Inv 49583	22120	\$27.51	100-42201-221- 100-42201-221-	Fire Protection Fire Protection	\$17.92 \$9.59
11/27/2024	A-Z Property Management, Inc	INV#090624-03 season final mowing 9/6/2024	22121	\$250.00	100-41001-401-	General Government	\$250.00
11/27/2024	EO Johnson	INV 1657805	22122	\$27.93			

Date Range : 11/1/2024 To 11/30/2024

<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>
11/27/2024	Tower News	11/1 notice of Gen elect	22123	\$60.00	100-41001-202-	General Government	\$27.93
11/29/2024	B & D CLEARALL, Inc	Inv# 683 plowing 11/25/2024 & 11/29/2024	22124	\$2,300.00	100-41110-351-	Council/Town Board	\$60.00
11/29/2024	Elan Financial Services	Zoom subscript.,election expense, Hotel	22125	\$408.58	100-41001-228-	General Government	\$7,300.00
11/29/2024	Bob's Standard Service	#1 Engine & #3 Tender & Rescue 5 fuel 9/20/2024 thru 11/21/2024	22126	\$439.57	100-41001-108- 100-41410-312- 100-41001-108-	General Government Elections General Government	\$171.69 \$76.18 \$160.71
11/29/2024	Minnesota Telecommunications	Inv 11354	22127	\$48.00	100-42201-212-	Fire Protection	\$439.57
					100-41001-321-	General Government	\$48.00
<b>Total For Selected Claims</b>				<b>\$5,308.32</b>			<b>\$5,308.32</b>

## November 2024 Payroll

Paid-In Department - FDCHF1 - Fire Chief						
<b>Maus, Jeffrey</b>				798.19		798.19
Paid-In Department - FF/EMR - FIRE FIGHTER EMR						
<b>DeJoode, David</b>	10.25			256.25		256.25
Rate: 25.0000						
<b>Dowden, Dean C</b>	3.00			75.00		75.00
Rate: 25.0000						
<b>Dowden, Tammie J</b>	1.00			25.00		25.00
Rate: 25.0000						
<b>Edmunson, Brenda Ann</b>	5.00			125.00		125.00
Rate: 25.0000						
<b>Gilbert, Craig</b>	3.25			48.75		48.75
Rate: 15.0000						
<b>Maus, Jeffrey</b>	5.50			82.50		263.75
Rate: 15.0000						
Rate: 25.0000	7.25			181.25		
<b>Milbridge, Eric</b>	3.50			52.50		183.75
Rate: 15.0000						
Rate: 20.0000	4.00					
Rate: 25.0000	5.25			131.25		
<b>Nelson, Peggy</b>	1.25			18.75		18.75
Rate: 15.0000						
<b>Strong, Kristal</b>	11.50			287.50		287.50
Rate: 25.0000						
<b>Trancheff, Brian</b>	4.25			63.75		325.00
Rate: 15.0000						
Rate: 20.0000	4.00			80.00		
Rate: 25.0000	7.25			181.25		
<b>Villebrun, Mckenna B</b>	3.00			75.00		75.00
Rate: 25.0000						

Paid-In Department - FRECAP - Fire Captain						
DeJoode, David				300.00		300.00
Trancheff, Brian				300.00		300.00
Paid-In Department - JANTR1 - JANITORIAL						
Sawyer, Jerry R Rate: 30.0000	9.50			285.00		285.00
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
Paid-In Department - ELECTION - Judges						
Deluca, Ruth Rate: 15.0000	13.00			195.00		195.00
Eichholz, Nancy J Rate: 15.0000	13.00			195.00		195.00
Garry, Patricia J Rate: 15.0000	14.00			210.00		210.00
Indihar, Bergetta M Rate: 15.0000	14.00			210.00		210.00
Karakas, Shelby Rate: 15.0000	9.00			135.00		135.00
Larson, Susan J Rate: 15.0000	10.50			157.50		157.50
Lovgren, Kathryn Rate: 15.0000	14.50			217.50		217.50
Ralston, Nancy Rate: 15.0000	9.00			135.00		135.00
Sacchetti, Kathryn A Rate: 15.0000	13.00			195.00		195.00
Skubic, Cynthia A Rate: 15.0000	14.00			210.00		210.00
Paid-In Department - MISC - Re-Issue						
Lofquist, Barbara						56.25

Greenwood Township  
Bank Reconciliation

11/30/2024

Balance per Bank	\$	45,596.04
+ Deposits in Transit		
- Outstanding Checks		847.92

①

②

Adjusted Balance \$ 44,748.12

Beginning Balance 10/31/2024 \$ 69,314.17

③

Plus Deposits per Receipts Register  
Transfers 113.78

④

Less: Disbursements 24,679.83

⑤

Adjusted Balance \$ 44,748.12

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FRANSDEN BANK - TOWER  
 PO BOX 499  
 TOWER, MN 55790

PAGE: 1  
 ACCOUNT: XXXXXXXXXXXX9840 11/29/2024  
 DOCUMENTS: 22

**FRANSDEN BANK & TRUST**



TELEPHONE: 218-753-6100

TOWN OF GREENWOOD 30-0  
 3000 COUNTY RD 77 0  
 TOWER MN 55790 22

SUMMARY OF ACCOUNTS

ACCOUNT TYPE	ACCOUNT NUMBER	CURRENT BALANCE	MATURITY DATE
PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT	XXXXXXXXXXXX9840	45,596.04	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX8778	27,498.36	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2750	1,056.14	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2050	919.83	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX6750	3,028.54	
*TOTAL CURRENT BALANCE*		78,098.91	

PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT XXXXXXXXXXXX9840

INTEREST THIS STATEMENT	57.53	LAST STATEMENT 10/31/24	70,110.42
INTEREST P2024	1,688.85	2 CREDITS	113.78
MINIMUM BALANCE	45,538.51	29 DEBITS	24,628.16
AVERAGE BALANCE	57,927.89	THIS STATEMENT 11/29/24	45,596.04
TOTAL DAYS IN STATEMENT PERIOD 11/01/24 THROUGH 11/29/24:			29

DESCRIPTION	OTHER CREDITS	DATE	AMOUNT
ADP WAGE PAY WAGE PAY 749070923939YUI		11/05	56.25
INTEREST		11/29	57.53

\* \* \* CONTINUED \* \* \*

Date of Report : 12/3/2024

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
11/12/2024	22094	MN State Fire Department Associatio	\$130.00
11/12/2024	22099	Lois Roskoski	\$77.72
11/12/2024	22111	Margret Monacelli	\$200.00
11/12/2024	22112	Vermilion Lake Association	\$200.00
11/12/2024	22100	Debby Spicer	\$40.20

Total

\$847.92  
2

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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3



Greenwood Township - Clerk

Receipts Register

12/3/2024

Fund Name: 100 - General Fund

Date Range: 11/03/2024 To 12/03/2024

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-P</u>	<u>Total</u>
11/05/2024	ADP	ADP110520	Reimbursement from B Lofquist uncashed check -new check will be sent to her w/ Dec payroll	(11/05/2024) -	N	ADP refund of uncashed checks	100-36251-	\$ 56.25
11/29/2024	Frandsen Bank	Intrst112921	Interest - checking	(11/29/2024) -	N	Interest Earning	100-36210-	\$ 57.53
<b>Total for Selected Receipts</b>								\$ 113.78

9

\$ 56.25
\$ 57.53
\$ 113.78

Greenwood Township - Clerk

Disbursements Register

12/3/2024

Fund Name: All Funds

Date Range: 11/03/2024 To 12/03/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/12/2024	Mike Nystrom	22087	Inv#004 - FB Broadcast Sept	N	General Government	100-41001-108-	\$ 145.00
		22087	Inv#005 - FB Broadcast Oct			100-41001-108-	\$ 145.00
		<b>Total For Check</b>					<b>\$ 290.00</b>
11/12/2024	Timberjay Inc.	22088	Inv# 136424 meeting notice & Inv# 136549 5 ads plus color for FD ad	N	Council/Town Board	100-41110-352-	\$ 13.13
		22088				100-41110-352-	\$ 134.38
		<b>Total For Check</b>					<b>\$ 147.51</b>
11/12/2024	Portable John	22089	Inv#33282 - Reg Toilet 7/29/2024	N	General Government Buildings and Plant	100-41940-223-	\$ 56.70
		22089	Inv #33284 - HDCCP 9/16/2024			100-41940-223-	\$ 134.40
		<b>Total For Check</b>					<b>\$ 191.10</b>
11/12/2024	M-R Sign Co., Inc.	22090	911 red reflective sign material	N	Fire Fighting	100-42220-226-	\$ 456.30
		22090					\$ 456.30
		<b>Total For Check</b>					<b>\$ 456.30</b>
11/12/2024	Minnesota Fire Service Certificatio	22091	FFI & FFII Certification exam M Villebrun	N	Fire Training	100-42240-310-	\$ 262.00
		22091					\$ 262.00
		<b>Total For Check</b>					<b>\$ 262.00</b>
11/12/2024	Superior Fuel Company	22092	Inv# 2714020 Propane 10/21/2024	N	General Government	100-41001-383-	\$ 943.36
		22092					\$ 943.36
		<b>Total For Check</b>					<b>\$ 943.36</b>
11/12/2024	Menards - Virginia	22093	Inv 45721-soda and candy Inv 46763-\$53.88-candy \$45.08 4-cycle premix, Inv 47294 batter	N	Fire Protection	100-42201-221-	\$ 39.77
		22093				100-42201-221-	\$ 98.96
		22093				100-42201-223-	\$ 23.96
		<b>Total For Check</b>					<b>\$ 162.69</b>
11/12/2024	MN State Fire Department Associatio	22094	2025 MSFDA membership dues	N	Fire Administration	100-42210-433-	\$ 130.00
		22094					\$ 130.00
		<b>Total For Check</b>					<b>\$ 130.00</b>

Fund Name: All Funds

Date Range: 11/03/2024 To 12/03/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
11/12/2024	Lake Country Power	22095	Electricity 09/17/24 - 10/17/2024	N	General Government Buildings and Plant	100-41940-381-	336.60
<b>Total For Check</b>							<b>336.60</b>
11/12/2024	Tech Bytes	22096	Inv# 7472 Nov 2024 monthly, Inv# 7474 Sept overages, Inv# 7577 Dec 2024 monthly	N	Data Processing	100-41920-201-	147.50
		22096	Inv# 7580			100-41920-201-	365.82
		22096				100-41920-201-	147.50
		22096				100-41920-201-	162.46
<b>Total For Check</b>							<b>823.28</b>
11/12/2024	MATT	22097	Inv# 6228 Workers Comp 1/1/2025 through 12/31/2025	N	General Government	100-41001-361-	1,017.00
<b>Total For Check</b>							<b>1,017.00</b>
11/12/2024	Arrowhead EMS Association	22098	Membership renewal through 9/30/2025	N	Fire Administration	100-42210-433-	87.50
<b>Total For Check</b>							<b>87.50</b>
11/12/2024	Lois Roskoski	22099	mileage to seminar	N	General Government	100-41001-331-	77.72
<b>Total For Check</b>							<b>77.72</b>
11/12/2024	Debby Spicer	22100	mileage-Tower x 3	N	General Government	100-41001-331-	40.20
<b>Total For Check</b>							<b>40.20</b>
11/12/2024	Eagle Docks	22101	Inv# 8157 Fall 2024 remove boat lift	N	Marine & Recreation Vehicles	100-43128-310-	245.00
<b>Total For Check</b>							<b>245.00</b>
11/12/2024	Birch Point Marine Inc	22102	Inv# 5258 Winter 2024-2025 Outdoor storage	N	Marine & Recreation Vehicles	100-43128-404-	400.00
<b>Total For Check</b>							<b>400.00</b>
11/12/2024	Zup's Food Market	22103	meat tray, vegie tray, buns, mustard, chip variety pk, nacho chz dip, twrn hse crk, donuts	N	Fire Administration	100-42210-310-	154.48
<b>Total For Check</b>							<b>154.48</b>
11/12/2024	ESC Systems	22104	12 mo. central monitoring 12 mo. transmission services	N	Fire Protection	100-42201-404-	258.00
<b>Total For Check</b>							<b>154.48</b>

Fund Name: All Funds

Date Range: 11/03/2024 To 12/03/2024

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
		22104				100-42201-404-	\$ 420.00
	<b>Total For Check</b>	<b>22104</b>					<b>\$ 678.00</b>
11/12/2024	Minnesota Public Safety Group LLC	22105	Auto Ex Training	N	Fire Prevention	100-42230-310-	\$ 400.00
	<b>Total For Check</b>	<b>22105</b>					<b>\$ 400.00</b>
11/12/2024	Elan Financial Services	22106	L & L Rentals Inc	N	Fire Protection	100-42201-221-	\$ 52.87
	<b>Total For Check</b>	<b>22106</b>					<b>\$ 52.87</b>
11/12/2024	EO Johnson	22107	INV1641909	N	General Government	100-41001-202-	\$ 16.75
	<b>Total For Check</b>	<b>22107</b>					<b>\$ 16.75</b>
11/12/2024	Tower News	22108	10/4 snow bid ad, 10/16 PAT ad, 10/25 Gen Elect notice	N	Council/Town Board	100-41110-351-	\$ 220.00
	<b>Total For Check</b>	<b>22108</b>					<b>\$ 220.00</b>
11/12/2024	Couril & Ruppe, P.L.L.P.	22109	9/27/2024 thru 10/21/2024	N	General Government	100-41001-304-	\$ 2,782.50
	<b>Total For Check</b>	<b>22109</b>					<b>\$ 2,782.50</b>
11/12/2024	Minnesota Telecommunications	22110	Inv 11257	N	General Government	100-41001-321-	\$ 48.00
	<b>Total For Check</b>	<b>22110</b>					<b>\$ 48.00</b>
11/12/2024	Margret Monacelli	22111	Deposit refund	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 200.00
	<b>Total For Check</b>	<b>22111</b>					<b>\$ 200.00</b>
11/12/2024	Vermillion Lake Association	22112	deposit refund	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 200.00
	<b>Total For Check</b>	<b>22112</b>					<b>\$ 200.00</b>
11/12/2024	Super Savings	IAD12342043	Deposit Into Super Savings	N	Purchase of Investments	228-49350-800-	\$ 638.24
	<b>Total For Check</b>	<b>IAD12342043</b>					<b>\$ 638.24</b>
11/12/2024	Super Savings	IAD12342045	Deposit Into Super Savings	N	Purchase of Investments	230-49350-800-	\$ 529.89
	<b>Total For Check</b>	<b>IAD12342045</b>					<b>\$ 529.89</b>
11/14/2024	ADP	ADP1114202	ADP Payroll Wages & Taxes	N	General Government	100-41001-103-	\$ 9,863.28
	<b>Total For Check</b>	<b>ADP1114202</b>					<b>\$ 1,924.40</b>
11/20/2024	PERA	EFT11202024	EFT Debit PERA retirement contribution for October Payroll	N	General Government	100-41001-121-	\$ 349.70
	<b>Total For Check</b>	<b>EFT11202024</b>					<b>\$ 11,787.68</b>
11/22/2024	ADP	ADP1122202	ADP Processing Fees	N	General Government	100-41001-107-	\$ 180.80
	<b>Total For Check</b>	<b>ADP1122202</b>					<b>\$ 349.70</b>

Fund Name: All Funds

Date Range: 11/03/2024 To 12/03/2024

<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>
11/29/2024	Super Savings						\$ 830.66
<b>Total For Check</b>							\$ 180.80
<b>Total For Selected Checks</b>							\$ 830.66
							\$ 24,679.83

Handwritten circled number 5

As on 11/30/2024

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	202,448.11	5,566.00	128,035.68	417,803.00	5,566.50	42,063.25	46,746.91	252,000.55	298,747.46
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	830.66	0.00	831.51	0.00	0.00	919.83	919.83
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 / Capital Equipment Fund	0.00	3,276.88	63,282.23	638.24	0.00	3,920.12	63,277.23	0.00	63,056.21	63,056.21
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	2,529.89	0.00	3,073.00	529.89	0.00	23,028.60	23,028.60
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
<b>Total :</b>	<b>176,129.87</b>	<b>208,925.39</b>	<b>178,045.68</b>	<b>166,531.72</b>	<b>417,803.00</b>	<b>100,549.82</b>	<b>164,532.93</b>	<b>46,746.91</b>	<b>416,503.64</b>	<b>463,250.55</b>

\*

Bldg Cap 2280 62,000.07  
 + 228 1,056.14  
63,056.21

\*

TRAIL 2230 20,000.06  
 + 230 3,028.54  
23,028.60

FRANDSEN BANK - TOWER  
 PO BOX 499  
 TOWER, MN 55790

PAGE: 1  
 ACCOUNT: XXXXXXXXXXXX9840 11/29/2024  
 DOCUMENTS: 22

**FRANDSEN BANK & TRUST**



TELEPHONE: 218-753-6100

TOWN OF GREENWOOD 30-0  
 3000 COUNTY RD 77 0  
 TOWER MN 55790 .22

SUMMARY OF ACCOUNTS

ACCOUNT TYPE	ACCOUNT NUMBER	CURRENT BALANCE	MATURITY DATE
PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT	XXXXXXXXXXXX9840	45,596.04	-
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX8778	27,498.36	- 201
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2750	1,056.14	- 228 *
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2050	919.83	- 222
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX6750	3,028.54	- 230 *
*TOTAL CURRENT BALANCE*		78,098.91	

PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT XXXXXXXXXXXX9840

INTEREST THIS STATEMENT	57.53	LAST STATEMENT 10/31/24	70,110.42
INTEREST P2024	1,688.85	2 CREDITS	113.78 ✓
MINIMUM BALANCE	45,538.51	29 DEBITS	24,628.16
AVERAGE BALANCE	57,927.89	THIS STATEMENT 11/29/24	45,596.04
TOTAL DAYS IN STATEMENT PERIOD 11/01/24 THROUGH 11/29/24:			29

DESCRIPTION	DATE	AMOUNT
ADP WAGE PAY WAGE PAY 749070923939YUI	11/05	56.25 ✓
INTEREST	11/29	57.53 ✓

\* \* \* C O N T I N U E D \* \* \*

# FRANSEN INVESTMENT SERVICES

## Account Statement November 2024

Page 1 of 6

TOWN OF GREENWOOD  
A NON-PROFIT ORGANIZATION  
3000 COUNTY RD 77  
TOWER MN 55790

**Your Account Executive :**  
LAURA LAMPPA  
PO BOX 1147  
VIRGINIA, MN 55792  
(218) 471-1302



**INVESTMENT OBJECTIVE**  
Income with Capital Preservation

*Trail*  
*2230 \**



### Account Summary

Investment Account (4841-0603)	Current Month 11/01 - 11/30	Quarter to Date 10/01 - 11/30	Year to Date 01/01 - 11/30
<b>Starting Value</b>	\$20,000.06	\$20,529.89	\$19,996.52
Inflows	\$0.00	\$0.00	\$0.00
Outflows	\$0.00	(\$529.89)	(\$529.89)
Change in Market Value	\$0.00	\$0.06	\$533.43
<b>Total Ending Value</b>	<b>\$20,000.06</b>	<b>\$20,000.06</b>	<b>\$20,000.06</b>



# FRANSEN INVESTMENT SERVICES

## Account Statement November 2024

Page 1 of 6

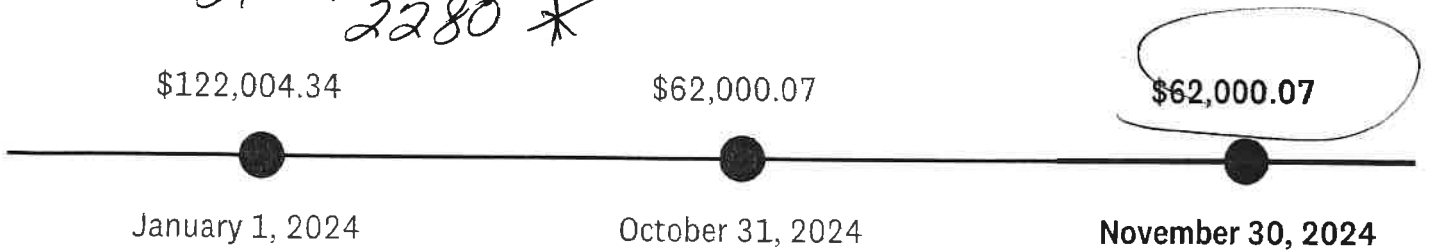
TOWN OF GREENWOOD  
A NON-PROFIT ORGANIZATION  
3000 COUNTY RD 77  
TOWER MN 55790

**Your Account Executive :**  
LAURA LAMPPA  
PO BOX 1147  
VIRGINIA, MN 55792  
(218) 471-1302



**INVESTMENT OBJECTIVE**  
Income with Capital Preservation

*Bldg / Capital  
2280 \**



### Account Summary

Investment Account (6075-2195)	Current Month 11/01 - 11/30	Quarter to Date 10/01 - 11/30	Year to Date 01/01 - 11/30
<b>Starting Value</b>	\$62,000.07	\$62,638.24	\$122,004.34
Inflows	\$0.00	\$0.00	\$0.00
Outflows	\$0.00	(\$638.24)	(\$63,277.23)
Change in Market Value	\$0.00	\$0.07	\$3,272.96
<b>Total Ending Value</b>	<b>\$62,000.07</b>	<b>\$62,000.07</b>	<b>\$62,000.07</b>

