

Greenwood Township Supervisors Board Meeting Agenda

DATE: January 14, 2025 - 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 December 10, 2024. **Vote**

Motion-to approve minutes from Special meeting held December 17, 2024. **Vote**

Motion-to approve minutes from Special meeting held January 2, 2025. **Vote**

FINANCIAL REPORTS

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

Motion -to approve Claims. **Vote**

Motion -to approve Payroll. **Vote**

Certificates of Deposit:

- a. Update on renewal of three CD's.
- b. Reinvestment of Jumbo CD.

Clerk's financial reports.

OLD BUSINESS

1. Water test results from sample taken by Supervisor Bassing in October, 2024.
 - a. Quote from Froe Brothers to replace media in Brassmaster.

NEW BUSINESS

1. Update on PERA payroll issue, including interest and penalties, due to non-payment of funds to PERA since 2022.
 - a. Hours worked by the Clerk to resolve the issue.
2. Township Election – March 11, 2025:
 - a. Filings for offices:
 - i. Treasurer position (March 2025-March 2027).
 - ii. Supervisor 4 position (March 2025-March 2028).
 - b. Appointment of Election Judges for Township Election.
 - c. Appointment of Absentee Ballot Board.
 - d. Dates for absentee voting-February 7 – March 10, 2025.
3. Set Special Closed Meeting to hold Performance Evaluation for Fire Chief at 6 PM on Wednesday, January 22, 2025.
4. EMS Supplies
5. Township Maintenance.
6. Discussion on budget.
7. Set date for the annual Board of Audit.
8. Information Policy
9. Medical leave – Fire Chief
10. Kitchen update

SUPERVISOR REPORTS

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

FIRE CHIEF REPORT

1.

CLERK REPORT: (Correspondence)

1.

MOTION TO ADJOURN

NEXT MEETING: FEBRUARY 11, 2025 TIME 6:30 PM

Greenwood Township Supervisors Board Meeting Minutes

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 / Deputy Treasurer Joann Bassing / Clerk Spicer- **all present**

PUBLIC COMMENTS

Sue Drobac -asked about the Township Attorney mailing a letter to the Chair to a private address.

Mike Ralston – commented on the previous Board ignoring his information request, over a year ago, for a list of certification levels for the Fire Department employees.

Paul Thompson – recognized and commended those on the Recreation Committee, who take care of recreation area, pavilion & plants. Will present an update at the annual meeting regarding the upkeep of the pickleball courts and recreation area.

Jet Galonski – reiterated Ralston’s comment on the previous Board ignoring the requests from residents for information and commented on how the Greenwood Fire Department went from 20 Firefighters to an unknown number, possibly under 5. No answers have been provided.

Joann Bassing spoke about the Greenwood emergency landing area and questioned if it is insured through the township policy.

ADDITIONS/CHANGES TO AGENDA

Motion by Skubic/Gilbert to accept Agenda, with the deletion of item #7 under Old Business, as the board cannot discuss information relating to an ongoing investigation. **Vote 5/0 carried.**

Motion by Skubic/Gilbert to approve minutes from the regular meeting held November 12, 2024. **Vote 5/0 carried.**

Motion by Skubic/Gilbert to approve minutes from the Special meeting held November 12, 2024. **Vote:** Roskoski Y, Skubic Y, Gilbert Y, Stoehr N, Bassing N – **3/2 carried.**

TREASURER REPORT

Motion by Bassing/Stoehr to approve Treasurer Report. **Vote:** Roskoski N, Skubic N, Gilbert N, Stoehr Y, Bassing Y – **2/3 fail.**

Discussion was held and it was noted the Treasurer fund balance does not match Clerks. Chair Roskoski asked about the four CD’s that mature in December. The Board previously made a motion to request the Treasurer to notify the Board one month in advance of the CD’s maturing, along with interest rates. Treasurer Maus did not provide the information at the November meeting. Deputy Treasurer Joann Bassing stated Treasurer Maus did not provide her with any information on the CD’s.

