

Greenwood Township Supervisors Board Meeting Agenda

DATE: June 10, 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 Bradach/
Supervisor Bassing / Treasurer Mortaloni / Clerk Spicer

PUBLIC COMMENTS

ADDITIONS/CHANGES TO AGENDA

Motion- to accept Agenda. **Vote**

Motion -to approve minutes from regular meeting held May 13, 2025. **Vote**

Motion – to approve minutes from Board of Audit held May 13, 2025. **Vote**

Motion – to approve minutes from Special Meeting held May 19, 2025. **Vote**

FINANCIAL REPORTS

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

Motion -to approve Claims. **Vote**

Motion -to approve Payroll. **Vote**

OLD BUSINESS

1. Update on water test for outside public water source.
2. Revisit donation to Tower Soudan Joint Powers Recreation Board.
3. Revisit quote from Arrowhead Locksmith Service for keyless locks for the Town Hall, due to increased pricing.
4. Discussion on hiring a maintenance employee, including review of costs on lawnmowing, snowplowing and cleaning services.

NEW BUSINESS

1. Presentation by Fire Department Committee.
2. St. Louis County - Unorganized Fire Protection Services Contract amount for 2026 – raise from \$11,000 to \$13,000 per year
3. RAMS Summer BBQ & Legislative Update

4. Grant work – Additional hours
5. ESST – Treasurer update
6. CTC Permits for underground Construction
7. St. Louis County - proposed amendments to Zoning Ordinance 62.
8. Tower-Soudan 4th of July Committee requesting donations - \$100/yr. given in past

SUPERVISOR REPORTS

Skubic	Road Supervisor Lodging Tax Board Representative
Bassing	Broadband Liaison Joint Powers and Recreation Noxious Weeds Representative
Gilbert	Grounds and Maintenance Fire Department Liaison
Bradach	Recreation Committee Liaison 911 Assignment
Roskoski	Ambulance Commission RAMS Representative

FIRE DEPARTMENT REPORT

1. Hiring of Administrative Assistant.
- 2.

CLERK REPORT (Correspondence)

1. Thank you for donation from Cook Timber Days Festival

MOTION TO ADJOURN

NEXT MEETING: July 8, 2025 TIME 6:30 PM

Greenwood Township Supervisors Board Meeting Minutes

DATE: May 13, 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 Bradach/ Supervisor Bassing / Treasurer Mortaloni / Clerk Spicer – **All Present**

PUBLIC COMMENTS

Brenda Skorich asked why Hendrick's road vacate request is being challenged when she and others have vacated parts of the same road in the past, without opposition. Ms. Skorich doesn't think the snow plowing is an issue, as it has always been plowed to the interior rather than the lakeside of the road. Roskoski said Birch Point Extension has only recently been declared a Greenwood Township road and noted the issue will be addressed later in the meeting.

Dale Horihan asked permission to clean up fallen tinder and dead standing trees on the right-of-way and areas located on Township property adjacent to Birch Point Road. It is mentioned that some of that land belongs to Mr. Reed and his permission would be needed. Discussion was held on obtaining an opinion from the Township Attorney as to liability issues. Supervisor Bassing stated there is a waiver form available on the Minnesota Association of Townships website.

Motion - by Bradach/ Skubic to allow Dale Horihan, and other volunteers, to clean up the dead trees on the township property along Birch Point Road, contingent upon approval from Mr. Reed to access the area through his property and all volunteers signing a liability waiver form.
Vote 5/0 carried

ADDITIONS/CHANGES TO AGENDA

Motion - by Skubic/Gilbert to accept Agenda. **Vote 5/0 carried**

Motion - by Skubic/Gilbert to approve minutes from regular meeting held April 15, 2025. **Vote 5/0 carried**

Jet Galonski spoke regarding the concerns from former firefighters that were dismissed by prior Board. Some of the firefighters would like to come back but would like to have their PERA credit for the time missed. They felt they would have it if they had not been terminated without cause. Gilbert is requesting an email or written statement from PERA stating this can

be done. Roskoski would like the questions or requests from the former firefighters in writing, so it can be put on the agenda for a future meeting.

FINANCIAL REPORTS

Both Clerk and Treasurer Schedule 1 reports are in packet and match.

Current adjusted checking account balance is \$1,142.77. Unexpected attorney fees for the investigation and termination of Fire Chief Maus, amounting to approximately \$35,000 were recently paid.

Bradach commented on the cost of all the frivolous lawsuits Greenwood Township has endured in the past, including the two that were just recently dismissed. Greenwood Township pays an additional \$15,000 per year, as an additional insurance policy had to be added due to the frivolous lawsuits. Roskoski added that Greenwood Township followed the legal process for the termination of the previous Fire Chief, which came at a high cost.

Combined savings and checking funds currently in Frandsen bank will not cover this month, or next months, claims and payroll. Our 4 LPL investment CD's total \$393,476.86.

Roskoski stated, in January, the former Treasurer did not provide a recommendation on the reinvestment of funds.

Motion – by Bradach/Gilbert to approve Treasurer's Report. **Vote 5/0 carried**

Motion -to approve Claims, in total amount of \$9,068.22. **Vote 5/0 carried**

Motion -Bassing/Skubic to approve Payroll. **Vote 5/0 carried**

a. Pay request from Deputy Treasurer Bassing

Supervisor John Bassing excused himself from the room. Chair Roskoski went over the timesheet submitted by Deputy Treasurer Joann Bassing for March 2025.

Motion – by Roskoski/Gilbert to pay former Deputy Treasurer Joann Bassing for one hour for March 2025. **Vote 4/0 – John Bassing not present for the vote. Carried.**

John Bassing returns to the meeting.

Motion – by Gilbert/Skubic to continue using ADP to process payroll. It was explained by Treasurer Mortaloni that her processing payroll, and all the tax reporting ADP does, would cost the Township more for her wages than the cost of ADP. **Vote 5/0 carried**

Motion – by Bassing/Skubic to transfer \$3,000 from Trail Fund savings and \$27,000 from Road Fund savings to checking account until a CD can be cashed in. **Vote 5/0 carried**

Motion – by Bradach/Gilbert to approve \$107,000 early withdrawal of \$107,000 from Jumbo CD, putting \$30,000 back in Trail & Road Fund savings, \$35,000 to Capital/Bldg. Fund and the balance in the checking account. **Vote 5/0 carried**

Motion – by Bassing/Bradach to request early distribution of tax levy payment. **Vote 5/0 carried.** The township will get 70% of the first half levy in June and the balance of the first half payment in July.

OLD BUSINESS

1. Quotes to purchase new locks for Town Hall.

Motion – by Bradach/Gilbert to accept the quote from Arrowhead Locksmith, in the total amount of \$11,744.68, to purchase and install 7 alarm locks on the Greenwood Town Hall.

Vote 5/0 carried.

2. Update of Brassmaster water filtration system. Media has been changed by Froe Bros. Roskoski will drop off a water sample with RMB in Virginia to test for arsenic for the public water supply.
3. Discussion on hiring a maintenance employee, including a review of costs on lawnmowing, snowplowing and cleaning services, will be held at the June meeting.

NEW BUSINESS

1. Presentation by Fire Department Committee:

Committee member Erik Jankila, who is the Hibbing Fire Chief and part of the MN Public Safety Group, spoke extensively on the purpose and benefits of having a Medical Director, including the reduction of liability for the township.

- a. Quote for Medical Director.

Motion – by Bassing/Gilbert to accept the quote from MJM Medical Direction Consortium Services Corporation, to provide Medical Director services to Greenwood Township Fire Department, at a cost of \$500 per year. **Vote 5/0 carried.**

- b. Other items. – none

2. Quotes for lawnmowing services.

Motion – by Roskoski/Gilbert to accept the quote from Vermilion Outdoor Services, in the amount of \$250 per lawn mowing service, for the 2025 season. **Vote 5/0 carried.**

3. Sealed bids for reroofing Town Hall.

Clerk Spicer opened and read the four bids that were received to reroof the Town Hall.

Motion – by Gilbert/Skubic to refer the roofing bids to Mike Ralston to review and provide a recommendation at a Special meeting on Monday, May 19, 2025, at 6:00 pm. **Vote 5/0 carried.**

4. Revised 2025 budget.

Chair Roskoski and Treasurer Mortaloni reviewed the revised 2025 budget. Treasurer Mortaloni has modified the chart of account and provided year to date amounts for each account.

Motion – by Bradach/Gilbert to approve the revised 2025 budget. **Vote 5/0 carried.**

5. Hendrick's road vacate request-Township Road

Motion - by Roskoski/Bradach to move ahead with mediation through the Court system for Hendrick's property vacation request. **Roll call vote:** Roskoski Y, Skubic N, Bassing N, Gilbert Y, Bradach Y **3/2 carried**

Motion - by Bradach/Roskoski to appoint Supervisors Roskoski and Bradach to represent Greenwood Township for the mediation for the Hendricks property vacation request. **Roll call vote:** Roskoski Y, Skubic N, Bassing N, Gilbert Y, Bradach Y **3/2 carried**

SUPERVISOR REPORTS

Skubic Road Supervisor - none

Lodging Tax Board Representative - none

Bassing Broadband Liaison – Good news that some of the areas around Orr and East and West are beginning work June/July. Bad news is the areas included in the project have been reduced. Still working on getting a timeline for Greenwood Township.

Joint Powers and Recreation – Paul Thompson stated a standard 4' bench costs \$550 + shipping. He has temporarily put some steel benches along the walking/biking trail that will last for a while until permanent benches are purchased. Skubic stated a company has approached him offering to buy a bench.

Noxious Weeds Representative - none

Gilbert Grounds and Maintenance - Brassmaster media has been replaced, and a water sample will be taken. A contractor will look at the windows and advise what can/should be done to proceed.

Fire Department Liaison – see Fire Department Report

Bradach Recreation Committee Liaison - The Recreation Area is set up and running with pickle-ballers already playing.

A Community picnic/potluck is planned for June 28th from 11am to 3pm - with June 29th being backup date in case of rain. He spoke with Interim Chief Trancheff to have a Fire truck available for the kids.

A Newbie pickleball Event has been scheduled for June 8 from 2pm to 4pm.

An alcohol bottle was thrown/broken through the pickle ball court fencing leaving a spray of broken glass.

A "NO PETS" sign is being purchased after a resident was observed, who apparently misunderstood the "Pickleball Only" sign, walking her dog inside the pickleball court. It is important to protect the expensive surface and investment made by our community donors. A pet waste station has also been ordered, and people are asked to be courteous of the grounds and kids play area by cleaning up after their pets.

Water pressure is very low coming out of the Hall side of the building.

911 Assignment - A Thank you to all who helped with the Fire Department cleanup.

Roskoski Ambulance Commission – no meeting

RAMS Representative - none

FIRE DEPARTMENT REPORT presented by Supervisor Gilbert

1 Wildland Fire, 1 structure, 13 EMS calls

Dean Dowden is certified FF1 & FF2 along with wildland fire fighting experience, He is currently a member of our EMS team and would like to serve as a Firefighter.

Motion - by Roskoski/Skubic to accept Dean Dowden as a Greenwood Township Volunteer Firefighter. **Vote 5/0 carried.**

New member Brianna Lofquist has begun her FF1 & FF2 training.

Fire boats 1 & 2 have been serviced and are on the lake. Fire Boat 3 service is scheduled.

Fire boat 1 has some directional control issues that will need to be addressed.

Emergency Apparatus will GFD annual pump testing.

Macqueen Fire will be fitting FF members with PPE, 2 members once they finish FF1 & FF2.

Bois Forte has an account that may be accessed to assist in paying for some PPE

With Brian Trancheff acting as Interim Fire Chief, he is requesting Eric Milbridge be hired as Interim Fire Captain.

Motion – by Gilbert/Bradach to hire Eric Milbridge as Interim Fire Captain, until permanent positions are filled, at the rate of \$300/month, effective immediately. **Vote 5/0 carried.**

Motion – by Gilbert/Skubic to authorize Dean Dowden to obtain a physical for the Fire Department. **Vote 5/0 carried.**

Will be seeking quotes for yearly flow testing on scuba masks and quotes for lighting replacement work on boats.

GFD extends a heartfelt thank you to all our mutual aid companies and members of the community for the amazing response at the Serenity Pt. fire, including Tower Fire, Breitung Fire, Cook Fire, Lake Vermilion Fire Brigade, Tower DNR, USFS and Tower Ambulance.

And a big Thank you to Arch and the Vermilion Club staff for going above and beyond providing and delivering enough food for all the people on scene.

CLERK REPORT (Correspondence)

1. Donation request by W. C. Heiam Medical Foundation for Sterilizer purchase.

Motion – by Skubic to donate \$100. **No support. Motion failed.** It is noted that a \$100 donation was sent to them in February 2025.

2. Donation request of \$500 by Tower Soudan Joint Powers Recreation Board. Bassing stated they fund many youth events and activities. The clerk states previous disbursements amounts of \$400-\$600 were listed as both donations and dues.

Motion – by Bassing to donate \$500 to TS Joint Powers & Recreation. **No support. Motion failed.**

Motion – by Bradach/Gilbert to donate \$200 to TS Joint Powers & Recreation. **Vote 5/0 carried**

Clerk Spicer requests a “heads-up” for all outside vendors/maintenance that may work into after hours as twice in past month workers showed up as she was leaving.

Motion – by Gilbert/Skubic to adjourn at 8:57pm. **Vote 5/0 carried**

Chair _____ Clerk _____

Supervisors will reconvene for the BOARD OF AUDIT

NEXT MEETING: June 10, 2025 TIME 6:30 PM

Greenwood Township Board of Audit Minutes

DATE: **May 13, 2025** -9:08 PM

The Board of Supervisors reconvened for the Board of Audit meeting to review the books for the year 2024.

The Clerk and Treasurer each supplied the corresponding documentation for all of the random numbers for Receipts between 161677 and 161768 (1/1/24 – 12/31/24) and the random numbers for Disbursements between 21861 and 22127 (1/1/24 – 12/31/24), that had been selected for the February 11, 2025, Board of Audit for 2024. This process had not been completed at the February 11, 2025, meeting. The documents were checked and verified via claims, receipts and bank statements.

The Chair stated that Supervisors may request additional Receipt or Disbursement numbers. None of the Supervisors thought that was necessary.

The Board of Supervisors were provided with a Year End Receipt Ledger, Disbursement Ledger, Schedule 1, Schedule 2 and Cash Basis for Accounting Report from both the Clerk's and Treasurer's CTAS accounting program. All financial reports matched between the Clerk and Treasurer.

Motion by Gilbert/Skubic to approve the Board of Audit for the year 2024. **Vote 5/0 carried**

Motion by Gilbert/Bradach to adjourn at 9:23 PM. **Vote 5/0 carried**

Chair _____ Clerk _____

GREENWOOD TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING – MAY 19, 2025 – 6:00 PM

Roll Call:

Present: Chair Roskoski, Vice Chair Skubic, Supervisor Bassing, Supervisor Gilbert,
Supervisor Bradach, Treasurer Mortaloni

Absent: Clerk Spicer

Chair Roskoski called the meeting to order at 6:00 pm and stated it was a Special Meeting to address two issues.

1. Mike Ralston reviewed bid specs for the roofing project; low quote was APR out of Hutchinson; second lowest was Justin Renner Custom Solutions out of Embarrass; third lowest was All Slopes out of Buhl; and highest quote was Vermilion Roofing out of Tower.