# FRANSEN INVESTMENT SERVICES

## Account Statement November 2024

Page 1 of 6

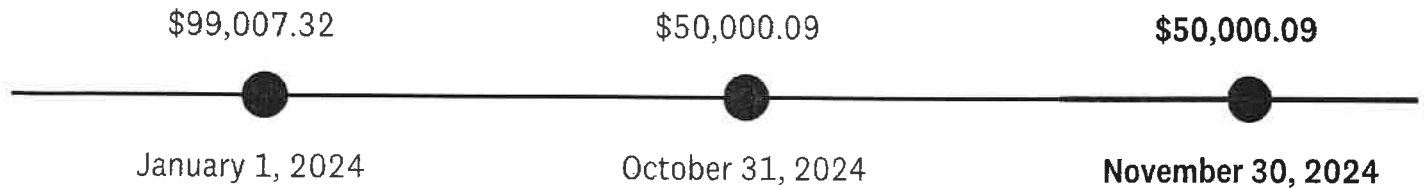
TOWN OF GREENWOOD  
A NON-PROFIT ORGANIZATION  
3000 COUNTY RD 77  
TOWER MN 55790

**Your Account Executive :**  
LAURA LAMPPA  
PO BOX 1147  
VIRGINIA, MN 55792  
(218) 471-1302



**INVESTMENT OBJECTIVE**  
Income with Capital Preservation

*BroadBand - Capital Equip.  
2240*



### Account Summary

Investment Account (7706-0641)	Current Month 11/01 - 11/30	Quarter to Date 10/01 - 11/30	Year to Date 01/01 - 11/30
<b>Starting Value</b>	\$50,000.09	\$50,830.66	\$99,007.32
Inflows	\$0.00	\$0.00	\$0.00
Outflows	\$0.00	(\$830.66)	(\$51,662.56)
Change in Market Value	\$0.00	\$0.09	\$2,655.33
<b>Total Ending Value</b>	<b>\$50,000.09</b>	<b>\$50,000.09</b>	<b>\$50,000.09</b>

**FRANDSEN  
INVESTMENT SERVICES**

**Account Statement November 2024**

Page 1 of 6

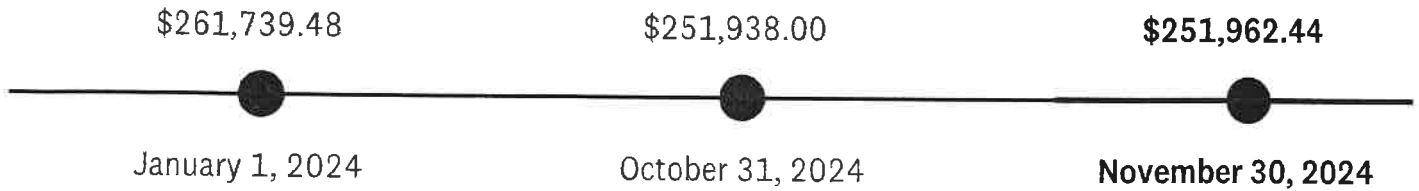
TOWN OF GREENWOOD  
A NON-PROFIT ORGANIZATION  
3000 COUNTY RD 77  
TOWER MN 55790

**Your Account Executive :**  
LAURA LAMPPA  
PO BOX 1147  
VIRGINIA, MN 55792  
(218) 471-1302



**INVESTMENT OBJECTIVE**  
Income with Capital Preservation

*Main Acct - Jumbo  
2250*



**Account Summary**

Investment Account (5122-8602)	Current Month 11/01 - 11/30	Quarter to Date 10/01 - 11/30	Year to Date 01/01 - 11/30
<b>Starting Value</b>	\$251,938.00	\$257,340.20	\$261,739.48
Inflows	\$0.00	\$0.00	\$0.00
Outflows	\$0.00	(\$5,566.00)	(\$16,708.37)
Change in Market Value	\$24.44	\$188.24	\$6,931.33
<b>Total Ending Value</b>	<b>\$251,962.44</b>	<b>\$251,962.44</b>	<b>\$251,962.44</b>

**Organizational Statement/Standard Operating Guidelines (“SOGs”)  
Greenwood Township Volunteer Fire Department**

**Article I                    Name of the Organization**

Section 1.    The name of this organization shall be **Greenwood Township Volunteer Fire Department (“GTFD”)**.

**Article II                    Purpose of this Organization**

Section 1.    To organize and maintain a Volunteer Fire Department for the purpose of keeping the region fire control conscious, protecting life and property from destruction by fire, and fulfilling all contracts and mutual aid agreements. Fire Department responses include interior and exterior structural fire attacks, wildland fire response, motor vehicle accident fire and traffic control and extrication, emergency heli-pad operations, year-round search and rescue operations on land or water, and EMS responses within the Township at the EMR level. The GTFD members shall adhere to Awareness level training for HAZMAT/Harmful Physical Agent incidents and will notify the proper authorities in the event of a detected release.

**Article III                    Officers**

Section 1.    The officers shall consist of: Fire Chief, Assistant Fire Chief, Safety/Training Officer and Administrative Assistant.

Section 2.    For the selection of Fire Chief, a position posting shall be placed in the Fire Hall. To file for any officer position any applicant must submit an application outlining training history, education, meeting attendance, and call response. The Chief is to be approved by the Town Board of Supervisors’ with consideration given to the recommendation by the membership. The Chief has the right to appoint and provide background information (training history, education, meeting attendance, call response and recommendation by the membership) for the Assistant Chief, Safety/Training Officer, and Administrative Assistant with Town Board approval.

Section 3.    A vacant position shall be posted and a 30-day period shall be established for filing using the same process outlined in the above procedures. If several positions are open, the higher-ranking position shall be filled first.

Section 4.    The qualifications of the officers are set forth in detailed job descriptions.

## Article IV

### Duties of the Officers

- Section 1. The line officers of the Greenwood Township Volunteer Fire Department are the Chief, Assistant Chief, Safety/Training Officer and ~~Administrative Assistant~~. The qualifications are set forth in their detailed job description. How each is chosen is set forth in Article III.
- Section 2. The Chief shall have control of the Department at all fires and drills, and shall be a member of all special committees formed.
- Section 3. The Assistant Chief will assist the Chief as needed and command the Department at all times in the absence of the Chief.
- Section 4. The Safety/Training Officer will observe that every member does their duty and is safe on scene or drill.
- Section 5. The Administrative Assistant shall call the roll on the return from all fires or alarms and at all meetings of the department, noting absences in the roster, keep an accurate record of the proceedings when assembled for business; give notice of all special meetings. *to clerk for posting*
- Section 6. In the absence of all officers, the senior member present shall assume full command.

## Article V

### Membership

- Section 1. The membership shall consist of a minimum of 10 members, and if the membership exceeds 25, a Safety Committee shall be established.
- Section 2. Membership shall be restricted to individuals 18 years of age or older and reside (permanently or seasonally) within 20 minutes of the Greenwood Township border.
- Section 3. The Fire Chief or his/her designee(s) will review the initial application which includes age, address, and reason for seeking position.
- Section 4. At the time the candidate submits the written application they will be advised that the Fire Department will conduct a background/reference check pursuant to Minn. Statute Section 299F.035. The candidate will provide the appropriate release to the Fire Department.
- Section 5. Prospective members shall be interviewed by the Chief and/or other Officers to determine dedication to the Fire Department and general suitability.

- Section 6. The Chief will inform the Town Board of new applicants and recommend qualified candidates for approval.
- Section 7. Subject to the discretion of the Town Board of the candidate, the Fire Department has primary responsibilities for performing such selection components as application review, reference/background checks and oral interviews. The Fire Department is also responsible for recommending candidates for final selection by the Town Board or its designee. The Town Board or its designee is considered the final appointing authority.
- Section 8. The new applicant will be required to take and pass a ~~standard Fire Department medical examination~~ and have a medical exam every two years at Greenwood Township expense. The Department will assure that all members who perform Interior Firefighting shall be medically fit for such duties and shall have on file a physician's certificate of fitness for any member with heart disease, epilepsy, or emphysema, as required by CFR1910.156(b)(2). ~~NYT Admin~~

**Article VI Training**

- Section 1. The member will be required to attend NFA 1001 and/or Emergency Medical Responder (EMR) training. The member who wishes to become an EMR will not be allowed to perform Emergency Medical Services until completion of the EMR training and certification. The Firefighter will be recommended to make a successful completion of the Firefighter I/II training within a period of 5 years. The cost of training and equipment will be provided by the Fire Department. The member is responsible for attending the necessary training and providing certificates of training to the department. New members or members that have not yet completed Firefighter I/II training will be given sufficient training by the Department so as to be able to proficiently perform any duties assigned to them, as defined by CFR 1910.156(c)(1-3). ~~NYT Admin~~

*FF/EMR*

- Section 2. Members will be trained at least annually on all elements of the previously listed types of responses so that they are proficient in performing related duties. Trainings will be held each month on various subjects. Training events specifically related to Interior Firefighting subjects will be held quarterly. All training events will consist of hands-on training and/or classroom training and will be directed by the Safety/Training Officer, utilizing Fire Department Instructors or other contract instructors.
- Section 3. The Safety/Training Officer shall maintain a list of members and their ongoing qualifications for duties listed herein. Interior Firefighters will designate they are approved for Interior Firefighting Operations by attaching a reflective strip with such designation to the back of their

helmets. It will also be the member's personal responsibility to understand the limits of their qualifications and to not accept any duties for which they have not completed adequate training.

- 92C  
Section 4. All training including other agencies, and yearly refresher courses must be approved by the Chief or Assistant Chief and only scheduled classroom time will be compensated at the normal run rate with classroom time verified by the instructor.

## **Article VII Attendance Requirement**

- Section 1. Any member who shall be unexcused from more than 50% of meetings and drills and has not responded to at least two Fire Department calls during a calendar year is subject to a review by the officers. The Administrative Assistant shall inform the Officers of such, and if said member is unable to provide a valid reason for being absent, the Chief will forward said member's name to the town board for possible termination. Sickness, employment, or temporary absence from the region shall be deemed reasonable excuses.
- Section 2. Any member unexcused and inactive (not attending any scheduled meeting or drill) for 6 consecutive months will be terminated from the Fire Department.
- Section 3. Should a member be terminated he/she will be required to return all issued communication equipment and firefighting safety equipment (turnout gear, wildland firefighting gear) within 30 days of termination notice.

## **Article VIII Duties of Members**

- Section 1. It shall be the duty of each member available to respond to every alarm of fire with as little delay as possible and use his/her best efforts in the discharge of the duties assigned to him/her by the officer in command and obey all orders within reason.
- Section 2. All members are expected to attend all training and business meetings as well as active firefighting, except as stated in **Article VII** Section 2.
- Section 3. It shall be the duty of every member answering a fire alarm or call to remain on scene and return to the station after the fire to help place the fire truck and equipment in a workable condition for future use unless excused by the officer in charge.
- Section 4. No member shall take or loan any article from the station without the consent of the officer in charge.

Section 5. No member shall share the Department's keylock password with any Person.

Section 6. No Officer or member shall contract any debt in the name of the Department without the consent of same, except the Chief who is authorized to spend up to \$1,000.00 per expenditure without prior approval.

Section 7. ~~Without prior approval of the Chief, all audio and video recordings are prohibited by members of the Greenwood Township Volunteer Fire Department at any Fire Department training event, Fire Department emergency response (including medical responses), regular or special meeting of the Fire Department personnel, maintenance of Fire Department equipment, or any other event sponsored by the Fire Department. All members violating this policy are subject to disciplinary action including termination for failure to adhere to this policy.~~

## **Article IX            Loss of Membership**

Section 1. Any member absent from more than 50% of meetings and drills in a calendar year, and two paged Fire Department calls in a 12-month period shall be subject to the provisions of **Article VII**, Section 1.

Section 2. Member may be granted a leave of absence for 6 months and not lose Membership.

Section 3. Any member desiring to resign must state his/her intentions in writing, giving reasons and submit to the Town Board for a vote to accept.

Section 4. Members expelled cannot be proposed for membership again within six months.

## **Article X            Meetings**

Section 1. Monthly business meetings and drills will be held on the 1st and 3rd Tuesday of each month at 6:00 P.M.

Section 2. Notice of Special Meetings must be legally posted by the Town Clerk.

## **Article XI            Duties at Meetings**



Section 1. If at least 5 members are present, they shall constitute a quorum and shall proceed with business, provided at least one of those present is an Officer. The senior Officer shall preside at all meetings.

Section 2. When there is not a quorum, it shall be the duty of any officer present or a willing member present in the absence of an officer to call the meeting to order, take roll call, mark the absentees and adjourn the meeting.

## **Article XII Roll Call after a Fire**

Section 1. After an alarm of fire or drill, if the apparatus has been in service the roll call shall not be taken until the equipment has been checked and placed back into service. An excuse may be granted by the officer in charge.

## **Article XIII Firefighter's Pension**

Section 1. Members of the Fire Department's pension will fall under the administration of the Public Employee Retirement Association of Minnesota (PERA). Fifty percent attendance and active participation of scheduled meetings/drills and responding to a minimum of two calls per calendar year are required for pension credit with PERA.

## **Article XIV Rules of Order**

Section 1. Every member who shall wish to offer a motion or to speak upon any question shall rise and address himself/herself to the Chair (Chief), and shall not proceed further unless recognized by the Chair. When more than one person shall arise to address the meeting at the same time, the presiding officer shall name the person entitled to speak.

Section 2. No member shall be allowed to speak more than twice on the same topic without leave from the chair, no more than once in any case until every member desiring to speak on the pending question shall have spoken.

Section 3. All motions shall be recorded in the minutes.

Section 4. No motion shall be considered in order until it has received a second.

- Section 5. When a motion is made and seconded, it is the duty of the presiding officer to propose it to the department. Until this is done, it is not a question before the department to be acted or considered in any manner. Consequently, it is not then in order for any member to arise, either to debate it or make any motion in regard to it whatsoever.
- Section 6. When a motion is put, every member shall vote, either for or against the same unless such member shall abstain from voting.
- Section 7. Members, in addressing the meeting, will confine themselves to the question under discussion and avoid personalities.
- Section 8. A motion may be withdrawn by the member offering same, provided the same shall be done before a decision or amendment or any disposition thereof has been had or a vote taken thereof.
- Section 9. No member shall be engaged in private conversation or discourse while a member is speaking, nor in any manner interrupt such member unless to call him to order.
- Section 10. If a member is speaking out of order or otherwise transgresses the rules of the Department, an Officer or any member may call him/her to order, in which case the member so called shall immediately sit down unless permitted to explain.

**Article XV Amending of these SOG'S**

- Section 1. Any minor amendments to these SOGs such as the permanent changing of a meeting or drill (date and time) shall require a motion and a second from the floor and pass by two thirds membership of the Fire Department in attendance.
- ~~Section 2. Any major amendments to these SOGs shall be voted on by the Fire Department membership and will require two thirds majority for passage. After which said amendment shall be proposed in writing and referred to the Town Board for adoption.~~

**Article XVI Driving Township Emergency Vehicles**

- Section 1. No member shall drive any Fire Department equipment until trained and authorized to do so by Fire Department Officers. Each member shall operate apparatus in a safe and efficient manner. In an emergency or training situation, any Firefighter may drive if authorized by an Officer.
- Section 2. Firefighters who lose their ability to legally operate a vehicle or are otherwise prohibited from operating a vehicle while on duty, no matter how temporarily must immediately report the situation to the Town Clerk and

Fire Chief and keep them informed of any changes thereafter. The Firefighter will not be allowed to operate a Department vehicle but will be allowed to respond to a fire call, provided they are able to perform all required functions of a firefighter.

Section 3.

On Duty Violations and Accidents. The Fire Department expects persons driving on behalf of the Department will do so in a legal and safe manner. Any Firefighter that receives a citation for a moving violation or non-moving violation shall be solely and personally responsible for all consequences associated therewith, whether operating a Fire Department vehicle or a personal vehicle on Department business. Recognizing the many potential adverse impacts, any Firefighter that is involved in an accident while driving on Fire Department business—whether in a Fire Department or personal vehicle—must immediately report the incident to the Fire Chief and Town Clerk. The Fire Department will make a determination as to whether the accident requires corrective action with or by the individual. Such determination will generally be based upon the question of whether:

- a) a violation of this Policy contributed to the accident; or,
- b) the accident is an accident which resulted from the individual's negligence in which the driver failed to do everything they reasonably could have done to prevent it; or,
- c) the individual took appropriate action following the accident; or,
- d) if the individual had been involved in another on-duty vehicle accident within the past 24 months.

Section 4.

Maintenance. All Firefighters that operate Fire Department owned vehicles and equipment are required to keep the interior and exterior of the vehicle in a neat and clean condition at all times; also to report any unsafe conditions, and the need for possible maintenance.

Section 5.

Off-duty Driving. The Fire Department has determined that a Firefighter's driving activity off-duty is a strong indicator of that individual's On-Duty driving conduct. Firefighters may face disciplinary action if the Department finds that their off-duty driving conduct is putting the Department at risk. In making such determination the Department shall consider the following type of behavior to be cause for concern; however, the Department shall consider also the individual's performance history:

- a) Conviction of Driving Under the Influence (DUI).
- b) Conviction of death by vehicle, hit and run, fleeing or trying to elude a law enforcement officer, driving while suspended or revoked, or similar major driving offenses.
- c) Suspension or revocation of driving license.
- d) An overall driving history that reveals a pattern of convictions of traffic offenses; particularly with three or more moving violations.

Section 6. Seat Belts (Minnesota Statute 169.686 Seat Belt Use Required).  
All occupants riding shall be seated when vehicle is moving.  
All occupants riding in the department vehicles shall have seat belts on (buckled), preventing the occupant from injuring themselves in the event of a sudden stop or accident.

Section 7. Personal Vehicles. All Firefighters responding in a personal vehicle shall comply with all state statues and laws, both when travelling to calls and responding to the fire hall. Firefighters shall only drive personal vehicles directly to calls in extreme circumstances. Firefighters shall bring appropriate turn-out gear if needed. Firefighters shall return to Fire Hall to sign in after call.

**Article XVII                      Emergency Response – Gear and Equipment**

Section 1.    Every Firefighter shall wear the complete turn-out gear issued by the Fire Department when responding to all emergency fire and/or rescue calls. Officers may give permission to remove turn-out gear at appropriate times. Turn-out Gear Includes:

- a) Bunker Coat
- b) Bunker Pants
- c) Boots
- d) Helmet with Eye Protection (chin strap under chin & earflaps down)
- e) Gloves
- f) Hood (either helmet earflaps shall be worn down or wearing of hood is required)
- g) ANSI Reflective Vest on ALL roadways
- h) Safety glasses when deemed necessary

Every Firefighter shall be responsible for general inspection and general cleaning of their own turn-out gear as outlined in NFPA 1851.

Section 2.    Medical Response, Turn-out Gear is not required but may be worn. Personal Protective Equipment (PPE) shall be worn. PPE may include gloves, masks, eye protection, and clothing

**Article XVIII                      Drug and Alcohol Policy**

Section 1.    A Firefighter who has consumed more than two drinks of alcoholic beverages in the previous four hours shall not respond to an emergency call. A Firefighter who has responded to an emergency call and is suspected of being under the influence of alcohol can be tested and have a Blood Alcohol Content (BAC) no greater than .04%.

Section 2.    Upon arriving at the fire hall in response to an emergency call, a Firefighter shall immediately inform the Fire Officer in charge of any of the following conditions:

- a) If the Firefighter has consumed alcohol during the preceding four hour period, and the amount consumed in that period.
- b) If the Firefighter is using any prescription medication, nonprescription medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery, or drugs.
- c) If the Firefighter has used any illegal drugs during the preceding 24 hour period.

A Firefighter who fails to comply with this requirement is subject to disciplinary action up to and including termination.

Section 3.    A Firefighter who has consumed any alcohol in the proceeding four hour period, or who is using a prescription or non-prescription medication that is labeled with a warning regarding drowsiness, driving, or operation of machinery or who has used any illegal drugs during the preceding 24 hour period shall not perform any of the functions listed below, but instead shall be assigned to other duties.

- a) Drive any vehicle;
- b) Use SCBA;
- c) Enter a Structure Fire;
- d) Provide emergency medical assistance or first aid.

The Fire Officer in charge shall restrict the activities of any Firefighter as they deem appropriate if the Fire Officer in charge reasonably believes or suspects that the Firefighter may be unable for any reason to safely and properly perform the duties of a Firefighter. This applies even if the Firefighter is in compliance with the requirements of Paragraphs A through I of this policy.

Section 4. Any Firefighter who during an emergency response observes any indication that another Firefighter is under the influence of alcohol or drugs shall immediately report those observations to any officer. Such indications include the odor of alcohol on the breath, slurred speech, unsteady gait, or disorientation. After further investigation by the fire officer, the suspected Firefighter maybe subjected to a BAC or a Urine Analysis (UA).

