

Greenwood Township Supervisors Board Meeting Agenda

DATE: August 12, 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 (Limited to 3 minutes)

ADDITIONS/CHANGES TO AGENDA

Motion- to accept Agenda. **Vote**

Motion -to approve minutes from regular meeting held July 8, 2025. **Vote**

FINANCIAL REPORTS

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

Motion -to approve Claims. **Vote**

Motion -to approve Payroll. **Vote**

OLD BUSINESS

1. Discussion on hiring a maintenance employee, including review of costs on lawnmowing, snowplowing and cleaning services.
2. DNR response to letter sent concerning Moccasin Point landing renovation.

NEW BUSINESS

1. Paul Thompson, Lake Vermilion Pickleball Association:
 - a. Dedicated recreation fund.
 - b. Resurfacing tennis courts.
2. Pavilion reservations.
 - a. Post signage.
 - b. Lost and found.
3. Procedure to review timesheets for hourly employees.
4. Insurance renewal – Corporate Four
5. Clerk computer.
6. Update on grant applications.

7. Update on Kitchen Committee.
8. Fire Department:
 - a. Posting of Fire Department positions:
 - i. Assistant Fire Chief.
 - ii. Fire Captain.
 - iii. EMS Captain.
 - b. Management of website.
 - c. Airway Management Equipment

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.

CLERK REPORT (Correspondence)

1. Request for Ordinance on resident fence installation.
2. Question of allowing above ground holding tanks.
3. Variance request application for Sundling Road location.
4. Aggregate Crushing Program Memorandum

MOTION TO ADJOURN

NEXT MEETING: September 9, 2025 - 6:30 PM

Greenwood Township Supervisors Board Meeting Minutes

DATE: July 8, 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 (Limited to 3 minutes)

Steve Lenertz, on the conference call, spoke on the re-establishment of Board of Adjustment and Equalization at Greenwood Township. He stated the County Assessor, inferring we can't take it back again was misleading. He quoted "A town or city may renew its option to reestablish" per statute 274.014 Sub3 paragraph C – which states that we can. He asked the Board to adopt a resolution to reestablish. Roskoski stated that this subject is on the agenda and will be discussed further.

ADDITIONS/CHANGES TO AGENDA

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

Motion - by Bassing/Gilbert to approve minutes from regular meeting held June 10, 2025. **Vote 5/0 carried**

Motion - by Bradach/Skubic to approve minutes from special meeting held July 2, 2025.

Update – case was dismissed with prejudice. **Vote 4/0 carried Bassing abstained**

FINANCIAL REPORTS

Adjusted Checking balance is \$136,895.35

Jumbo - \$100,905.09

Road Fund – \$27,495.31

Building/Capital – \$99,802.46

Broadband - \$102,277.99

Trail – \$23,599.16

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

Motion - by Bradach/Gilbert to approve JR Custom Solution invoice of \$58,792 for roofing. **Vote 5/0 carried**

Motion - by Gilbert/Skubic to approve Claims. **Vote 5/0 carried**

Motion - by Skubic/Bradach to approve Payroll, gross pay of \$99,074.67. **Vote 5/0 carried**

OLD BUSINESS

1. Discussion on hiring a maintenance employee, including review of costs on lawn mowing, snowplowing and cleaning services.

Motion – by Bassing/Gilbert to table for August meeting. **Vote 5/0 carried**

2. ESST (Employee Sick & Safe Time)

Motion – by Bradach/Skubic to adopt Resolution 05-2025 for ESST Policy. **Vote 5/0 carried**

3. Update on brushing on Township Road 4136. Paul spoke with John Calgaro, and he will do additional brushing and clearing on Township Road 4136.

Motion – by Skubic/Gilbert to send \$4100 check to Calgaro. **Vote 5/0 carried**

4. Moccasin Point Open House

Motion – by Gilbert/Bradach to send letter to DNR to request no trees in driveway and allow for Emergency vehicles to have a “straight shot” to access the lake. **Vote 5/0 carried**

5. Update on Broadband

- a. Letter from Steve Zaudtke.

CTC has begun tunneling for fiber and marking residences (who have applied) for future box installation. No funds are currently available, and some residents have received letters stating their location is not feasible at this time. RRRB grant has been applied for.

NEW BUSINESS

1. Fire Department:

- a. Revised SOG's were presented by Erik Jankila and discussed.

Motion – by Gilbert/Skubic to approve SOG's with the understanding changes can be made if needed. **Vote 5/0 carried**

- b. Resignation from Dave Dejoode, EMS Captain and EMR.

Motion - by Gilbert/Skubic to accept resignation by David Dejoode. **Roll Call Vote** Roskoski-Y, Skubic-Y, Bassing-N, Gilbert-Y, Bradach-Y **4/1 carried**

- i. Return of equipment by EMS Captain. Some, but not all, equipment has been returned. Dejoode has 30 days to return all.

- c. Posting of Fire Department positions.

Motion - by Gilbert/Skubic to post for positions of Assistant Fire Chief, Fire Captain and EMS Captain for 14 days. **Vote 5/0 carried**

- d. Fire Chief position.