Supervisor Gilbert would like us to stay more local.

Ralston explained APR reversed some numbers - \$27k should be cold storage; \$10.9k should be fire hall. Time frame for work would be by August 31; after that would be \$100/day assessment. We would need to review materials list, per bid specs. M. Ralston can review for us when time comes.

Motion by Gilbert, supported by Bradach, to accept Base Bid A from Custom Solutions of Embarrass for \$58,792. Roll call – Yes: Skubic, Roskoski, Gilbert, Bradach - 4;
No: Bassing -1. Motion carried.

2. We are holding an expense check for Jeff Maus until the equipment and paperwork has been returned in full; we are still missing run reports for all of 2023 and 3 months of 2022.

Jeff Maus said he has returned everything he has.

Motion by Bradach, supported by Bassing, to pay the expense check to Jeff Maus. Roll call – Yes: Bassing, Roskoski, Bradach-3; No: Skubic, Gilbert-2. Motion carried.

Motion to adjourn, Bassing/Skubic. Meeting adjourned at 6:13 pm.

Chair _____ Treasurer _____

**Greenwood Township -
Treasurer**

Statement of Receipts, Disbursements and Balances (Schedule 1)

6/4/2025

As on 5/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	114,197.52	39,794.13	107,000.00	30,000.00	188,210.47	0.00	65,000.00	37,781.18	0.00	37,781.18
Road and Bridge	27,499.08	0.68	27,000.00	0.00	5.00	0.00	27,000.00	27,494.76	0.00	27,494.76
Jumbo CD 252K	257,566.03	348.91	0.00	0.00	0.00	10.00	157,000.00	100,904.94	0.00	100,904.94
Greenwood Capital Equipment Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building / Capitol Equipment Fund	64,741.91	6.85	35,000.00	0.00	0.00	0.00	0.00	99,748.76	0.00	99,748.76
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	23,579.68	10.56	3,000.00	0.00	0.00	0.00	3,000.00	23,590.24	0.00	23,590.24
Community Enhancement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Broadband Fund	52,279.11	5.98	0.00	50,000.00	0.00	10.00	0.00	102,275.09	0.00	102,275.09
Total :	539,863.33	40,167.11	172,000.00	80,000.00	188,215.47	20.00	252,000.00	391,794.97	0.00	391,794.97

Fund Name: 100 - General Fund

Date Range: 05/01/2025 To 05/31/2025

<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>
05/06/2025	ADP wage pay	161814	uncashed checks	(05/06/2025) -	N	ADP refund of uncashed checks	100-36251-	\$ 353.18
								<u>\$ 353.18</u>
05/14/2025	Breezy Point Road Assoc	161808	hall rental deposit - 5/24	(05/14/2025) -	N	City/Town Hall Rent	100-34101-	\$ 200.00
								<u>\$ 200.00</u>
05/14/2025	Trail Fund	161815	borrow from trail fund for ckg acct	(05/14/2025) -	N	Transfer From Governmental Fund	100-39203-9	\$ 3,000.00
								<u>\$ 3,000.00</u>
05/14/2025	Road Fund	161816	borrow from road fund for ckg acct	(05/14/2025) -	N	Transfer From Governmental Fund	100-39203-9	\$ 12,000.00
								<u>\$ 12,000.00</u>
05/20/2025	LPL Financial	161809	sale of Jumbo CD - \$107k; int accrued	(05/20/2025) -	N	Interest Earning	100-36210-9	\$ 1,134.51
						Sale of Investment	100-39990-9	\$ 107,000.00
								<u>\$ 108,134.51</u>
05/20/2025	Luke Panek	161811	fire number signs	(05/20/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 65.00
								<u>\$ 65.00</u>
05/28/2025	Immanuel Lutheran Church	161812	hall rental - 8/17/2025	(05/28/2025) -	N	City/Town Hall Rent	100-34101-	\$ 200.00
								<u>\$ 200.00</u>
05/30/2025	Frandsen Bank	161813	May Interest - checking acct	(05/30/2025) -	N	Interest Earning	100-36210-8	\$ 19.23
								<u>\$ 19.23</u>
								<u>\$ 123,971.92</u>

ireenwood Township - Treasurer

Disbursements Register

6/5/2025

Fund Name: 100 - General Fund

Date Range: 05/01/2025 To 05/31/2025

<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>
05/13/2025	Timberjay Inc.	22225	ads, subscription renew	N	GENERAL GOVERNMENT	100-41001-351-	\$ 180.31
		22225				100-41001-433-	\$ 54.00
	Total For Check	22225					\$ 234.31
05/13/2025	Minnesota Public Safety Group	22226	EMS training	N	EMS	100-42275-310-	\$ 400.00
	Total For Check	22226					\$ 400.00
05/13/2025	Minnesota Association of Townships	22227	spring short course - Bradach	N	Council/Town Board	100-41110-310-	\$ 75.00
	Total For Check	22227					\$ 75.00
05/13/2025	Tammy Mortaloni	22228	mileage to bank; office supplies	N	GENERAL GOVERNMENT	100-41001-201-	\$ 32.63
		22228			Treasurer	100-41510-331-	\$ 42.00
	Total For Check	22228					\$ 74.63
05/13/2025	Perpich TV & Music	22229	Inv 10016584, extender, wire, labor, etc	N	General Government Buildings and Plant	100-41940-401-	\$ 963.72
	Total For Check	22229					\$ 963.72
05/13/2025	Liz Villnow	22230	town hall deposit refund-2/19 & 2/22	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 200.00
	Total For Check	22230					\$ 200.00
05/13/2025	The Y Store	22231	***VOID\$20.00**Inv 2000851, solid waste punch card	Y	General Government Buildings and Plant	100-41940-384-	\$ -
	Total For Check	22231					\$ -
05/13/2025	Customized Training Solutions	22232	NFPA 1001 Reg - Brianna Lofquist	N	Fire Training	100-42240-310-	\$ 862.50
	Total For Check	22232					\$ 862.50
05/13/2025	Cook's Annual Timber Days	22233	Timber Days Donation	N	GENERAL GOVERNMENT	100-41001-490-	\$ 100.00
	Total For Check	22233					\$ 100.00
05/13/2025	Steve Bradach	22234	mileage to Gr. Rapids for training/meal; dump fees at Cook for bldg cleanup	N	Council/Town Board	100-41110-310-	\$ 158.39
		22234			General Government Buildings and Plant	100-41940-384-	\$ 53.80

Fund Name: 100 - General Fund

Date Range: 05/01/2025 To 05/31/2025

<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>
05/13/2025	Lake Country Power	22235	Electricity 03/01-04/01	N	General Government Buildings and Plant	100-41940-381-	\$ 1,270.64
	Total For Check	22235					<u>\$ 1,270.64</u>
05/13/2025	Mike Nystrom	22236	inv apr 2025	N	GENERAL GOVERNMENT	100-41001-108-	\$ 145.00
	Total For Check	22236					<u>\$ 145.00</u>
05/13/2025	Minnesota UI Fund	22237	UI Benefits - C. Gilbert	N	Council/Town Board	100-41110-142-	\$ 209.44
	Total For Check	22237					<u>\$ 209.44</u>
05/13/2025	Portable John	22238	service porta john, Inv 36252, dated 4/28/25	N	General Government Buildings and Plant	100-41940-402-	\$ 120.75
	Total For Check	22238					<u>\$ 120.75</u>
05/13/2025	Dave Fazio	22239	reimb phone from April 2022 - check never cashed	N	Fire Fighting	100-42220-321-	\$ 50.00
	Total For Check	22239					<u>\$ 50.00</u>
05/13/2025	Tech Bytes	22240	Invoice 8215 - antivirus 4 user for 3 yrs	N	Data Processing	100-41920-433-	\$ 164.97
	Total For Check	22240					<u>\$ 164.97</u>
05/13/2025	Craig Gilbert	22241	mileage to Menards	N	Council/Town Board	100-41110-331-	\$ 42.00
	Total For Check	22241					<u>\$ 42.00</u>
05/13/2025	Elan Financial Services	22242	clerk-off supps/copy paper; Gilbert-bldg supps; FD-bldg clean up food	N	GENERAL GOVERNMENT	100-41001-201-	\$ 128.27
		22242					\$ 210.35
		22242					\$ 34.65
		22242					\$ 137.40
		22242			General Government Buildings and Plant		
	Total For Check	22242				100-41940-440-	<u>\$ 109.71</u>
	Total For Check	22242					<u>\$ 620.38</u>
05/13/2025	Brianna Lofquist	22243	mileage for fire training in Clinton	N	Fire Training	100-42240-331-	\$ 52.26
	Total For Check	22243					<u>\$ 52.26</u>

Fund Name: 100 - General Fund

Date Range: 05/01/2025 To 05/31/2025

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/13/2025	Froe Bros	22244	CR26 MN, H2SN Arsenic Media/Labor	N	General Government Buildings and Plant	100-41940-401-	\$ 2,095.53
Total For Check		22244					\$ 2,095.53
05/13/2025	Minnesota Telecommunications	22245	internet service, inv 11823	N	GENERAL GOVERNMENT	100-41001-326-	\$ 72.00
Total For Check		22245					\$ 72.00
05/13/2025	EO Johnson	22246	inv 1748526, contract r&m for copier	N	GENERAL GOVERNMENT	100-41001-202-	\$ 43.07
Total For Check		22246					\$ 43.07
05/13/2025	B&D Clear All	22247	inv 778, plowing 4/3	N	General Government Buildings and Plant	100-41940-228-3	\$ 300.00
Total For Check		22247					\$ 400.00
Total For Check		22247					\$ 700.00
05/13/2025	Bob's Standard Service	22248	Fire Dept Fuel #2 deisel, 3/31	N	Fire Fighting	100-42220-212-	\$ 104.83
Total For Check		22248					\$ 104.83
05/13/2025	Eagle Docks	22249	Inv 9081, boat lift install svc	N	Fire Repair Services	100-42260-404-	\$ 235.00
Total For Check		22249					\$ 235.00
05/15/2025	ADP data processing	ADP051525	ADP wages paid in May	N	GENERAL GOVERNMENT	100-41001-103-	\$ 10,482.04
		ADP051525				100-41001-107-	\$ 133.90
		ADP051525				100-41001-122-	\$ 2,319.65
Total For Check		ADP051525					\$ 12,935.59
05/20/2025	Road Fund	TRF052025A	repay funds used in Apr and May	N	Transfer To Governmental Fund	100-49360-720-9	\$ 27,000.00
Total For Check		TRF052025A					\$ 27,000.00
05/20/2025	Bldg Fund	TRF052025B	transfer addtl funds to bldg cap fund	N	Transfer To Governmental Fund	100-49360-720-9	\$ 35,000.00
Total For Check		TRF052025B					\$ 35,000.00
05/20/2025	Trail Fund	TRF052025C	repay funds	N	Transfer To Governmental Fund	100-49360-720-9	\$ 3,000.00
Total For Check		TRF052025C					\$ 3,000.00
05/29/2025	PERA	PERA052925	PERA Debit EFT for May 2025	N	Council/Town Board Clerk	100-41110-121-	\$ 118.04
		PERA052925				100-41425-121-	\$ 231.66
Total For Check		PERA052925					\$ 349.70
Total For Selected Checks							\$ 87,333.51

**Greenwood Township
Bank Reconciliation
May 31, 2025**

Balance per Bank	\$	39,760.87
Plus Deposits in Transit		
Less: Outstanding Checks		(1,929.69)
Less: Void Check from 2022		(50.00)
Adjusted Bank Balance	\$	<u>37,781.18</u>

Adjusted Book Balance 4/30/2025		\$1,142.77
Plus Deposits per Receipts Register		123,971.92
Less: Disbursements		<u>(87,333.51)</u>
Adjusted Book Balance	\$	<u>37,781.18</u>

FRANDSEN BANK - TOWER
PO BOX 499
TOWER, MN 55790

TELEPHONE: 218-753-6100

PAGE: 1
ACCOUNT: XXXXXXXXXXXX9840 05/30/2025
DOCUMENTS: 23

FRANDSEN BANK & TRUST

Real people. Real results.

TOWN OF GREENWOOD
3000 COUNTY RD 77
TOWER MN 55790

30-C
3
20

SUMMARY OF ACCOUNTS

ACCOUNT TYPE	ACCOUNT NUMBER	CURRENT BALANCE	MATURITY DATE
PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT	XXXXXXXXXXXX9840	39,760.87	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX8778	27,494.76	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2750	36,061.81	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2050	924.37	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX6750	3,045.99	
TOTAL CURRENT BALANCE		107,287.80	

PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT XXXXXXXXXXXX9840

INTEREST THIS STATEMENT	19.23	LAST STATEMENT 04/30/25	2,024.71
INTEREST P2025	243.41	8 CREDITS	123,971.92
MINIMUM BALANCE	2,024.71	27 DEBITS	86,235.76
AVERAGE BALANCE	18,722.98	THIS STATEMENT 05/30/25	39,760.87
TOTAL DAYS IN STATEMENT PERIOD 05/01/25 THROUGH 05/30/25:			30

DEPOSITS

REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT	REF #.....DATE.....AMOUNT
05/14 200.00	05/20 65.00	05/28 200.00
* * * C O N T I N U E D * * *		



Date of Report : 6/4/2025

Outstanding Checks

<u>Date of Check</u>	<u>Check Number</u>	<u>To Whom Paid</u>	<u>Check Amount</u>
03/12/2025	22198	Jeff Maus	\$831.94
05/13/2025	22238	Portable John	\$120.75
05/13/2025	22241	Craig Gilbert	\$42.00
05/13/2025	22247	B&D Clear All	\$700.00
05/13/2025	22249	Eagle Docks	\$235.00
Total			\$1,929.69

Date Range : 6/1/2025 To 6/30/2025

<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>
06/12/2025	Calgaro & Sons Tree Service	10/7/24 quote/bill - work performed early spring 2025	22250	\$4,100.00	100-41940-403-	General Government Buildings and Plant	\$4,100.00
06/12/2025	Couri & Ruppi, PLLP	May 14 Invoice	22251	\$137.50	100-41001-304-	GENERAL GOVERNMENT	\$137.50
06/12/2025	CTC	phone inv 21594061 dated 5/12/2025	22252	\$78.29	100-41001-321-	GENERAL GOVERNMENT	\$78.29
06/12/2025	EO Johnson	inv 1766508 dated 6/3/2025, contract r&m for copier	22253	\$34.02	100-41001-202-	GENERAL GOVERNMENT	\$34.02
06/12/2025	Elan Financial Services	flash drive for clerk - Walmart	22254	\$7.88	100-41425-201-	Clerk	\$7.88
06/12/2025	Grubens Marina	Invoice # 1540 dated 5/13/25	22255	\$620.98	100-42220-212- 100-42260-221-	Fire Fighting Fire Repair Services	\$510.98 \$110.00
06/12/2025	Brianna Loftquist	reimb ff training mileage, reimb ff food from Costco	22256	\$568.62	100-42240-331- 100-42220-201-	Fire Training Fire Fighting	\$436.80 \$131.82
06/12/2025	Macqueen Equipment	Order #42175, W boots; order #42525, hoods	22257	\$1,300.99	100-42220-241-	Fire Fighting	\$1,300.99
06/12/2025	Menards - Virginia	inv 60528	22258	\$69.23	100-42220-201-	Fire Fighting	\$69.23
06/12/2025	Mesabi Sign Company	Inv 51075, sticker for tennis sign	22259	\$10.00			