Section 5. No Firefighter shall consume alcohol within the 8 hours prior to any scheduled meeting, training, or Fire Department event. In any case of a scheduled social event that may involve consumption of alcohol by a substantial percentage of the Fire Department members, the Fire Chief shall arrange in advance for emergency response by a neighboring department pursuant to the appropriate mutual aid agreement. Any Firefighter that has used any illegal or non-prescription drugs is subject to the Town of Greenwood drug policy.

Any Firefighter who fails to comply with these requirements is subject to disciplinary action.

## **Article XIX            Workers Compensation/Injured on Duty**

Section 1. Employees, as defined by the Minnesota Worker's Compensation Act, are

covered by Worker's Compensation Insurance. Worker's Compensation Insurance provides wage replacement and medical payment benefits to Town employees who become ill or injured as a result of performing their required work duties. Worker's compensation has two goals:

- a) To return employees to work as soon as possible.
- b) To bring employees back to work at or as close as possible to the same income they had prior to the injury.

If an employee is injured on the job, the following procedures shall be followed:

- a) The employee shall report the injury to his or her immediate supervisor as soon as possible and receive medical attention if the injury is serious. All injuries, no matter how insignificant, shall be reported to the employee's supervisor.
- b) The supervisor shall complete the Supervisor's Report of Accident and submit the report to the Town Clerk as soon as possible to avoid any delays in processing the claim. The Town Clerk shall complete a First Report of injury, establish a Town claim number, and submit a copy of all information to the Town's worker's compensation carrier.
- c) Any information, medical bills, or requests for reimbursement, shall be submitted to the Town Clerk to be made a part of the employee's workers compensation claim file for submittal to the Town's worker's compensation carrier.
- d) It is the employee's responsibility to keep his or her supervisor and the Town informed about the status of his or her medical condition and return to work date.

## **Article XX**

### **Criminal Offenses**

Section 1. All Firefighters are expected to remain law abiding. Recognizing the many potential adverse impacts, any Firefighter that is charged with any of the following criminal activities (referred to herein) must immediately report the incident to the Fire Chief and Town Clerk:

- a) All felonies
- b) All gross misdemeanors
- c) Any misdemeanors involving theft, fraud or dishonesty

Section 2. A criminal conviction may not automatically result in disciplinary action against the Firefighter. A determination by the Fire Department will be made regarding the direct relationship between the conviction and the employment position. The Fire Department may take disciplinary action against the Firefighter, up to and including dismissal, for criminal offenses which relate to the Firefighter's ability to perform their job, or which has or may create a present or future danger or risk to the Fire Department or public. By way of example, and not as an exclusive list, the following offenses will be considered as having a direct relationship to the employment position of a Firefighter:

- a) Crimes involving the use of alcohol and/or controlled or illegal substances;
- b) Assault and other violent crimes
- c) Crimes involving dishonesty (i.e. theft, fraud, forgery)
- d) Crimes involving illegally entering onto property owned by others (i.e. burglary, trespass, vandalism)
- e) Crimes involving tampering (i.e. tampering of public records or information, false reports to law enforcement, tampering with or fabricating of physical evidence)
- f) Crimes of a sexual nature

In determining whether disciplinary action is taken, the Fire Department may consider the individual's performance history and any competent evidence of sufficient rehabilitation.

**Special note:** This Operational Statement/Standard Operating Guideline document may be reviewed and changed at any time to better serve the Greenwood Township Fire Department and residents of Greenwood Township with Town Board approval.

**Board Approval on** 12-14-2021

**Board Chairperson** Mike Ralston

**Clerk** Debby Spicer



Greenwood Township  
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 in order to be reimbursed by the township for the call. If there are questions about the call, the officer in charge or the senior EMR ~~first responder~~ needs to confirm compliance.
- It is up to each individual to sign the incident report attendance form. The form may be ~~filled~~ completed by signing the form in the fire station, ~~faxing/ in the signed form~~ or emailing the signed form to ~~confirm~~ indicate attendance. An officer in charge may also sign the form to vouch for another's attendance participation.
- ~~Meeting and Drill~~ paid on call will be received for in house training. 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. Only scheduled classroom time will be compensated at the normal run rate with classroom time verified by the instructor. Initial NFPA1001 and EMR certification classes require reading outside of the classroom time. This time will be compensated 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 of class completion within 60 days of completing the class. Any submissions for pay after that time frame will be declined.

### **Meetings and Drills (Fire)**

- ~~Meetings consist of the 12 scheduled business meetings, in the station, for the benefit of the fire department.~~
- There are ~~12~~ 24 scheduled drills in the station for the benefit of training. Active participation in the training is required.
- 50% attendance or 12 ~~12~~ 18 of the 24 scheduled meetings and drills and active participation in the drills needs to be met to be eligible to receive a good time service credit / firefighter pension. ~~—in order for reimbursement from the township. Members must respond to two~~ six (6) Fire Department calls during a calendar year.
- ~~Makeup drills can consist of documented (certificate of completion or officer sign off) in house, external or DVD, periodicals (Fire Engineering, Fire Chief or Fire House) or online training. Makeup drills can be only 3 of the scheduled 12 drills unless authorized by the Chief. Makeup drills may consist of instructor led classes that would not normally occur on a scheduled drill night.~~
- If a firefighter is enrolled in the NFPA 1001 FFI & FFII class, the classes will count as part of the ~~50%~~ 75% attendance requirement and POC up to 12 drills.

### **Meetings and Drills (EMR)**

- ~~Meetings~~ Trainings consist of 12 scheduled ~~business~~ meetings. Greenwood Township EMR's are required to attend 50% of Greenwood Townships Fire Department EMR trainings. ~~monthly business meetings.~~

EMR's are required to attend a minimum of six in house trainings at the Greenwood Townships Fire Department with Greenwood personnel.

- ~~EMR's have the option of attending and being paid for any approved training that qualifies and has written verification for monthly training with Tower Ambulance or Pike-Sandy, Virginia Fire department, Life flight or other established medical agency. These trainings must have written verification of completion and a completed incident report to be paid trainings. Paid outside training for EMR's shall not exceed up to 12 trainings in a given year. with a minimum of 8 hours continuing education annually.~~

- To be eligible for the cash bonus ~~benefit pension~~ for a calendar year, a member EMR must respond to ~~three~~ six emergency calls in the first half of the year and ~~three~~ six emergency calls in the second half of the year. EMR's must also complete 8 hours of documented medical training each year.
- ~~Makeup drills can consist of documented (certificate of completion) or officer sign-off) by completing in house, external or DVD, periodicals (JEMS, Fire Engineering, Fire Chief) or online training. Makeup drills can be 3 of the scheduled 12 drills/meetings/refresher training.~~
- If an EMR is enrolled in an EMR or First Responder class, the class it will count toward attendance and POC. ~~up to 3 drills.~~

**Compensation for Paid on Call**

- Fire Department personnel (firefighters and EMR's) will be paid \$10.00/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 \$10.00/hr. paid on the ¼ hr.
- Fire Department personnel (firefighters and EMR's) will be paid \$20.00/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/hr. on the ¼ hr.

**Pension**

- Firefighters shall be eligible for a PERA service credit for a calendar year if such member has attended at least 75% ~~50%~~ of scheduled meetings and training events in the calendar year and has responded to a minimum of ~~two~~ six Fire Department calls during a calendar year.
- EMRs shall be eligible for a cash pension benefit in the amount of \$2000.00 for a calendar year if such member has attended ~~any~~ approved training that qualifies and has verification for eight hours annually, has attended ~~50%~~ twelve of Greenwood Townships Fire Department EMR trainings ~~monthly business meetings~~, and has responded to a minimum of ~~six~~ twelve emergency calls in the calendar year.

Board Approval on 12/14/2021

Board Chairperson M. Ralston

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**

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**Board Chairperson**

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**Clerk**

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Revision Number	Revision Date	Revision/Amendment	Approved by

<b>Skills Assessed</b>		<b>Evaluation Comments</b>
<b>COMMAND SKILLS:</b> GFD Fire Chief is skilled in the areas of command, management and planning for your department.	Y  N	
<b>INTERPERSONAL SKILLS:</b> GFD Fire Chief willingly and effectively communicates, cooperates and works with Fire/EMS staff members and mutual aid FD/EMS agencies.	Y  N	
<b>TASK ASSIGNMENT:</b> 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	
<b>EMPLOYEE TRUST:</b> GFD staff members have trust and confidence in the abilities of the Fire Chief.	Y  N	
<b>MORALE:</b> GFD staff are encouraged to develop both professionally and personally by the Fire Chief.	Y  N	
<b>INTEGRITY:</b> 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	
<b>TECHNICAL ABILITY:</b> GFD Fire Chief demonstrates the knowledge and expertise in both firefighting and emergency responder skills during EMS calls.	Y  N	



C B - O 2  
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.

clerk@greentownshipmn.com

**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	
\$0.00	SubTotal: \$2,020.53 Tax:
Total: \$2,020.53	

**COURI & RUPPE, P.L.L.P**

**Michael C. Couri\***  
**Robert T. Ruppe\*\***

*\*Also Licensed in Illinois*

*\*\*Also Licensed in California*

*Attorneys at law*  
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**(763) 497-1930**  
**(763) 497-2599 (FAX)**  
[www.couriruppe.com](http://www.couriruppe.com)

October 11, 2024

Lois Roskoski  
Chair, Greenwood Township  
3390 Breezy Point Road  
Tower, MN 55790

Dear Lois,

This letter is intended to be a supplement to my August 15, 2024 letter to you regarding Birch Point Road Extension. In reviewing the information provided regarding the Township's maintenance of Birch Point Road Extension, I was under the impression that the Township maintained the road all the way to the end of the platted road.

Your email to me of October 11, 2024 indicates that the Township has maintained Birch Point Road Extension only as far as to the property served by Fire Number 2577, which is also the limits of the blacktopped portion of the road, and that the Township has never maintained the gravel portion of the Birch Point Road Extension.

My letter of August 15, 2024 indicated that the Birch Point Road Extension was a Township road to the extent that it is maintained by the Township. That statement still remains true. If the Township has only maintained Birch Point Road Extension to the property served by Fire Number 2577 and not beyond, then the Township is only responsible for maintaining Birch Point Road Extension to Fire Number 2577 and is not responsible for maintaining that portion of the road lying beyond that point.

If you have any question regarding any aspect of this letter, please feel free to contact me. Thank you.

Sincerely,



**Michael C. Couri**  
**Couri & Ruppe, P.L.L.P.**

RESOLUTION DEEMING BIRCH POINT ROAD EXTENSION AS TOWNSHIP ROAD 4136

WHEREAS, on June 11, 2024, the Greenwood Township Board of Supervisors voted to obtain a legal opinion from Couri & Ruppe, PLLP, on whether the extension portion of Birch Point Road was a township road; and

WHEREAS, Birch Point Road Extension is located north and east of County Highway 651 and begins just immediately northeast of the public landing and extends to the end of the peninsula and has its origin in four plats: Birch Point, Birch Point First Addition, Anita Beach and Anita Beach First Division; and

WHEREAS, Greenwood Township has maintained that portion of the Birch Point Road Extension from the public landing to the end of the blacktop portion of the road near Fire Number 2577 for at least six continuous years; and

WHEREAS, according to Minnesota Statutes 160.05, Subd. 1, (a) When any road or portion of a road has been used and kept in repair and worked for at least six years continuously as a public highway by a road authority, it shall be deemed dedicated to the public to the width of the actual use and be and remain, until lawfully vacated, a public highway whether it has ever been established as a public highway or not; and

WHEREAS, on August 15, 2024, Michael C. Couri, Attorney, Couri & Ruppe, PLLP, submitted a legal opinion that there was an abundance of evidence, over a period of thirty years, that Greenwood Township provided maintenance, in both the summer and winter, on that portion of Birch Point Road, including snowplowing and brushing, and submitted a supplemental letter on October 11, 2024, defining the area of the road that Greenwood Township is responsible to maintain; and

WHEREAS, once a township assumes maintenance of a platted and publicly dedicated road, the township must maintain that road in a safe and passable manner indefinitely; and

WHEREAS, each plat dedicates the roads shown on the plat to the public; and

NOW, THEREFORE, BE IT RESOLVED that the Greenwood Township Board of Supervisors deems that portion of Birch Point Road, from the public landing to Fire Number 2577, as a Township Road and declares it to be known as Township Road 4136, based on the Township's maintenance of the road for at least six continuous years, and based on the legal opinion from Michael C. Couri, Couri & Ruppe, PLLP;

BE IT FURTHER RESOLVED that the legal opinion from Michael C. Couri, Couri & Ruppe, PLLP, included in the letter dated August 15, 2024, and supplemental letter dated October 11, 2024, be attached to this resolution and included in the Township resolution book.

GREENWOOD TOWNSHIP

ST. LOUIS COUNTY, MINNESOTA

RESOLUTION NO. 11-2024 *continued*

Adopted and approved, December 10, 2024, by the Greenwood Township Board of Supervisors

Chair \_\_\_\_\_ Clerk \_\_\_\_\_



# PRICE QUOTE/BILL

## CALGARIO & SONS TREE SERVICE

PO BOX 66 • IRON, MN 55751

PHONE (218) 744-1982

CELL (218) 780-7868

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Professional Tree Removal,  
Trimming, and Stump Removal

Insured for your protection

*LOIS ROSKOSKI*

NAME	<i>GREENWOOD TWP</i>	DATE	<i>10/7/24</i>	PHONE	<i>750-2437</i>
JOB LOCATION	<i>BIRCH POINT</i>	BILL TO			
	<i>TOWER MN</i>		<i>clerk@greenwoodtownship<sup>MN</sup>.com</i>		
			<i>loisroskoski@gmail.com</i>		

SURGERY:	PRICE
<i>CUT BACK TREES AND WOODY BRUSH</i>	
<i>BACK 4' FROM EDGE OF BLACKTOP</i>	
<i>UP TO A HEIGHT OF 16' FOR LARGER TRUCKS</i>	
<i>(FIRE TRUCKS) - FROM BIRCH POINT</i>	
<i>BOAT LANDING TO EAST TO END OF TWP</i>	
<i>ROAD</i>	
<i>CLEAN AND HAUL</i>	
<i>ALL DEBRIS</i>	
	Subtotal <i>4,100<sup>00</sup></i>
	<i>EXEMPT</i> MN Sales Tax
DATE	Price is good for 6 months from date quoted
	TOTAL \$ <i>4,100<sup>00</sup></i>

## BILL

Date work completed \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

TOTAL AMOUNT DUE UPON COMPLETION

WHITE: CUSTOMER QUOTE

YELLOW: CUSTOMER BILL

PINK: FILE

**clerk@greentownshipmn.com**

---

**From:** lois.roskoski@greentownshipmn.com  
**Sent:** Wednesday, December 4, 2024 2:24 PM  
**To:** Greenwood Township Clerk  
**Subject:** FW: Estimate 3 from Minnesota Public Safety Group LLC

Debby:

You can add the quote from MN Public Safety Group to review/update Fire Dept policies - under new business.

Thanks.

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

From: "Minnesota Public Safety Group LLC" <no\_reply@intuit.com>  
Sent: Wednesday, December 4, 2024 2:19pm  
To: lois.roskoski@greentownshipmn.com  
Subject: Estimate 3 from Minnesota Public Safety Group LLC



## Your estimate is ready!

Total Estimate

**\$2,000.00**

or starting at **\$63/month** with financing (36 mo)\*

**Review and accept**

Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and Minnesota Public Safety Group LLC will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

Estimate #4587  
Minnesota Public Safety Group LLC

- **Services**

\$1,000.00

1 X \$1,000.00

- **Services**

\$1,000.00

1 X \$1,000.00

**Total** **\$2,000.00**

or starting at **\$63/month** with financing (36 mo)\*

**Minnesota Public Safety Group LLC**

kjankila@msn.com

\* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, loan term, and other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or penalty for repaying a loan early. \*Approval not guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

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**GREENWOOD TOWNSHIP  
INFORMATION REQUEST FORM**

**RECEIVED**  
11-14-2024

Persons requesting photocopies of public information from the Town must complete this form, return it to the Town Clerk, and pay the applicable fees as indicated below.

Requester's Name: Michael Rakston Date of Request: 11, 13, 2024

Requester's Address 3103 Old Highway 77 Tower Ma

Requester's Phone Number 218 7533042 Signature: [Signature]

Description of Information Requested: Provide A Complete Roll  
of All Department Members Attendance At  
Events, To Date Calendar year 2024  
ie. - Trainings - Medical Events -  
Fire Events - other.

**Town Use Only**

The request is:  Approved,  Approved in Part, or  Denied.

Reason(s) for a partially approved or denied request: \_\_\_\_\_  
\_\_\_\_\_

Fees applicable to the request:

		Estimated Cost	Actual Cost
Labor	_____ x \$ _____	\$ _____	\$ _____
	# of Hours      Rate		
Copies	_____ x \$ _____	\$ _____	\$ _____
	# of Copies      Rate		
Mailing	_____	\$ _____	\$ _____
Other Costs	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Totals:	\$ _____ *	\$ _____

Difference:  To be paid by Requester  
 To be refunded by Town

\*The total estimated cost amount must be paid before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the next date that the Town pays their bills. If the actual cost is more than the estimated cost, the requester must pay the additional amount before receiving the copies.



## INFORMATION LIBRARY

### OPTIONAL TOWNSHIP PLANS

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Minnesota Statutes and Rules are available online on the Office of the Revisor of Statutes webpage, found at:  
<https://www.revisor.mn.gov/pubs/>

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## I. INTRODUCTION

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By default, a town board consists of three supervisors, one clerk, and one treasurer – all of whom are elected. Towns may alter this default structure by adopting one or more optional township government plans. Statute designates each option by letter as follows:

<b>Plan</b>	<b>Effect</b>
Option A - Five Supervisor Board	Allows for 5 elected supervisors instead of 3.
Option B - Appointed Clerk or Treasurer	Allows supervisors to appoint either a clerk, a treasurer, or both. Eliminates elections for clerk and/or treasurer.
Option C - Town Administrator	Allows supervisors to appoint a town administrator, who has powers listed in Minn. Stat. § 367.35, subd. 2.
Option D - Combined Clerk & Treasurer	One person serves as town's clerk and treasurer. Depending on the town's annual revenue, the town may need independent-outside audits.

The decision to pursue an optional form of township government can be initiated either by board action or by elector petition. In either case, the question of whether to adopt the option is submitted to the electors by ballot at the next annual town election. If the option passes, the board must follow the statutory procedure to implement the option. The town board cannot enact an optional form of government without a ballot vote of the electors.

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## II. METHOD TO SUBMIT AN OPTION TO THE ELECTORS

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There are two ways to bring the question of an optional form of government to the voters, through town board action  
or through voter petition:

Sample Motion Language "I move to submit

**A. Board Motion/Resolution:** In its discretion, the board

the question to adopt [in-

may submit an optional township government question [insert Option here] to the town electors.<sup>1</sup> The Board may pass either a motion or a resolution authorizing the question; change the township government to allow [describe effect of the option].

**B. Elector Petition:** The process may be started by a petition signed by electors equal in number to at least 15 percent of the electors voting at the last town election. The form of the petition must comply with the rules established by the Secretary

<sup>1</sup> Minn. Stat. § 367.31, subd. 1.

of State's Office. Contact the Elections Division of the Secretary of State's Office for help determining the number of electors in the last town election and for sample petitions.<sup>1</sup>

Completed petitions must be filed with the town clerk.<sup>2</sup> The clerk is required to provide the person who delivers the petition a receipt.<sup>3</sup> The clerk then has ten days in which to inspect the petition to verify the signatures are proper and that it complies with applicable statutory requirements.<sup>4</sup> The clerk usually submits the petition to the county auditor to verify that the individuals who signed the petition are eligible to vote.<sup>5</sup> After eligibility of the petition's signatories is verified, the petition is returned to the clerk. If the petition is deficient in the number of eligible signatories or form, the clerk must notify the person who submitted the petition of its deficiency.<sup>7</sup> If the petition is sufficient, the clerk presents the petition to the town board.

If a proper petition is timely and has at least the mini-

mum number of signatures, the board is required to place the question on the ballot. The board or the electors may submit more than one option to the voters. For example, the town can

<sup>1</sup> Minn. Stat. § 367.31, subd. 1.

<sup>2</sup> Minn. R. 8205.1040, subp. 3.

<sup>3</sup> Minn. R. 8205.1040, subp. 4.

<sup>4</sup> Minn. R. 8205.1050.

<sup>5</sup> See Minn. R. 8205.1050, subp. 2 (the town clerk is responsible for verifying: (1) the petition has the correct number of signatures;

and (2) the signatories "meet the applicable eligibility requirements." Town clerks may work with the county auditor to verify that each signatory is eligible to vote.)<sup>7</sup> Minn. R. 8205.1050, subp. 2(B).

Minnesota Secretary of State's  
Office can provide:

- Number of voters in last election
- Sample Petitions  
Call: 1-877-600-VOTE (8683)

After receipt of a Petition, the  
Clerk must:

- Provide a receipt
- Verify correct number of signatures and eligibility of signatories
- Notify the person who submitted the Petition of its sufficiency or deficiency

If sufficient, present Petition

simultaneously consider adopting Option D (combining the clerk and treasurer positions) and Option B (whether the clerk or treasurer will be elected or appointed).<sup>6</sup>

**C. 84-Day Rule:** The board motion or submission of the petition must occur more than 84 days before the election to provide the county auditor notice of the ballot questions to be asked at a town election.<sup>7</sup> If the process is initiated after the deadline, the question cannot be asked until the following town election.