Motion by Bassing/Skubic to roll over the three smaller CD's and hold reinvestment of the Jumbo CD until the January board meeting. **Vote 5/0 carried.**

Motion by Gilbert/Skubic to approve the Claims, in the total amount of \$5,308.32. **Vote 5/0 carried.**

Motion by Stoehr/Bassing to approve the Payroll for November, 2024. **Vote 5/0 carried.**

Clerk Spicer reviewed her 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. Chair Roskoski stated the copy of the Standard Operating Guidelines that the Fire Chief submitted at the 11/12/24 meeting, included new proposed amendments. Chair Roskoski stated she has requested Fire Chief Maus to provide an update to date version of the SOG's, which only included amendments approved by the Board between the 2021 version and current. This still has not been done.

Motion by Roskoski/Skubic to follow the signed copy of the Standard Operating Guidelines dated 2021, until an updated copy is provided. **Vote 5/0 carried**

2. Review amendments to Paid On-Call Policy.

No action was taken.

3. Performance evaluation form for Fire Chief, to be completed by Fire Department membership.

Supervisor Bassing stated the Fire Chief has performed 80 percent of performance evaluations for the Fire Department employees.

Chair Roskoski discussed the performance evaluation form that would be completed by the Fire Department employees, as part of the Fire Chief's evaluation. Chair Roskoski stated the form was obtained from the City of Tower and clarified that the form was used previously by Tower. Due to the ongoing current investigation involving the Fire Chief, Chair Roskoski recommended that the Fire Department employees not be involved in completing the form. Because the Fire Chief was out on medical leave, it was suggested that the Performance Evaluation be rescheduled to January, 2025.
4. Quote from Froe Brothers to replace media in Brassmaster.
 - a. Review water test results taken by Supervisor Bassing in October, 2024.

Supervisor Bassing stated the results have not been received.

5. **Motion** by Skubic/Gilbert to adopt Resolution 11-2024 deeming Birch Point Road Extension as Township Road 4136. **Vote** Roskoski Y, Skubic Y, Gilbert Y, Stoehr N, Bassing abstains – **3/1 carried, with one abstention.**
6. **Motion** by Skubic/Gilbert to accept the quote from Calgaro & Sons, in the amount of \$4,100, to brush Township Road 4136, 4 feet back from edge of blacktop and up 16 feet, with the work to be completed between now and Spring. **Vote:** Roskoski Y, Skubic Y, Gilbert Y, Stoehr N, Bassing Y – **4/1 carried.**
7. Per Supervisor Bassing - Allegations concerning the Fire Chief. Item was removed from the Agenda.

NEW BUSINESS

1. **Motion** by Skubic/Stoehr to accept the quote from MN Public Safety Group, not to exceed \$2,000, to review/update the Fire Department policies. **Vote:** Roskoski Y, Skubic Y, Gilbert Y, Stoehr Y, Bassing N – **4/1 carried.**
2. **Motion** by Skubic/Gilbert to extend the contract with Mike Nystrom, in the amount of \$145 per board meeting, plus an additional \$25 per month if he has to record and upload the video to the Greenwood Township Facebook page, through 12/31/25. **Vote 5/0 carried.**
3. Township employees/charge accounts.
Motion by Roskoski/Gilbert to provide the Clerk with all rebate receipts from Menard's, not defaced, for submission and used as credit for purchases by Greenwood Township. **Vote 5/0 carried.**
Motion by Skubic/Roskoski to cancel the charge accounts at Zup's, Menard's and L & M and use Township issued credit cards at those places. **Vote:** Roskoski Y, Skubic Y, Gilbert N, Stoehr N, Bassing N – **2/3 fail.**
4. Update on information request submitted by township resident.
Chair Roskoski stated the Fire Department has not provided a list of the certification levels for the Fire Department employees, as requested by herself and residents. She also noted that copies of their certifications are missing from the Fire Department personnel files.
Motion by Roskoski/Skubic to authorize Fire Captain and EMS Captain to contact the employees and obtain proof of their certification levels for their personnel files, in order to prepare a list of employees with their certification levels. **Vote 5/0 carried.**
5. Discussion on training pay for Greenwood Fire Department employees through Greenwood Township and City of Tower.
Chair Roskoski clarified misinformation provided at the November board meeting, stating the City of Tower does not pay anyone for any training. It has been policy of Greenwood Township to pay employees for training. Therefore, the two Greenwood Township that were paid by Greenwood Township for training obtained through the City of Tower were not double paid.