Date Range : 6/1/2025 To 6/30/2025

<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>
06/12/2025	Mike Nystrom	Inv May 2025	22260	\$145.00	100-41001-108-	GENERAL GOVERNMENT	\$10.00
06/12/2025	Eric Milbridge	reimb tags, wildland ppe	22261	\$173.79	100-42220-241-	Fire Fighting	\$173.79
06/12/2025	Minnesota Fire Service Cert Board	retest fees, M Villebrun	22262	\$19.00	100-42240-310-	Fire Training	\$19.00
06/12/2025	Portable John	service porta john, Inv 36838, dated 5/26/25	22263	\$114.45	100-41940-402-	General Government Buildings and Plant	\$114.45
06/12/2025	Lois Roskoski	reimb water test	22264	\$35.00	100-41940-227-	General Government Buildings and Plant	\$35.00
06/12/2025	Tech Bytes	Inv 8324, 5/15 for June 2025 Inv 8393, 6/3 for July 2025	22265	\$331.00	100-41920-433-	Data Processing	\$331.00
06/12/2025	Tower Soudan Joint Powers Board	2025 donation	22266	\$200.00	100-41001-440-	GENERAL GOVERNMENT	\$200.00
06/12/2025	Vermilion Outdoor Services LLC	mowing, 5/20 & 5/29	22267	\$500.00	100-41940-403-	General Government Buildings and Plant	\$500.00

Date Range : 6/1/2025 To 6/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims				\$8,445.75			\$8,445.75

Craig Gilbert	Town Supervisor		Date
John J Bassing	Town Supervisor		Date
Lois Roskoski	Chair, Town Supervisor		Date
Paul R Skubic	Vice Chair, Town Supervisor		Date
Steve Bradach	Town Supervisor		Date

Personnel	Hours	Earnings	Gross
Paid In Department: FF/EMR FIRE FIGHTER EMR			
DeJooe, David Associate ID: 45KYCD8VT File #: 000102 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	11.75	293.75	331.25
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	2.50	37.50	
Dowden, Dean C Associate ID: K36BR14R6 File #: 000210 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	17.00	425.00	510.00
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	4.00	60.00	
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 20.0000	1.25	25.00	
Dowden, Tammie J Associate ID: 445REND AJ File #: 000215 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	15.00	375.00	412.50
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	2.50	37.50	
Edmunson, Brenda Ann Associate ID: WRONWSFW6 File #: 000175 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	1.00	25.00	82.50
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	2.50	37.50	
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 20.0000	1.00	20.00	
Gilbert, Craig Associate ID: 5KC3FNV80 File #: 000111 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	1.00	25.00	55.00
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	2.00	30.00	
Lofquist, Brianna C Associate ID: 9DHYHLM26 File #: 000511 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	11.75	293.75	1,141.25
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	46.50	697.50	
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 20.0000	7.50	150.00	
Milbridge, Eric Associate ID: 39CFH202L File #: 000123 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	14.00	350.00	372.50
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	1.50	22.50	

Personnel	Hours			Earnings				Gross
	Reg	Ovt	PSA	Reg	Ovt	PSA	F-T	
Nelson, Peggy Associate ID: GPNK5H94N File #: 000129 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	6.75			168.75				168.75
Strong, Kristal Associate ID: L8Z1DBI78 File #: 000141 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	5.00			125.00				182.50
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	2.50			37.50				
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 20.0000	1.00			20.00				
Trancheff, Brian Associate ID: 05HI56ZYS File #: 000143 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	23.00			575.00				682.50
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	5.50			82.50				
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 20.0000	1.25			25.00				
Villebrun, Makenna B Associate ID: M7JHEGXM8 File #: 000170 W-In Dept: FF/EMR H Dept: FF/EMR Rate: 25.0000	8.00			200.00				230.00
W-In Dept: FF/EMR H Dept: FF/EMR Rate: 15.0000	2.00			30.00				
Paid-In Department: FRECAP - Fire Captain								
DeJooode, David Associate ID: 45KYCD8VT File #: 000205 W-In Dept: FRECAP H Dept: FRECAP Rate: 300.0000				300.00				300.00
Milbridge, Eric Associate ID: 39CFH2O2L File #: 000514 W-In Dept: FRECAP H Dept: FRECAP Rate: 300.0000				174.19				174.19
Paid-In Department: FDCHF1 - Fire Chief								
Trancheff, Brian Associate ID: 05HI56ZYS File #: 000201 W-In Dept: FDCHF1 H Dept: FDCHF1 Rate: 789.1900				789.19				789.19

Personnel	Hours			Earnings			Gross
	Reg	O/T	3rd	Reg	O/T	3rd	
Paid-In Department: JANTR1 - JANITORIAL							
Sawyer, Jerry R	6.00			180.00			180.00
Associate ID: VMGKOFBLN							
File #: 000510							
W-In Dept: JANTR1							
H Dept: JANTR1							
Rate: 30.0000							
Paid-In Department: SUPERV - Supervisors							
Bassing, John J				383.02			383.02
Associate ID: G0C51EGYG							
File #: 000190							
W-In Dept: SUPERV							
H Dept: SUPERV							
Rate: 383.0200							
Bradach, Steven W				383.02			383.02
Associate ID: M9H87BCVA							
File #: 000512							
W-In Dept: SUPERV							
H Dept: SUPERV							
Rate: 383.0200							
Gilbert, Craig				383.02			383.02
Associate ID: 5KC3FNV80							
File #: 000195							
W-In Dept: SUPERV							
H Dept: SUPERV							
Rate: 383.0200							
Roskoski, Lois M				414.44			414.44
Associate ID: 0PKBOE71Z							
File #: 000180							
W-In Dept: SUPERV							
H Dept: SUPERV							
Rate: 414.4400							
Skubic, Paul				383.02			383.02
Associate ID: TNYBZRLN5							
File #: 000136							
W-In Dept: SUPERV							
H Dept: SUPERV							
Rate: 383.0200							
Paid-In Department: TREAS1 - Treasurer							
Mortaloni, Tammy	51.50			2,317.50			2,317.50
Associate ID: E5XWVBP5Q							
File #: 000513							
W-In Dept: TREAS1							
H Dept: TREAS1							
Rate: 45.0000							
Paid-In Department: CLERK1 - Clerk							
Spicer, Debby				2,316.59			2,316.59
Associate ID: LJSJRR6F7							
File #: 000137							
W-In Dept: CLERK1							
H Dept: CLERK1							
Rate: 2,316.5900							



RMB

Environmental Laboratories, Inc.

www.rmbel.com

Burnsville

501 Highway 13 East Suite 104
Burnsville, MN 55337
952-456-8470

Detroit Lakes

22796 County Highway 6
Detroit Lakes, MN 56501
218-846-1465

Virginia

110 1/2 S 15th Avenue W
Virginia, MN 55792
218-440-2043

Laboratory Results

May 20, 2025

Report To: Greenwood Township
City Clerk
3000 County Road 77
Tower, MN, 55790

Bill To: Greenwood Township
City Clerk
3000 County Road 77
Tower, MN, 55790

Lab Code:	H018632-01	Sample Description:	3000 County Rd 77, Tower, MN 55790
Matrix:	Water	Property Owner Name:	Greenwood Township
Date/Time Sampled:	05/14/2025 12:05	Sampling Point:	Public Outside Faucet
Date/Time Received:	05/14/2025 12:41	Unique Well ID:	
Samplers:	Debby Spicer	Sample Receipt Information:	Samples received on ice.
Sample Receipt Temperature °C	17.6		Samples received same day as collected.

Analyte	Result	Units	Analyte Qualifiers	RL	DF	Allowable Limit	Analysis Method	Preparation Method	Analyzed	Facility
Metals (Total) by ICP-MS										
Arsenic	< 1.00	ug/L		1.00	1	10	EPA 200.8	EPA 200.8	05/16/25 15:04	DL

Laboratory Interpretation: The Arsenic result MEETS the primary drinking water standards set by the US Environmental Protection Agency.

Qualifiers and Definitions

Item	Definition
RL	Reporting Limit
DF	Dilution Factor
DL	Indicates test performed by RMB Environmental Laboratories - Detroit Lakes.



SUMMER



AUTUMN



WINTER



SPRING

Tower Soudan Joint Powers Recreation Board
PO Box 576
Tower, MN 55790

May 8, 2025

Greenwood Township:

The Tower Soudan Joint Powers Recreation Board is requesting your \$500 donation for the 2025 Calendar Year. This board funds many youth recreation activities in the surrounding area.

Your donation can be mailed to the address at the top of this letter. Thank you.

Sincerely,

Terri S. Joki-Martin
Secretary/Treasurer

5-13-2025 Board approved
\$200.00 donation.

Accepted

Arrowhead Locksmith Service
8589 Zim Rd
Forbes, MN 55738
2182900144
Arrowheadlocksmith@gmail.com



Estimate

ADDRESS

Greenwood Township
3000 Hwy 77 Tower Mn 55790

ESTIMATE # 1102

DATE 03/28/2025

EXPIRATION DATE 04/28/2025

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Alarm Lock DL		7	1,259.00	8,813.00T
Labor (1 Hr)	Labor to install and program. 2 Hrs per door.	14	105.00	1,470.00
AL Prox Fobs		30	9.06	271.80T
AL Data Transfer PC Interface Cable		1	256.00	256.00T
Rekey Cylinder	Rekey locks to same key	6	25.00	150.00
Service Call		1	95.00	95.00

Estimate good for 30 days. Any additional parts or labor needed will be authorized prior to service.

SUBTOTAL
TAX
TOTAL

11,055.80
688.88- *Tax*
\$11,744.68 *exempt*

Accepted By

Accepted Date

Please note that a late payment fee of 8% will be applied to this invoice if payment is not received by the due date

New bid

Arrowhead Locksmith Service
8589 Zim Rd
Forbes, MN 55738
2182900144
Arrowheadlocksmith@gmail.com



Estimate

ADDRESS

Greenwood Township
3000 Hwy 77 Tower Mn 55790

ESTIMATE # 1102

DATE 06/06/2025

EXPIRATION DATE 07/06/2025

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Alarm Lock DL		7	1,462.80	10,239.60T
Labor (1 Hr)	Labor to install and program. 2 Hrs per door.	14	105.00	1,470.00
AL Prox Fobs		30	9.06	271.80T
AL Data Transfer PC Interface Cable		1	276.88	276.88T
Rekey Cylinder	Rekey locks to same key	6	25.00	150.00
Service Call		1	95.00	95.00

Estimate good for 30 days. Any additional parts or labor needed will be authorized prior to service.

SUBTOTAL	12,503.28
TAX	795.64
TOTAL	\$13,298.92

Accepted By

Accepted Date

Please note that a late payment fee of 8% will be applied to this invoice if payment is not received by the due date

**FIRE
COMMITTEE
PRESENTATION**

GREENWOOD FIRE DEPARTMENT POLICY

POLICY #:1

DATE: 06/01/2025

REVISED

PAGE: 1

SUBJECT: General Conduct

Policy Statement:

This policy establishes guidelines concerning the general conduct of members of the Greenwood Fire Department.

Policy Guidelines:

Every member of the Greenwood Fire Department is expected to operate in a highly self-disciplined manner.

Members shall abide by the standards of personal conduct outlined within this policy.

Responsibility:

Every member of the Greenwood Fire Department is responsible for regulating his/her own conduct in a positive, productive, and mature way.

All Members Shall:

- 1. Follow Operational policies and procedures and written directives of both the Greenwood Fire Department and Greenwood Township.**
- 2. Use their training and capabilities to always protect the public - both on and off duty.**
- 3. Work competently in their positions so all Department operations function effectively.**
- 4. Always conduct themselves to reflect credit on the Department.**
- 5. Officers will manage in an effective, considerate manner.**
- 6. Subordinates will follow instructions in a positive, cooperative manner.**
- 7. Always conduct themselves in a manner that creates good order inside the Department.**
- 8. Keep themselves informed to do their jobs effectively.**
- 9. Be concerned and protective of each member's welfare.**
- 10. Operate safely as possible for the tasks**
- 11. Exercise good judgment, or be courteous, in dealing with fellow employees or the public.**
- 11. Keep themselves physically fit.**
- 12. Understand the time commitment of their position.**
- 13. Obey the law.**
- 14. Be careful of Department equipment and property.**

Members Shall Not:

1. Engage in any activity on or off duty that is detrimental to the Fire Department.
2. Engage in a conflict of interest to the Department or use their position with the Department for personal gain or influence.
3. Use alcoholic beverages, debilitating drugs, or any other substance which could impair their physical or mental capacities while on duty.
4. Fight.
5. Engage in any sexual activity while on duty.
6. Steal.
7. Threaten, attempt, or do bodily harm to another person.
8. Threaten, Bully, intimidate, interfere with, or use abusive language towards others.
9. Have unauthorized possession of weapons while on duty, on city property, or in city vehicles.
10. Make false or malicious statements concerning other employees, supervisors, or the City.
11. Unauthorized or improper use or possession of uniforms or badges.
12. Be insubordinate, including disobedience, or failure or refusal to carry out assignments or instructions.
13. Share unauthorized disclosure of confidential information or records.
14. Falsify records or give false information to other state agencies or to employees responsible for recordkeeping.
15. Fail to provide accurate and complete information whenever such information is required by an authorized person.
16. Intentionally fail to comply with safety rules and regulations that could jeopardize the safety of self or others.
17. Be Negligent in performance of assigned duties.
18. Fail to report promptly at the starting time of a shift or leave before the scheduled end time of a shift (including training) without the specific approval of the supervisor.
19. Have unexcused or excessive absenteeism.
20. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

Investigations:

1. If a member is under investigation in a criminal matter, he/she must immediately inform the Fire Chief of the investigation.
2. If a member living in the Greenwood Fire Department coverage area has a fire in his/her private dwelling or property, the State Fire Marshal will be used to conduct the fire investigation.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 2

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Officers

The Officers of the Greenwood Fire Department Shall be Fire Chief, Assistant Chief, Captain-Fire, Captain-EMS.

Fire Chief

Working under the general supervision of the Board, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance.

The Fire Chief provides general and technical supervision to lower ranking or non-supervisory personnel of the Greenwood Fire Dept. The Fire Chief has the authority to assign and/or direct work.

Assistant Chief

Working under the general and technical supervision of the Chief, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance.

The Assistant Chief provides general and technical supervision to lower ranking personnel. The Assistant Chief has the authority to assign and/or direct work. Assistant Chiefs acts as Fire Chief in his or her absence.

Captain-EMS

Responds to emergencies and performs pre-hospital care along with rescue work. This position performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. This position maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance while promoting health and safety of the department and community through education. Perform related work as required by the position of Captain-EMS

Under administrative direction, plans and directs the functions of the EMS Division. The work requires initiative and independent judgment in routine and emergency situations. The EMS Director is responsible for EMS training of all members of the department. Training will meet or exceed OSHA, EMSRB and department policies and procedures. He or she will conduct training sessions or may assign other EMS members to assist or lead training. He or she will also be responsible for own work not covered by the position of EMS Captain. Direct Supervisor: Fire Chief.

Captain-Fire

Working under the general and technical supervision of a Chief Officer, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance; and building and grounds service and maintenance.