Brian Trancheff is the only applicant. Bassing stated, Trancheff doesn't come to the meetings and has had issues with EMS Captain. Roskoski stated the Interim Fire Chief was never told he needed to attend Board meeting, but he is willing to attend, when necessary. Personnel issues are not to be discussed in an open meeting. Roskoski stated Interim Fire Chief Trancheff has been doing a good job as Interim Chief and recommends he be hired for the position.

Motion - by Gilbert/Skubic to hire Brian Trancheff as Fire Chief. **Roll Call Vote** Roskoski-Y, Skubic-Y, Bassing-N, Gilbert-Y, Bradach-Y **4/1 carried**

- e. Administrative Assistant position.

Motion - by Gilbert/Skubic to hire Brianna Lofquist as Fire/EMS Department Administrative Assistant. **Vote 5/0 carried**

2. MATIT renewal premium of \$15,554.00, plus \$ 271.00 for additional coverage due to changes.

Motion - by Bassing/Gilbert to renew MATIT Insurance through June 30, 2026 and approve premiums totaling \$15,825.00. **Vote 5/0 carried**

3. Board of Appeals and Equalization

- a. Letter from County Assessor

Motion – by Bassing to bring back the Board of Adjustment and Equalization to Greenwood Township. **Motion failed for lack of support.**

SUPERVISOR REPORTS

Skubic	Road Supervisor – will continue contact with Calgaro 4136 brushing. Lodging Tax Board Representative-none
Bassing	Broadband Liaison – previously covered. Joint Powers and Recreation – none. John did not have minutes, although Roskoski had asked him at the last Board meeting, to provide minutes for all future meetings. Noxious Weeds Representative-none 911 Assignment – still getting applications-making signs.
Gilbert	Grounds and Maintenance – roofing is done and looks great. Inspected outer windows, they looked okay, didn't look inside but can put off until next year when more funds are available.
Bradach	Fire Department Liaison – gave Fire Report provided by Interim Trancheff Recreation Committee Liaison Bradach complimented the Rec Committee on the successful Community Picnic fundraiser. Paul Thompson added they had over 200 in attendance and raised about \$7,000. He said they are ordering sponsor banners for levels platinum, gold, silver and bronze. Please contact Paul or Recreation Committee members for more information.
Roskoski	Ambulance Commission – possibly meeting next week RAMS Representative – Roskoski asked if any Supervisors attended the RAMS legislative picnic on June 20. There was no response.

FIRE DEPARTMENT REPORT

1. Previously covered

CLERK REPORT (Correspondence)

1. AMSOIL Northland Law Enforcement K-9 Sponsorship request
Motion by Roskoski/Skubic to Donate \$100. **Vote 5/0**

Motion by Bassing/Gilbert to adjourn. Vote 5/0

Time: 7:50 pm

Chair _____ **Clerk** _____

NEXT MEETING: August 12, 2025 TIME 6:30 PM

Greenwood Township - Treasurer

Receipts Register

8/1/2025

Fund Name: 100 - General Fund

Date Range: 07/01/2025 To 07/31/2025

<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>
07/02/2025	St. Louis County	161830	2nd 1/2 2025 fire contract	(07/02/2025) -	N	St. Louis Cty Fire Protection	100-34206-	\$ 5,500.00
								\$ 5,500.00
07/07/2025	St. Louis County	161831	remainder 1st half tax apportionment	(07/07/2025) -	N	LEVY- St. Louis County tax apportionment	100-33461-	\$ 51,957.95
								\$ 51,957.95
07/08/2025	Julie Clausen	161825	fire signs	(07/08/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 65.00
								\$ 65.00
07/08/2025	Janet Bren	161826	fire signs	(07/08/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 40.00
								\$ 40.00
07/08/2025	Brianna Iofquist	161827	hall rental - 7/20	(07/08/2025) -	N	City/Town Hall Rent	100-34101-	\$ 200.00
								\$ 200.00
07/08/2025	William Bengston	161828	fire signs	(07/08/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 40.00
								\$ 40.00
07/08/2025	Nancy Eichholz	161829	copies for Birch Pt Assoc	(07/08/2025) -	N	Misc Fees & Charges	100-36225-	\$ 3.75
								\$ 3.75
07/16/2025	Lisa Velleux	161833	hall rental - 8/9/2025	(07/16/2025) -	N	City/Town Hall Rent	100-34101-	\$ 200.00
								\$ 200.00
07/18/2025	MN State - MMB	161836	township aid	(07/18/2025) -	N	Town Aid	100-33460-	\$ 8,859.00
								\$ 8,859.00
07/24/2025	St. Louis County	161837	2025 Fedl PILT	(07/24/2025) -	N	DNR MN PILT	100-33164-	\$ 7,201.96
								\$ 7,201.96
07/29/2025	Terry DeGrote	161832	hall rental - 7/27/2025	(07/29/2025) -	N	City/Town Hall Rent	100-34101-	\$ 200.00
								\$ 200.00
07/31/2025	Alicia Milbridge	161834	fire signs	(07/31/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 65.00
								\$ 65.00