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. **Motion** by Gilbert/Skubic to adopt Resolution 12-2024 requesting a ballot question be added to March 11, 2025, Township Election, 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". **Vote:** Roskoski Y, Skubic Y, Gilbert N, Stoehr N, Bassing N - **3/2 carried**
8. Discussion on MNDOT study on Greenwood Township Emergency Landing Zone. **Motion** by Stoehr/Roskoski to form a committee to determine if Greenwood Township can make any changes, as listed in the MN DOT study, to make the landing zone safer, with the committee consisting of Supervisor Gilbert, Fire Captain Trancheff and Paul Thompson. **Vote 5/0 carried.**
9. Sprint Medic Program.
Supervisor Bassing stated Cook, Orr and Nett Lake have approved the Sprint Medic Program and Tower is still considering it. The program would have a mobile paramedic responding to calls from Monday through Friday in the service areas.

SUPERVISOR REPORTS

- Skubic** Road Supervisor – nothing new
Lodging Tax Board – nothing new
- Bassing** Joint Powers and Recreation– nothing new
- Gilbert** Grounds and Maintenance – spoke to Fire Chief about removing some trees
Broadband Liaison– nothing new
- Stoehr** Noxious Weeds– nothing new
911 Assignment – still trickling in
- Roskoski** Ambulance Commission – nothing scheduled until January 2025

FIRE CHIEF REPORT

1. **Motion** by Bassing/Stoehr to hire Brianna Lofquist as an EMR, contingent on passing a physical and background check. **Vote 5/0 carried.**

CLERK REPORT: (Correspondence)

1. **Motion** by Bassing/Skubic to accept Resolution 13-2024 designating the Greenwood Town Hall as the polling place for the 2025 elections. **Vote 5/0 carried.**
2. **Motion** by Bassing/Skubic to approve a \$100 donation to the St. Louis County Fair. **Vote 5/0 carried.**
3. MAT agenda – copies available on request.

4. Reminder - MAT Annual Conference Schedule, information available on request.
5. Donation to Township from Quilters – Thank you
Motion by Bassing/Gilbert to adopt Resolution 14-2024 accepting a donation, in the amount of \$260, from the Vermilion Quilters. **Vote 5/0 carried.**
6. Donation to Township from Bois Forte – Thank you
Motion by Skubic/Stoehr to adopt Resolution 15-2024, accepting a donation, in the amount of \$15,000, from Bois Forte Reservation. **Vote 5/0 carried.**
7. Lake Country Power changed their billing date, but we are flagged to NOT receive late penalties or other actions.
8. Township Directory on outdoor bulletin board has been defaced for a second time.
9. **Motion** by Skubic/Gilbert to approve the Christmas ad in the TimberJay. **Vote 5/0 carried.**
10. **Motion** by Skubic/Gilbert to approve the Christmas ad in the Tower News. **Vote 5/0 carried.**

Motion by Stoehr/Bassing to approve Kristal Strong, Dave DeJoode, Brenda Edmundson, Tammie Dowden, Dean Dowden, members of the Greenwood Fire Department, to attend the 44th Annual EMS Conference in Duluth, January 17-19, 2024, at an estimated total cost of \$5,400. **Vote 5/0 carried.**

Motion by Bassing/Skubic to adjourn at 8:30 pm. **Vote 5/0 carried.**

NEXT MEETING: JANUARY 14, 2025 TIME 6:30 PM

Chair

Clerk

Greenwood Township Supervisors Board Meeting 12/17/2024 Special Meeting Minutes

CALL TO ORDER by Chair Roskoski at 5:30 pm

ROLL CALL

Chair Roskoski / Vice Chair Skubic/ Supervisor Gilbert/Supervisor Bassing / Clerk Spicer – present;
Supervisor Stoehr is not present

Expired EMR Certifications:

Chair Roskoski read an email from Chief Maus stating all EMR personnel are currently certified, except Rodney Politano and the new hire. Chief Maus noted he had contacted Mr. Politano and told him he cannot respond to calls. Roskoski added she had found out, from an outside source after calling for this meeting, that the public certification information is available on the Minnesota Emergency Medical Service Regulatory Board website. She continued that if Chief Maus had known that and provided the Board with the certification information, or the knowledge of the website, this meeting would not have been necessary. Chair Roskoski stated the Fire Chief is out on medical leave and she was not comfortable contacting the employees with the expired certifications, and that was the reason this meeting was called. She further stated that Ms. Nelson was recertified yesterday, yet had been going on calls since March 31, 2024, when her certification expired. The Township Attorney stated it is a liability for EMR's to respond to calls without the proper certification. It is the Fire Chief's responsibility to ensure that all EMR's are not to answer calls unless certified.