**D. Notice:** The town clerk **must** include the language of the question in the published and posted notice of the town election in which it will be asked regardless of whether the question was initiated by the board or by petition.<sup>8</sup> This notice should include the language of the question and indicate that it will be asked at the election.

**E. Language on the Ballot:** The statute provides the language that must substantially be used

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in the questions. The question must be followed by the words “Yes” and “No” with an appropriate oval before each in which an elector may record a choice.<sup>11</sup> The language provided in the statute must be changed, or expanded, in the circumstances discussed under the individual option sections. Refer to Minn. Stat. § 204B.36, subd. 3 for the requirements to place a question on a ballot.

**F. Majority Vote:** If there is a majority of votes cast on the question are in the affirmative, the option voted upon shall be adopted in the town and shall remain in effect until it is abandoned.<sup>12</sup>

**G. Report by Town Clerk:** Whenever a question for adoption or abandonment of one of the options is submitted to the voters, the clerk must file a certificate stating the date of the election, the question submitted, and the vote on the question with both the county auditor and the secretary of state.<sup>13</sup> A sample of this certificate can be found in **APPENDIX A**.

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### III. OPTION A - FIVE SUPERVISOR BOARD

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This option expands the board of supervisors from a three-member board to a five-member board of supervisors. In order to submit the questions to the electors, the ballot question must look lie

*“Shall option A, providing for a five-member town board of supervisors, be adopted for the government of the town?”*

**A. Implementation:** If the Option A is adopted, the town board, except in urban towns, has two methods to elect the additional supervisors:

---

<sup>6</sup> Minn. Stat. § 367.31, subd. 4.

<sup>7</sup> Minn. Stat. § 205.16, subd. 4.

<sup>8</sup> Minn. Stat. § 367.31, subd. 3.

- Method 1 - conduct a special town election to elect the two additional supervisors; or
- Method 2 - wait for the next town election to elect the two additional supervisors.

Towns exercising urban powers, or that were granted those powers *The township may* by special legislation, must use Method 1 to hold a special election *designate a Special* to fill the newly created supervisor positions.<sup>14</sup> *Election date by*

*Board Resolution or on its own motion.*

### 1. Method 1 - Special Election

In 2017 the law was changes to limit the number of days a special election could be held. The new reform creates five uniform dates throughout the calendar year when a special election can be held to fill a vacancy in local elections. Those five dates include:

- The second Tuesday in February

<sup>11</sup> Minn. Stat. § 367.31, subd. 4.

<sup>12</sup> Minn. Stat. § 367.31, subd. 5.

<sup>13</sup> *Id.* at subd. 7.

<sup>14</sup> Minn. Stat. § 367.33, subd. 1, amended by Chapter 92, Article 2, Section 17.

- The second Tuesday in April
- The second Tuesday in May
- The second Tuesday in August
- The second Tuesday after the first Monday in November (i.e. General Election Day)<sup>9</sup>

When posting notice for the special election, the clerk must give ten days posted notice, and one-week published notice, of the special election.<sup>10</sup> Notice of the first and last dates for filing affidavits of candidacy must be published at least two weeks before the first day for filing. A minimum of one-week published notice is permitted **if** the publication schedules do not allow sufficient time for two weeks published notice.<sup>11</sup>

Minn. Stat. § 205.13, controls the filing of affidavits of candidacy. These affidavits must be filed not more than three weeks and not less than ten days before the election.<sup>12</sup>

The supervisors elected at the special election serve only until the next town election. Both positions go up for election - one as a three-year term, the other as a two-year term. Persons **must** indicate in the affidavit of candidacy which position they are seeking.<sup>13</sup> In order to facilitate this process, the town should designate **all** of its supervisor positions with a number or letter so a candidate can indicate a specific position. For example, “supervisor

<sup>9</sup> Minn. Stat. § 205.10, subd. 3a, amended by Chapter 92, Article 2, Section 10.

<sup>10</sup> Minn. Stat. § 367.33, subd. 2.

<sup>11</sup> Minn. Stat. § 367.33 subd. 3.

<sup>12</sup> *Id.*

<sup>13</sup> Minn. Stat. § 367.33, subd. 4; 367.03, subd. 3.

position 2, a three-year term.” The top vote-getter for the particular office wins the office, even if the runner up for another office at the same election received more votes.

## 2. Method 2 - Next Annual Town Election

In non-urban towns, the board may choose to have the two new supervisor positions filled by election at the next annual town election. One of the positions would be for a three-year term, and the other a two-year term as with Method 1. Otherwise, the terms of three supervisors would expire in the same year. Again, persons filing for office must indicate the particular position they are seeking (i.e., selecting one of the two 3-year positions, or the 2-year position). It is important that all the supervisor positions are permanently designated with a letter or number to allow the tracking of each position and to make it easier to file for a particular position.

**B. Towns Adopting Urban Town Powers:** When a town adopts urban town powers under Minn. Stat. § 368.01, or is granted urban town powers by special law, the town is required to submit the question of adopting Option A to the electors at the next annual town election.<sup>14</sup> If the option is adopted, the board must call a special town election to elect the two additional supervisors (i.e., Method 1 above).<sup>15</sup>

**C. Upon Abandonment:** If the question to abandon Option A is placed on the ballot, the election

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proceeds as usual. However, if the question to abandon the option passes, the election of the supervisor or supervisors in that election is nullified.<sup>22</sup> The person or persons elected to the supervisor position(s) simply do not take office and the position or positions are dissolved. The purpose of the nullification is to remove two supervisor positions. If only one supervisor was up for election in that year, one of the supervisor’s positions in the following election is dissolved by not placing the position up for election. It is not clear when the supervisor position to be eliminated expires since there will be no swearing in of a new officer to mark the transition of the position. Nevertheless, it seems appropriate to treat the position as expiring at the end of the seven-day election contest period. Beyond that point, the dissolved supervisor would no longer be eligible to perform any of the functions or powers of the position and must return all town property in their possession.

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## IV. OPTION B - APPOINTED CLERK OR TREASURER

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This option allows the town to make either the town clerk or treasurer position, or both, appointed by the town board. The question must reflect which offices are to be made appointive (indicated by the language in [] below).

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<sup>14</sup> Minn. Stat. § 367.31, subd. 2.

<sup>15</sup> Minn. Stat. § 367.33, subd. 1.

*“Shall Option B, providing for the appointment of the [clerk] [treasurer] [clerk and treasurer] by the town board, be adopted for the government of the town?”*

**A. Implementation:** If Option B is adopted, the elected office expires when the term is up. For example, if the clerk’s position is made appointive in an even numbered year (i.e., the year in which clerks are elected) or when the position is open because of a vacancy, the election for that position is nullified and the position is filled by appointment by the town board. If the option is passed for a position in which the incumbent still has one year remaining in the term, the incumbent may finish the term. At the end of the term, the position is vacated, and the board then appoints to fill the position. If the incumbent officer resigns before the end of the term, the position becomes vacant and is filled by town board appointment.

Because adopting Option B changes the position from elected to appointed, the person the board appoints to the position does not need to be a resident of the township. However, the person should otherwise be eligible to hold office in the township.

**B. Upon Abandonment:** If the question to abandon Option B will be asked at an election, the position or positions to which it applies must be filled conditionally at the election. Therefore, the clerk must place the appropriate position(s) up for election. The ballot must indicate that the successful candidate shall take office only if the option is abandoned at the election. The term of the position would apparently either be one or two years, depending on whether the question was asked in an even or odd year. The clerk must be aware of this and advertise the position accordingly.

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<sup>22</sup> Minn. Stat. § 367.33, subd. 5.

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## V. OPTION C - TOWN ADMINISTRATOR

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This option provides for the appointment of a town administrator. The language should be as written below:

*“Shall Option C, providing for the appointment of a town administrator by the town board, be adopted for the government of the town?”<sup>23</sup>*

**A. Implementation:** If Option C is adopted, the town board is required to appoint an administrator as soon as practicable after the election on the terms the board deems advisable.<sup>24</sup> The person appointed does not need to be a resident of the town, but the administrator must be chosen solely based on training, experience, and administrative qualifications. The town clerk may be appointed as the administrator if the clerk meets the qualifications. The appointment is for an indefinite period. The board may appoint a qualified person to perform the administrator’s duties during absence or disability. An administrator may be removed by the board at any time. However, if the administrator has served for at least one year, the administrator may require the board to make written charges and hold a *public* hearing on the charges before the final



removal takes effect. Until the hearing, the board may suspend the administrator, with or without pay. The powers and duties of the administrator are set out in the statute.<sup>25</sup>

- B. Upon Abandonment:** If abandonment of Option C is approved, as soon as practicable after the election the board must abolish the office. The position should be abolished by town board resolution. Once abolished, the duties and responsibilities of the position shall be assumed by the town board or by the officer having responsibility for the function prior to the appointment of the administrator.

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## VI. OPTION D - COMBINED CLERK-TREASURER POSITION

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This option allows for the combining of the offices of the clerk and treasurer.<sup>26</sup> The combined position is either appointed or elected depending on whether Option B is adopted in the same election or is already in effect. If the intent is to have the position appointed instead of elected, both the Option D and the Option B questions are asked on the ballot. Next to the Option B question, language must be inserted indicating that the approval of Option B is contingent on the simultaneous approval of Option D.<sup>27</sup> If the combined position is to be elected and the existing clerk and treasurer positions are currently elected, it appears the town would just ask the Option D question without having to alter the language of the question. On the other hand, if either the clerk or treasurer

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<sup>23</sup> Minn. Stat. § 367.31, subd. 4. <sup>24</sup>

Minn. Stat. § 367.35.

<sup>25</sup> Minn. Stat. § 367.35, subd. 2.

<sup>26</sup> Minn. Stat. § 367.30, subd. 4.

<sup>27</sup> Minn. Stat. § 367.31, subd. 4.

positions are currently appointed, it is advisable to indicate the position would be combined as an elected position as shown below:

*“Shall Option D, providing for the combining of the offices of clerk and treasurer as an [elected] position, be adopted for the government of the town?”*

If the position is to be appointed, the following question would also be included on the ballot:

*“Shall Option B, providing for the appointment of the clerk-treasurer by the town board, be adopted for the government of the town?”*

*Note: Approval of the Option B question is contingent on the simultaneous approval of Option D.”*

- A. Implementation:** Implementation of this option is not specifically described in the statute. However, by using the procedures for implementing Option B as a guide, the following seems to be the appropriate procedures under the various circumstances that may be present in the year in which the option is passed.

1. **Treasurer up for election and the clerk-treasurer position is made elective:** The election for the treasurer's position is nullified and the incumbent clerk performs the combined duties of the clerk-treasurer. The clerk-treasurer position goes up for election in the following year (i.e., follows the same cycle as the clerk's position).
2. **Treasurer up for election and clerk-treasurer position is made appointive:** The election for the treasurer's position is nullified. The incumbent clerk performs the combined duties of the clerk-treasurer until the next election at which a vacancy occurs in the position that is filled by town board appointment.
3. **Clerk up for election and the clerk-treasurer position is made elective:** The incumbent treasurer continues in office for the one year remaining in the term. The elected clerk takes office and performs only the duties of the clerk. Once the treasurer's position becomes vacant in the following year, the incumbent clerk performs the combined duties of clerk-treasurer. The clerk-treasurer position is then placed up for election in the following year (i.e., the year the clerk's position would be on the ballot).
4. **Clerk up for election and the clerk-treasurer position is made appointive:** The incumbent treasurer continues in office for the one year remaining in the term. The election of the clerk is nullified, and the vacancy is filled by town board appointment. The person appointed only performs the duties of the clerk until the treasurer's position becomes vacant in the following year. Then the clerk takes on the duties of the clerk-treasurer.

**B. Outside Audit Requirement:** Once the clerk and treasurer positions are combined, an outside audit of the town's financial affairs is required.<sup>16</sup> The audit is required because combined clerk-treasurer position does not provide the checks and balances available when the positions are separate. The frequency of the required audit depends upon town's annual revenues. Starting in

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2005, an annual audit is required if the town's annual revenue are over \$150,000 "adjusted for inflation using the annual implicit price deflator for state and local expenditures as published by the United States Department of Commerce."<sup>29</sup> The Office of the State Auditor publishes the yearly audit thresholds on its website, which is \$225,000 in 2018.<sup>30</sup>

1. **Under the Yearly Audit Threshold:** If the town's annual revenue is under the yearly audit threshold, as adjusted for inflation, the board must have an audit of the town's financial affairs conducted at least once every five years. The audit shall cover a one-year period within the five years that is chosen at random by the person conducting the audit.

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<sup>16</sup> Minn. Stat. § 367.36, subd. 1.

2. **Over Yearly Audit Threshold:** If the town's annual revenue is over the yearly audit threshold, as adjusted for inflation, the board must have an audit conducted of its financial affairs every year.
3. **Outside Auditor Required:** The state auditor, a certified public accountant, or a certified public accounting firm must conduct the audits in accordance with minimum audit procedures prescribed by the state auditor. The accountant is required to forward a copy of the audit to the state auditor.

**C. Upon Abandonment:** The statute handles abandonment of the option by focusing on filling the treasurer's position. The treasurer's position must be conditionally placed up for election at the election that the question of abandonment will be asked. If a majority of those voting vote to abandon the option, the treasurer's position is re-established, and the person elected to that position takes office. Again, the term of the position would only be one year if the question were asked in an even numbered year. It seems clear that the previously elected clerk-treasurer would continue with the town as the clerk and the position would continue as usual in the election cycle. However, it is not clear how the clerk's position is to be treated if the clerk-treasurer was appointed. Two options seem plausible for handling this situation: (1) conditionally place the clerk's position up for election in same way as the treasurer's position; or (2) allow the clerk to serve until the following election at which the position would be placed up for election. The problem with the first option is that it could result in a turnover in both the clerk and treasurer position, leaving an absence of knowledge regarding the financial and administrative aspects of the town. The town board should consider both options and choose the one that appears to best serve the interests of the town.

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## VII. EFFECT OF ADOPTING AN OPTION ON OTHER LAWS

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All laws applicable to a town before the adoption of an option and consistent with the option shall govern the town after adoption of an option. Ordinances and resolutions continue in effect until amended or re-pealed, and no valid and legally subsisting right or liability and no judicial

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<sup>29</sup> Minn. Stat. § 367.36, subd. 1(c).

<sup>30</sup> In 2018 the amount needed to require a yearly audit was \$225,000. *See* <http://www.auditor.state.mn.us/default.aspx?page=20160130.000>.

proceeding shall be affected by the change in the form of government.<sup>17</sup>

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<sup>17</sup> Minn. Stat. § 367.32.

## VIII. ABANDONMENT OF OPTIONS

- A. Opportunity to Abandon an Option:** The statutes provide an opportunity to abandon a previously adopted option and reverting to the form of town government that existed prior to the adoption of the option. The question of abandonment is raised in the same manner as the question to adopt an option (i.e., by board motion or elector petition).<sup>18</sup>
- B. Time Period:** A question to abandon an option may not be submitted to the electors in the first three years after the option was adopted. Any time after the first three years, the question to abandon an option can be submitted to the electors.
- C. Question:** The same language is used for question to abandon an option as is used to adopt an option, except that the word “abandoned” is substituted for the word “adopted” in the question.
- D. Transition:** If a majority of the votes cast on the question are in favor of abandonment, the optional form of government is extinguished according to the statutory procedure. Refer to the particular options for a discussion of the effects of abandoning an option.
- E. Notice:** After the election, the town clerk must promptly file with the county auditor and the Secretary of State, a certificate stating the date of the election, the question submitted, and the vote on the question.<sup>19</sup>

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### APPENDIX A Report by Town Clerk

Pursuant to Minnesota Statute 367.31, subdivision 7, the clerk of \_\_\_\_\_ Township must notify its County Auditor and the Secretary of State that the voters in \_\_\_\_\_

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<sup>18</sup> Minn. Stat. § 367.31, subd. 6.

<sup>19</sup> Minn. Stat. § 367.31, subd. 7.

Township elected to (adopt/abandon) (Option A, Option B, Option C, Option D) of Minnesota Statutes 367.30 (The Option). The vote on The Option was held at the election on Tuesday \_\_\_ / \_\_\_ / \_\_\_\_\_. The following question was submitted to the Voters:

**(Select the question(s) that apply)**

*"Shall option A, providing for a five-member town board of supervisors, be adopted for the government of the town?"*

*"Shall option A, providing for a five-member town board of supervisors, be abandoned for the government of the town?"*

*"Shall option B, providing for the appointment of the clerk and treasurer by the town board, be adopted for the government of the town?"*

*"Shall option B, providing for the appointment of the clerk and treasurer by the town board, be abandoned for the government of the town?"*

*"Shall option C, providing for the appointment of a town administrator by the town board, be adopted for the government of the town?"*

*"Shall option C, providing for the appointment of a town administrator by the town board, be abandoned for the government of the town?"*

*"Shall option D, providing for combining the offices of clerk and treasurer, be adopted for the government of the town?"*

*"Shall option D, providing for combining the offices of clerk and treasurer, be abandoned for the government of the town?"*

The Option (passed/failed) by a vote of \_\_\_\_ in the affirmative and \_\_\_\_ in the negative.

Certified by:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

GREENWOOD TOWNSHIP  
ST. LOUIS COUNTY, MINNESOTA

RESOLUTION NO. 12-2024

December 10, 2024

**RESOLUTION DETERMINING TO SUBMIT THE OPTION B QUESTION TO THE TOWN ELECTORS  
TO MAKE THE TOWN CLERK AND TREASURER POSITIONS APPOINTIVE**

WHEREAS, the position of Town Clerk and Town Treasurer in Greenwood Township are currently elected offices; and

WHEREAS, Minnesota Statutes, Section 367.30 and 367.31, provides for optional forms of township government and one of the options (Option B) allows for the transition of the Town Clerk and Town Treasurer from elected offices to appointed offices; and

WHEREAS, the question about adopting an optional form of town government must be submitted to a vote of the town electors by ballot; and

WHEREAS, Minnesota Statutes, Sec. 367.31, Sub. 1, authorizes the town board to submit the question of whether to adopt an optional form of township government to the electors by motion or resolution; and

WHEREAS, the Greenwood Town Board determines it is in the best interest of Greenwood Township to seek authorization from the electors to make the Town Clerk and Town Treasurer positions appointive; and

WHEREAS, the Town Clerk must provide at least 84 days' notice to the County Auditor to place the ballot question on the ballot; and

WHEREAS, the Town Treasurer's two-year term ends in March, 2025, and the ballot and published election notice must state that the successful candidate for the Town Treasurer position shall take office only if Option B is abandoned at the election; and

WHEREAS, the current Town Clerk's two-year term ends in March, 2026, and the Clerk would remain in that position until the term ends in March, 2026, at which time it would become an appointed position, if the Option B question is approved in March, 2025.

NOW, THEREFORE, BE IT RESOLVED:

- 1) The question of adopting Option B to make the Town Clerk and Town Treasurer positions appointive, rather than elected, shall be submitted to the township electors by ballot at the township election to be held on March 11, 2025.

GREENWOOD TOWNSHIP  
ST. LOUIS COUNTY, MINNESOTA

RESOLUTION NO. 12-2024 *continued*

- 2) The question shall be worded as follows: "Shall Option B, providing for the appointment of the Clerk and Treasurer by the Town Board, be adopted for the government of Greenwood Township?"
- 3) The Clerk is hereby authorized and directed to work with the Township Attorney, as needed, to prepare the ballot and to take such other steps, as necessary, to carry out the Greenwood Town Board's intent to submit the Option B question to the electors by ballot at the township election to be held on March 11, 2025.

Adopted and Approved, December 10, 2024, by the Greenwood Township Board of Supervisors

Chair \_\_\_\_\_ Clerk \_\_\_\_\_

Date: September 3<sup>rd</sup>, 2024

Jeff Maus

Heliport Manager

Greenwood Township Heliport

Dear Jeff Maus,

This year an on-site inspection was conducted of the Greenwood Township Heliport by MnDOT, Office of Aeronautics. The inspector collected the most current information regarding the heliport's status and physical condition, including any obstructions. The purpose of this inspection was to ensure the heliport meets all required Minnesota Statutes and Aeronautics Rules about heliport licensing. The assessment is intended to help provide a safe facility for use by the air medical community.

While onsite, inspectors use handheld GPS units with local corrections and laser rangefinders with inclinometers to collect data. While these devices are accurate, the data provided to you is not survey-grade.

Inspections are conducted by looking out while standing on the helipad. Therefore, objects collected may obscure additional objects farther away, which might also be obstructions. Also, where one point is identified, it may represent an entire group of obstructions. The heliport sponsor has the option to obtain survey-grade data to verify our findings and further define the obstructions that need removal.

Enclosed is an aerial view of the heliport with inspection information overlaid for your reference. The numbers on this sheet correlate to the object ID on the enclosed Obstacle Evaluation Report. Please review this carefully, as some objects may not be obstructions and do not require removal. Please see the map legend to identify the penetrating obstructions that are required to be addressed.

The heliport was inspected on August 6<sup>th</sup>, 2024. Your attention is directed to the following items that need attention for the heliport to meet Minnesota licensing standards. Reference Minnesota Licensing Rules at <https://www.revisor.mn.gov/rules/8800.2100/>, and FAA Advisory Circular 150-5380-2D for all items listed.