Fund Name: 100 - General Fund

Date Range: 07/01/2025 To 07/31/2025

<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>
07/31/2025	Randy Kladio	161835	fire signs	(07/31/2025) -	N	Fire Number Sign Sales	100-34110-	\$ 65.00
07/31/2025	Frandsen Bank	161838	July interest	(07/31/2025) -	N	Interest Earning	100-36210-8	\$ 143.26
Total for Selected Receipts								\$ 143.26
								\$ 74,540.92

Fund Name: 100 - General Fund

Date Range: 07/01/2025 To 07/31/2025

<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>
07/09/2025	Bob's Standard Service	22280	FD #1&3 on 5-9; #1 on 5/16	N	Fire Fighting	100-42220-212-	\$ 284.62
	Total For Check	22280					<u>\$ 284.62</u>
07/09/2025	Breezy Point Road Association	22281	reimb deposit for 5/24 hall rental	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 200.00
	Total For Check	22281					<u>\$ 200.00</u>
07/09/2025	Couri & Ruppi, PLLP	22282	June 17 invoice	N	GENERAL GOVERNMENT	100-41001-304-	\$ 687.50
	Total For Check	22282					<u>\$ 687.50</u>
07/09/2025	CTC	22283	phone inv 21599871 dated 6/12/25	N	GENERAL GOVERNMENT	100-41001-321-	\$ 97.93
	Total For Check	22283					<u>\$ 97.93</u>
07/09/2025	Grubens Marina	22284	Invoice #1581 dated 6/6/2025	N	Fire Repair Services	100-42260-221-	\$ 1,114.41
	Total For Check	22284					<u>\$ 1,114.41</u>
07/09/2025	Lake Country Power	22285	Electricity 05/01-06/01	N	General Government Buildings and Plant	100-41940-381-	\$ 322.01
	Total For Check	22285					<u>\$ 322.01</u>
07/09/2025	Macqueen Equipment	22286	Inv #P50203, boots and gloves; inv #P50651, boots	N	Fire Fighting	100-42220-241-	\$ 980.18
	Total For Check	22286					<u>\$ 980.18</u>
07/09/2025	MATTI	22287	Inv #11747-CLC from 7/1/2024-6/30/2025 and Inv #13476-CLC from 7/1/2025-6/30/2026	N	GENERAL GOVERNMENT	100-41001-361-	\$ 15,825.00
	Total For Check	22287					<u>\$ 15,825.00</u>
07/09/2025	Mike Nystrom	22288	Inv June 10 2025	N	GENERAL GOVERNMENT	100-41001-108-	\$ 145.00
	Total For Check	22288					<u>\$ 145.00</u>
07/09/2025	Minnesota Telecommunications	22289	internet service, inv 11919	N	GENERAL GOVERNMENT	100-41001-326-	\$ 72.00
	Total For Check	22289					<u>\$ 72.00</u>
07/09/2025	Jennifer Rabideaux	22290	reimb hall rental from 6/13	N	Town Hall Rent/Dep Refund	100-44101-418-	\$ 200.00
	Total For Check	22290					<u>\$ 200.00</u>

Fund Name: 100 - General Fund

Date Range: 07/01/2025 To 07/31/2025

<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>
07/09/2025	Timberjay Inc.	22291	Inv 137407 date 5/30/2025 for 5/2 ads	N	GENERAL GOVERNMENT	100-41001-351-	\$ 77.16
		Total For Check					\$ 77.16
07/09/2025	Tower News	22292	Inv dated 5/31/2025 for 2x3 ad	N	GENERAL GOVERNMENT	100-41001-351-	\$ 80.50
		Total For Check					\$ 80.50
07/09/2025	Brianna Lofquist	22293	mileage reimb for FD training	N	Fire Training	100-42240-331-	\$ 382.20
		Total For Check					\$ 382.20
07/09/2025	Elan Financial Services	22294	FD supplies to hand out at community rec picnic; cleaning supplies	N	GENERAL GOVERNMENT	100-41001-440-	\$ 44.33
					General Government Buildings and Plant	100-41940-211-	\$ 11.29
		Total For Check					\$ 55.62
07/09/2025	Custom Solutions	22295	roofing townhall buildings	N	General Government Buildings and Plant	100-41940-401-	\$ 58,792.00
		Total For Check					\$ 58,792.00
07/14/2025	ADP data processing	ADP 071425	ADP Tax, Wages, Fees	N	GENERAL GOVERNMENT	100-41001-103-	\$ 8,907.74
		ADP 071425				100-41001-107-	\$ 177.70
		ADP 071425				100-41001-122-	\$ 1,655.14
		Total For Check					\$ 10,740.58
		Total For Selected Checks					\$ 90,056.71

Greenwood Township -
Treasurer

Statement of Receipts, Disbursements and Balances (Schedule 1)