Additional registration, Arrowhead EMS Conference, January 17-19, 2025:

Chair Roskoski stated it had been brought to the attention of some Board members that not all EMR personnel had been made aware of the conference. All employees should have equal opportunity to attend.

Motion by Gilbert/Bassing to allow MaKenna Villebrun, Peggy Nelson and Brianna Lofquist the opportunity to attend the Arrowhead EMS Conference, to be held in Duluth, January 17-19, 2025. **Vote: 4/0 carried.**

Dave DeJoode, EMS Captain, stated that he and Kristal Strong have changed their minds and will not be attending the conference, which was approved at the December board meeting.

Motion by Bassing/Skubic to adjourn at 5:40 pm. **Vote: 4/0 carried.**

Chair _____ Clerk _____

**GREENWOOD TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING – JANUARY 2, 2025 – 5:00 PM**

Roll Call:

Present: Chair Roskoski, Vice Chair Skubic, Supervisor Gilbert, Supervisor Bassing, Clerk Spicer

Absent: Supervisor Stoehr

Chair Roskoski called the meeting to order and stated it was a Special Meeting and no comments from the public will be allowed.

1. Fire Chief medical leave through January 22, 2025.

Jeff Maus, Fire Chief, submitted a doctor excuse dated January 2, 2025, certifying he is able to return to work as of 1/2/25 with the following restrictions: Administrative functions of his position via telecommuting. Dr anticipates releasing him from care to resume all work functions as of 1/22/25, pending his next follow up appointment.

Chair Roskoski stated the request for light duty was not on the agenda for the Special Meeting and cannot be added. The request will be discussed at a future meeting.

Supervisor Bassing stated, in the past, fire chiefs have been gone and the Incident Commander takes command. Chief Maus is doing administrative duties for 20 days left. Chief Maus stated he, and EMS Captain DeJoode, have contacted Brian Trancheff, no less than 30 times, and have not received a response and stated, if he can't even do that, how can he fill the role.

Chair Roskoski noted the board has not received any communication from Chief Maus since mid-November, stating he will be having surgery the first part of December until a board member provided an update at the December 10th board meeting stating his surgery went well the day prior. The Board was never given the length of time Jeff Maus would be absent. On December 20, 2024, a doctor excuse was sent to the board, stating Chief Maus would be out until January 22, 2025.

Chief Maus stated multiple emails had been sent back and forth and that he had been working. Chair Roskoski responded that no emails were sent, once the doctor excuse was received on 12/20/24.

2. Appointment of Interim Fire Chief/Salary.

Supervisor Bassing stated, if you are going to appoint Brian Trancheff, he is not qualified, as he is not EMR certified.

Chair Roskoski responded that Brian Trancheff meets the qualifications in the Fire Captain job description and that job description states the board can appoint the Fire Captain as Interim Fire Chief.

Supervisor Bassing stated some board members have their own agenda and campaigned on getting rid of Jeff Maus from day one. Supervisor Gilbert and Chair Roskoski responded and stated that statement is not true.

Motion by Skubic/Roskoski to appoint Brian Trancheff as Interim Fire Chief until January 22, 2025, unless Jeff Maus's doctor excuse is extended. Roll call: Yes: Roskoski, Skubic-2; No-Bassing-1; Abstain-Gilbert. Motion carried.

Regarding the salary, Chair Roskoski stated employees can earn up to 48 hours of sick and safe time per year and that should cover Chief Maus for his December, 2024, salary.

Moved by Roskoski, supported by Gilbert to pay Jeff Maus his monthly salary as Fire Chief for December, 2024. Roll Call: Yes: Roskoski, Skubic, Gilbert – 3; No-Bassing-1. Motion carried.

Moved by Gilbert, supported by Skubic to prorate the Fire Chief's salary, on a daily rate, to pay Fire Chief Maus and Interim Fire Chief Trancheff as of January 2, 2025, through Jeff Maus's return. Roll Call: Yes: Roskoski, Skubic Gilbert – 3; No-Bassing. Motion carried.