The Fire Captain provides general and technical supervision to lower ranking or non-supervisory personnel. The Fire Captain is responsible for fire training of all members of the department. Training will meet or exceed OSHA, MBFTE, State, and department policies and procedures. He or she will conduct training sessions or may assign other members to assist or lead training. He or she will also be responsible for own work not covered by the position of Captain-Fire. Direct Supervisor: Chief Officer

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 3

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Membership

The budgeted membership of the Greenwood Fire Department shall be set at 25 personnel.

Membership shall be restricted to individuals 18 years of age or older residing (permanently or seasonally) within 20 minutes of the Greenwood Township border. Members shall also comply with job description requirements for positions they hold within the organization.

Should a member be terminated he/she will be required to return all Township issued equipment within 30 days of termination notice.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 3b

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Attendance

Any member who has been unexcused from more than 50% training and has not responded to a minimum of 25% of calls each half of the year is subject to a review. Members are required to notify the Fire Chief or an officer if not able to attend a scheduled training or event. 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 discipline. Sickness, employment, or temporary absence from the region shall be deemed reasonable excuses. Any member unexcused and inactive for 6 consecutive months will be suspended pending termination from the Fire Department. Members must be in good standing and current in training requirements and certifications to act on behalf of the Township in any capacity.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 4

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Hiring

All new hire candidates shall fill a job application provided by Greenwood Township. The Fire Chief or his/her designee(s) will review the initial application which includes potential qualifications, address, and reason for seeking position.

At the time the candidate submits the written application they will be advised they need to sign a release authorizing Greenwood Township, the employer, to conduct a background/reference check pursuant to Minn. Statute Section 299F.035. The candidate refuses to sign the appropriate release to the Township they will be disqualified and not hired.

Subject to the discretion of the Town Board, The Fire Chief has primary responsibilities for performing such selection components as application review, reference checks and Candidate interviews with department officers. The Fire Chief is also responsible presenting recommending candidates for final selection to the Town Board. The Town Board is considered the employer and has the final approval in the hiring process. The new applicant will be required to take and pass a standard new hire medical examination to as the final step in hiring process. These exams will be at Township Expense.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 4b

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Promotions

For a vacancy in an Officer position, a posting shall be placed in the Fire Hall by the Town Clerk. To file for a vacant position candidates must submit an application and resume outlining training history, education, meeting attendance, and call response to the Town Board. A committee of Town Board members, Community Members and the Fire Chief (If that is not the vacant position) will review the applications. That committee will make the final recommendation to the Town Board for approval. A vacant position shall be posted for a minimum of 14 days. If several positions are open, the higher-ranking position shall be filled first.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 5

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Fire Brigade Physicals

The Fire Department will assure that all members who perform Firefighting duties shall be medically fit for such duties. Each member shall have on file a physician's certificate of fitness this includes members with heart disease, epilepsy, or emphysema, as required by CFR1910.156(b)(2). Each member will participate in annual fire brigade physicals including audiometric testing at Township expense. Members not meeting required physical standards are not cleared to participate in any department activities until such member has written clearance by a physician.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 6

DATE: 06/01/2025

PAGE: 1

SUBJECT: Personal Protective Equipment (Turnout Gear) and Medical Equipment

All members are issued appropriate Personal Protective Equipment and/or Medical Gear by the Greenwood Fire Department. This equipment includes medical gear, turnout gear, boots, Helmet, Gloves, hoods, and SCBA mask. All members are expected to have and use all appropriate gear while responding on behalf of the department. All members are responsible to inspect, clean, and notify an Officer of repairs/replacement need to their PPE. It is acceptable to allow members to use personally owned equipment as long as it meets department standards. All members who use personal equipment must have the equipment approved by the Fire Chief prior to using such equipment. Any PPE found to not meet department standards will not be allowed. Personal equipment damaged in the course of their job will be replaced as long as it had prior approval for use.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 6b

DATE: 06/01/2025

PAGE: 1

SUBJECT: Personal Protective Equipment (Radios)

All members are issued a portable Radio. This radio is considered to be an item of your Personal Protective Equipment. You are required to maintain it as needed to ensure it is functioning when needed. You are required to have it on all responses you go on. Interior firefighters are required to keep a speaker mic on your radio no exceptions.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 7

DATE: 06/01/2025

PAGES: 3

SUBJECT: Photo, Electronic Imaging, and Social Media Policy

PURPOSE

To manage photographs, electronic images, and social media content utilized by Greenwood FD members.

SCOPE

The Greenwood Fire Department acknowledges that use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, the Greenwood Fire Department embraces the usage of instant technology to that end.

This policy establishes the Greenwood Fire Department's social media and instant technology use procedures and protocols which are intended to mitigate associated risks from the use of this technology where possible.

This policy applies to all members of the Greenwood Fire Department and consultants and contractors performing business on behalf of the Greenwood Fire Department.

For the purposes of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Instagram, Snapchat, LinkedIn, Tic Toc, YouTube and any other information sharing services, websites and/or blogs.

All Department social media pages shall be approved by the Fire Chief. All social media content shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.

The Internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. The Greenwood Fire Department is not responsible for information found in these sources.

The Greenwood Fire Department understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on Greenwood Fire Department business (this includes emergency calls, meetings, drills, details, trainings, or anything obtained on department property or at department functions) may be shared or posted in any format without the approval of the Fire Chief.

Under this restriction, members and employees are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members and employees violating this provision of the policy. All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

The Greenwood Fire Department owns the right to all data and files in any owned computer, network, cell phone or other information system. Inappropriate use of the Internet and instant technology while on Greenwood Fire Department business may result in disciplinary actions.

Any on-scene images and or any other images taken by a member in the course and scope of their employment on their personal image taking devices are the sole property of the Greenwood Fire Department. This includes any images taken with a member's personally owned camera, cell phone camera, or any other digital imaging device.

All Greenwood Fire Department digital images will be downloaded as soon as possible and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards/tapes will be erased.

Considerations for posting will be given by the Fire Chief when images are provided in advance of any posting.

This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this department, its members and the public we are sworn to protect. Members are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of the Fire Department, undermines discipline and harmony among co-workers or negatively affects the public perception of the department may be sanctioned.

As a basic constitutional concept of law, a public employee may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.

In that regard, members and employees must follow the following guidelines when discussing the fire department on social media websites:

- Do not make any disparaging or false statements or use profane language.
- Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.
- Make clear that you are expressing your opinion and not that of the Department.
- Do not share confidential or proprietary information.
- Do not violate Fire Department policies including the firefighter code of ethics.
- Do not display Department logos, uniforms, or similar identifying items without prior permission.
- Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer, or employee of the Department without prior permission.
- Do not publish any materials that could reasonably be considered to represent the views or positions of the Department without prior authorization.

Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action up to and including termination.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 8

DATE: 6/1/2025

PAGE: 1

SUBJECT: Mandatory Training and Make-Up

All personnel are required to attend Training or Events deemed mandatory by the Fire Chief. Members will be notified electronically of any training or events deemed mandatory. This notification will be done at least fourteen (14) calendar days in advance. Validated missed training will be made up based on the needs of both the fire department and employee. Invalidated make-up training will be the responsibility of the member to organize and complete on their own time within the timeframe set by the fire department.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 8b

DATE: 06/01/2025

PAGE: 1

SUBJECT: Training Schedule/Equipment Checks

Regularly scheduled fire training will be the first and third Thursday of the month. EMS will be the second Wednesday of the month. Trainings are scheduled to begin at 6pm unless otherwise posted in advance. Truck & Equipment checks are expected to be completed before training begins. Officers are responsible to make sure each truck is checked appropriately and is ready to go. Minimum Fire Training standards will be based off MBFTE 11 core elements and any applicable local, state or federal requirements. Minimum EMS training standards will be based on applicable state requirements to maintain certification levels.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 9

DATE: 06/01/2025

PAGE: 1

SUBJECT: Emergency Vehicle Operations

All staff shall have a valid Minnesota Driver's License in order to operate department vehicles and equipment.

At no time will staff be allowed to operate any equipment while under the influence of mind altering substances illicit or non-illicit.

No staff member shall drive or operate any department specialized vehicle or apparatus unless sufficient training to do so is documented and signed off on by Captain-Fire and Fire Chief.

The use of emergency lights and sirens should be done so inconsideration to weather, situation of response, type of equipment and in accordance with commanding officers orders. If emergency lights and sirens are warranted extreme caution should be exercised and operators must follow rules in accordance to MN Statute 169.03.

Radio use by drivers should be done only if no other person is available to assist with such communications. Cell Phone use by the driver is strictly prohibited while driving emergent and shall only be done in only exigent circumstances while not responding emergent. At no time will texting and driving be allowed.

While responding a personal vehicle to the station or directly to a call, members shall obey all applicable Minnesota Traffic laws and are not exempt to any such laws on behalf of the Greenwood Fire Department.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #:10

DATE: 06/01/2025

PAGE: 1

SUBJECT: Cell Phone/Electronic Device Usage,

The purpose of this policy is to outline the standards for use of cellular phones to ensure the safety of Greenwood Fire Department personnel and the citizens traveling the roadways, and to keep a professional demeanor while on duty.

B. STANDARD

While department issued or personal phones in the workplace can assist in the mission of the department, they can also contribute to an unprofessional appearance, with the diversity and multitude of alerting tones, music ring tones, etc. Given the proliferation of cell phones and smart phones, each can have the ability to have unique ring tones for message alerting. In addition, cell phone messaging and/or texting while driving creates both a danger for personnel and the public as well. As the Department is engaged in service to the public, maintaining a safe and professional tenor is mandatory for all personnel to uphold.

C. POLICY

- 1. On duty staff shall not have their personal cell phone interfere with their job performance. This shall apply to all calls, message notifications, alarms, email settings.**
- 2. On duty personnel participating in training shall not use/answer such a device unless it relevant to the training at hand.**
- 3. Text messaging/email or other cell phone use will not be permitted while operating (driving) an emergency vehicle and/or any city owned vehicles in emergency mode (lights and sirens) unless as outlined by MN Statue 169.475.**

4. Personnel driving Fire-EMS vehicles larger than a sedan/SUV in the non-emergency mode shall not answer or utilize a cell phone or other such electronic device.

5. Personnel driving Fire-EMS vehicles of the sedan or SUV type or smaller in the non-emergency mode may engage in phone conversation if vehicle has hands free capabilities.

6. Personnel shall not engage themselves in personal cell phone conversation or text messaging, while on an emergency scene.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 11

DATE: 06/01/2025

PAGE: 1

SUBJECT: Run Reports

An Incident report shall be completed for each call for service. All members on the call are to be recorded on the report. The member in charge of the fire scene or the EMS member in charge of patient care shall write the report. Members are to return to the hall and complete the report. All reports are to be placed in the FD Lockbox. All members are to have their respective run reports and supporting documents completed within 24 hours of the call.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 12

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Damaged Clothing

All clothing that is approved to worn on duty and are damaged in the act of duty will be reimbursed once the damage to uniform is verified, proper paperwork completed, and receipt of approved purchase is submitted. Any clothing found to be worn on duty and not in compliance will not be reimbursed.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 13

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: AUTHORIZED DRUG AND ALCOHOL TESTING

Greenwood Township shall have a zero tolerance policy for drug and alcohol use while responding to a call, operating township equipment, or representing the Township in any formal capacity pursuant to MN Statute 181.951.

Any Firefighter or EMR who during an emergency response observes any indication that another member 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 may be subjected to a BAC or a Urine Analysis pursuant to MN 181.951.

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

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 14

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Criminal Offenses

All members are expected to remain law abiding. Recognizing the many potential adverse impacts, any member that is charged with any criminal activity and must immediately report the incident to the Fire Chief and Town Clerk:

In the event of a criminal conviction the member must also report that conviction to the Fire Chief and Town Clerk. The Township may make take disciplinary action against the member up to and including termination. Determination of such discipline will be based the members ability to perform the job, and if the conviction creates negative effects on the Township or Department as a whole.

Fire Chief

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 15

SECTION:

DATE: 06/01/2025

PAGE: 1

SUBJECT: Wages

All members will get paid an hourly rate for any department function as set forth by Greenwood Town Board. For any work outside of emergency response, pay needs to be approved by the Fire Chief prior. Ex.. Maintenance. Pay logs will be reconciled by the Fire Chief and signed off on before submitting to treasure for payment. Recommended pays rate for 2025.

Fire Chief \$31.00

Asst Chief \$29.00

EMS Capt. \$27.00

Fire Capt. \$27.00

EMR \$25.00

Firefighter \$25.00

Admin Assist \$27.00 If not a responder with organization

\$2.00 per hour above base hourly base rate of position held within dept.
Ex.. Firefighter \$25.00 plus \$2.00.

*Any call outs between 7am and 11pm receive minimum of 1 hr. pay.
Callouts between 11pm-7am and all legal holidays will receive a minimum of 2 hrs. pay.*

Fire Chief

JOB DESCRIPTIONS

Administrative Assistant

Direct Supervisor: Officer in Charge

Minimum Requirements: Minnesota Class "D" driver's license. Clean driving and criminal records. Preferred person to be a member of the organization and a responder.

Job Summary:

Provides essential clerical and administrative support to the Greenwood Fire Department. This role requires strong organizational skills, sound judgment, and the ability to work independently in a fast-paced environment.

Scope of Responsibility:

Responsibilities include but are not limited to managing confidential records, assisting with payroll, purchasing, coordinating schedules, onboarding new hires, and handling supplies. Promotes strong with communication to the Township Board.

Essential Duties and Responsibilities:

- 1 Assist Fire and EMS Division leaders with managing records.
- 2 Assist with Quarterly and Annual reports to the Town Board
- 3 Assist with payroll and timesheet recording.
- 4 Assist with responding to public inquiries.
- 5 Promotes strong communication to the Township Board.
- 6 Forms a strong relationship with Town Clerk and Treasurer.
- 7 Performs other duties as assigned

ASSISTANT CHIEF

Direct Supervisor: Fire Chief

Requirements: Firefighter 1 & 2. Preferred EMR or above. 5 years of experience. Minnesota Class "D" driver's license. Clean driving and criminal records

Desired Qualifications. NFA Leadership Series. Fire Officer 1 and Instructor 1

In the event not enough candidates are available under the Minimum Requirement Guidelines, the department may deviate from the guidelines at their discretion.

If a deviation from the Minimum Guideline Requirements is made, the applicant must have met all minimum requirements with 2 years.

Job Summary:

Working under the general and technical supervision of the Chief, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance; and building and grounds service and maintenance.

Scope of Responsibility:

The Assistant Chief provides general and technical supervision to lower ranking personnel.