8/1/2025

As on 7/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	114,247.52	235,726.10	107,000.00	30,000.00	300,544.06	0.00	65,000.00	121,429.56	0.00	121,429.56
Road and Bridge	27,499.08	1.23	0.00	27,000.00	5.00	0.00	27,000.00	27,495.31	0.00	27,495.31
Jumbo CD 252K	257,566.03	349.06	0.00	0.00	0.00	10.00	157,000.00	100,905.09	0.00	100,905.09
Building / Capitol Equipment Fund	64,741.91	60.55	0.00	35,000.00	0.00	0.00	0.00	99,802.46	0.00	99,802.46
Greenwood Trail Fund	23,579.68	19.48	0.00	3,000.00	0.00	0.00	3,000.00	23,599.16	0.00	23,599.16
Broadband Fund	52,279.11	8.88	0.00	50,000.00	0.00	10.00	0.00	102,277.99	0.00	102,277.99
Total :	539,913.33	236,165.30	107,000.00	145,000.00	300,549.06	20.00	252,000.00	475,509.57	0.00	475,509.57

As on 7/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	114,247.52	235,726.10	107,000.00	30,000.00	300,544.06	0.00	65,000.00	121,429.56	0.00	121,429.56
Road and Bridge	27,499.08	1.23	0.00	27,000.00	5.00	0.00	27,000.00	27,495.31	0.00	27,495.31
Jumbo CD	257,566.03	349.06	0.00	0.00	0.00	10.00	157,000.00	100,905.09	0.00	100,905.09
Building / Capital Equipment Fund	64,741.91	60.55	0.00	35,000.00	0.00	0.00	0.00	99,802.46	0.00	99,802.46
Greenwood Trail Fund	23,579.68	19.48	0.00	3,000.00	0.00	0.00	3,000.00	23,599.16	0.00	23,599.16
TTL Broadband	52,279.11	8.88	0.00	50,000.00	0.00	10.00	0.00	102,277.99	0.00	102,277.99
Total :	539,913.33	236,165.30	107,000.00	145,000.00	300,549.06	20.00	252,000.00	475,509.57	0.00	475,509.57

Greenwood Township
Bank Reconciliation
July 31, 2025

Balance per Bank	\$	122,261.50
Plus Deposits in Transit		
Less: Outstanding Checks		(831.94)
Adjusted Bank Balance	<u>\$</u>	<u>121,429.56</u>

Adjusted Book Balance 6/30/2025	\$136,945.35	
Plus Deposits per Receipts Register	74,540.92	
Less: Disbursements	<u>(90,056.71)</u>	
Adjusted Book Balance	<u><u>\$</u></u>	<u>121,429.56</u>

FRANDSEN BANK - TOWER
PO BOX 499
TOWER, MN 55790

PAGE: 1
ACCOUNT: XXXXXXXXXXXXX9840 07/31/2025
DOCUMENTS: 27

FRANDSEN BANK & TRUST

TELEPHONE: 218-753-6100

Real people. Real results.

TOWN OF GREENWOOD
3000 COUNTY RD 77
TOWER MN 55790

30-0
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SUMMARY OF ACCOUNTS

ACCOUNT TYPE	ACCOUNT NUMBER	CURRENT BALANCE	MATURITY DATE
PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT	XXXXXXXXXXXX9840	122,261.50	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX8778	27,495.31	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2750	36,115.46	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX2050	927.25	
PUBLIC FUND SAVINGS ACCOUNT	XXXXXXXXXXXX6750	3,054.87	
TOTAL CURRENT BALANCE		189,854.39	

PUBLIC FUND BUSINESS INTEREST CHECKING ACCOUNT XXXXXXXXXXXXX9840

INTEREST THIS STATEMENT	143.26	LAST STATEMENT 06/30/25	142,014.79
INTEREST P2025	463.72	14 CREDITS	74,540.92
MINIMUM BALANCE	110,795.65	22 DEBITS	94,294.21
AVERAGE BALANCE	134,966.78	THIS STATEMENT 07/31/25	122,261.50
TOTAL DAYS IN STATEMENT PERIOD 07/01/25 THROUGH 07/31/25:			31

DEPOSITS			
REF #	DATE	AMOUNT	REF #
07/08	3.75	07/08	65.00
07/08	40.00	07/08	200.00
07/08	40.00	07/16	200.00
*** CONTINUED ***			

REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	07/29	200.00		07/31	65.00
	07/31	65.00		07/31	65.00