3. Approval of required training for Fire Department employees/Annual Physicals.

EMS Captain Dave DeJooode reviewed the training and physicals that are scheduled for January 16, 2025. MN North will provide the training and Northern Health and Fitness will do the physicals.

Chair Roskoski stated a proposed 2025 training schedule was prepared by Fire Captain Trancheff and included in the packet. She noted there was confusion, as Fire Captain Trancheff had also scheduled required training on January 8, 2025. It was decided to cancel the training on January 8, 2025, and proceed with training and physicals on January 16, 2025.

Chief Maus stated, as of today, he is not able to drive a vehicle.

Moved by Skubic, supported by Gilbert to approve Northern Health and Fitness to perform the annual physicals for the Fire Department, at a cost not to exceed \$140 per employee. Motion carried.

4. Firefighter Certifications requested by 12/31/2024.

Regarding the Firefighter certifications, Chair Roskoski stated a spreadsheet was included in the packet to show the current status of the Fire Department employees. Fire Department employees were requested to submit a copy of their Firefighter I and Firefighter II certifications to the Clerk by 12/31/24. According to the Standard Operating Guidelines, fire department employees must have Firefighter I and Firefighter certifications to be considered firefighters, with a time frame allowed to obtain them.

Supervisor Skubic expressed his disappointment in the department only having five firefighters, plus one in training.

Discussion was held on the missing financial information and certifications from the personnel files. Much concern was expressed on the personal information that has been removed from the personnel files. Noone appears to have knowledge on the whereabouts of the information.

Jeff Maus suggested that, if the Fire Department employees cannot provide their Firefighter I & II certifications, they should abstain from firefighter duties. He also stated they could be on the scene performing other duties, other than firefighter duties.

Moved by Skubic, supported by Gilbert to notify the Fire Department employees to abstain from Firefighter duties until their Firefighter I and Firefighter II certifications are received by the Clerk. Motion carries.

Supervisor Gilbert clarified that EMR's can still go to fire scenes and help with other duties during fires.

5. Request Deputy Treasurer to provide financial information.

Chair Roskoski stated she requested Deputy Treasurer Joann Bassing, in the absence of Treasurer Maus, provide disbursement and receipt ledgers for 2024. Deputy Treasurer Bassing refused to provide the report and said it was not requested by motion.

Moved by Skubic and supported by Gilbert to request the Treasurer/Deputy Treasurer to provide a copy of the Disbursement and Receipts Ledgers for the year 2024. Roll Call: Yes: Roskoski, Skubic, Gilbert; No-Bassing. Motion carried.

Meeting adjourned at 5:47 PM.

Date Range : 12/1/2024 To 12/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/20/2024	Mike Nystrom	Inv# - FB Broadcast Dec 10, 2024	22128	\$145.00	100-41001-108-	General Government	\$145.00
12/20/2024	Kennedy & Graven, Chartered	Service 10/31/2024 thru 11/27/2024	22129	\$2,475.00	100-41001-304-	General Government	\$2,475.00
12/20/2024	St. Louis County Fair Association	DONATION-approved 12/10/2024	22130	\$100.00	100-41110-490-	Council/Town Board	\$100.00
12/20/2024	Portable John	Inv#34331 & 34725 for Nov 11 & Dec 9 2024 HANDICAP	22131	\$239.40	100-41940-223-	General Government Buildings and Plant	\$119.70
12/20/2024	Superior Fuel Company	Inv# 2765042 Propane 12/06/2024 & Inv# 2796953 01/06/2025	22132	\$1,991.55	100-41940-223-	General Government Buildings and Plant	\$119.70
12/20/2024	Waterous Company	Parts/repair	22133	\$604.91	100-41001-383- 100-41001-383-	General Government General Government	\$1,060.66 \$930.89
12/20/2024	CTC	phone system Inv# 21493870	22134	\$176.03	100-42201-221-	Fire Protection	\$604.91
12/20/2024	Couril & Ruppe, P.L.L.P.	10/28/2024 thru 11/27/2024	22135	\$1,722.50	100-41001-321-	General Government	\$176.03
12/20/2024	Zup's Food Market	large variety of junk snacks	22136	\$63.72	100-41001-304-	General Government	\$1,722.50
12/20/2024	Lake Country Power	Electricity 11/11/2024 - 12/01/2024	22137	\$634.60	100-42240-108-	Fire Training	\$63.72