Essential Duties and Responsibilities:

1. Provides supervision of all assigned fire department staff
 - 1.1 Assigns and monitors work for assigned personnel, provides direction and counsel to correct or improve performance, recognizes and encourages outstanding performance and demonstrates by personal example the highest standards of conduct and performance.
 - 1.2 Recommends personnel actions including interviewing and selection, rewards and discipline; applies and enforces Township and department rules, regulations, policies, and procedures; communicates Township and Department policies and procedures to employees so that each will have a clear understanding of expectations; coordinates supervisory actions with superiors and other captains to maintain fairness and uniformity within the fire department; provides input for new or revised policies and procedures
 - 1.3 Maintains accurate records in accordance with departmental procedures and policies
 - 1.4 Recognizes problems promptly,

- 1.5 Encourages and solicits input from members to improve effectiveness of services; utilizes the full skills of department personnel in the most cost effective manner possible; and maintains a favorable working climate.
2. Performs fire and emergency medical duties in order to safely and efficiently operate the department
 - 2.1 Responds to fire, medical or other emergencies with a company and on arrival assumes command and directs operations as incident commander as provided for in department procedures and until relieved by Chief; evaluates and implements fire attack and rescue tactics
 - 2.2 Provides medical assistance within the scope of fire department practice as an EMR or above.
 - 2.3 Anticipates activities or events that may adversely impact the fire department and takes appropriate actions
 - 2.4 Prepares accurate verbal and/or written reports on shift activities, performance, accomplishments and problems for senior officers in accordance with departmental procedures
 - 2.5 In the absence of the Chief, the Assistant Chief shall be responsible for the operation of the fire department
 - 2.6 Prepares detailed written reports concerning fire, medical, and other emergencies, and shift activities utilizing personal computers with word-processing or spreadsheet software
3. Directs the inspection and maintenance of fire and emergency medical vehicles as well as buildings and grounds and related equipment to assure that they are ready for instant use when needed and that Department assets are preserved
 - 3.1 Oversees and maintains the cleanliness, appearance, and emergency readiness of the fire station, equipment, apparatus, grounds, buildings, and personnel
 - 3.2 Directs and participates in the re-equipping of fire department vehicles and apparatus, including necessary cleaning, testing, or minor repairs
4. Plans and conducts training and drill sessions as assigned or directed by the Fire Chief
5.
 - 5.1 Attends and participates in, Town Board Meetings as necessary, company and departmental training drills and sessions in all areas of fire service operations; may advise in training exercises
 - 5.2 Participates in pre-fire and post-fire sessions with officers and other firefighters
6. Participates in initial arson investigation by preserving evidence and noting the location and condition of related objects upon entry into a burning building; provides verbal or written summaries of facts to the Fire Marshal, as needed
7. Promotes and maintains positive working relationship between members.

8. Attends and participates in departmental training drills and sessions in all areas of fire service operation as mandated by National Fire Protection Agency and OSHA.
9. May supervise other EMS Services at times of the emergency.
10. Performs other duties as assigned

ASSISTANT CHIEF

Direct Supervisor: Fire Chief

Requirements: Firefighter 1 & 2. Preferred EMR or above. 5 years of experience. Minnesota Class "D" driver's license. Clean driving and criminal records

Desired Qualifications. NFA Leadership Series. Fire Officer 1 and Instructor 1

In the event not enough candidates are available under the Minimum Requirement Guidelines, the department may deviate from the guidelines at their discretion.

If a deviation from the Minimum Guideline Requirements is made, the applicant must have met all minimum requirements with 2 years.

Job Summary:

Working under the general and technical supervision of the Chief, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance; and building and grounds service and maintenance.

Scope of Responsibility:

The Assistant Chief provides general and technical supervision to lower ranking personnel.

Essential Duties and Responsibilities:

1. Provides supervision of all assigned fire department staff
 - 1.1 Assigns and monitors work for assigned personnel, provides direction and counsel to correct or improve performance, recognizes and encourages outstanding performance and demonstrates by personal example the highest standards of conduct and performance.
 - 1.2 Recommends personnel actions including interviewing and selection, rewards and discipline; applies and enforces Township and department rules, regulations, policies, and procedures; communicates Township and Department policies and procedures to employees so that each will have a clear understanding of expectations; coordinates supervisory actions with superiors and other captains to maintain fairness and uniformity within the fire department; provides input for new or revised policies and procedures
 - 1.3 Maintains accurate records in accordance with departmental procedures and policies
 - 1.4 Recognizes problems promptly,

- 1.5 Encourages and solicits input from members to improve effectiveness of services; utilizes the full skills of department personnel in the most cost effective manner possible; and maintains a favorable working climate.
2. Performs fire and emergency medical duties in order to safely and efficiently operate the department
 - 2.1 Responds to fire, medical or other emergencies with a company and on arrival assumes command and directs operations as incident commander as provided for in department procedures and until relieved by Chief; evaluates and implements fire attack and rescue tactics
 - 2.2 Provides medical assistance within the scope of fire department practice as an EMR or above.
 - 2.3 Anticipates activities or events that may adversely impact the fire department and takes appropriate actions
 - 2.4 Prepares accurate verbal and/or written reports on shift activities, performance, accomplishments and problems for senior officers in accordance with departmental procedures
 - 2.5 In the absence of the Chief, the Assistant Chief shall be responsible for the operation of the fire department
 - 2.6 Prepares detailed written reports concerning fire, medical, and other emergencies, and shift activities utilizing personal computers with word-processing or spreadsheet software
3. Directs the inspection and maintenance of fire and emergency medical vehicles as well as buildings and grounds and related equipment to assure that they are ready for instant use when needed and that Department assets are preserved
 - 3.1 Oversees and maintains the cleanliness, appearance, and emergency readiness of the fire station, equipment, apparatus, grounds, buildings, and personnel
 - 3.2 Directs and participates in the re-equipping of fire department vehicles and apparatus, including necessary cleaning, testing, or minor repairs
4. Plans and conducts training and drill sessions as assigned or directed by the Fire Chief
5.
 - 5.1 Attends and participates in, Town Board Meetings as necessary, company and departmental training drills and sessions in all areas of fire service operations; may advise in training exercises
 - 5.2 Participates in pre-fire and post-fire sessions with officers and other firefighters
6. Participates in initial arson investigation by preserving evidence and noting the location and condition of related objects upon entry into a burning building; provides verbal or written summaries of facts to the Fire Marshal, as needed
7. Promotes and maintains positive working relationship between members.

8. Attends and participates in departmental training drills and sessions in all areas of fire service operation as mandated by National Fire Protection Agency and OSHA.
9. May supervise other EMS Services at times of the emergency.
10. Performs other duties as assigned

Emergency Medical Responder

Direct Supervisor: Officer in Charge

Minimum Requirements: Minnesota Class "D" driver's license. Clean driving and criminal records.

Testing: Pass physical

Job Summary:

Responds to emergencies as directed. Performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Perform related work as required.

Scope of Responsibility:

Responsible for own work. Works under the general and technical supervision of a EMS Captain

Essential Duties and Responsibilities:

- 1 Responds to EMS calls or other emergencies as required.
 - 1.1 Drives or operates a variety of fire department vehicles and equipment.
- 2 Performs a variety of administrative duties at the fire station
 - 2.1 Performs routine station duties as directed to maintain the cleanliness, readiness, and appearance of apparatus, equipment, station and grounds.
 - 2.2 Maintains medical as requested or required by department policy.
 - 2.3 Assists with public and department education
- 3 Attends and participates in departmental training drills and sessions in all areas of operations as mandated by department policy and OSHA.
- 4 Promotes and maintains positive working relationship between members.
- 5 May supervise others in emergency incidents
- 6 Performs other duties as assigned

EMS CAPTAIN

Job Summary:

Responds to emergencies and performs pre-hospital care along with rescue work. This position performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. This position maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance while promoting health and safety of the department and community through education. Perform related work as required by the position of EMS CAPTAIN

Scope of Responsibility:

Under administrative direction, plans and directs the functions of the EMS Division. The work requires initiative and independent judgment in routine and emergency situations. The EMS Captain is responsible for EMS training of all members of the department. Training will meet or exceed OSHA, EMSRB and department policies and procedures. He or she will conduct training sessions or may assign other EMS members to assist or lead training. He or she will also be responsible for own work not covered by the position of EMS CAPTAIN. Direct Supervisor: Fire Chief.

Essential Duties and Responsibilities:

1. Responds to 911 medical response.
 - 1.1 Responds to routine and emergency situations involving sick or injured individuals; provides medical assistance within the scope of practice outlined by department policy and medical director protocols.
 - 1.2 Maintains contact with dispatch and/or ambulance to provide information or obtain assistance in treating medical conditions; maintains contact with other agencies such as police, sheriff, air ambulance, and first responders as needed.
 - 1.3 Assesses the nature and extent of illness or injury and establishes priority for emergency care.
 - 1.4 *Lifts and carries sick and injured persons to the ambulance for transport to the medical facility*
 - 1.5 Observes patient and administers care according to medical guidelines; identifies diagnostic signs that require communication with transport agencies.
 - 1.6 Performs airway procedures using equipment according to medical guidelines.
 - 1.7 *Uses a cardiac defibrillator/monitor for defibrillation.*
 - 1.8 Administers medications according to guidelines.
 - 1.9 *Replaces supplies and equipment*
 - 1.10 Completes EMS report and sends to appropriate receiving entity.
- 2 Performs a variety of administrative duties at the fire station
 - 2.1 Performs routine station duties as directed to maintain the cleanliness, readiness, and appearance of apparatus, equipment, station and grounds.
 - 2.2 Maintains medical records as requested or required by department policy.

- 3 Responsible for developing and posting a training schedule and to coordinate with Fire training schedule.
- 4 Maintain and update accurate training records.
- 5 Responsible for developing a preliminary annual budget for EMS department.
- 6 Attend training sessions to maintain and expand knowledge for department.
- 7 Develop training class syllabuses.
- 8 Develop and maintain working relationships with area departments and provide training programs to improve interdepartmental responses.
- 9 Responsible for purchasing and stocking of EMS supplies and equipment.
- 10 Oversee the purchase of EMS equipment.
- 11 Responsible for preparation of ambulance inspections and licensing.
- 12 Develop and maintain EMS operating protocols.
- 13 Gather information for monthly and annual reports.
- 14 Assures for proper run documentation
- 15 Must maintain a good working relationship with Medical Director and area EMS providers.
- 16 Provide the Medical Director with appropriate run reports used in quality assurance meetings.
- 17 Record keeping and assisting recertification for all EMS personnel.
- 18 Quarterly and annual reports.
- 19 Promotes and maintains positive working relationship between members
- 20 May supervise others in emergency incidents
- 21 May supervise other EMS Services at times of the emergency
- 22 Perform any other duties as EMS Captain assigned by the Chief
- 23 Attends Town Board Meetings as necessary.

Qualifications:

EMR or above. This position requires a person to understand the EMS and how it works with the DOT and EMSRB. *This position requires a person to have strong public speaking skills and be organized. Minnesota Class "D" driver's license. Clean driving and criminal records*

Additional Qualifications:

Candidates are desired to have at least 5 years in EMS field.

FIRE CHIEF

Direct Supervisor: Board

Requirements: Firefighter 1 & 2. Preferred EMR or above. Prefer 5 years of experience. Minnesota Class "D" driver's license. Clean driving and criminal records

Desired Qualifications. NFA Leadership Series. Fire Officer 1 and Instructor 1

In the event not enough candidates are available under the Minimum Requirement Guidelines, the Board may deviate from the guidelines at their discretion.

If a deviation from the Minimum Guideline Requirements is made, the applicant must have met all minimum requirements for within 2 years

Job Summary:

Working under the general supervision of the Board, performs responsible supervisory and skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; pre-fire planning; equipment checks, tests and maintenance; and building and grounds service and maintenance.

Scope of Responsibility:

The Fire Chief provides general and technical supervision to lower ranking or non-supervisory personnel of the Greenwood Fire Dept. The Fire Chief has the authority to assign and/or direct work.

Essential Duties and Responsibilities:

1. Provides supervision of all assigned fire department staff.
 - 1.1 Assigns and monitors work for assigned personnel, direction and counsel to correct or improve performance, recognizes and encourages outstanding performance and demonstrates by personal example the highest standards of conduct and performance.
 - 1.2 Recommends personnel actions including interviewing and selection, rewards and discipline; applies and enforces department rules, regulations, policies, and procedures; communicates department policies and procedures to members so that each will have a clear understanding of expectations, coordinates supervisory actions to maintain fairness and uniformity within the fire department, provides new or revised policies and procedures

- 1.3 Recognizes employee problems promptly, determines facts and issues, takes action to resolve problems effectively; serves as Step 1 designee in the established grievance process; resolves grievances at Step 1 or refers to subsequent steps as appropriate
 - 1.4 Encourages and supports cooperation between members and other agencies. Encourages and solicits input from members to improve performance quality or effectiveness of services; utilizes the full skills of department personnel in the most cost-effective manner possible; and maintains a favorable working climate in which members will be motivated to work to their full ability
2. Performs fire and emergency medical duties in order to safely and efficiently operate the department
 - 2.1 Responds to fire, medical or other emergencies and on arrival assumes command and directs operations as incident commander as provided for in department procedures; evaluates and implements fire attack and rescue tactics
 - 2.2 Provides medical assistance within the scope of fire department practice set by department policy and medical director protocols.
 - 2.3 Anticipates activities or events that may adversely impact the fire department and takes appropriate actions
 - 2.4 Prepares accurate verbal and/or written reports on performance, accomplishments and problems for senior officers in accordance with departmental procedures
3. Attends and participates in Town Boards Meetings and departmental training/drills and in all areas of departmental operation as required by Town Board, National Fire Protection Agency and OSHA.
4. May supervise other EMS Services at times of the emergency

FIREFIGHTER

Direct Supervisor: Chief Officer in Charge

Minimum Requirements: Minnesota Class "D" driver's license. Clean driving and criminal records

Must complete Firefighter 1&2 within 1 year.

Testing: Pass physical

Job Summary:

Responds to emergencies and performs fire suppression activities, rescue, damage control and property preservation. Performs with limited supervision through Department Standard Operating Procedures and established protocols and directives. Maintains a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Promotes health and safety of the department and community through education. Perform related work as required.

Scope of Responsibility:

Responsible for own work. Works under the general and technical supervision of a Fire Captain

Essential Duties and Responsibilities:

- 1 Responds to fire or other emergencies as required.
 - 1.1 Drives or operates a variety of fire department vehicles and equipment; may be required to perform as pump operator
 - 1.2 Extricates victims of entrapment.
 - 1.3 Responds to fires and emergency calls with a company; connects and handles hose lines and nozzles; places or hoists ladders; turns water on or off; uses axes, bars, or hooks as appropriate; and utilizes chemical extinguishers or hoses to extinguish a fire.
 - 1.4 Ventilates burning buildings by opening or breaking doors or windows or cutting holes through walls or floors; and forces entry by breaking glass, springing or forcing doors, windows or gates, cutting locks, bars, or wire grating, or breaking walls.
 - 1.5 Participates in initial arson investigation by preserving evidence and noting the location and condition of related objects upon entry into a burning building; provides oral or written summaries of facts to the Fire Captain.
 - 1.6 Assists in salvage work after a fire has been extinguished.

- 1.7 Participates in pre-fire and post fire sessions with officers and other fire fighters.
- 2 Performs a variety of administrative duties at the fire station
 - 2.1 Performs routine station duties as directed to maintain the cleanliness, readiness, and appearance of apparatus, equipment, station and grounds.
 - 2.2 Maintains fire service records as requested or required by department policy.
 - 2.3 Assists with fire prevention and education
- 3 Attends and participates in departmental training drills and sessions in all areas of fire service operation as mandated by Department SOG's and OSHA.
- 4 Promotes and maintains positive working relationship between paid on call members and career firefighters
- 5 May supervise other fire fighters in emergency incidents
- 6 Performs other duties as assigned



RECEIVED
5-15-2025

Saint Louis County

County Auditor-Treasurer - 100 North 5th Avenue West, Room 214 - Duluth, MN 55802-1293
Phone: (218) 726-2380 Phone – Virginia: (218) 749-7104 Fax: (218) 725-5060

Nancy Nilsen
St. Louis County Auditor-Treasurer

May 12, 2025

Greenwood Township Volunteer Fire Dept.
Debbie Spicer, Clerk
3000 County Road 77
Tower, MN 55790

Re: Unorganized Township Fire Protection Services Contract Amount for 2026

Dear Ms. Spicer:

The St. Louis County Board of Commissioners is in the process of contracting with fire protection services providers for the year 2026, pursuant to Minn. Stat. § 365.243.

