

**GREENWOOD TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING AGENDA  
5:30 PM - March 19, 2025**

**CALL TO ORDER**

Chair Roskoski.

Meeting is being recorded for transcription and archival purposes.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Supervisor 1-Paul Skubic/Supervisor 2-John Bassing/ Supervisor 4-Steve Bradach/Supervisor 5-Lois Roskoski/Clerk Debby Spicer. **All present except Supervisor 3-Craig Gilbert.**

**REORGANIZATION BUSINESS**

1. Swear in new Officer – Supervisor Bradach
2. Nominations for Chair. Skubic nominated by Bassing – Skubic respectfully declined.  
**Motion** – Skubic/Bradach nominate Lois Roskoski to continue as Board Chair. **Vote 4/0 carried**
3. Nominations for Vice Chair  
**Motion** – by Bassing/Bradach nominate Skubic to continue as Vice Chair. **Vote 4/0 carried**
4. Set Regular meeting date and time. Currently: 2nd Tuesday of the month at 6:30 pm, with exception of March (meeting time will follow Annual Meeting). Reorganization meeting – 5:30 PM, Wednesday, March 19, 2026. April, 2025, meeting rescheduled to 3<sup>rd</sup> Tuesday, April 15, 2025.  
**Motion** – by Skubic/Bassing to accept the meeting dates, as amended. **Vote 4/0 carried**
5. Approve Depositories. (Currently Frandsen and LPL Financial).  
**Motion** – by Bassing/Skubic to continue banking needs with Frandsen Bank and LPL Investments. **Vote 4/0 carried**
6. Approve signatories on bank accounts. Chair, Vice Chair, Clerk, Treasurer, Deputy Clerk, Deputy Treasurer. **Motion** – by Bassing/Skubic to continue with these (6) listed positions as authorized account signers. **Vote 4/0 carried**
7. Authorized signers on charge accounts:
  - A. L&M (Fire Chief/Building/Grounds Supervisor)
  - B. Menards (Fire Chief/Building/Grounds Supervisor)
  - C. Y Store (Fire Chief/Fire Dept staff)**Motion** – by Bassing/Bradach to continue current authorized signers. **Vote 4/0 carried**
8. Credit Cards:
  - A. Approve Fire Chief or Interim Fire Chief, Buildings/Grounds Supervisor, Clerk - \$1,000 limit each.  
**Motion** – by Bassing/Skubic to continue with these. **Vote 4/0 carried**
9. Review upcoming training opportunities.

A. MAT Short Courses: April 3<sup>rd</sup>-Grand Rapids; April 4<sup>th</sup>-Duluth,

10. **Motion** – by Skubic/Bassing to approve payment for training of Supervisors, Clerk, Treasurer, Deputy Clerk, and Deputy Treasurer for 2025-year. **Vote 4/0 carried**
11. **Motion** – by Bradach/Bassing to approve official posting locations to be bulletin boards outside main office entrance and hall back entrance. **Vote 4/0 carried**
12. **Motion** – by Skubic/Bassing to approve holidays as listed for 2025-2026. **Vote 4/0 carried**
13. **Motion** – by Subic/Bradach approve continuing with Couri & Ruppe for our Township Attorney. **Roll call Vote** Roskoski-Y, Skubic-Y, Bassing-N, Bradach-Y **3/1 carried**
14. **Motion** – by Bassing to keep TimberJay as official newspaper. **No support-fail.**
15. **Motion** – by Skubic/Bradach to approve the Tower News as official newspaper. **Roll call vote-** Roskoski-Y, Skubic-Y, Bassing-N, Bradach-Y **3/1 carried**
16. **Motion** – by Bradach/Skubic to approve Resolution No. 03-2025 of Board Administrative Guidelines with amendments. **Vote 4/0 carried**
17. **Motion** – by Skubic/Bradach to accept Treasurer job description as presented. **Vote 4/0 carried**  
**Motion** – by Bradach/Skubic to approve the Treasurer salary at \$45 per hour, up to 20 hours per month. **Vote 4/0 carried**  
**Motion** – by Bradach/Skubic to approve the Greenwood Township job application, as presented. **Vote 4/0 carried**  
**Motion** – by Bradach/Skubic to approve publishing the Treasurer job opening in the Tower News, Timberjay and Mesabi News with a deadline of April 8, 2025, to receive applications. **Voted 4/0 carried**
18. **Motion** – by Bradach/Skubic to confirm Annual Financial Report sent to State Auditor (due March 31, 2025). **Roll call Vote** Roskoski-Y, Skubic-Y, Bassing-N, Bradach-Y **3/1 carried**
19. **Motion** – by Bradach/Skubic to appoint a Fire Department Committee. Committee members include Interim Chief Trancheff, Fire Dept liaison Supervisor Gilbert, EMT- Lofquist, Fire Captain Dejoode, Firefighter Milbridge, Erik Jankila of the MN Public Safety Group plus 1-2 community members. FD Committee will review Fire Dept structure, FD policies, FD job descriptions and determine plans to advertise and recruit new members. **Vote 4/0 carried**
20. **Motion** – by Skubic/Bradach to appoint Tammy Mortaloni as Interim Treasurer, at a salary of \$45 per hour. **Vote 4/0 carried**
21. Quotes for new locks on Town Hall doors- work in progress, still obtaining quotes.