Date Range : 12/1/2024 To 12/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/20/2024	St. Louis County Auditor	Disk Programming Inv#00000535 Proposed Tax Notice preparation Inv# 00012352	22138	\$819.56	100-41940-381-	General Government Buildings and Plant	\$634.60
12/24/2024	Menards - Virginia	Inv 50157	22139	\$4.99	100-41410-316- 100-41920-314-	Elections Data Processing	\$216.32 \$603.24
12/24/2024	MIN Association of Townships	Dues	22140	\$666.08	100-42201-221-	Fire Protection	\$4.99
12/24/2024	EO Johnson	INV 1674006	22141	\$19.73	100-41001-433-	General Government	\$666.08
12/24/2024	Elan Financial Services	FD Repairs & Supplies -\$1017.73 Clerk-Office supplies, Stamps	22142	\$1,257.59	100-41001-202-	General Government	\$19.73
12/24/2024	Debby Spicer	mileage-Tower, Mileage-x 3	22143	\$40.20	100-42201-221- 100-41001-201-	Fire Protection General Government	\$1,017.73 \$239.86
12/24/2024	Craig Gilbert	mileage - 77 miles	22144	\$51.59	100-41001-331-	General Government	\$40.20
12/30/2024	Timberjay Inc.	Inv# 136812	22145	\$168.75	225-42240-331-	Fire Training	\$51.59
12/30/2024	AJ's Repair Service, LLC	Inv 1067-M 1998 Ford F450 Transmission work	22146	\$2,622.96	100-41110-352-	Council/Town Board	\$168.75
12/30/2024	Northern Health & Fitness Plus	MedicalEvaluation-B. Lofquist	22147	\$85.00	100-42201-221-	Fire Protection	\$2,622.96

Date Range : 12/1/2024 To 12/31/2024

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/30/2024	Tech Bytes	Inv# 7682, 7692 & 7788	22148	\$393.00	100-42210-305-	Fire Administration	\$85.00
12/30/2024	B & D CLEARALL, Inc	Inv#699 plow Dec 1, 2, 4, 9, 10, 12, 16, 17, 20, 23, 27 & 29	22149	\$6,200.00	100-41920-201- 100-41920-201-	Data Processing Data Processing	\$232.50 \$160.50
12/30/2024	MN Telecommunications	Inv 11447	22150	\$48.00	100-41001-228-	General Government	\$6,200.00
12/30/2024	Tower News	12/2 & 12/27/2024 2025 Candidate notice	22151	\$274.00	100-41001-321-	General Government	\$48.00
12/30/2024	Mesabi Sign Company	Inv# 50294	22152	\$136.10	100-41110-351-	Council/Town Board	\$274.00
12/30/2024	Arrowhead EMS Association	Membership renewal through 9/30/2025	22153	\$350.00	100-42220-226-	Fire Fighting	\$136.10
					100-42210-308-	Fire Administration	\$350.00
Total For Selected Claims				\$21,290.26			\$21,290.26

December 2024 Payroll - paid in Jan 2025

Personnel	Hours		Earnings			Gross
Paid-In Department - Fire Chief						
Maus, Jeffrey			798.19			798.19
Paid-In Department FIRE FIGHTER / EMR						
DeJoode, David Rate: 15.0000	4.00		60.00			272.50
Rate: 25.0000	8.50		212.50			
Dowden, Dean C Rate: 15.0000	2.25		33.75			315.00
Rate: 25.0000	11.25		281.25			
Dowden, Tammie J Rate: 15.0000	1.75		26.25			332.50
Rate: 25.0000	12.25		306.25			
Gilbert, Craig Rate: 20.0000	1.00		20.00			76.25
Rate: 25.0000	2.25		56.25			
Lofquist, Brianna C Rate: 15.0000	1.75		26.25			26.25
Milbridge, Eric Rate: 15.0000	2.00		30.00			61.25
Rate: 20.0000	2.00					
Rate: 25.0000	1.25		31.25			
Nelson, Peggy Rate: 15.0000	1.75		26.25			26.25
Strong, Kristal Rate: 15.0000	4.00		60.00			322.50
Rate: 25.0000	10.50		262.50			
Trancheff, Brian Rate: 15.0000	2.00		30.00			295.00
Rate: 20.0000	2.00		40.00			
Rate: 25.0000	9.00		225.00			
Villebrun, Makenna B Rate: 15.0000	2.25		33.75			358.75
Rate: 25.0000	13.00		325.00			
Paid-In Department - Fire/ EMS Captain						
DeJoode, David			300.00			300.00
Trancheff, Brian			300.00			300.00
Paid-In Department JANITORIAL						
Sawyer, Jerry R Rate: 30.0000	7.00		210.00			210.00
Paid-In Department - 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 - Treasurer				962.50				962.50
Maus, Jeffrey								
Paid-In Department - Clerk								
Spicer, Debby				2,316.59				2,316.59