1. The approach departure paths have obstructions that penetrate the approach departure surface. Enclosed is an aerial view showing obstruction numbers 3, 4, 19, 22, and 23 where removal or shortening of the object(s) is required. Also, we only collect the tallest tree in a grouping, so any trees of similar height must be removed/shortened as well. It is advised to create a long-term management plan that will keep obstructions from re-penetrating the approach/departure flight paths. Below is additional information for each obstruction.
  - a. Obstacle 3 penetrates the approach/departure path by 33.3 feet. (Image 1)
  - b. Obstacle 4 penetrates the approach/departure path by 35.2 feet. (Image 2)
  - c. Obstacle 19 penetrates the approach/departure path by 37.3 feet. (Image 3)



- d. Obstacle 22 penetrates the approach/departure path by 8.1 feet. This power line must be lowered. (Image 4)
  - e. Obstacle 23 penetrates the approach/departure path by 27.8 feet. (Image 5)
2. The windsock is penetrating the approach/departure surface by approximately 20 feet. The windsock should be relocated outside of the approach/departure path or be lowered. (Image 6)
  3. If heliport markings are incorrect, the safety area expands. This is outlined in Table 2-4 in FAA AC 150-5390-2D. The standard "H" marking is missing, and the safety area will expand to 20 feet beyond the FATO because of this, instead of the 12 feet. Be sure to include the standard "H" marking to avoid this.

In the interest of safety, the following additional items are being brought to your attention to monitor and consider creating management plans for.

1. Flight paths are determined to follow **125-305** and **170-350** directional headings for safe operations. This is the most viable option to meet the 90-degree criteria for approach separation without penetrating even more obstructions. All helicopter operations should follow these two approach/departure paths. These paths are shown in the attached aerial image. It is recommended to post the traffic pattern advisory on an informational bulletin board for the heliport. (Image 7 and 8)
2. The approach/departure paths have trees that are nearing the approach/departure surface. This includes obstacle 10. It is recommended to have a mitigation plan in place to monitor obstructions. (Image 9)
3. The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, 32, and 40 in the transitional surface. Removal or shortening these obstructions is recommended. (Images 10-17)
4. It is recommended that the permanent obstacles are marked. Objects that underlie flight paths for the first 800' from pad should be marked with obstruction markers and/or lighting. Ref: FAA Advisory circular 70/7460-1, Obstruction Marking and lighting. Please contact our office to help develop a lighting/reflective surfaces plan for the heliport.
5. The TLOF was missing multiple markings that should be included as a part of a heliports design. This includes the center Red "H", white cross, touchdown/position circle, and edge markings. Enclosed is more information about these markings.
6. To support nighttime flight operations, the TLOF should be illuminated with flush light fixtures.
7. An additional cautionary sign should be displayed to control access to the heliport. The sign should be positioned outside of the safety area and approach/departure paths. A possible location for this would be by the entrance to the parking lot, near obstacle 22.

The Minnesota Department of Transportation and the FAA appreciate your efforts in providing a safe landing zone for the air medical community. Once you have a plan to address the items identified during the inspection, please notify our office in writing as soon as possible and we can continue working towards getting this helipad licensed.

Our office is available to assist as a resource should you need any support. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jared Wedel', with a large, stylized initial 'J'.

Jared Wedel  
Airport Coordinator - North Region  
Phone: 612-297-2739  
E-mail: [jared.wedel@state.mn.us](mailto:jared.wedel@state.mn.us)

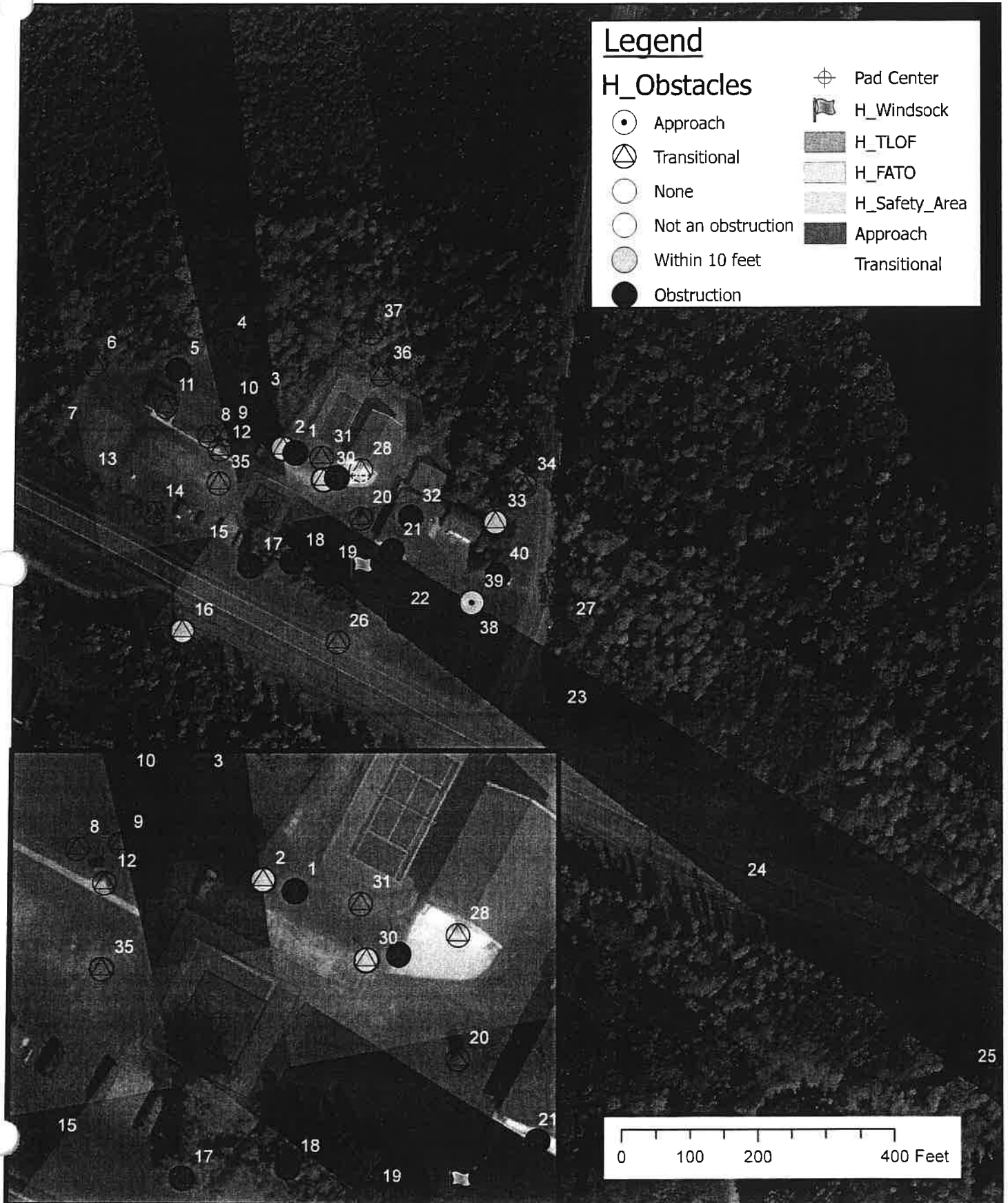
*Enclosures (5)*

**Legend**

**H\_Obstacles**

- ⊙ Approach
- ⊕ Transitional
- None
- Not an obstruction
- ⊙ Within 10 feet
- Obstruction

- ⊕ Pad Center
- 🚩 H\_Windsock
- ▨ H\_TLOF
- ▨ H\_FATO
- ▨ H\_Safety\_Area
- ▨ Approach
- ▨ Transitional



# Heliport Obstacle Data Report

City Name:  
Airport Name:

Pad Center Elevation: 1378.1

FATO Width: 69.1

Object Number	Object Location	Object Type	Height	Surface Penetration	Surface Height	Notes
1	Transitional	Light Pole	38.93	26.3	1390.8	Does have obstruction light. Not sure if it works
2	Transitional	Tree	4.36	-0.8	1383.3	Bushes
3	Approach	Tree	47.34	33.3	1392.2	
4	Approach	Tree	50.44	25.2	1403.3	
5	Transitional	Tree	48.96	2.1	1425	
6	Transitional	Tree	54.06	-55.3	1487.5	
7	None	Tree	53.06			
8	Transitional	Tree	10.07	-24.5	1400.7	12ft
9	Transitional	Tree	10.69	-11.2	1388	12ft
10	Approach	Tree	10.26	-3.3	1391.6	12ft
11	Transitional	Building	13.4	-42.4	1433.9	Pavilion
12	Transitional	Sign	7.57	-16.8	1392.5	10ft
13	None	Tree				
14	Transitional	Tree	23.94	-41.7	1443.8	
15	None	Tree	30.15			
16	Transitional	Power Line	85.81	-9.1	1473	Marked with orange balls
17	Transitional	Tree	53.33	25.9	1405.5	
18	Transitional	Tree	53.51	41.4	1390.2	
19	Approach	Tree	49.23	37.3	1390.1	
20	Transitional	Tree	10.83	-15.8	1398.8	Bush
21	Transitional	Building	30.76	-6	1424.9	
22	Approach	Power Line	36.1	8.1	1406.1	Marked with orange balls

# Heliport Obstacle Data Report

City Name:  
Airport Name:

Pad Center Elevation: 1378.1

FATO Width: 69.1

Object Number	Object Location	Object Type	Height	Surface Penetration	Surface Height	Notes
<del>23</del>	<del>Approach</del>	<del>Tree</del>	<del>89.65</del>	<del>27.8</del>	<del>1440</del>	
24	Approach	Power Line	92.36	-14.4	1484.9	
25	Approach	Tree	144.69	-15.9	1538.7	
26	Transitional	Road	28.28	-40.8	1432.2	County Rd 77
27	Transitional	Tree	93.12	21.2	1450.1	
28	Transitional	Building	30.14	-15.8	1424.1	
29	Transitional	Light Pole	37.34	8.1	1407.4	
30	Transitional	Pole (Flag or	13.09	-8.1	1399.3	
31	Transitional	Fence	14.37	-24.7	1407.2	10ft
32	Transitional	Pole (Flag or	75.85	27.4	1426.6	
33	Transitional	Tree	86.91	-4.5	1469.6	
34	Transitional	Tree	88.27	-38.1	1504.5	
35	Transitional	Fence	-1.21	-15.9	1392.8	8ft. Future pickleball courts (4)
36	Transitional	Tree	77.24	-15.8	1471.2	
37	Transitional	Tree	77.65	-20	1475.8	
38	Approach	Tree	28.74	-12.7	1419.6	
39	Approach	Pole (Flag or	37.25	0	1415.4	
40	Transitional	Tree	86.47	21.3	1443.3	

# Greenwood Township- August 6<sup>th</sup>, 2024

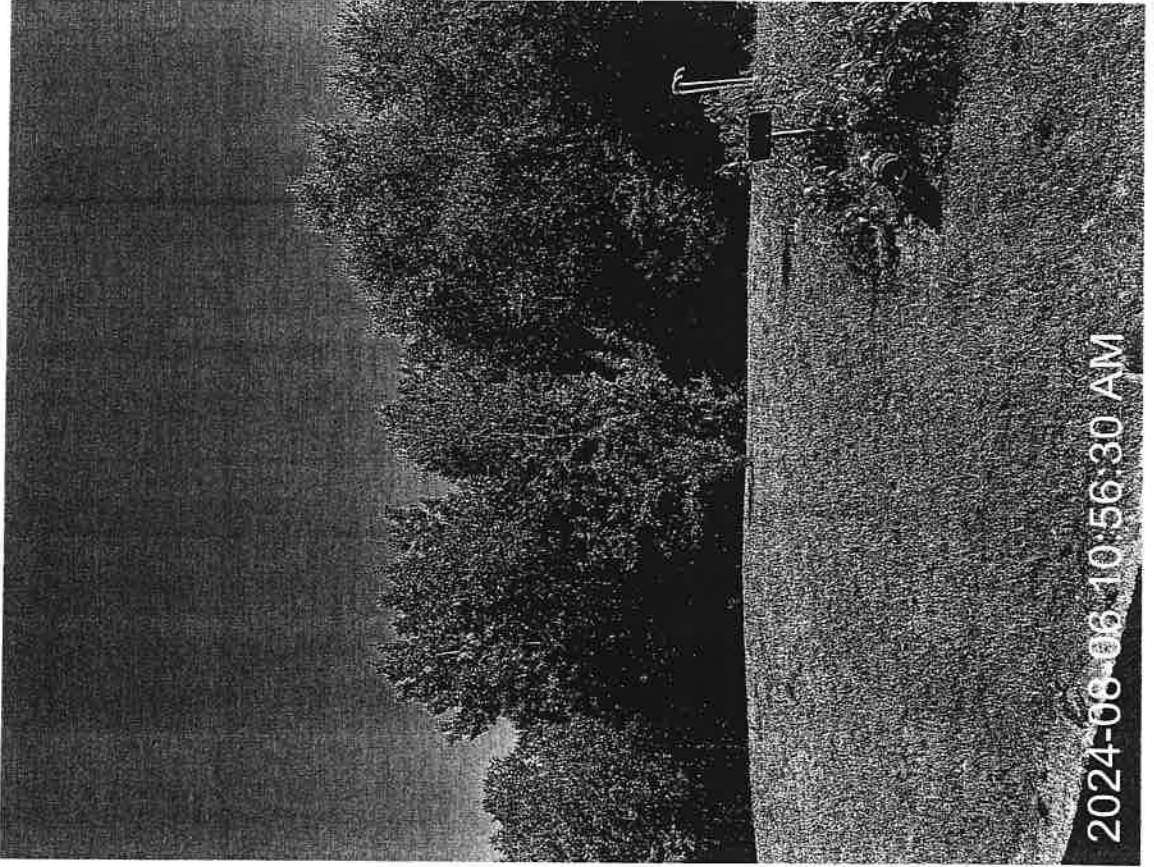


Image 1

Obstacle 3 penetrates the approach/departure path by 33.3 feet.

# Greenwood Township- August 6<sup>th</sup>, 2024

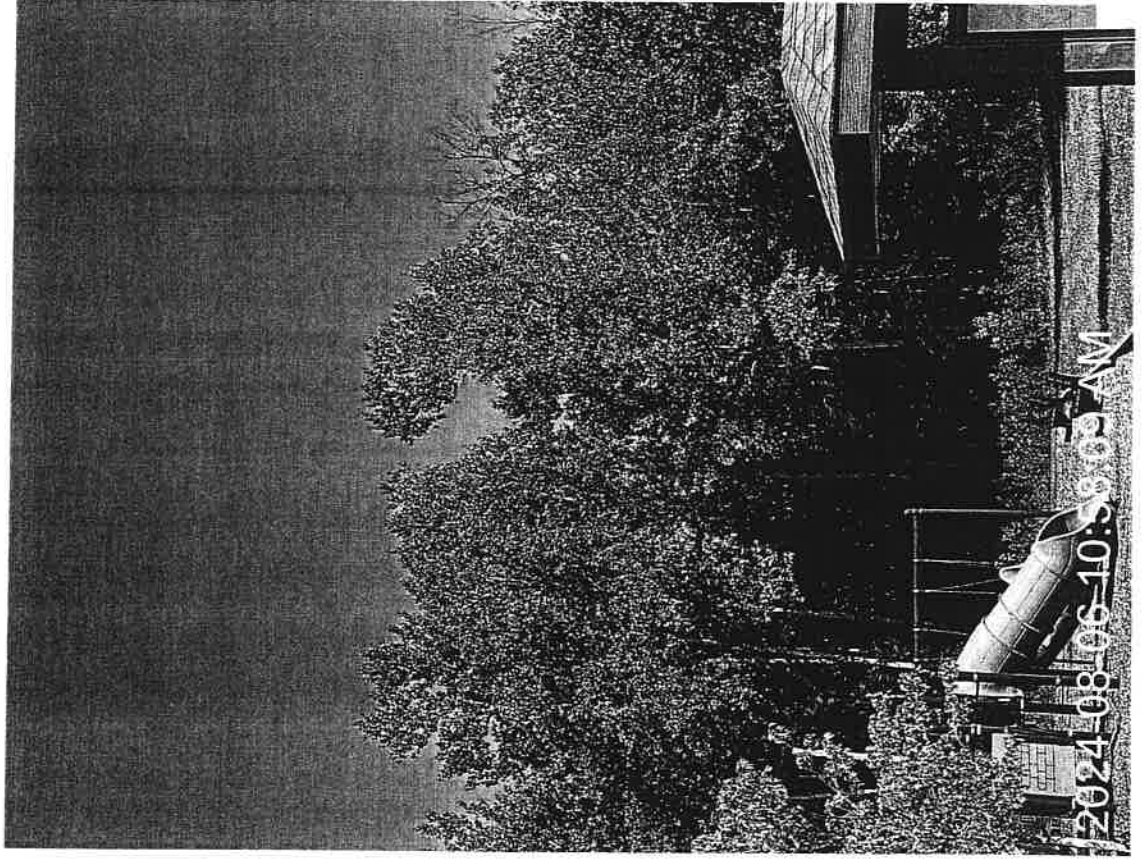


Image 2

Obstacle 4 penetrates the approach/departure path by 35.2 feet.

# Greenwood Township– August 6<sup>th</sup>, 2024

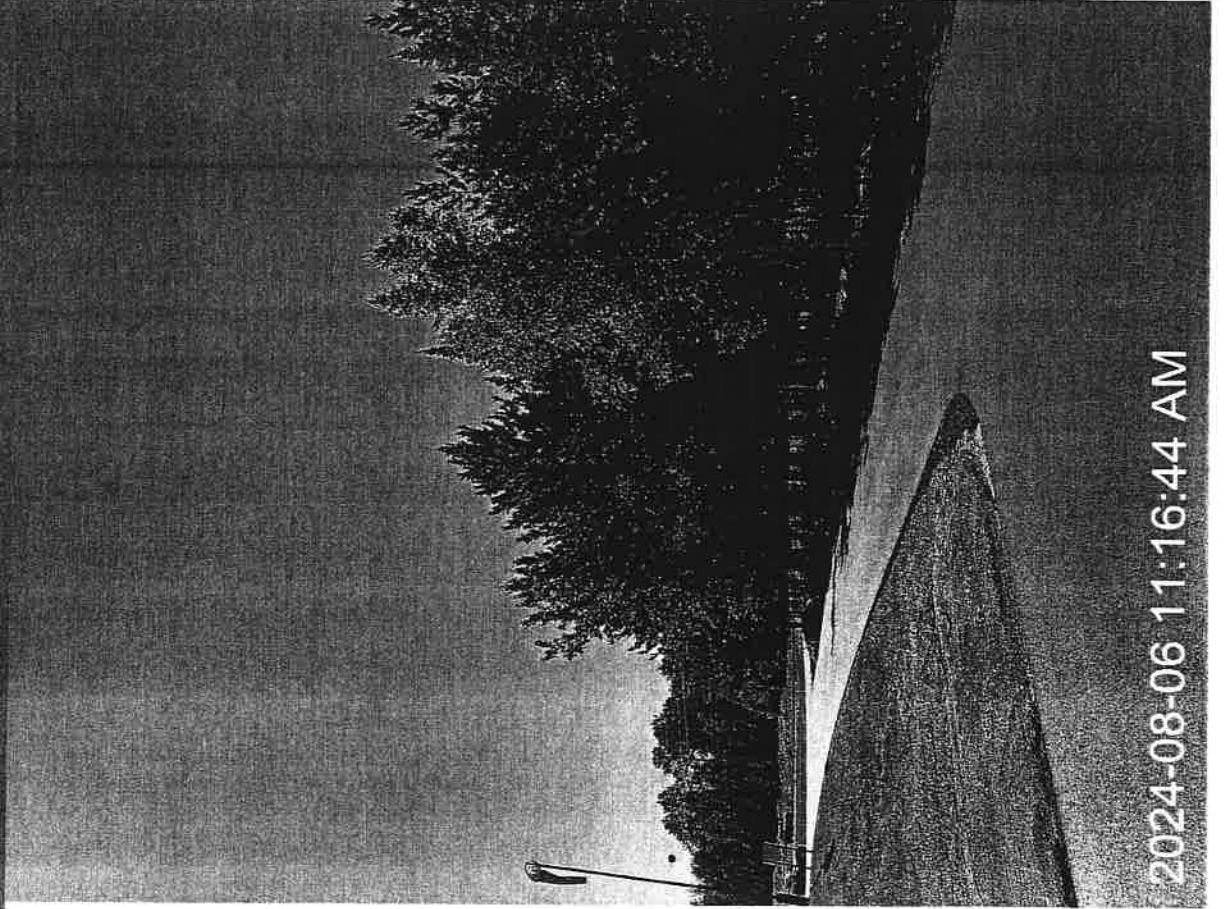


Image 3

Obstacle 19 penetrates the approach/departure path by 37.3 feet.