For the year 2025, the County Auditor contracted the amount of \$11,000 for Unorganized Township 63-15. Please respond by June 20, 2025, with your proposed 2026 contract amount. All proposed levy increases must include documentation detailing the reasons for the increase.


Please email your recommendations to Brenda George at georgeb@stlouiscountymn.gov or mail to: St. Louis County Auditor's Office, Attn: Brenda George, 100 North 5th Avenue West, #214, Duluth, MN 55802-1293. Please include current contact names, addresses, telephone numbers and e-mail addresses with your reply.

All proposed contract amounts will be reviewed and determined by the St. Louis County Board.

If you have any questions, please contact Phil Chapman at chapmanp@stlouiscountymn.gov or 218-726-2445. Thank you.

Sincerely,

Nancy Nilsen, County Auditor

By: 
Phil Chapman
Clerk of the County Board/Deputy Auditor



THE TOWER

Since June 4, 1900—News About the Greatest People in the

Vol. 127, No. 34

FRIDAY, MAY 23, 2025

P.O. Box 447, Tower, MN 55790

218-753-7777

e

Residents of Unorganized Township 63-17 vote to incorporate

Ballots have been counted and residents of Unorganized Township 63-17 have voted to incorporate into St. Louis County's newest township. Unorganized Township 63-17 is located in northern St. Louis County between Beatty and Greenwood Townships.

Out of 80 ballots cast, the vote was 49 to 31 in favor of organizing as a town. Results are unofficial until certified by the canvassing board, which is scheduled to meet next Monday, May 19, at 10 a.m. in the St. Louis County Courthouse in Duluth, Commissioner Conference Room.

Under Minnesota Statute,

when a majority of registered voters of an unorganized township petition the County Board asking to incorporate as a township, then a special election is called. That petition was brought to the County in May of 2024, which started the process of verifying signatures and ultimately setting a special election date.

Assuming the Canvassing Board determines Tuesday's unofficial results are accurate, next steps are for County Auditor Nancy Nilsen to call a meeting for residents to establish their town board. A date for this will be set after the Canvassing Board certifies the election results.

clerk@greenwoodtownshipmn.com

From: Paul Peltier <paul@ramsmn.org>
Sent: Monday, June 2, 2025 12:00 PM
To: Paul Peltier
Subject: Save the Date ** RAMS Summer BBQ & Legislative Update

RAMS Members,

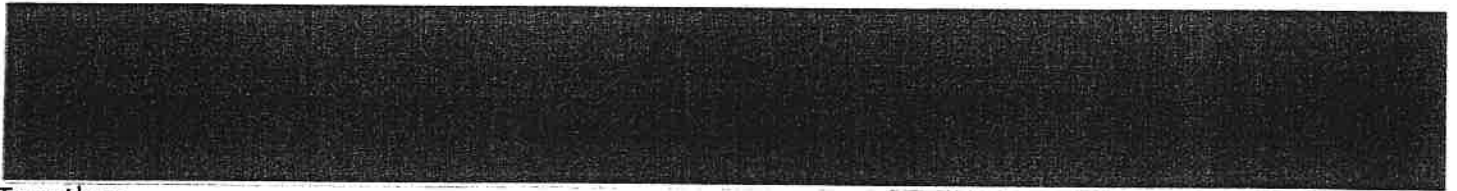
Good morning! The RAMS Board would like to extend the following invitation:

Please save the evening of Monday, June 30th, as you and your board members are invited to join other RAMS members for a summertime BBQ celebration, location TBA. As part of the evening, we have invited the Range delegation to provide a brief legislative recap and participate in a short Q&A with members present.

The event will take place from 4:45pm-6:30pm. Delegation speakers will begin around 5:30pm.

Please let us know if you/your board members are able to attend.

[Register Here](#)




Together,

"One Range...One Voice!"

Paul Peltier

Executive Director, RAMS
Range Association of Municipalities and Schools
5525 Emerald Avenue
Mountain Iron, MN 55768
Phone (mobile): 218.431.1317



 Book time to meet with me

clerk@greenwoodtownshipmn.com

From: Jamie Saude <jamie@cnefargo.com>
Sent: Tuesday, May 20, 2025 9:57 AM
To: clerk@greenwoodtownshipmn.com
Cc: Eric Engler; Steve Lewis; Troy Huseby; Steve Gilbert
Subject: Consolidated Telephone Company (CTC) Greenwood Township Cable Placement Permit
Attachments: Greenwood Township sjg.pdf

Township of Greenwood,

Attached you will find a permit for underground construction of communication facilities permit along with maps from Consolidated Telephone Company (CTC). Consolidated Telephone Company (CTC) proposes to place fiber optic cable in the township right of way along the routes of the attached map. All roads will be directional bored, and cable will be placed at a minimum depth of 36" in public right of way following the township roads. We would appreciate if you could review the information and approve the permit application at your earliest convenience. If you have any questions, comments, or concerns please reach out to me or Consolidated Telephone Company (CTC).

Please let us know if there is a meeting you would like us to attend or set up to discuss any questions or concerns.

Thank you

Jamie Saude



Jamie Saude

CNE OSP Project Manager -

telephone: +1 (701) 356-8962

mobile: +1 (701) 318-1826

email: jamie@cnefargo.com

210 27th St. N., Fargo, ND, 58102



EMPLOYEE OWNED



www.cnefargo.com

www.cne-it.com

www.mooreholdingco.com

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PERMIT FOR UNDERGROUND CONSTRUCTION OF COMMUNICATION FACILITIES

The CONSOLIDATED TELEPHONE COMPANY incorporated under the laws of the State of MINNESOTA, with its principal place of business BRAINERD, MN, does hereby make application requesting permission to occupy certain portions of public rights-of-way with buried communications cable in the GREENWOOD TOWNSHIP.

IT IS AGREED:

1. The applicant will bear all costs of installation and subsequent maintenance.
2. The applicant will, at any time subsequent to the installation, at his own expense, remove or relocate his utility lines as he deems necessary to conform to new grades, alignment or widening of right-of-way resulting from maintenance or construction operation for highway improvements. The applicant further agrees to perform this operation promptly upon verbal notice within a reasonable amount of time by the GREENWOOD TOWNSHIP without cost to the GREENWOOD TOWNSHIP.
3. The applicant shall return the entire right-of-way, which has been disturbed or damaged during construction, to its original condition.
4. The applicant shall indemnify and hold the GREENWOOD TOWNSHIP harmless for any and all damages, loss and expense including judgments, cost and attorneys' fees for personal injury, death, or property damage resulting from the construction, operation, or maintenance of such utility lines.
5. The applicant agrees to place all facilities in accordance with the attached plat or an approved alternate.
6. Construction is expected to start on or about May 2025 and be completed by DECEMBER 2025.

APPLICANT:

CONSOLIDATED TELEPHONE COMPANY

1102 MADISON ST

BRAINERD, MN 56401

Date: 5/25/2025

By: _____



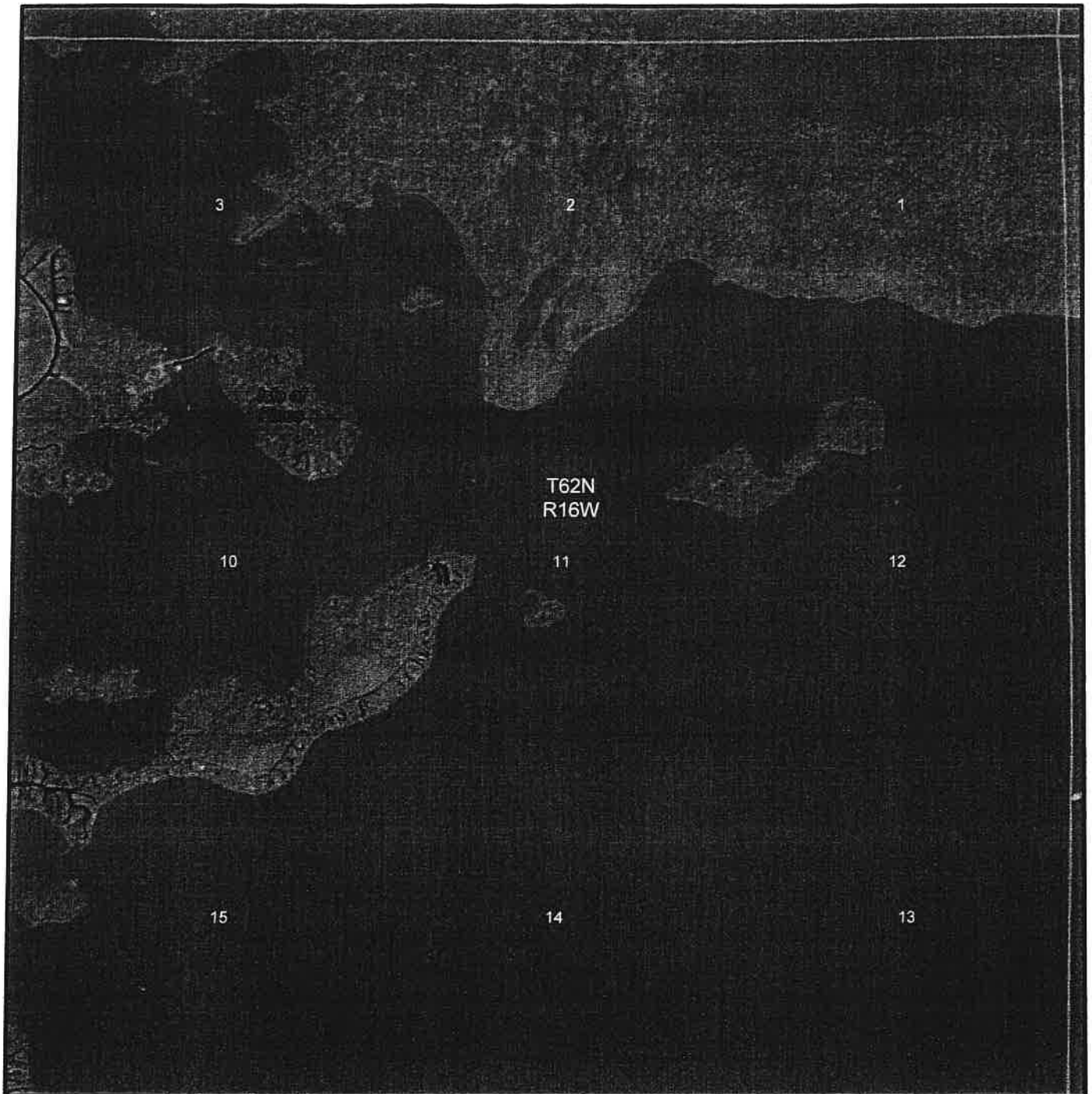
APPROVAL GRANTED:



Date: _____

Special Provisions:

1. The buried communications cable will be placed at 42" minimum depth and in the outer 10' of the road R/W where conditions permits.
2. All pedestals or terminals will be set on the road R/W lines.
3. Hard surfaced roads will be bored. Plow across gravel roads.
4. The Contractor will repair all damaged tiles and other facilities.
5. Cleanup work will follow immediately behind as construction progresses.

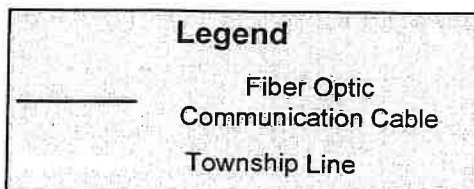
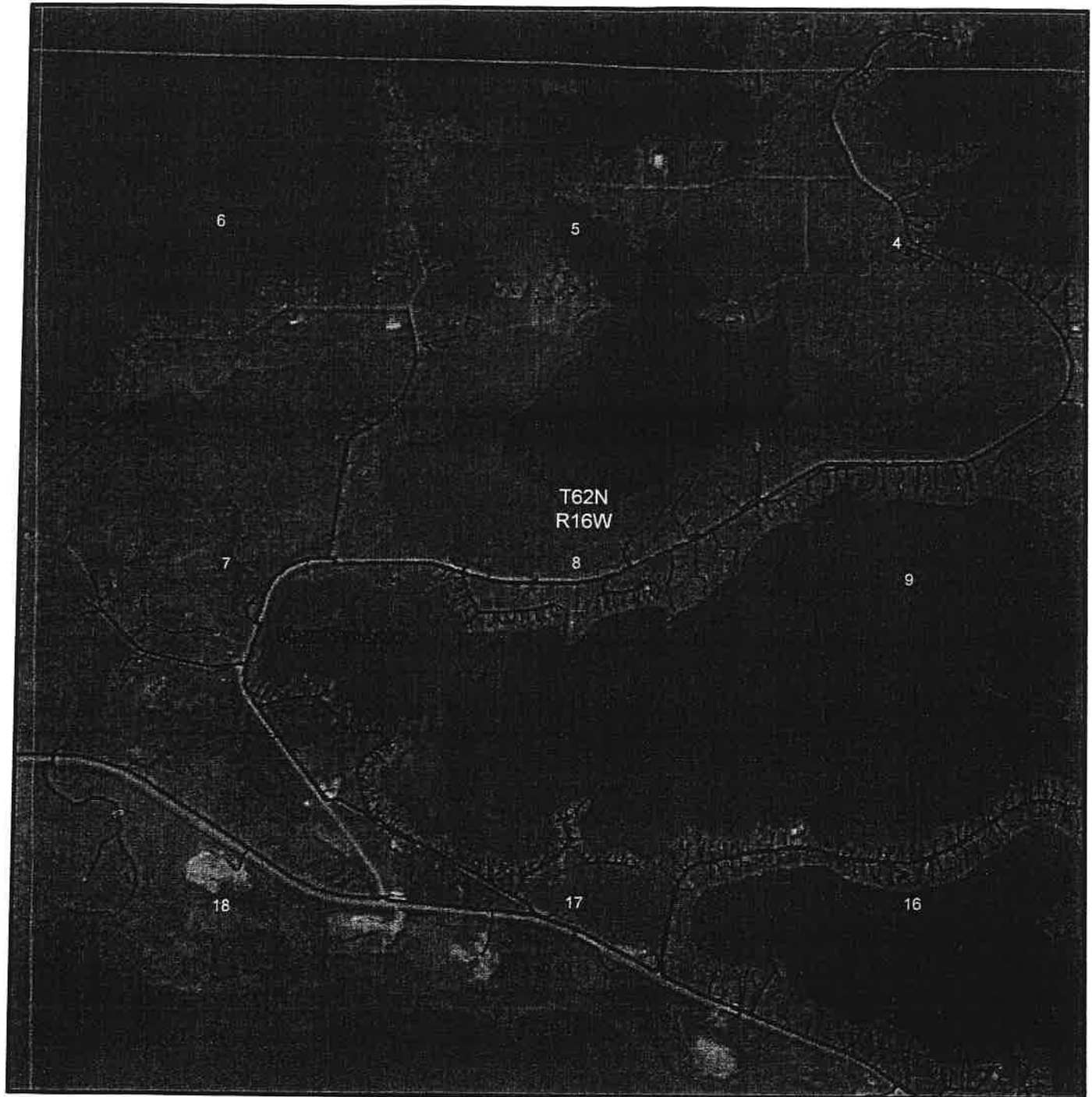
Greenwood Lake Township
62N 16W
NE 1/4
Sections 3,10,11,15