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

From: Nora Schiefelbein (PERA) <nora.schiefelbein@mnpera.org>
Sent: Monday, December 16, 2024 12:49 PM
To: 'clerk@greenwoodtownshipmn.com'
Subject: PERA 5021-00 Total Due

Good Afternoon Debby,

I have the final amount that is due from the township: \$4,990.35

I will have the breakdown of where this number comes from below but we also had a question about the 03/15/2022 paid date. You included this paid date on the spreadsheet but the amounts on the spreadsheet do not match up with the amounts that were reported by the last clerk. Can you review and let us know what the correct amounts should be?

Amounts reported by last clerk:

Member's Name	Employer	Plan	Adj	Ind	Pay Type	Comp Hours	Earnings	Contribution	Coverage Start	Coverage End
WORRINGER RICK, G	5021-00	2	0		Regular	1.00	\$511.70	\$33.26	02/01/2022	02/28/2022
INDIHAR MICHEAL, A	5021-00	2	0		Regular	1.00	\$593.21	\$38.56	02/01/2022	02/28/2022
DROBAC SUZANNE, M	5021-00	16	0		Regular	.00	\$357.63	\$17.88	02/01/2022	02/28/2022
SKUBIC PAUL, R	5021-00	16	0		Regular	.00	\$357.63	\$17.88	02/01/2022	02/28/2022
RALSTON MICHAEL, P	5021-00	16	0		Regular	.00	\$383.14	\$19.21	02/01/2022	02/28/2022

Amounts on your spreadsheet:

Payroll Name	Position Status	Pay Date	Pay Period	Deduction
Drobac, Suzanne	Terminated	03/15/2022	02/01/2022 - 02/28/2022	\$18.78
Indihar, Michael	Terminated	03/15/2022	02/01/2022 - 02/28/2022	\$40.49
Ralston, Michael	Terminated	03/15/2022	02/01/2022 - 02/28/2022	\$20.17
Skubic, Paul	Active	03/15/2022	02/01/2022 - 02/28/2022	\$18.78
Worringer, Richard	Terminated	03/15/2022	02/01/2022 - 02/28/2022	\$34.92

Below is the breakdown for the \$4,990.35.

1. This covers the 2 Coordinated members in full & Suzanne's oldest (issue payrolls):

This final version was emailed Friday 12/13/24 and overrides previous copies
Omitted Deduction (OD) Statement

OMITTED DEDUCTION BILLING STATEMENT

(Employer Paid)

(PERA Use

Member Name, SS# Number	Omitted Deduction Period	Member Portion	Employer Liability				Inv. #, Initial Bill	OI
			Employee	Employer	Interest	Amount Paid		
DROBAC, SUZANNE xxx-xx-5881	08/01/2022 - 03/31/2024	0.00	0.00	26.62	0.00	0.00	26.62	183405 R
INDIHAR, MICHEAL A xxx-xx-0656	03/01/2022 - 08/31/2022	0.00	260.47	300.55	103.30	0.00	664.32	183309 R
INDIHAR, MICHEAL A xxx-xx-0658	08/01/2022 - 08/30/2022	0.00	0.00	30.36	4.90	0.00	35.26	183310 Ir
WDRRINGER, RICK G xxx-xx-8764	03/01/2022 -07/31/2022	0.00	224.64	259.21	90.88	0.00	574.73	183311 R
WDRRINGER, RICK G xxx-xx-8764	07/01/2022 - 08/30/2022	0.00	0.00	87.97	14.58	0.00	102.55	183312 Ir
Totals		0.00	485.11	678.09	213.66	0.00	1403.48	