# Greenwood Township– August 6<sup>th</sup>, 2024

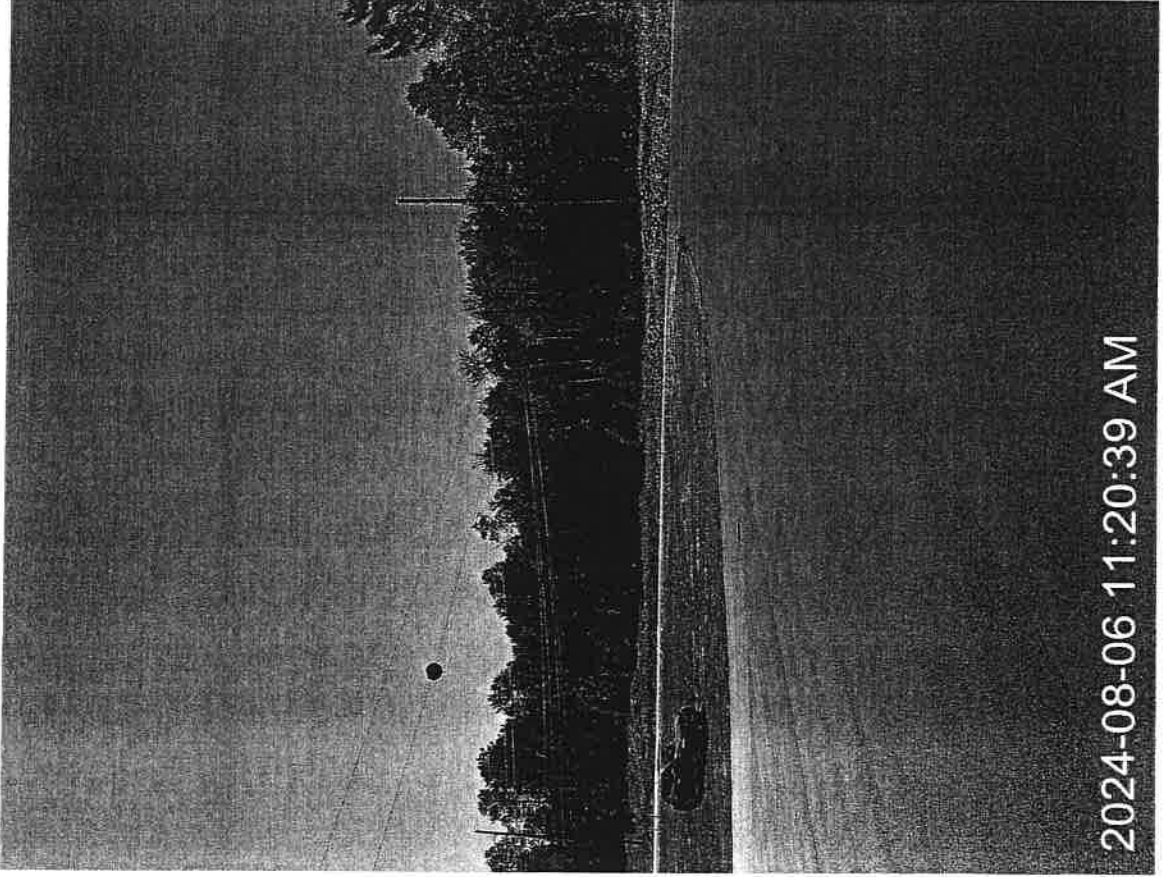


Image 4

Obstacle 22 penetrates the approach/departure path by 8.1 feet. This power line must be lowered.

# Greenwood Township– August 6<sup>th</sup>, 2024

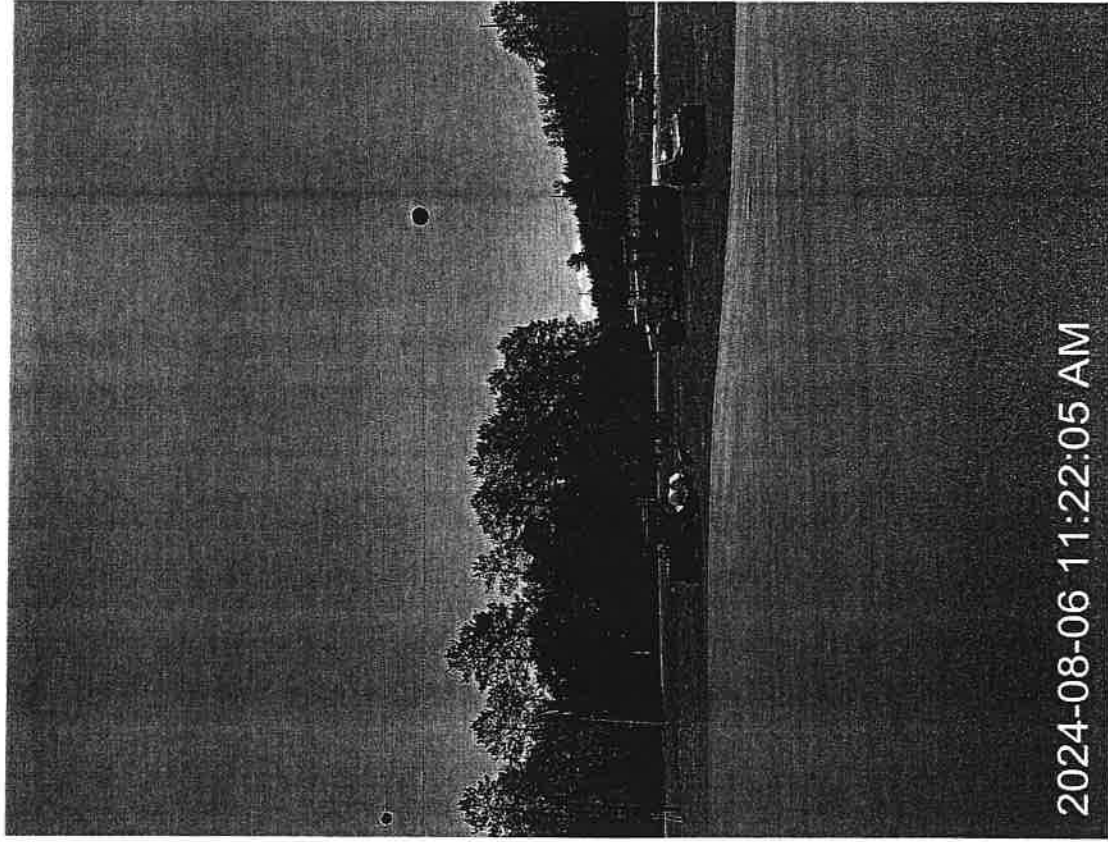


Image 5

Obstacle 23 penetrates the approach/departure path by 27.8 feet.

2024-08-06 11:22:05 AM

# Greenwood Township– August 6<sup>th</sup>, 2024

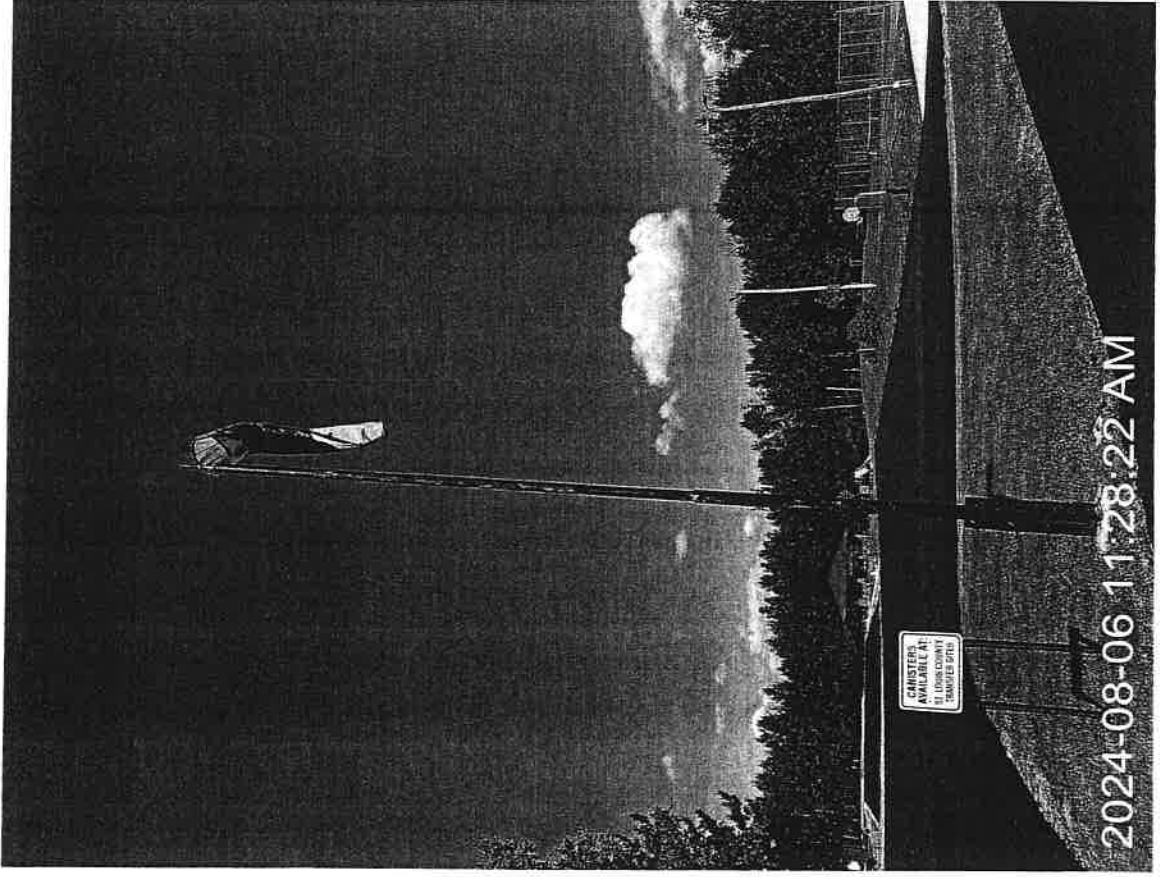


Image 6

The windsock is penetrating the approach/departure surface by approximately 20 feet. The windsock should be relocated outside of the approach/departure path or be lowered.

# Greenwood Township– August 6<sup>th</sup>, 2024

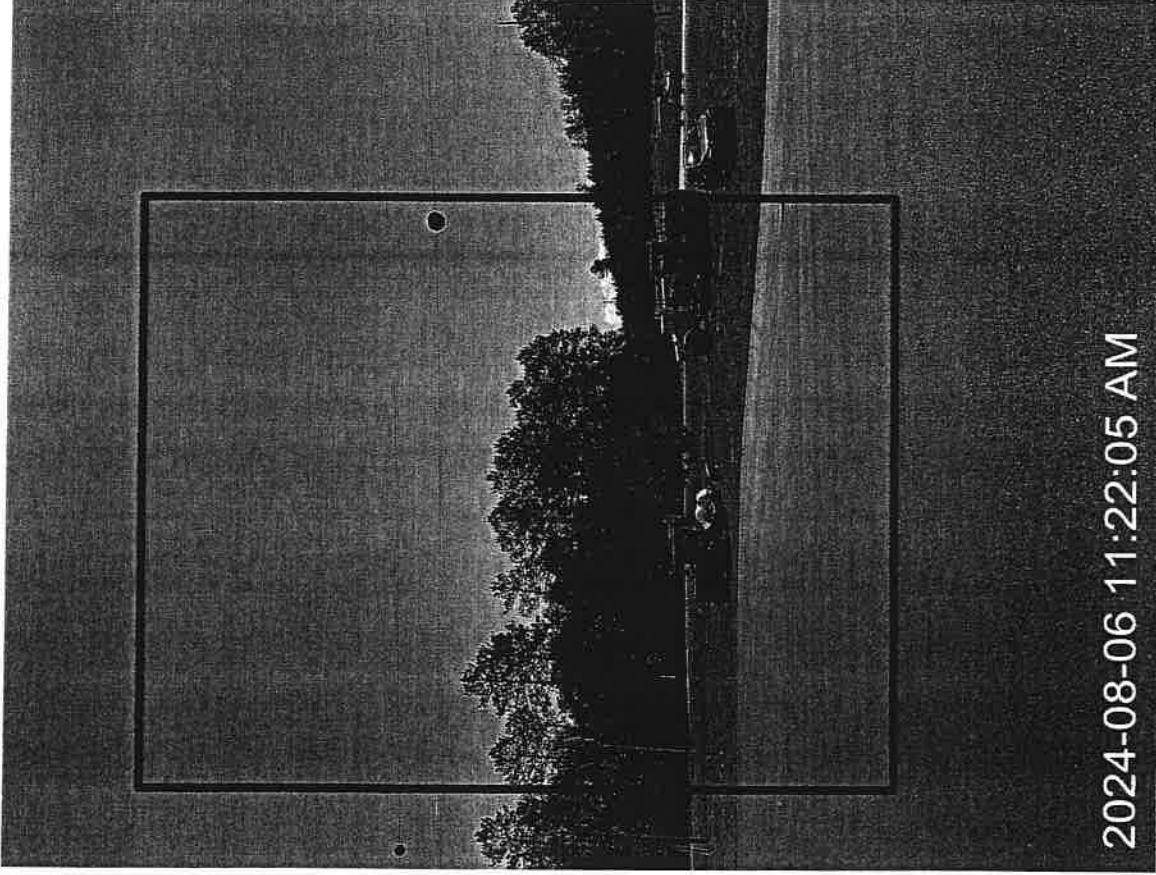


Image 7

Flight paths are determined to follow **125-305** and **170-350** directional headings for safe operations.

# Greenwood Township– August 6<sup>th</sup>, 2024

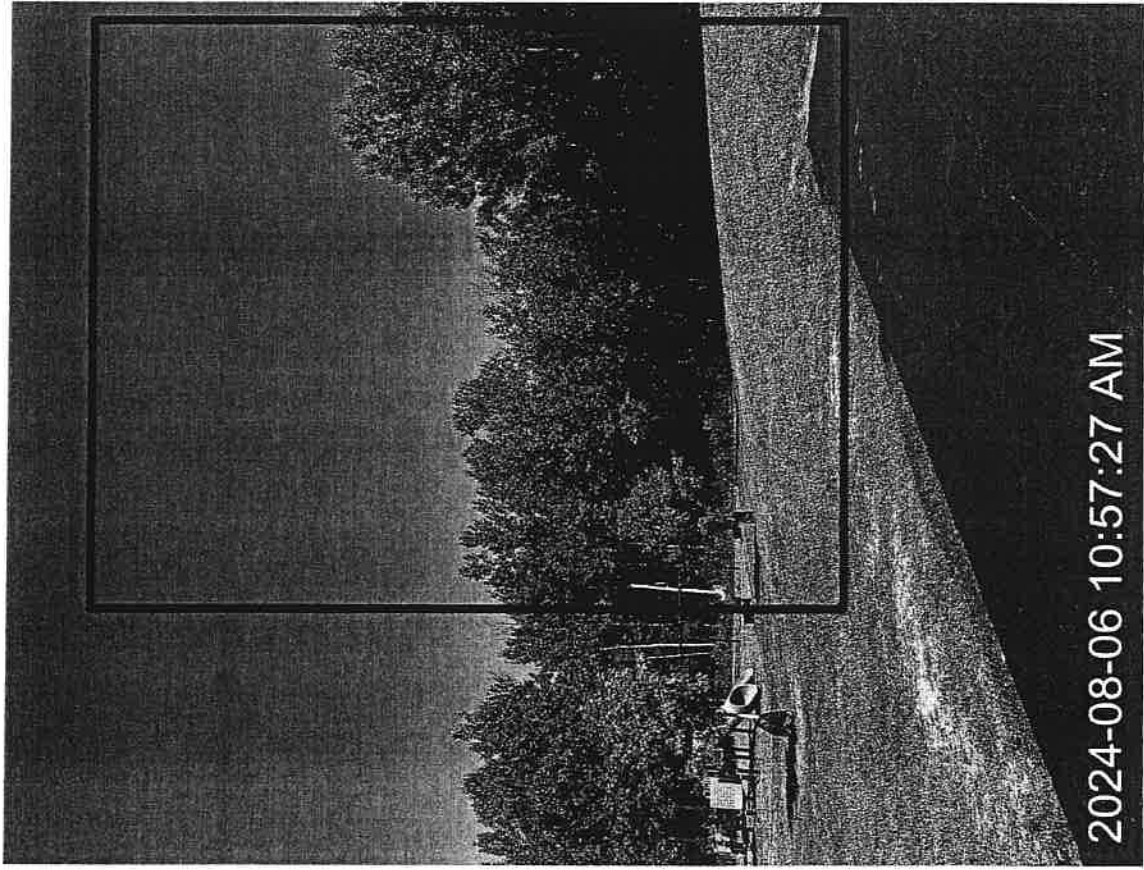


Image 8

Flight paths are determined to follow **125-305** and **170-350** directional headings for safe operations.

# Greenwood Township– August 6<sup>th</sup>, 2024

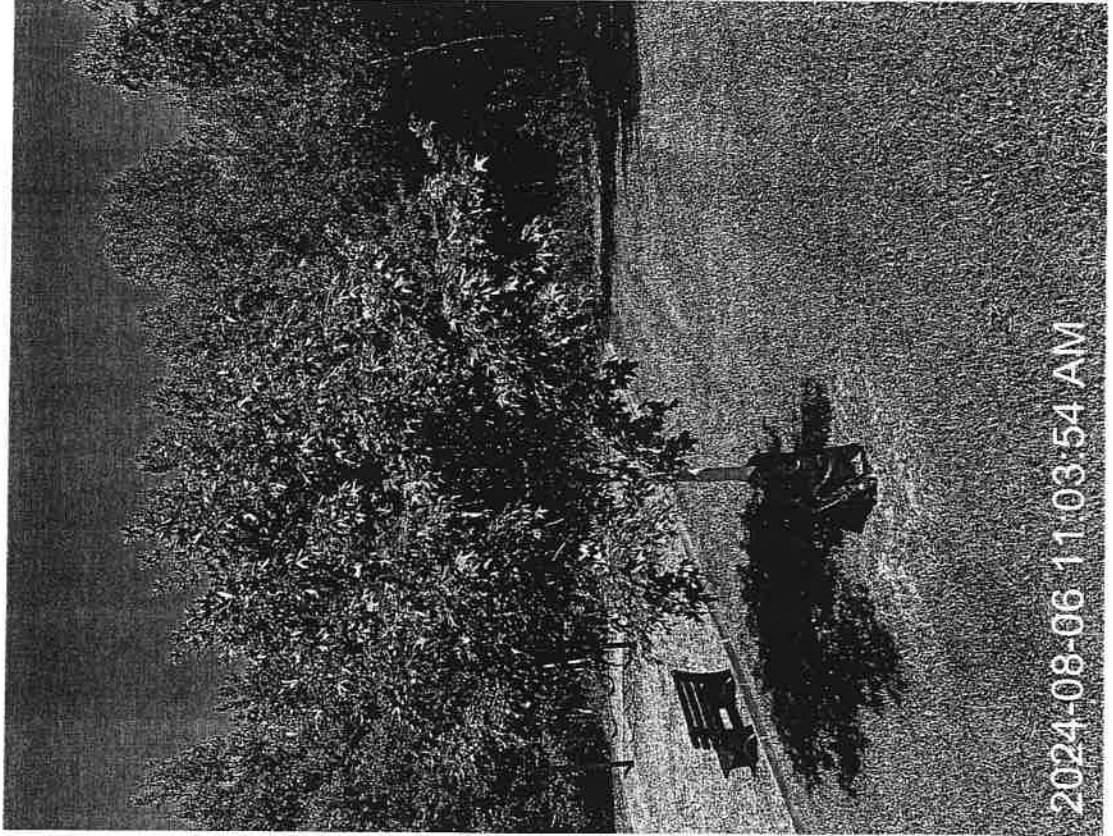


Image 9

The approach/departure paths have trees that are nearing the approach/departure surface. This includes obstacle 10.