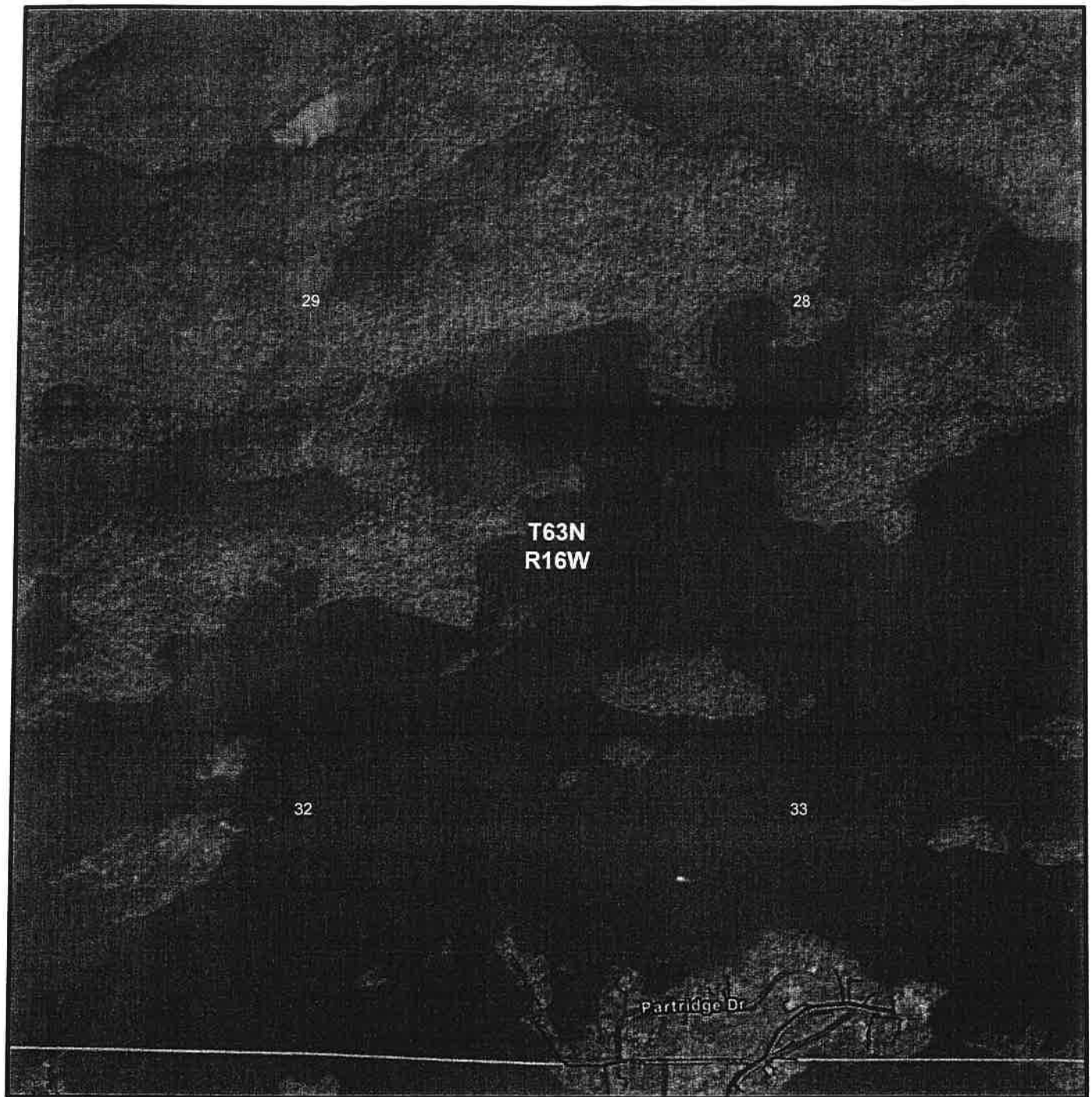
Legend	
	Fiber Optic Communication Cable
	Township Line



Greenwood Lake Township
62N 16W
NW 1/4
Sections 4,5,6,7,8,9,16,17,18



Greenwood Lake Township
63N 16W
SW 1/4
Section 33





Legend

— Fiber Optic
Communication Cable
— Township line



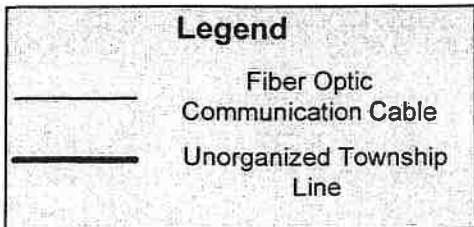
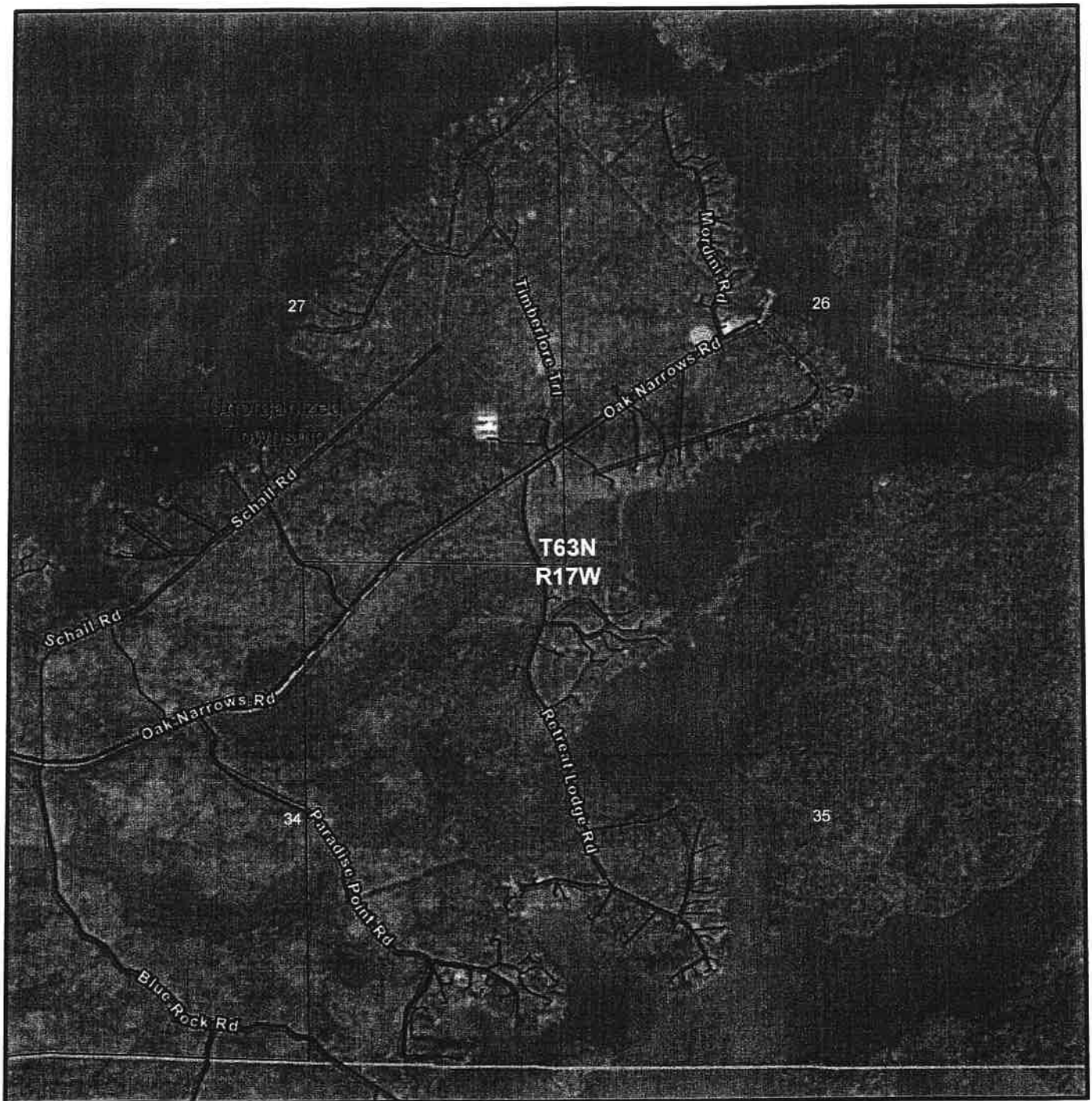
Greenwood Lake Township
62N 17W
NE ¼
Sections 1,3,10,11,12,13,14,15



Legend	
	Fiber Optic Communication Cable
	Unorganized Township Line



Greenwood Lake Township
63N 17W
Sections 27,28,34,35



Greenwood Lake Township
62N 16W
SE 1/4
Sections 22,23,26,27,34,35,36



Legend

— Fiber Optic
Communication Cable
— Township Line





Saint Louis County

Planning and Zoning Department
www.stlouiscountymn.gov

TO: St. Louis County Cities, Organized Towns and Interested Parties

FROM: Donald Rigney, Land Use Planning Manager, Acting Secretary, St. Louis County Planning Commission

DATE: May 15, 2025

RE: Planning Commission Public Hearing **Tuesday, June 17, 2025**, for proposed St. Louis County Zoning Ordinance 62 amendments

NOTICE IS HEREBY GIVEN THAT THE ST. LOUIS COUNTY PLANNING COMMISSION WILL HOLD A HYBRID VIRTUAL AND IN-PERSON PUBLIC HEARING ON **TUESDAY, JUNE 17, 2025, AT 9:00 AM.**

The St. Louis County Planning Commission will conduct **a hybrid virtual and in-person** public hearing on **Tuesday, June 17, 2025**, at the Government Services Center, 201 South 3rd Avenue West, Virginia, MN, regarding the following:

The Planning Commission will consider comments on proposed amendments to St. Louis County Zoning Ordinance 62.

St. Louis County Planning and Community Development Department underwent a departmental re-organization in 2024. Zoning Ordinance 62 is now implemented by a re-organized Planning & Zoning Department. As an ongoing review process, St. Louis County has been working to correct general grammatical issues and department references within the zoning ordinance and to amend ordinance language to be consistent with Minnesota State Statute requirements.

The St. Louis County Planning Commission established a workshop on May 15, 2025, to discuss the details of the proposed amendments to ordinance language of Zoning Ordinance 62. Amendments to Ordinance 62, except for standards specifically related to Short Term Rentals and Chronic Wasting Disease, have not occurred since 2016.

The following are the specific areas of the draft Zoning Ordinance amendments:

- General grammar clean-up and correction of department and comprehensive plan references.
- Article VI, Section 6.21 - Animal Units. The proposed amendments correct an error that may lead to the misinterpretation of the total allowed animal units.
- Article VI, Sections 6.22 F and G - Extractive Use Dust Control. Proposed amendments clarify where dust control measures can be enforced by the St. Louis County Planning and Zoning Department.

- Article VIII, Section 8.7 C - Zoning Map Amendment. Proposed amendments correct the steps and timeline requirements as to how zoning map amendments are legally processed.
- Article X, Section 10.2 - BOA Alternate Membership. The proposed amendment adds additional language consistent with Minnesota State Statute specific to St. Louis County regarding Board of Adjustment membership.

Please find enclosed the proposed amendments of the ordinance. In addition, all proposed amendments, including general language clean up, to Zoning Ordinance 62 may be found here:

<https://www.stlouiscountymn.gov/departments-a-z/planning-zoning/boards-committees>.

The meeting will be open to the public and live streamed via WebEx, giving the public the opportunity to watch and listen and even speak to the Planning Commission. You will also have the option to listen to the meeting live via telephone. For more information on how to view or participate in the public hearing, please visit the county website at www.stlouiscountymn.gov/departments-a-z/planning-zoning/boards-committees.

Your input is important to us. It is not necessary that you comment; however, if you wish to, you can do so by attending the hearing, sending a letter, or e-mailing Donald Rigney at rigneyd@stlouiscountymn.gov prior to the hearing. All letters must be signed and received in our office by noon on **Friday, June 13, 2025**. All correspondence will be presented to the Planning Commission as part of the hearing. Please email Donald Rigney at rigneyd@stlouiscountymn.gov or call at 218-725-5001 if you have any questions.

Please confirm receipt of this email by May 23, 2025.

** This notice can be made available in alternate formats for individuals with a disability or in different languages for individuals who are limited in English proficiency. Requests for notices in alternate formats, language and/or requests for reasonable accommodation relative to accessing facilities, programs or services should be made to Angela Lepak at 218-471-7103 or at landuseinfo@stlouiscountymn.gov, Human Resources at 218-726-2422 or Melissa Honkola, Americans with Disabilities Act Coordinator, at 218-725-5068 or at honkolam@stlouiscountymn.gov. **

3. **Number of Animal Units Allowed:** The County determines impact by using animal units. The following tables show the animal unit equivalent for each species and the number of animal units allowed per acre. The Director may determine the animal unit equivalent for animals not listed below:

Animal	Animal Unit Equivalent
Dairy Cow	1.40
Slaughter Steer or Heifer	1.00
Horse	1.00
Swine	0.40
Sheep, Goat, Dog	0.20
Duck, Turkey, Cat	0.02
Chicken	0.01

Number of Acres	Animal Units Allowed Per Acre
0-2 Acres	Only domesticated dogs and cats as pets up to one animal unit total and no more than 5 chickens
>2-4.5 Acres	One animal unit allowed
>4.5 to 10 Acres	Five animal units
>10 Acres or more (per quarter/quarter section or government lot)	30 animal units
More than one contiguous quarter/quarter or government lot	20 animal units per quarter/quarter or government lot even if the animals are kept on a single parcel

Formatted Table

- B. **Permits Required:** See *Article V* of this ordinance for the type of permits required, if applicable. The following standard shall apply:

1. All required state and federal permits shall be obtained for the keeping of animals.

Section 6.22 Extractive Uses Performance and Conditional Use Standards "C"

- A. **Applicability:** All extractive use operations involving excavation, removal, storage or processing of borrow or aggregate material, whether they are in operation at the time of this ordinance adoption, including established nonconforming uses, shall follow the minimum standards set forth in this ordinance. The use will terminate upon a pit closure report being filed with the Department and recorded with the County Recorder.

B. **General:**

1. Extractive use operations with a valid permit issued by St. Louis County, that remain in compliance with the terms and conditions of their permit shall be allowed to continue until the permit has expired, been revoked, or self-terminated.