AMOUNT TO REMIT TO PERA: \$ 1403.48

TOTAL DUE=\$1403.48

2. SUZANNE DROBAC summary only

A. Paid dates with issues:

Name	Paid date	Earnings	EE	ER	
DROBAC	09/15/2022	\$ 528.37	\$ 20.17	\$ 26.42	
DROBAC	11/15/2022	\$ 575.87	\$ 20.17	\$ 20.17	
DROBAC	04/14/2023	\$ 541.27	\$ 19.56	\$ 19.56	
DROBAC	04/15/2024	\$ 457.20	\$ 12.36	\$ 12.36	
		\$ 2,102.71	\$ 72.26	\$ 78.51	\$ 150.77
		\$ 210.27	\$ 105.14	\$ 105.14	
			\$ *32.88	\$ **26.62	

Handled separately:

*we notified and invoiced Suzanne to pay this difference if they want their account whole

**Invoiced to ER in above on OD statement 183405

=\$150.77

B. This range is for remaining paid dates 4/21/2022 through 3/15/24

\$ 9,512.02	\$ 475.61	\$ 475.61	\$ 951.22
Earnings	EE	ER	

=\$951.22

3. The 5 other members for DCP plan members is this total:

This range is for paid date 4/21/2022 through 7/15/2024

RECEIVED
12-16-2024

CRAIG GILBERT
MICHAEL RALSTON
LOIS ROSKOSKI
PAUL SKUBIC
DEBBY SPICER

Earnings \$24,847.41 reported to PERA

Member due: \$1,242.44

Employer due: \$1,242.44

TOTAL DUE: \$2,484.88

GRAND TOTAL: \$4,990.35



PUBLIC EMPLOYEES
RETIREMENT ASSOCIATION



NORA SCHIEFELBEIN | EMPLOYER SUPPORT SPECIALIST

NORA.SCHIEFELBEIN@MNPORA.ORG

EMPLOYER SERVICES 651.296.3636 | 1.888.892.7372

MNPORA.ORG | FAX 651.296.2493

60 EMPIRE DRIVE, SUITE 200, ST. PAUL, MN 55103

The statutes and regulations governing PERA may change at any time. If there is a discrepancy between the law governing PERA and the information contained in this e-mail, the statutes and regulations shall govern. This e-mail and attachments are intended only for the addressee and may contain privileged or not-public data. If you are not the addressee, do not review, forward or use the information in this e-mail. If you received this e-mail in error, contact the sender and delete this e-mail and attachments.

Public Employees Retirement Association of Minnesota

**GREENWOOD TOWNSHIP
MONTHLY TIMESHEET**

NAME: Debby Spicer

TITLE: Clerk -

Month: PER A WORK Year: _____

Date	Times Worked	Total Hours	Work Performed
7-3	1-5:30	4.5	
7-11	1-5:30	4.5	
7-18	1-4:30	3.5	
7-30	1-5:30	4.5	
8-6	1-5:30	4.5	
8-9	10-12	2	48.5 hrs over 5 months
8-14	1-6	5	
9-11	1-5	4	
9-27	11-4:45	5.75	
10-1	1-2	1	
10-29	1-4:15	3.25	
10-30	1-3	2	
11-13	1-5	4	

From: Catherine Farley <catherine@tombensam.com>
Sent: Thursday, December 12, 2024 2:20 PM
To: clerk@greentownshipmn.com
Cc: 'Kathy Lovgren'; colleen.lepper@gmail.com; lindasmithcanoes@gmail.com; 'Elaine and Peter McGillivray'
Subject: Request for a functional kitchen

Hello,

Just a quick note to formally request the board take action to make the Greenwood Township Hall Kitchen functional.

By functional we mean we would like the kitchen to be a place where we can:

- Cook food on a stove top.
- Bake food in an oven.
- Keep food and beverages cold in a refrigerator.
- Keep food and ice frozen in a freezer.
- Have safe drinkable water from the sink.
- Serve hot and cold food to guests in the gathering space.
- Serve hot and cold beverages to guests in the gathering space.

With a functional kitchen, we would be able to host gatherings where we can cook and serve meals made onsite to guests.

Perhaps it will become more desirable to rent out for events such as graduations, birthday and other parties and celebrations in addition to quilting gatherings.

Thank you for your time with this matter,

Catherine Farley
David Farley
Kathy Lovgren
Colleen Lepper
Linda Smith
Elaine McGillivray