# Greenwood Township– August 6<sup>th</sup>, 2024

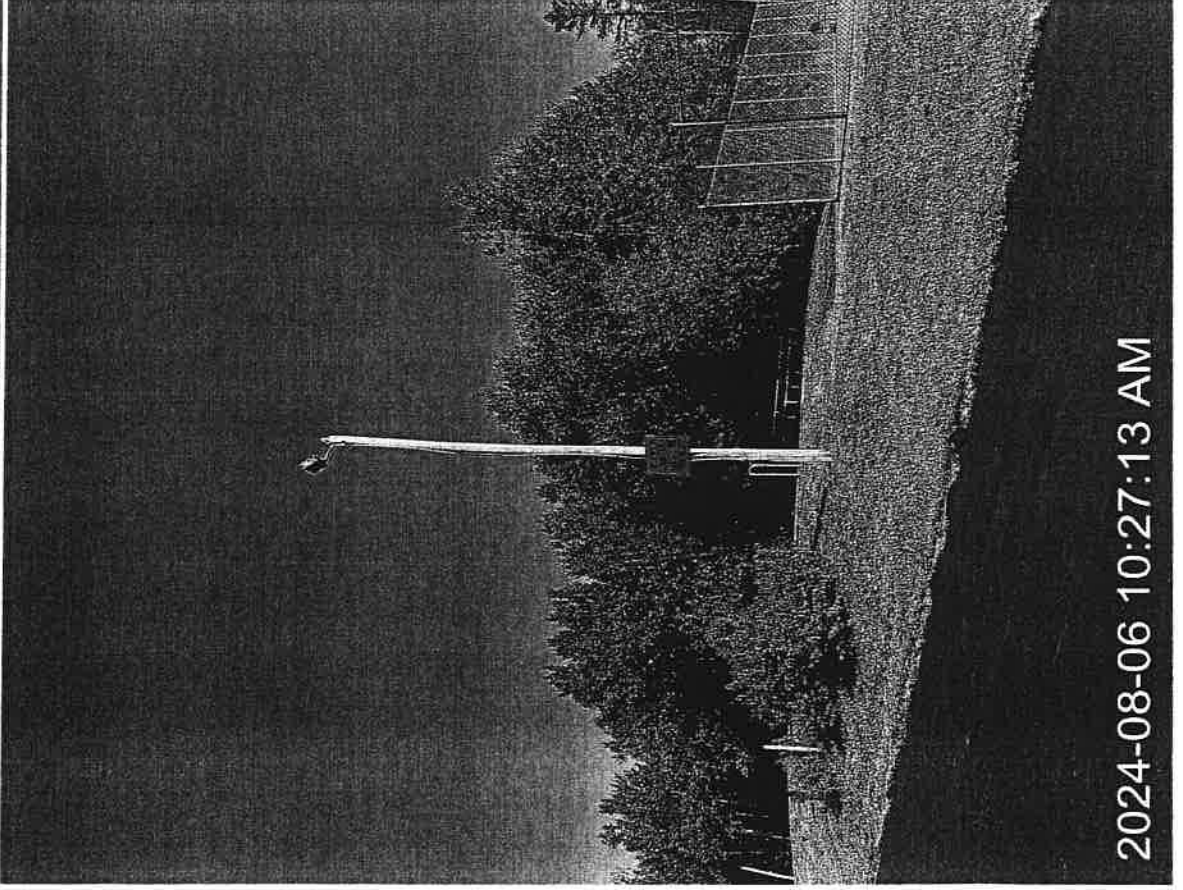


Image 10

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, 32, and 40 in the transitional surface.

2024-08-06 10:27:13 AM

# Greenwood Township– August 6<sup>th</sup>, 2024

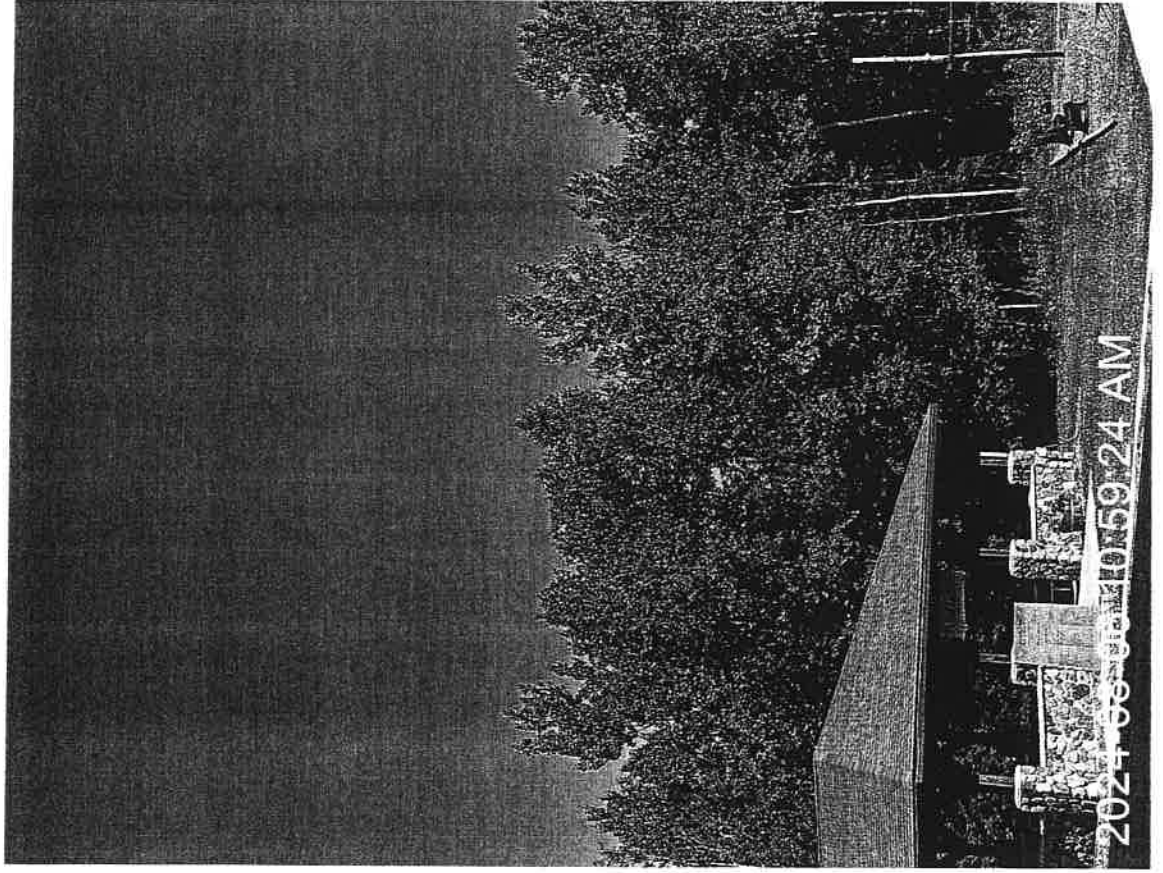


Image 11

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, 32, and 40 in the transitional surface.



# Greenwood Township– August 6<sup>th</sup>, 2024

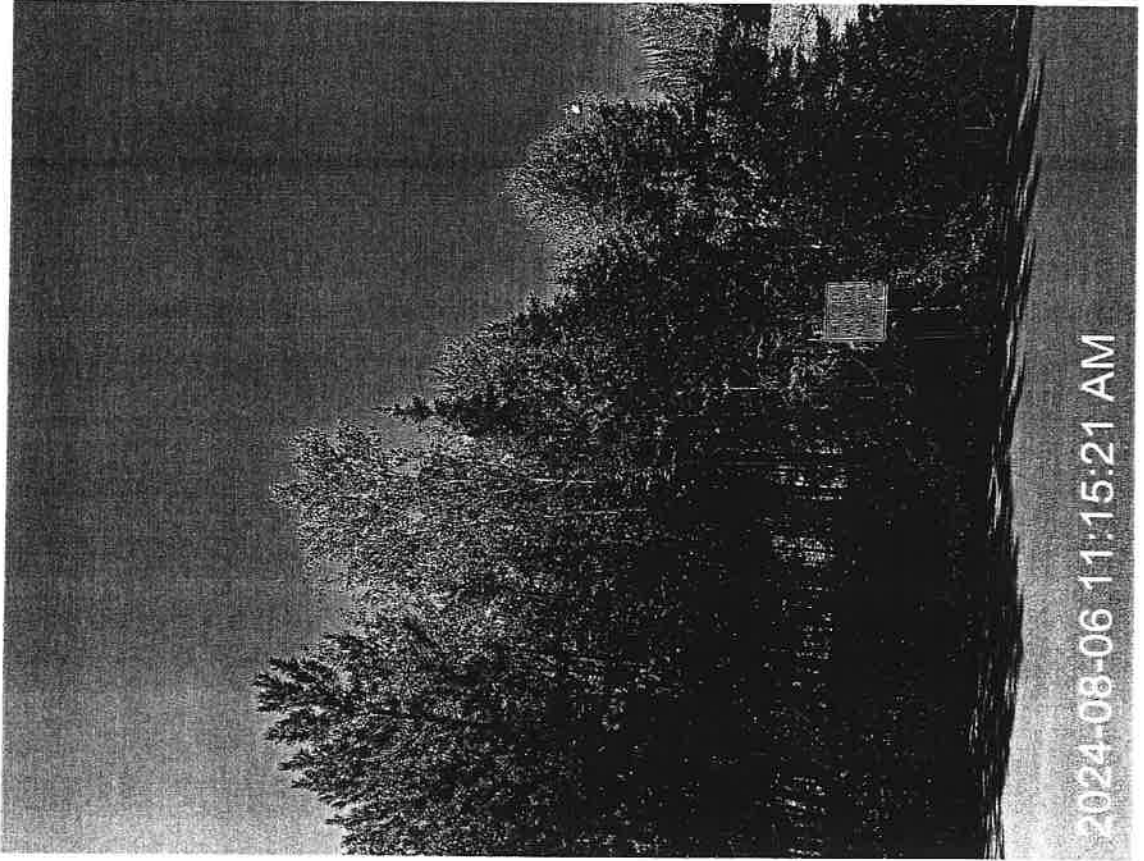


Image 12

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, **17**, 18, 27, 29, 32, and 40 in the transitional surface.

# Greenwood Township– August 6<sup>th</sup>, 2024

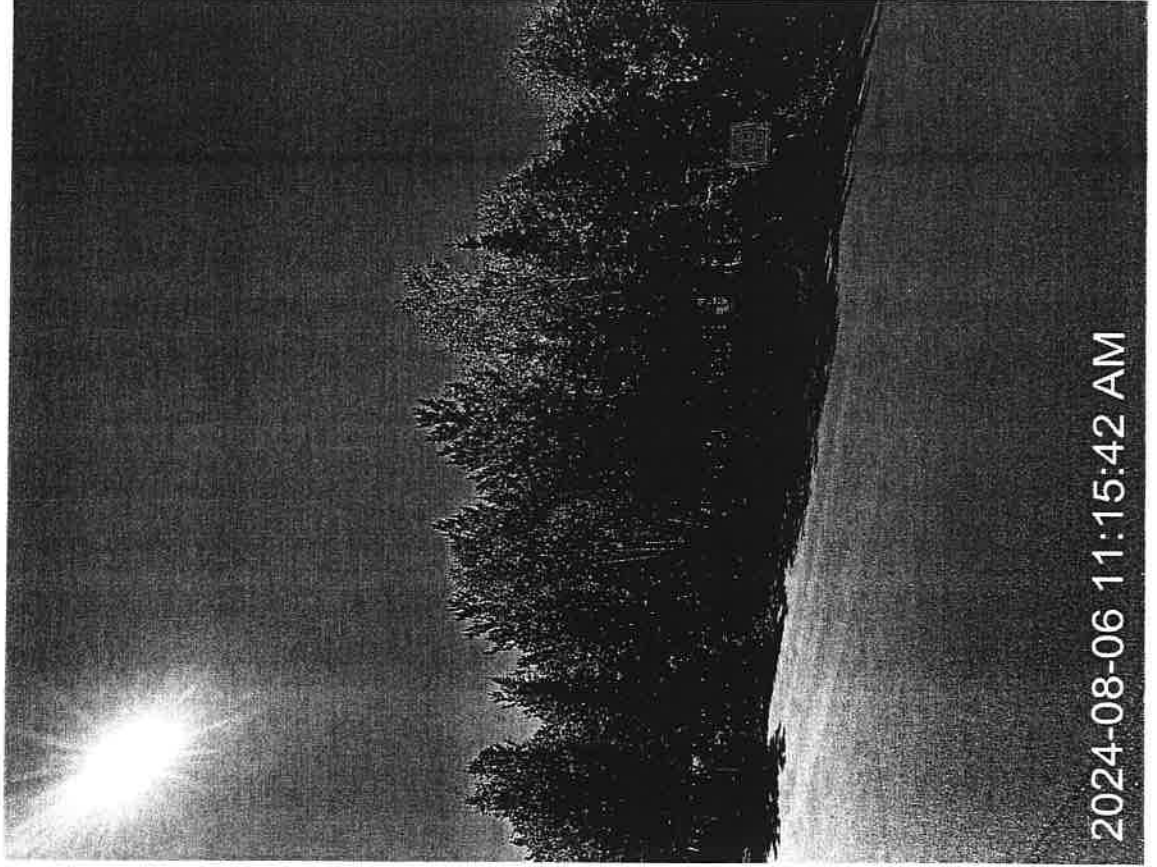


Image 13

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, 32, and 40 in the transitional surface.

# Greenwood Township– August 6<sup>th</sup>, 2024

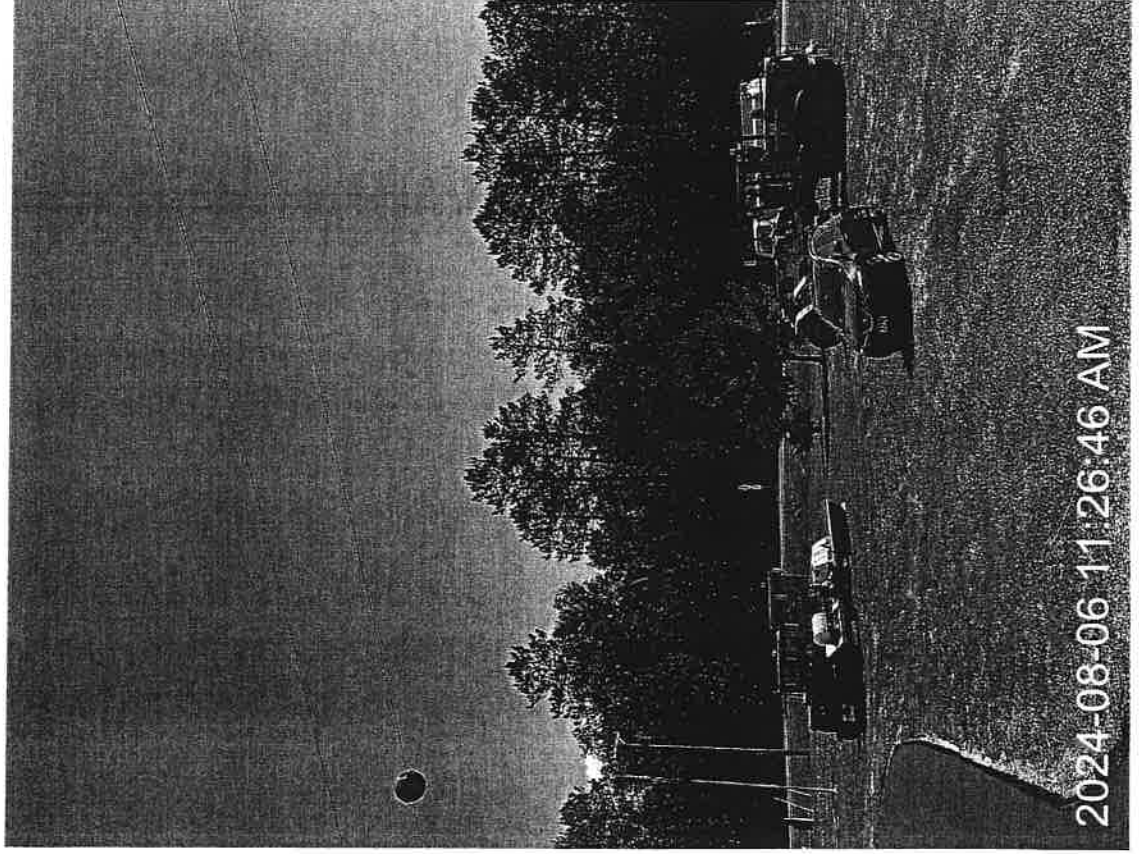
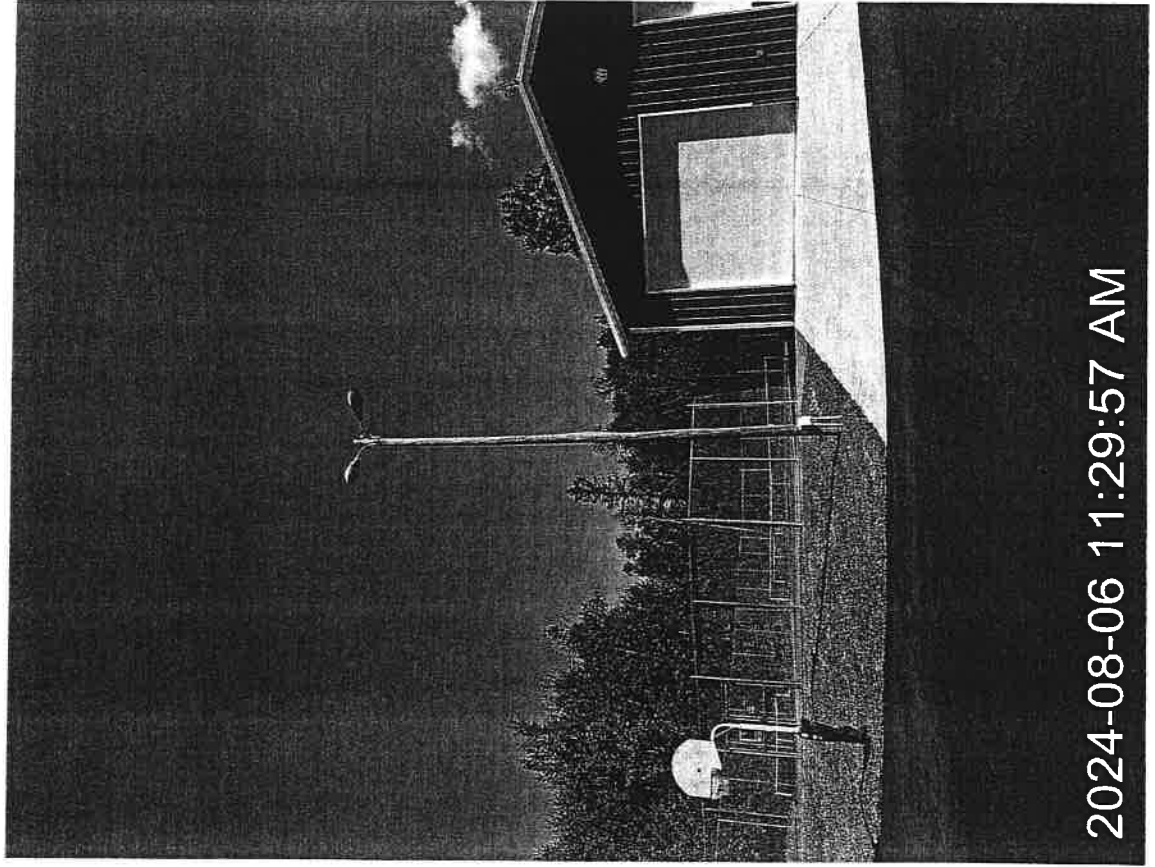


Image 14

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, **27**, 29, 32, and 40 in the transitional surface.

# Greenwood Township– August 6<sup>th</sup>, 2024



2024-08-06 11:29:57 AM

Image 15

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, 32, and 40 in the transitional surface.

# Greenwood Township– August 6<sup>th</sup>, 2024

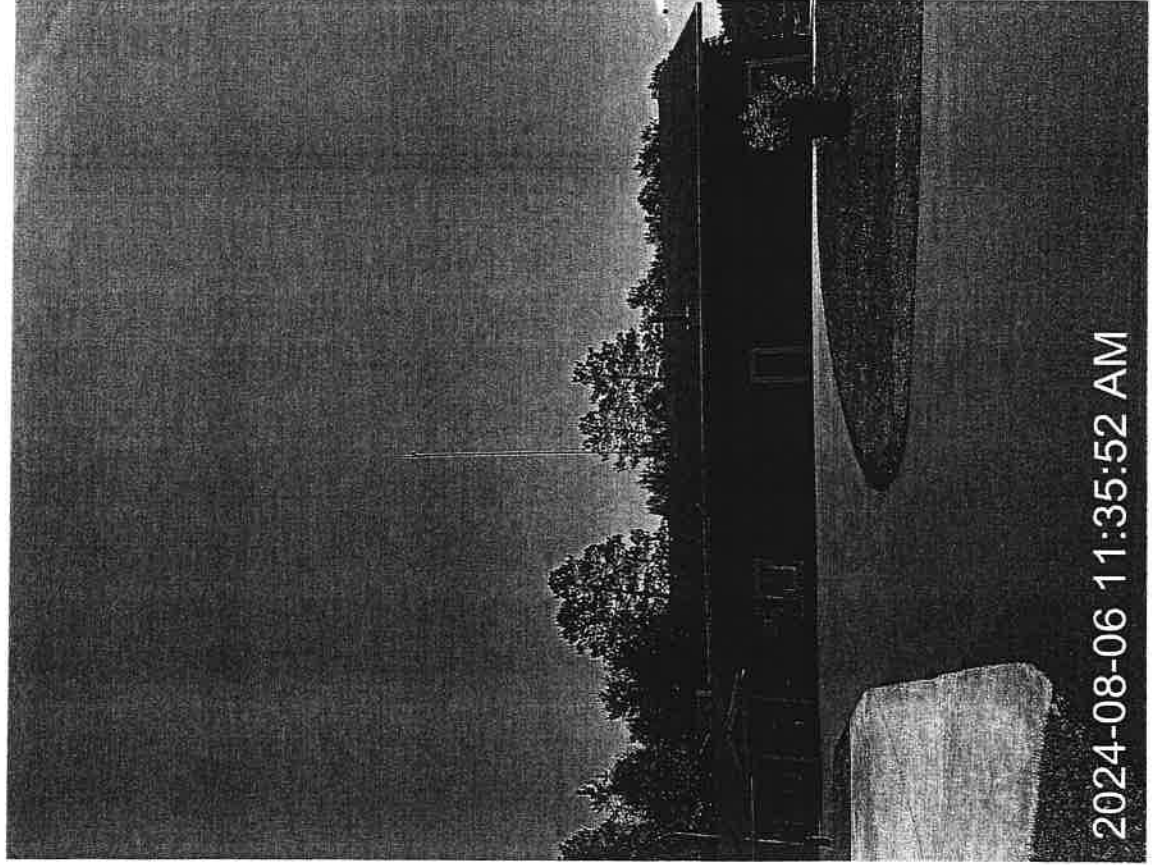


Image 16

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, **32**, and 40 in the transitional surface.