Frandsen e-banking—simple, safe, secure



frandsenbank.com

Member FDIC

Date of Report : 8/1/2025

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
Total			\$831.94

Date Range : 8/1/2025 To 8/31/2025

<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>
08/12/2025	Amscoil Northland Law Enforcement K-	donation	22296	\$100.00	100-41001-490-	GENERAL GOVERNMENT	\$100.00
08/12/2025	John J Bassing	reimb mileage 5/13 Jt Powers Bd and Fiber Bld out meetings	22297	\$58.38	100-41110-331-	Council/Town Board	\$58.38
08/12/2025	Couri & Ruppi, PLLP	July 14 invoice	22298	\$1,925.00	100-41001-304-	GENERAL GOVERNMENT	\$1,925.00
08/12/2025	CTC	phone Inv 21625295 dated 7/12/25	22299	\$97.87	100-41001-321-	GENERAL GOVERNMENT	\$97.87
08/12/2025	Eagle Docks	Inv 9999, dated 7/25/25	22300	\$2,459.55	100-42260-404-	Fire Repair Services	\$2,459.55
08/12/2025	EO Johnson	inv 1784736 dated 7/8/2025, contract r&m for copier	22301	\$36.17	100-41001-202-	GENERAL GOVERNMENT	\$36.17
08/12/2025	Grubens Marina	Invoice #1651 dated 7/15/2025	22302	\$195.00	100-42220-212-	Fire Fighting	\$195.00
08/12/2025	Lake Country Power	Electricity 06/01-07/01	22303	\$598.73	100-41940-381-	General Government Buildings and Plant	\$598.73
08/12/2025	Macqueen Equipment	Inv P51727 - wildland supplies	22304	\$1,728.85	100-42220-241-	Fire Fighting	\$1,728.85
08/12/2025	Mike Nystrom	Inv July 8 2025	22305	\$145.00	100-41001-108-	GENERAL GOVERNMENT	\$145.00
08/12/2025	Minnesota Fire Service Cert Board	FF I Cert Exam - BL	22306	\$131.00	100-42240-310-	Fire Training	\$131.00

Date Range : 8/1/2025 To 8/31/2025

<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>
08/12/2025	Minnesota Telecommunications	internet service, Inv 12011	22307	\$72.00	100-41001-326-	GENERAL GOVERNMENT	\$72.00
08/12/2025	Minnesota UI Fund	UI Benefits - C. Gilbert	22308	\$37.60	100-41110-142-	Council/Town Board	\$37.60
08/12/2025	Portable John	Inv 38435 dated 7/21, reg svc and Inv 38436 dated 7/21, addtl handicap rental	22309	\$196.35	100-41940-402- 100-41001-440-	General Government Buildings and Plant GENERAL GOVERNMENT	\$61.95 \$134.40
08/12/2025	St Louis County Auditor	election equip maint, software license	22310	\$495.00	100-41410-221- 100-41410-316-	Elections Elections	\$260.00 \$235.00
08/12/2025	Superior Fuel	Propane inv 2945542	22311	\$674.08	100-41001-383-	GENERAL GOVERNMENT	\$674.08
08/12/2025	Tech Bytes	Inv 8455, 7/2 Inv 8528, 7/3 Inv 8631, 7/24	22312*	\$378.39	100-41920-433-	Data Processing	\$378.39
08/12/2025	Cherryroad Media, Inc.	Ref Number 266993, The Tower News, Fire Chief ads	22313	\$196.00	100-42220-351-	Fire Fighting	\$196.00
08/12/2025	Timberlay Inc.	Inv 137585 dated 6/27/2025 for fire chief ads	22314	\$80.25	100-42220-351-	Fire Fighting	\$80.25
08/12/2025	Vermillion Outdoor Services LLC	Inv #1105 for June mowing, Inv #1112 for July mowing	22315	\$2,000.00	100-42220-351-	Fire Fighting	\$80.25

Date Range : 8/1/2025 To 8/31/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
08/12/2025	Tammy Mortaloni	mileage to bank, 7/29/25	22316	\$14.00	100-41940-403-	General Government Buildings and Plant	\$2,000.00
08/12/2025	Debby Spicer	reimb mileage to post office, 7/11	22317	\$14.00	100-41510-331-	Treasurer	\$14.00
08/12/2025	Elan Financial Services	stamps, postage for FD	22318	\$951.63	100-41425-331-	Clerk	\$14.00
					100-41001-322-	GENERAL GOVERNMENT	\$511.00
					100-42260-333-	Fire Repair Services	\$440.63

Total For Selected Claims

\$12,584.85

\$12,584.85

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

Payroll July 2025

Personnel	Hours			Earnings		Gross
	Reg	O/T	H 3/4	Reg	O/T	
Paid-In Department - CLERK1 - Clerk						
Spicer, Debby				2,316.59		2,316.59
Paid-In Department - Fire Chief						
Trancheff, Brian	40			1240.00		1240.00
Rate: 31.0000						
Paid-In Department - FIRE FIGHTER / EMR						
Dowden, Dean C	25.00			625.00		625.00
Rate: 25.0000						
Dowden, Tammie J	4.50			112.50		112.50
Rate: 25.0000						
Gilbert, Craig	7.25			181.25		181.25
Rate: 25.0000						
Lofquist, Brianna C	19.00			475.00		475.00
Rate: 25.0000						
Nelson, Peggy	2.75			68.75		68.75
Rate: 25.0000						
Villebrun, Makenna B	14.00			350.00		350.00
Rate: 25.0000						
Paid-In Department - FIRE ADMIN						
Lofquist, Brianna C	47.25			1,275.75		1,275.75
Rate: 27.0000						
Paid-In Department - Fire Captain						
Milbridge, Eric	11.25			303.75		303.75
Rate: 27.0000						
Paid-In Department - JANITORIAL						
Sawyer, Jerry R	6.50			195.00		195.00
Rate: 30.0000						
Paid-In Department - Supervisors						
Bassing, John J				383.02		383.02
Bradach, Steven W				383.02		383.02
Gilbert, Craig				383.02		383.02
Roskoski, Lois M				414.44		414.44
Skubic, Paul				383.02		383.02
Paid-In Department - Treasurer						
Mortaloni, Tammy	30			1350.00		1350.00