2. No person, firm, or corporation shall hereafter engage in extraction of earthen material on any land within the unincorporated areas of St. Louis County without first obtaining a performance standard or conditional use permit.
 3. It shall be the property owner's responsibility to secure necessary concurrent permits, including, but not limited to, Minnesota Pollution Control Agency permits; state waste disposal permits; US Army Corps of Engineers permits; DNR Public Waters permits; and DNR Public Waters appropriation permits. Approval by the county does not imply approval by other agencies.
 4. No permits shall be issued to an operator/owner who has not reclaimed a previously approved extractive use or is in violation of the conditions of their permit.
- C. **No Permit Required: Private Use, Forest and Agricultural Management and Use:** No permit shall be required for private extractive use by a land owner on their own land, pits used to construct roads for forest management purposes or extraction of material for agricultural use or management.
- D. **Permit Required: Residential Uses in an Extractive Use Area:** Residential uses are allowed with a land use permit in such areas provided they meet the following standards:
1. All residential standards found in this and other county ordinances are met.
 2. An affidavit shall be signed by the homeowner acknowledging the existence of the extractive use activity and the potential impact such use may have on the home. The affidavit shall be filed with the Department.
- E. **Minimum Operating Standards:** All extractive use operations shall follow the minimum operating standards set forth in this section. The standards shall apply to the following:
1. Project Area
 2. Stockpiles
 3. Haul Roads
 4. Entrance Roads
 5. Scales, Crushers and Related Facilities
 6. Other items, as deemed necessary by the Director
- If the operator of an existing permitted operation cannot meet these standards, a waiver may be requested from the Director. The decision of the Director may be appealed in a manner described in this ordinance. St. Louis County shall not use any borrow material originating from an extractive use not in conformance with these standards.
- F. **Permit Required: Extractive Use Class I (Public Works Projects):** A performance standard permit shall be required for an extractive use established in response to a single public works project that will not be used for more than two years. The following standards shall apply:

1. The operation shall be used solely for public work projects that are defined as work on bridges, public roads, landfills, and other public facilities. Up to 10 percent of production may be offered for general sale.
2. Notice shall be sent to adjoining property owners by the Department.
3. Hours of operation shall be limited to:
 - a. 7:00 a.m. to 8:00 p.m., Monday through Saturday.
 - b. No operations may take place on Memorial Day, Independence Day, Labor Day, and Sundays.
4. The hours of operation may be expanded through public hearing approval or provided that one or more of the following conditions are met:
 - a. Written permission, authorizing extended hours of operation, of two-thirds of the property owners within one-quarter mile and all property owners with an established residential principal dwelling within 300 feet of the extractive use, is obtained and filed with the Department.
 - b. If the operation is located on a road closed for construction, hours and days of operation will be allowed without restriction, if the residential property owners within 300 feet agree to such an extension.
 - c. Delivery during regular hours is not feasible for the residential property owner, if hauling to a residential lot.
 - d. The Director determines that an emergency exists. An emergency is a short-term, unplanned and unexpected event where an immediate need for borrow material exists in order to address a significant threat to the public safety.
4. Crushing is allowed and shall be limited to the permitted timeline for which the use was authorized.
5. Portable hot mix plants shall be allowed under the following circumstances:
 - a. The plant shall be a minimum of 300 feet from all residential principal dwellings. The setback may be waived with written permission by the adjoining property owner.
 - b. Shall be limited to the permitted timeline for which the use was authorized.
6. Recycling of asphalt and concrete is allowed and shall be limited to the permitted timeline for which the use was authorized.
7. All property lines shall be located by a licensed land surveyor, unless there is a written agreement filed with the Department between the adjoining property owner and pit owner/operator of the location of property lines or the County Surveyor verifies that the operation will not encroach on any property line setbacks based on determination by the Director.
8. No extractive use shall be within the principal structure setback of a DNR protected water.
9. A no disturbance setback, including the haul road, shall be:
 - a. 100 feet from the property line of an adjoining parcel with an established residential principal dwelling within 300 feet of the extractive use. The 100 foot property line setback may be modified if there is a written agreement filed with the Department between the adjoining property owner and pit owner/operator.
 - b. 50 feet from the property line of all other parcels and from the edge of all public road right-of-ways or public utilities.
 - c. 200 feet from the boundary of an incorporated municipality.

- d. 50 feet from the boundary of a wetland.
 - 10. The no disturbance setback area may contain the haul road in the following instances:
 - a. For safety reasons, as deemed necessary by the appropriate road authority.
 - b. For wetland avoidance.
 - c. There is a written agreement filed with the Department between the adjoining property owner and pit owner/operator.
 - 11. Adequate vegetative screening shall be required to screen the operation from ordinary public view. If vegetative screening is not sufficient, the Director may require the placement of a fence or berm.
 - 12. All accesses to public roads shall be approved by the appropriate road authority.
 - 13. Traffic signs (e.g. TRUCKS HAULING) shall not be installed on public roadways, unless approved or required by the appropriate road authority.
 - 14. An extractive use shall have a gate for controlling access. The use of cable, chain, or similar barrier is prohibited.
 - 15. Dust control measures shall be implemented, as necessary, ~~for all extractive use operations within the permitted area~~ from the processing site to the nearest paved road.
 - 16. An extractive use shall be solely used for operations directly related to excavation of earthen material. Any other use shall require additional approval by the county.
 - 17. Storage of asphalt and concrete is allowed provided that the following conditions are met:
 - a. The use is part of a permitted public works road project.
 - b. It is part of an ongoing recycling effort.
 - 18. All extractive uses shall take measures to control erosion and runoff that has the potential to damage adjacent land.
 - 19. No waste classified as hazardous by the Minnesota Pollution Control Agency shall be disposed of on site.
- G. Permit Required: Extractive Use Class II (General Purpose):** A conditional use permit shall be required for all other extractive use activities other than Class I (Public Works Projects). A conditional use permit for extractive use Class II shall be administratively reviewed by the Director after five years, for continuance, without a public hearing if the following standards are met:
- 1. All minimum standards of this ordinance and conditions approved as part of the public hearing are being followed.
 - 2. Hours of operation shall be limited to:
 - a. 7:00 a.m. to 8:00 p.m., Monday through Saturday.
 - b. No operations may take place on Memorial Day, Independence Day, Labor Day, and Sundays.
 - 3. The hours of operation may be expanded through public hearing approval or provided that one or more of the following conditions are met:
 - a. Written permission, authorizing extended hours of operation, of two-thirds of the property owners within one-quarter mile and all property owners with an established residential principal dwelling within 300 feet of the extractive use, is

- obtained and filed with the Department. The permission must be renewed on an annual basis.
- b. If the operation is located on a road closed for construction, hours and days of operation will be allowed without restriction, if the residential property owners within 300 feet agree to such an extension.
 - c. Delivery during regular hours is not feasible for the residential property owner, if hauling to a residential lot.
 - d. The Director determines that an emergency exists. An emergency is a short-term, unplanned and unexpected event where an immediate need for borrow material exists in order to address a significant threat to the public safety.
4. Crushing is allowed and shall be limited to the permitted timeline for which the use was authorized.
 5. Portable hot mix plants shall be allowed under the following circumstances:
 - a. The plant shall be a minimum of 300 feet from all residential principal dwellings. The setback may be waived by written permission by the adjoining property owner.
 - b. Shall be limited to the permitted timeline for which the use was authorized.
 6. Recycling of asphalt and concrete is allowed and shall be limited to the permitted timeline for which the use was authorized.
 7. All property lines shall be located by a licensed land surveyor, unless there is a written agreement filed with the Department between the adjoining property owner and pit owner/operator of the location of property lines or the County Surveyor verifies that the operation will not encroach on any property line setbacks based on determination by the Director.
 8. No extractive use shall be within the principal structure setback of a DNR protected water.
 9. A no disturbance setback, including the haul road, shall be:
 - a. 100 feet from the property line of an adjoining parcel with an established residential principal dwelling within 300 feet of the extractive use. The 100 foot property line setback may be modified if there is a written agreement filed with the Department between the adjoining property owner and pit owner/operator.
 - b. 50 feet from the property line of all other parcels and from the edge of all public road right-of-ways or public utilities.
 - c. 200 feet from the boundary of an incorporated municipality.
 - d. 50 feet from the boundary of a wetland.
 10. The no disturbance setback area may contain the haul road in the following instances:
 - a. For safety reasons, as deemed necessary by the appropriate road authority.
 - b. For wetland avoidance.
 - c. There is a written agreement filed with the Department between the adjoining property owner and pit owner/operator.
 11. Adequate vegetative screening shall be required to screen the operation from ordinary public view. If vegetative screening is not sufficient, the Director may require the placement of a fence or berm.
 12. All accesses to public roads shall be approved by the appropriate road authority.

13. Traffic signs (e.g. TRUCKS HAULING) shall not be installed on public roadways, unless approved or required by the appropriate road authority.
14. An extractive use shall have a gate for controlling access. The use of cable, chain, or similar barrier is prohibited.
15. Dust control measures shall be implemented, as necessary, for all extractive use operations within the permitted area ~~from the processing site to the nearest paved road.~~
16. An extractive use shall be solely used for operations directly related to excavation of earthen material. Any other use shall require additional approval by the county.
17. Storage of asphalt and concrete is allowed provided that the following conditions are met:
 - a. The use received public hearing approval or is part of a permitted public works road project.
 - b. It is part of an ongoing recycling effort.
18. All extractive uses shall take measures to control erosion and runoff that has the potential to damage adjacent land.
19. No waste classified as hazardous by the Minnesota Pollution Control Agency shall be disposed of on site.

H. Reclamation Standards: All extractive uses shall implement the following minimum reclamation standards:

1. Reclamation shall occur concurrent with the operation, as well as at the completion.
2. At the non-working face, banks shall be maintained at a slope not to exceed 2:1 except that at termination, the slope shall not exceed 3:1.
3. All trees, brush, stumps and any other debris removed, shall be disposed of in a manner acceptable to the local solid waste authority.
4. The tops of all banks shall be rounded to conform to the surrounding topography.
5. Reclaimed areas shall be surfaced with soil of a quality equal to the topsoil immediately surrounding the operation and to a depth of at least six inches.
6. Native seed shall be used on all temporary and permanent seeding.
7. Final reclamation shall include the following:
 - a. Stabilization of all slopes.
 - b. Removal of all stock piles.
 - c. Application of topsoil and permanent seeding.
 - d. Removal of all equipment and structures.
 - e. Implementation and completion of all other reclamation actions in accordance with the reclamation plan within six months of the use terminating.

Section 6.23 Industrial Uses Performance Standards "C"

- A. Permit Required: Industrial Use Class I:** A category of uses that includes, but is not limited to: recycling centers/transfer stations, and temporary wood processing are allowed in the following zone districts: FAM, MU, SMU, RES, COM, LI, LSO & LCO with a performance standard permit. The following performance standards shall apply:

2. Public hearings on text amendments by the Planning Commission, including requirements of notice to the public, shall be conducted pursuant to Minnesota Statutes regulating the adoption of ordinances by counties, and by the standards set forth in *Section 8.8* of this *Article*.
3. After conducting a public hearing on an ordinance text amendment, the Planning Commission shall report in writing to the County Board within 30 days of the close of the hearing. Upon filing of a report by the Planning Commission, the County Board, in the manner prescribed by Minnesota Statutes, may by ordinance adopt the amendment or any portion thereof as it deems advisable.

C. Zoning Ordinance Map:

1. An amendment to the zoning map may be initiated by the County Board, the Planning Commission, by the property owner of record, or authorized representative or town board in which the property is located.
2. The Planning Commission shall conduct at least one public hearing on all proposed zoning map amendments and report to the County Board ~~in writing within 20 days of the close of the hearing(s).~~
 - a. The Planning Commission shall give notice of public hearings for zoning map amendments in the manner prescribed in this *Article*.
 - b. The Planning Commission's report to the County Board shall contain a statement of the evidence relied upon, the factual determinations made from the evidence, and the criteria used in reaching its recommendation.
 - ~~c. Failure of the Planning Commission to report to the County Board within the herein-prescribed time shall be deemed to be recommendation for approval by the Planning Commission of the proposed amendment.~~
- ~~4. Upon the filing of a report by the Planning Commission or upon expiration of the 20 day period, the County Board may, by resolution, adopt the amendment or any portion thereof as it deems advisable.~~
- ~~5.3.~~ Once an amendment has been acted upon by the County Board, the matter shall not be reconsidered, nor shall any additional amendments involving the same parcel of property be heard or considered by the Planning Commission or the county for at least 12 months.
- ~~6.4.~~ **Criteria for Zoning Map Amendments:**
 - a. Amendments to the zoning map shall be recommended for approval only upon the finding by the Planning Commission that all of the following conditions exist:
 - i. The proposed zoning shall be consistent with the comprehensive or land use plan adopted for the county. ~~The procedure for amendments to the land use plan is discussed in Ordinance 27.~~
 - ii. The proposed zoning shall not be spot zoning, which is zoning to discriminate in favor of one lot or parcel out of harmony with surrounding lots or parcels and the comprehensive or land use plan, and without benefit to the community.

Section 10.2 Membership

A. The Board of Adjustment shall consist of no more than seven members who shall be appointed by the County Board as provided in this ordinance, all of whom shall be residents of St. Louis County.

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A-B. The Board of Adjustment pursuant to Laws 1959, chapter 559, shall have two additional members designated as alternates, either of whom may serve in the place of any regular member who at any time may be unable to serve. The alternates shall be appointed by the county board for terms designated by the board. Alternates shall be compensated in the same amount and manner as regular members of the Board of Adjustment.

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B-C. A majority of the members of the Board of Adjustment shall reside in the unincorporated areas under the jurisdiction of the county.

C-D. At least 1 member shall also be a member of the St. Louis County Planning Commission.

D-E. An appointed liaison from each town may be appointed as a non-voting ex-officio member.

E-F. No elected officer of the county nor any employee of the County Board shall serve on the Board of Adjustment.

Section 10.3 Appointments

A. Method of Appointment

1. The County Board of Commissioners shall, prior to the first regularly scheduled meeting of the Board of Adjustment in January of each year, fill all vacancies resulting from expired terms to the extent possible. The County Board shall fill other vacancies within 60 days of the vacancy taking place.

B. Terms of Office

1. Except as provided below, each member of the Board of Adjustment shall be appointed to serve for a period of 3 calendar years.
2. Each calendar year shall be presumed to run from the date of the first required meeting of the County Board in a given calendar year to said meeting date in the next following calendar year.

C. Vacancies

1. Appointments shall be made by the County Board to fill any vacancy for the unexpired duration of the term.

RECEIVED
5-15-2025



May 2025

Hello,

The communities of Tower-Soudan Lake Vermilion and surrounding areas will be celebrating Independence Day on Friday, July 4th and we would like to invite you to be a part of it! This is a day of patriotism and community pride that will leave you with memories to last a lifetime.

We are celebrating America's birthday on a grand scale with food, musical entertainment, fun-filled day activities, and of course, one of the best parades in the state of Minnesota.

The planning committee is a dedicated team of community members that are volunteering their time to ensure an exciting 4th of July celebration for the Tower-Soudan Area.

We need your assistance in order to continue to make these events happen. Your donation will enable us to carry on this time-honored tradition.

Due to your generous donations, the committee successfully allocated over \$15,000 towards the parade and related day activities last year.

We thank you for your continued support of the Tower-Soudan Lake Vermilion Area 4th of July Celebration.

Donations can be mailed to:

T-S 4th of July
PO Box 461
Tower, MN 55790

501c (3) Non-Profit 82-1364347 donation receipts available upon request.

Tower-Soudan Lake Vermilion Area 4th of July Committee,

President:

Jolene Mroszak

Vice President:

Emily Eloranta

Secretary:

Jarri Ankrum

Treasurer:

Amber Zak

Dedicated Committee Members: Tim & Lori Tomsich, Linda Haugen & Doug Workman