# Greenwood Township– August 6<sup>th</sup>, 2024

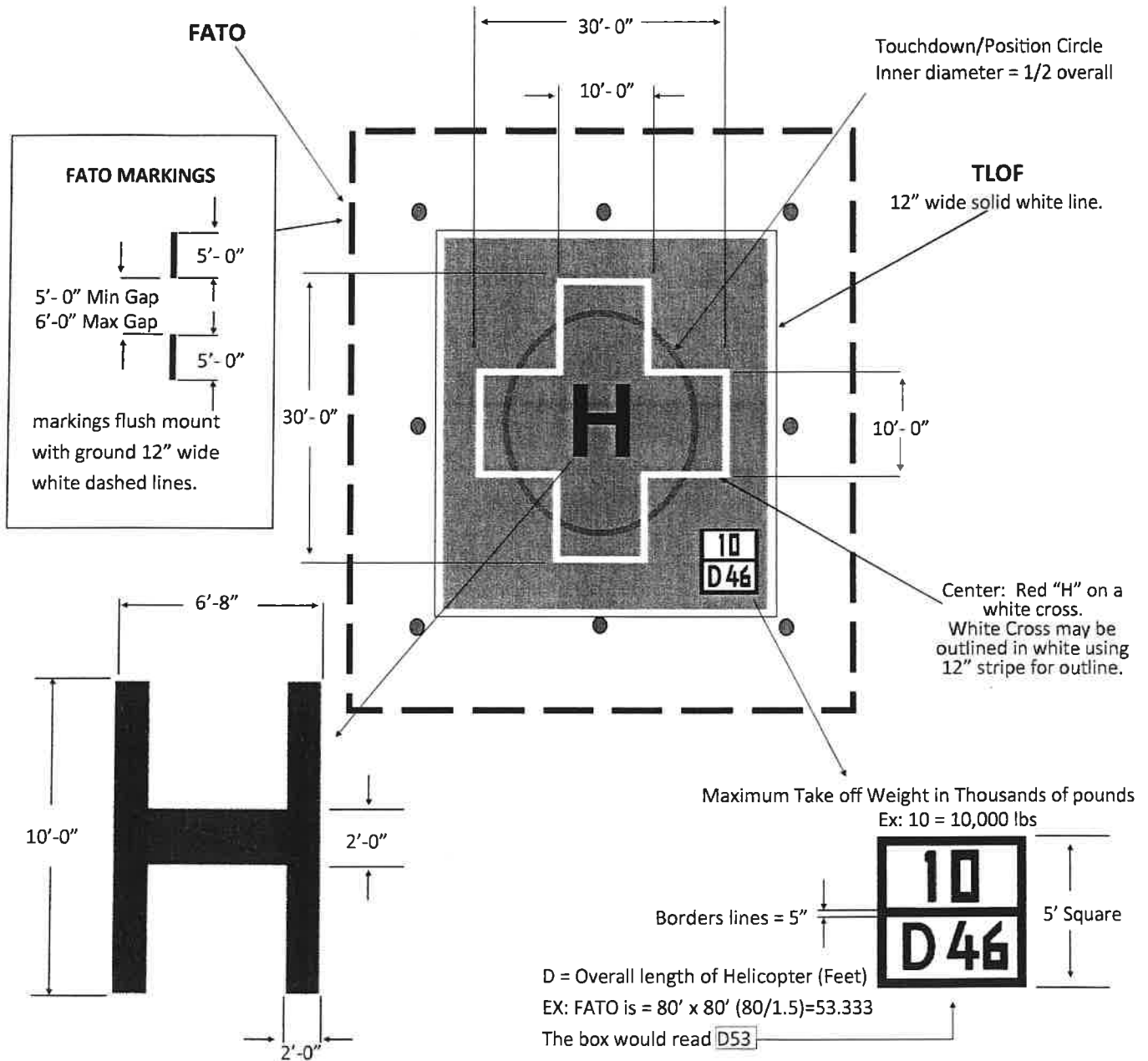


Image 17

The approach/departure paths have obstructions that penetrate the transitional surface. Enclosed is an aerial view showing obstructions 1, 5, 17, 18, 27, 29, 32, and 40 in the transitional surface.

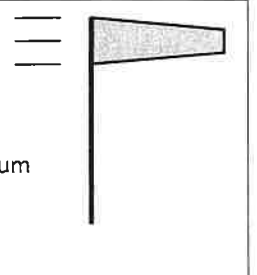
# Hospital Heliport Marking and Lighting

Ref FAA AC 150/5390-2D

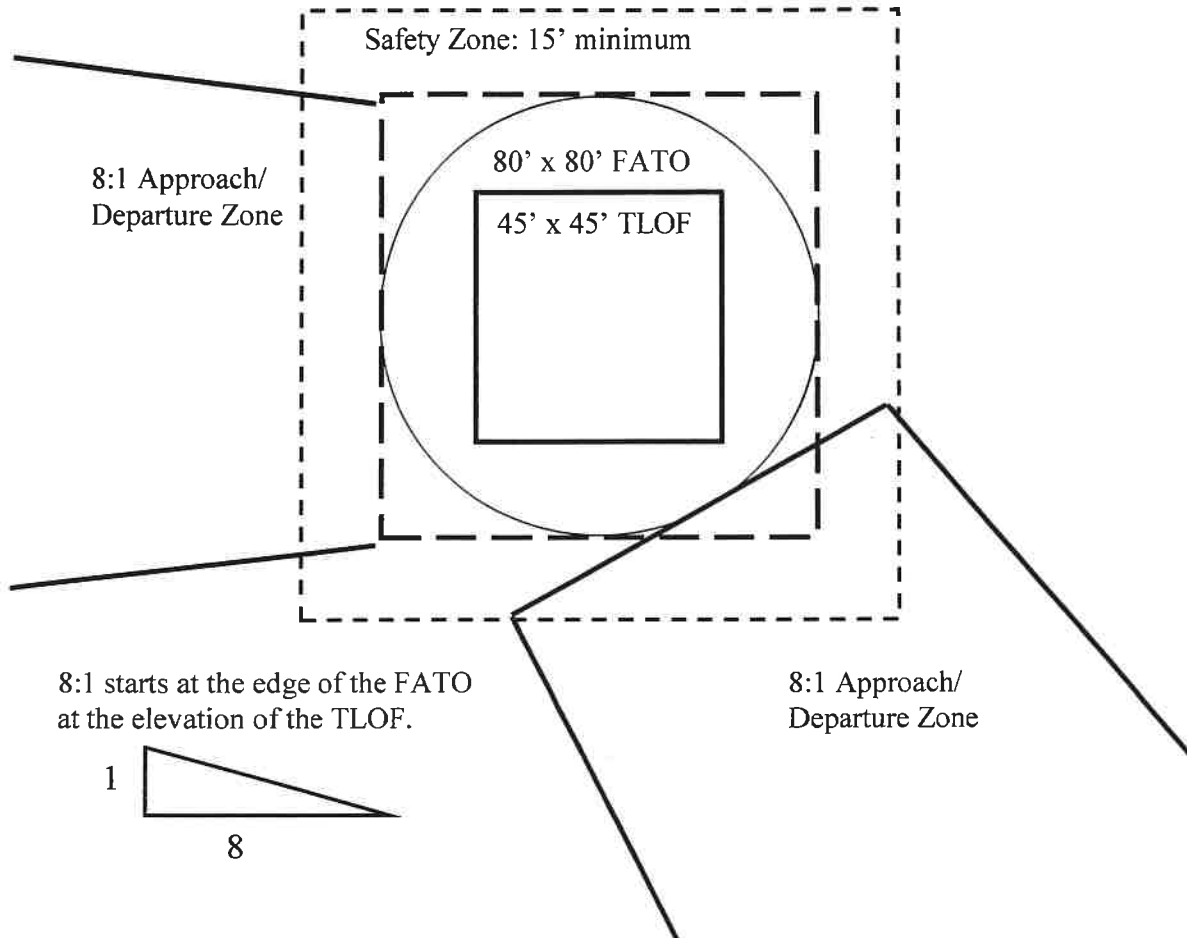


**LIGHTING:**

- ◆ Flood lighting to create 3 foot candles (32 lux) of illumination.
- ◆ Windsock lighting.
- ◆ Red obstruction lights for identified objects. (Optional) Flush mounted, green perimeter lights. Minimum 3 per side.
- ◆ For circular TLOF/FATO, a minimum of 8 lights equally spaced.
- ◆ Using LED lights consider adding IR generators to accommodate Night Vision Equipment



## Hospital Heliport Surfaces



TLOF and FATO may be circular:

TLOF: 1x rotor diameter 40' min; recommend 45' diameter.

FATO: 1.5x helicopter length; 80' diameter shown based off 45' TLOF.

Ground Level Heliports:

Minimum Paved Area: 40'x 40'

Elevated Heliports:

If FATO is non-load bearing, TLOF minimum size is 55'x 55'.

For a 55'x 55' TLOF the FATO is 90'x 90'.

Safety Zone:

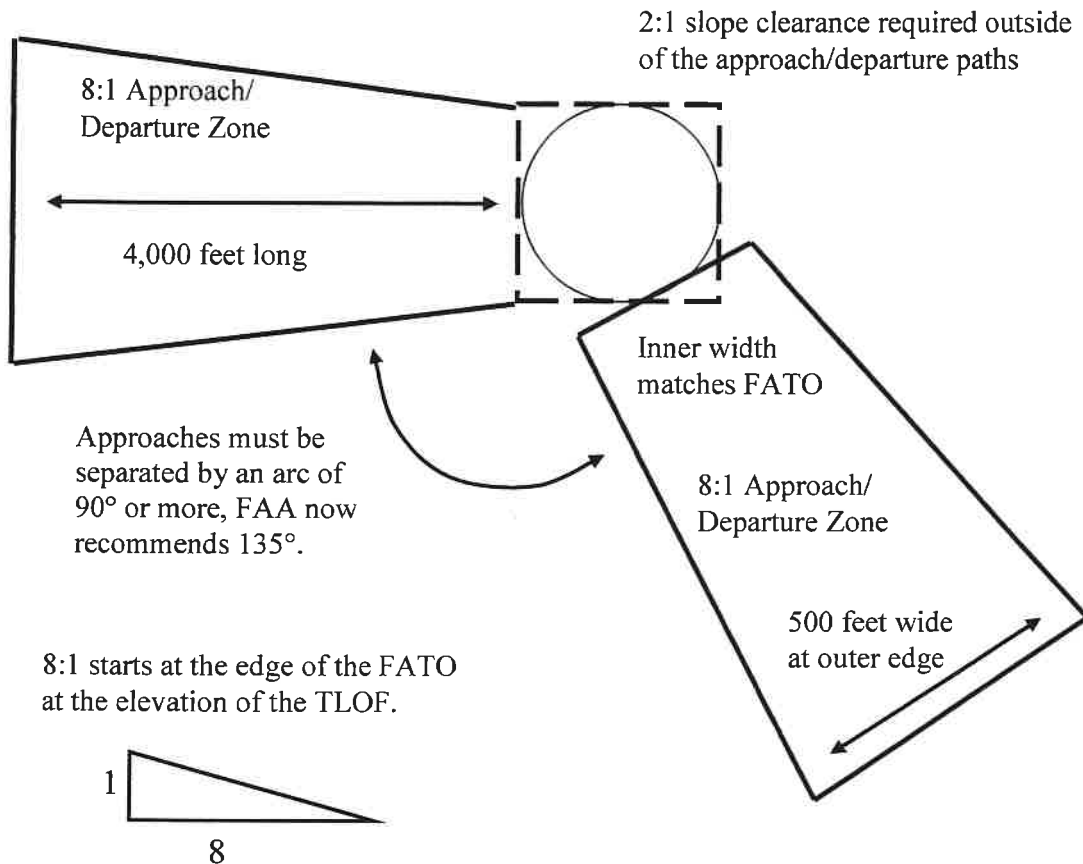
20' if TLOF marked but no "H" markings.

25' if "H" markings but TLOF not marked.

30' if TLOF not marked and no "H" markings.



# Hospital Heliport Approach/Departure Surfaces



**Approach/departure Surfaces:** The Minnesota rules require two approach/departure paths separated by an arc of at least 90°. FAA now recommends 135° between approaches. These paths should be selected to allow approach and departure into the prevailing wind. Consideration should also be given to emergency landing sites along the paths and to ground transportation corridors such as highways for noise masking. This area must be kept clear.

**Traverse Ways:** The elevation of traverse ways such as roads, railroads and waterways must be increased by the height of the highest mobile object that would normally traverse it. For interstate highways this height has been set at 17 feet. All other public roadways must be increased by 15 feet and railroads must be increased by 23 feet. Where the roadways will be closed during helicopter operations the elevation of the road does not need to be increased.

**Transitional Surface:** The transitional surface is a 2:1 sloped surface (2 feet out for every 1 foot up) that starts at the edge of the FATO and goes out 250 feet from the center of the heliport. The transitional surface also extends off the sides of the approach/departure surfaces starting at the elevation of the approach/departure surface and rising at the 2:1 slope to a distance of 250 feet from the centerline of the approach/departure surface. It is recommended to keep this area clear.

## **Heliport Protocol Outline:**

The purpose of this document is to provide an opportunity to share best practices in developing hospital heliport protocols. The protocol is a written document explaining how the helipad works and who is responsible for tasks when it is active. There are no published standards or requirements for protocols, however, well developed protocols have been identified as an industry best practice for enhancing safety at heliport facilities. It is within each facilities scope to expand on what is offered within this document. There may be sections that do not apply to your operation and it is okay to leave that section blank.

MnDot Aeronautics welcomes feedback on this outline and will add/delete as new practices are identified or industry needs change.

### **Definitions**

1. Hot Loads
2. Landing Zones
3. Power lift equipped
4. Wheeled stretcher

### **Hospital Policy**

1. Determine airlift is needed and authorization procedure
2. Who is contacted
  - a. Internal
  - b. External
  - c. Vendor Selection policy (who to call to get a helicopter on the way)

### **Procedure:**

1. Notification of Hospital staff
2. Notification of Helipad support staff
  - a. (PD, Dispatch, Airport etc...)
  - b. If procedure changes based on time of day should be included here

### **Preparing the patient**

1. Information that must go to transport agency to be ready to perform flight
2. Other internal procedures to prepare

### **Preparing the Helipad**

1. Day/Night Operations
2. Clearing area
3. Moving cars or obstacles that must be moved to open up approach surface
4. Shutting down roads or parking lots
5. Clearing the area of debris that can be moved in rotor wash
6. Coordination of which flight approach will be used
7. Securing the area for safe inbound operations

### **Arrival Procedures**

1. No one should approach the helicopter until directed by crew
2. Communications via radio with helicopter
3. If multiple helicopters could be using the site at the same time how will coordination work?
4. When helicopter lands can ground personal approach while blades are turning?
5. Does the helicopter crew disembark to meet hospital staff for hand off?
6. When and how close can ground vehicles come to helicopter?
7. Who is directing the ground vehicles into position? If the approach surface area is not clear what is the procedure?
  - a. Who notifies the inbound flight if the area is not clear?
  - b. Where is the flight sent to complete the mission?
    - i. Airport
    - ii. Alternate approved helipad?
    - iii. Establishing transportation from alternate landing site to the hospital

### **Moving vehicles and people around the heliport**

1. When is it okay to drive in the safety zone?
2. Is there a designated vehicle movement area?

### **Securing the Site**

1. What happens if the helicopter has to sit on the pad waiting and the crew needs to leave it unattended?
2. What are the protocols for fueling on the pad or in the immediate area?
3. Spell out clearly where designated helicopter parking areas are if it is intended on to leave them sit on the landing pad.

### **Departure**

1. Secure the site, make sure all people and vehicles are out of the Safety area.
2. How to make sure the approach surface is clear?
3. Notifying the staff the helicopter has departed and is all clear.
4. How the hospital is notified that the helicopter reached its destination safely?

### **Emergency Procedures**

1. Consider:
  - a. What would be the impact of a helicopter crash at your hospital? In your community?
  - b. How many of your staff would be exposed? Who would be left to respond?
  - c. What if the helicopter impacted the hospital and impacted patient care?
2. Less impactful items
  - a. A vehicle or object is stuck in the approach surface
  - b. Ambulance malfunction
  - c. If transporting patients from heliport using an ambulance consider ambulance crash during move
  - d. Lights do not come on at heliport
  - e. Helicopter will not start after loaded for departure
  - f. Weather changes while on the ground? Icing conditions, frost, etc...
3. Address Some Procedural/Process points in your protocols. In the event of an emergency:
  - a. Call 911

- b. Department notification
  - i. Specify order of notification
  - ii. Persons that need to be notified
  - iii. Phone/Text/Email all parties
- c. Contacting hospital administrator
- d. Who goes to the crash site?
- e. Who is called in for added support at the hospital?
- f. Any differences for day or night operations?

#### **Facilities Impacts:**

This section should look at areas within and around the heliport that could impact operations. Some examples could be:

- Proximity to hospital entrance
- Parking lot
- Entrance Road
- ER parking/entrance
- Nearby parks or arenas
- There may be many more or different items.

Define procedures to be followed to insure that staff and others in the immediate area understand their role in the above protocols. Make it clear so that other not involved in the process get too close and add to operational risks.

1. How do you make them aware?
2. How does operations communicate with the staff or people?
3. Include a plan of action defining the expectations of both staff and visitors.
4. What if they have parked blocking the heliport?
  - a. How long would it take to have cars cleared from a parking area they cannot be in?
  - b. If the helipad blocks off other traffic from entering the facility how will that be communicated?

#### **Other Considerations**

Consider performing crash drill to assure the staff is prepared and not surprised.

#### **Snow/Ice removal**

The landing surface should be clear of all snow and ice or any other debris that could fly around and restrict visibility. The tail boom on most of the helicopters is only 20 inches above the ground so it is critical that no snow banks are built up within the safety area.

1. Create a snow removal plan that covers where the snow can be moved to
2. How to insure that all approach surfaces are clear for operations.
3. What do you use on the TLOF to remove stubborn ice?

**Consultants and Links for Heliport Design/Construction**

- FAA AC 150/5390-2D- Heliport Design. Focus on chapter 2 for design and chapter 4 for markings.
  - [http://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150\\_5390\\_2d.pdf](http://www.faa.gov/documentLibrary/media/Advisory_Circular/150_5390_2d.pdf)
- MN State Rules- Chapter 8800 Department of Transportation, Aeronautics. Under publications.
  - <http://www.dot.state.mn.us/aero/>
  - [State Application](#)
- National EMS Pilots Association (NEMSPA). Get a helicopter safety video and full heliport planning brief.
  - <http://www.nemspa.org/>
- FAA Flight Standards District Office. In your area go to:
  - [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/)
- MN Air Medical Council MNAMC. Learn about the operators that use your heliport.
  - <http://www.mnamc.org/>

**List of Firms that have worked on heliports in MN**

DSGW	Duluth	MN	218-727-2626	<a href="http://www.dsgw.com/">http://www.dsgw.com/</a>
RSP Architects	Minneapolis	MN	612-677-7700	<a href="http://www.rsparch.com/">http://www.rsparch.com/</a>
Loucks Associates	Minneapolis	MN	763-424-5505	<a href="http://www.loucksassociates.com">www.loucksassociates.com</a>
Leo A Daly	Minneapolis	MN	612-338-8741	<a href="http://www.leoadaly.com">www.leoadaly.com</a>
Horty Elving	Minneapolis	MN	612-332-4422	<a href="http://www.healthcarearchitects.com/">http://www.healthcarearchitects.com/</a>
Heliport Systems Inc	Morristown	NJ	973-540-0011	<a href="http://www.heliport.com/">http://www.heliport.com/</a>
				<ul style="list-style-type: none"> <li>• Specialize in roof top</li> </ul>
FEC Heliports	Cincinnati	OH	877-435-4723	<a href="http://www.federalequipment.com/">http://www.federalequipment.com/</a>
				<ul style="list-style-type: none"> <li>• Specialize in roof top</li> </ul>
BWBR	St Paul	MN	651-222- 3701	<a href="http://www.bwbr.com/">http://www.bwbr.com/</a>
HDR	St Paul	MN	912-524-5000	<a href="http://www.hdrinc.com/">http://www.hdrinc.com/</a>
Pope Architects	St Paul	MN	651-642-9200	<a href="http://www.popearch.com">www.popearch.com</a>
J&L Steel & Electrical	Hudson	WI	715-808 0463	<a href="mailto:bobq@jles.us">bobq@jles.us</a>
				<ul style="list-style-type: none"> <li>• Specialize in lighting (Bob Quist)</li> </ul>
Hali-Brite	Crosby	MN		<a href="http://www.halibrite.com/index.htm">http://www.halibrite.com/index.htm</a>