clerk@greentownshipmn.com

From: Majerus, Joseph (DNR) <joseph.majerus@state.mn.us>
Sent: Tuesday, July 22, 2025 12:50 PM
To: clerk@greentownshipmn.com
Subject: RE: Moccasin Point landing renovation

Debby,

We did hear this complaint, almost verbatim, at the open house. Our project manager discussed the plans with the fire chief earlier in the design phase to see if they had any specific needs, and to my knowledge, this was not a concern for them at the time. The drive lanes around the perimeter of the lot have been designed to allow a semi-truck and trailer access to the water, so a fire truck or ambulance should have no issues with the drive lanes. I would also suggest that using the driving lane that naturally puts the vehicle into a position to back to the pier or ramp would be quicker and more efficient than driving straight in and having to do a four-point turn to completely turn around and back in. Regardless, I will pass the letter on to the project manager. Please feel free to reach out with any other questions or concerns. Thanks,
Joe.

Joe Majerus

Area Supervisor | Division of Parks and Trails

Minnesota Department of Natural Resources

650 Hwy 169

Tower, MN 55790

Phone: 218-300-7842

Email: joseph.majerus@state.mn.us



From: clerk@greentownshipmn.com <clerk@greentownshipmn.com>
Sent: Tuesday, July 22, 2025 11:28 AM
To: Majerus, Joseph (DNR) <joseph.majerus@state.mn.us>
Subject: Moccasin Point landing renovation

You don't often get email from clerk@greentownshipmn.com. [Learn why this is important](#)

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good morning,

Please see attached letter from the Greenwood Township Board of Supervisors.

clerk@greentownshipmn.com

From: lois.roskoski@greentownshipmn.com
Sent: Saturday, August 2, 2025 9:11 AM
To: Greentownship Clerk
Subject: FW: Re: GCRB Funding

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

From: "Lois Roskoski" <loisroskoski@gmail.com>
Sent: Saturday, August 2, 2025 7:27am
To: lois.roskoski@greentownshipmn.com
Subject: Re: GCRB Funding

Good morning!

I will add you to the agenda for the August 12th meeting. I have a few questions and will give you a call before then:) Glad to hear things are going well! Thanks again for all you and your group gets done in our township!! Lois
Sent from my iPhone

On Aug 1, 2025, at 1:45 PM, Lois Roskoski <loisroskoski@gmail.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: Paul Thompson <outdoorbum101@gmail.com>
Date: July 31, 2025 at 9:22:22 PM CDT
To: Lois Roskoski <loisroskoski@gmail.com>
Cc: Karen Saarela <karensaarela13@gmail.com>, Julie Horihan <julie@jvhcomms.com>, Laura Niles <nileslaura@aol.com>, Jarri Ankrum <launpooh@yahoo.com>, Steve Zaudtke <szaudtke@gmail.com>, Steve Bradach <skbradach@gmail.com>
Subject: GCRB Funding

Lois,

I would like to get on the agenda for the upcoming monthly meeting. I plan on delivering a check to the Township for \$7500 to go into the "set-aside recreation fund" for resurfacing PB and tennis courts approximately every 7 years or so. We indicated we would contribute that amount each year with a Sponsorship Program. We're well positioned for the next three years. We have sold enough three year sponsorships we have the coming three years cash in the bank! Additional sponsorship money can be used to host township recreation events and initiatives.

It's also going to be my request that the Township at least match that amount annually for the fund, as to build funds for upkeep of the grounds, pavilion, playground and non-playing surface structures. With a combined \$15k going in annually, The Township should be well positioned to sustain the entire recreation area moving forward.

We might also consider adding additional monies in the next year's budget for supporting recreational events and future projects. The GCRB is interested in more events and activities, as well as potential additions or improvements to the area. It's our hope we can fund these things cooperatively with the Township.

Lastly, we absolutely need to repair and resurface the Township's tennis court before it totally blows up. With the increased cracking we are going to see water infiltration and

rapid failure. Most courts need resurfacing every 4-8 years. We are in year 9. Unfortunately, our predecessors didn't develop a plan for upkeep and we're in this uncomfortable situation. The bid last year was for over \$17K and I am assuming that number will increase, as they will want to re-bid. We also need the contribution to secure the IRRRB \$10k match, as the grant was written with a Township contribution. We are trying hard to finish this year's project rapidly so we can maintain eligibility and apply for another grant in the coming year. Wind screens are going up, concrete goes in Friday, we have bids for rock work, and several equipment items.