21. **Motion** – by Bradach/Skubic to approve service credits for firefighters for 2023 as submitted by Clerk Spicer. **Vote 4/0 carried**

22. BOARD APPOINTMENTS

- A. **Motion** by Bradach/Skubic to appoint Roskoski to Ambulance Committee and Gilbert as alternate. **Vote 4/0 carried**
- B. **Motion** -by Skubic/Bradach to appoint Bassing as Broadband Liaison. **Vote 4/0 carried**
- C. **Motion** -by Skubic/Bassing to keep Gilbert as Grounds/Maintenance Supervisor. **Vote 4/0 carried**
- D. **Motion** – by Skubic/Bassing to appoint Bradach as Recreation Committee Liaison. **Vote 4/0 carried**
- E. **Motion** -by Bradach/Bassing to keep Skubic as Lodging Tax Board Representative. **Vote 4/0 carried**
- F. **Motion** -by Skubic/Bassing to appoint Bradach for 911 Assignment. **Vote 4/0 carried**
- G. **Motion** – by Roskoski/Skubic to appoint Bassing as Noxious Weed Representative. **Vote 4/0 carried**
- H. **Motion** -by Bradach/Skubic to appoint Roskoski as RAMS Representative. **Vote 4/0 carried**
- I. **Motion** -by Bassing/Bradach to keep Skubic as Road Supervisor & Lodging Tax Representative. **Vote 4/0 carried**
- J. **Motion** -by Bradach/Skubic to appoint Bassing as Joint Powers & Recreation Representative. **Vote 4/0 carried**
- K. **Motion** -by Bradach/Bassing to keep Gilbert as Fire Department Liaison. **Vote 4/0 carried**
- L. Chair Roskoski suggested that the Supervisors review all the applications for the Treasurer position and rate them. A Personnel Committee, consisting of two board members, could be appointed, interview the top 3 candidates and forward their recommendation to the full board to hire.  
**Motion** – by Bradach/Skubic to appoint Roskoski and Bradach to a Personnel Committee and approve the hiring process. **Vote 4/0 carried**

23. Comments from Supervisors and Clerk.

Skubic- getting the Clerk/Treasurer books to match and FD up to par is a priority.

Bassing-PILT to be submitted with new Treasurer

Roskoski-Interim Treasurer Mortaloni is familiar with the Covid Grant reporting and may be able to bring report current.

Bradach- Board should consider designating \$200,000 to FD equipment. Could develop a spreadsheet that could be used at future annual meetings to determine proposed tax rates. Whole Board and Treasurer should be developing future budgets. T-Mobile offers high speed internet for \$35/month. Mital Steel will give full tour.

**Motion** -by Bassing/Bradach to Adjourn at 7:15 PM. **Vote 4/0 carried**

Chair



Clerk



Next Meeting: April 15, 2025