Best news is the Sponsorships are selling like hotcakes, and the Rec Area is slammed with residents and visitors!

Thanks,

PT

From: Brianna Lofquist <brianna@cleanlifefamily.com>
Sent: Monday, July 21, 2025 9:01 AM
To: clerk@greenwoodtownshipmn.com; lois.roskoski@greenwoodtownshipmn.com
Subject: pavilion rental concerns

Good morning,

I wanted to let you know that I love renting the pavilion for my children's birthday party, although this time around I wanted to bring a few things to your attention.

When we arrived, there were people in the pavilion and children drawing all over with chalk. That was there prior to our arrival, and we did not have any chalk at the birthday party.

We also had to talk to the people there (who appeared to have planned to stay for a while due to bringing food, toys, and chalk for their kids) and explain that we rented the pavilion for a birthday party. So, an idea would be to have a sign or a calendar posted by the pavilion so people are aware when the pavilion will be reserved?

In the pavilion, there were multiple items that were lying around including shirts, shoes, glasses, etc. and eventually everyone playing pickleball had left, so these appeared to be left-behind items. We left these items in the pavilion on the side since we did not know who they belonged to. Maybe finding a designated place for lost and found items?

We took our garbage with us and disposed of it at the dump. There was one garbage can we didn't use at all, and we left that one in its place. Unfortunately, the replacement garbage bag we brought for the garbage can was too small, so one of the garbage cans does not have a replacement garbage bag in it.

I wanted to let you know so these issues don't affect reviving our damage deposit back and also so you know about the issues so it can be flawless in the future.

Thank you,
Brianna Lofquist

clerk@greenwoodtownshipmn.com

From: Larry Larson <LLarson@corporatefour.com>
Sent: Tuesday, July 29, 2025 11:48 AM
To: clerk@greenwoodtownshipmn.com
Subject: Insurance Renewal Quote for Greenwood Township 10/12/25
Attachments: Greenwood Township Quote.pdf

RECEIVED
8-5-2025

Hi Debby.

Public Officials Management (Directors & Officers) and Employment Practices Liability.
Please find renewal insurance quote attached with the same carrier as expiring policy: Indian Harbor Insurance Company

In order to bind coverage, PRIOR TO 10/12/25 I will need the following:

1. Email advising me to bind
2. Payment in full of \$13,224.15 payable: CORPORATE FOUR INS AGENCY mailed to my office (attn: Stephanie Nelson). Please email copy of check to me prior to mailing.

NOTES:

Expiring policy premium was \$14,021.68. Renewal policy premium is \$13,224.15 which is lower due to fewer employees.
Expiring policy aggregate limit (maximum policy payout for all claims combined) \$1,000,000. Renewal policy same \$1,000,000 policy aggregate limit.
Expiring policy retention (deductible per claim) for Public Officials Mgt \$10,000. Renewal policy retention \$10,000.
Expiring policy retention for Employment Practices Liability (EPL) \$25,000. Renewal policy retention \$25,000.
No exclusion for Fire Dept related claims.

Let me know if any questions.

We succeeded in providing a quote earlier and renewal opportunity to avoid needing to schedule special meetings! Your help in making that happen was significant.

Please keep me informed on when we can expect the payment and signed application.

Thank you.

Larry Larson

Independent Insurance Broker

LLARSON@corporatefour.com

952.893.9218 office

952.893.9402 FAX

Corporate Four Insurance Agency

7220 Metro Blvd, Edina, MN 55439



business | personal | specialty | employee
insurance | insurance | insurance | benefits

Please ask me how I can help you with any of your insurance needs. We are a full service agency that can design a program to better protect you at the time of a loss. Let us do the shopping for you. Personal and professional service at it's best. Voted Minnesota's 2006 Agency of the Year. Your referral is the best compliment you could give me.

This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.



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4870 Sadler Road, Suite 102
Glen Allen, VA 23060
Toll Free: 800-586-6502 Fax: 804-272-7852

www.pgui.com

Public Officials Management & Employment Practices Liability

Date: 07/23/2025

To: Darlene Dardy
Arlington/Roe & Co., Inc. - Indianapolis
Email: ddardy@arlingtonroe.com

From: Will Shumadine
Phone: 804-272-9210
Email: wshumadine@pgui.com

Proposed Insured: Greenwood Township
3000 County Road 77
Tower, MN 55790

Application #: POL0955499-03-REN

Thank you very much for your submission. Based upon the information received and subject to the limitations outlined below, we are pleased to offer the following:

QUOTATION

Coverage: See coverage form PGU POL 2001 (04/2017) for terms, conditions and limitations

Form: Claims Made

Retro Date: None - Full Prior Acts

Insurer Information: Indian Harbor Insurance Company
A member of the AXA XL Group of Companies
Best Rating: A+
Surplus Lines Insurer

Filings / Taxes: PGU Not Responsible For Tax Filings

Commission: 7.50%

Quotation / Indication valid until: 10/12/2025

If we are offering coverage on a surplus lines basis, the agent is responsible for handling of filings unless we note otherwise on this quotation. If we have provided terms using bid specifications or an application other than ours, the quote is subject to change pending review of a completed and signed PGU application.

Public Officials Management & Employment Practices Liability

Page 2

Proposed Insured: Greenwood Township

Terms	Limits	Retentions each claim including LAE	Premium
Public Officials Management	\$1,000,000	\$10,000	\$12,289.00
Employment Practices Liability	\$1,000,000	\$25,000	Included
Policy Aggregate	\$1,000,000		
Non-Monetary Coverage - Defense Only	\$50,000	\$10,000	Included
Non-Monetary Coverage - Defense Only Aggregate	\$100,000		
Crisis Management	\$25,000	\$5,000	Included
Features/Enhancements			
Punitive Damages		See Retentions Above	Included
Personal Injury		See Retentions Above	Included
Third Party Wrongful Acts		See Retentions Above	Included
Back Pay / Front Pay		See Retentions Above	Included
Loss of Earnings		See Retentions Above	Included

Optional Increased Limits	Additional Premium
2,000,000 CSL	N/A
3,000,000 CSL	N/A
4,000,000 CSL	N/A
5,000,000 CSL	N/A

Premium, Fees and Taxes		
Total Premium:		\$12,289.00
Policy Fee :	Premium:	\$ 12,289.00
		\$245.00
	Policy Fee:	\$ 300.00
	Carrier Fee:	\$ 245.00
	MN Stamping Fee:	\$ 5.13
	MN Surplus Lines Tax:	\$ 385.02
	Total:	\$ 13,224.15

Comments:

By purchasing this coverage, you will have the opportunity to register for our PGU Employer Resource Center that provides unlimited, specific, documented, and confidential advice from employment law attorneys. It also provides on-line training courses, including sexual harassment prevention, available for both supervisors and employees. As well as, on-line tools; a state-specific employee handbook builder, forms, posters, news, and more.

Public Officials Management & Employment Practices Liability

Page 3

Proposed Insured: Greenwood Township

SUBJECTIVITIES - WE MUST BE PROVIDED WITH THESE ITEMS BEFORE COVERAGE CAN BE BOUND: **NONE**

Deadly Weapon Protection Insurance is available through Professional Governmental Underwriters, Inc. Please contact your underwriter if you are interested in additional information about this new product.

Reminders:

A written request is required to bind coverage.

Backdating of coverage is not allowed.

See attached Coverage Features attachment for additional information.

Limits, retentions, terms and conditions quoted do not necessarily match those requested.

This proposal contains a brief outline of coverages to be included in any policy that may be issued in the future.

This is only a summary and the Terms and Conditions of any policy will take precedence over any proposal.

Minimum Earned Premium is the GREATER of \$1,500 or 25% of annual premium.

We will not cancel flat after inception date.

Engineering Fee is non-refundable.

Applicable Forms: (Other forms may apply. Consult Underwriter for details.)

PN CW 01 01 23	Notice to Policyholders - Fraud Notice
PN CW 02 01 19	Notice to Policyholders - Privacy Policy
PN CW 05 05 25	Notice to Policyholders - U.S. Treasury Department's Office of Foreign Assets Control ("OFAC")
PGU POL 2000 08 19	Public Officials and Employment Practices Liability Declarations
IL MP 9104 0124 IHIC 01 24	In Witness
PGU 2002 04 17	Schedule of Policy Forms and Endorsements
PGU POL 2001 04 17	Public Officials and Employment Practices Liability Insurance Policy
PGU 1052 (POL) 04 17	Minimum Earned Premium Upon Cancellation
PGU 1133 01 22	US Professional Indemnity - Cyber Exclusion
PGU 1140 11 23	Consumer Protection Laws Exclusion Endorsement
XL-MNSOP 11 10	Service of Process

clerk@greenwoodtownshipmn.com

From: Dustin Miller <dustin@techbytesmn.com>
Sent: Monday, August 4, 2025 2:40 PM
To: Greenwood Clerk
Subject: Computer Upgrade vs New

Hey Debby,

Sorry I didn't get to this to you sooner.

Your computer is several years old, if it were me, I would personally suggest a newer computer. It would be newer parts, faster and should be more reliable, but does have more costs.

Your current computer could be sped up some by installing a Solid State Drive. A 1TB SSD drive is about \$145+tax & if we do this at our office, we usually charge about \$50 to clone your original drive to the new drive. For this one, the cost would be around \$200-\$210. We may want to also add more RAM, but this would not need to be done.

If you want a new computer, here are some desktop options for you (this is just the tower)

Option 1 - \$1178+tax

- Intel 12th gen i7
- 1TB SSD Drive
- 16GB RAM
- Windows 11 Pro

Option 2 - \$1009+tax

- Intel 12th gen i5
- 500GB SSD Drive
- 16GB RAM
- Windows 11 Pro

Option 3 - \$889+tax

- Intel 12th gen i5
- 500GB SSD Drive
- 16GB RAM
- Windows 11 Pro

With the new computer we normally charge \$75 to do the setup at our office. We would have to charge additional if we pickup/deliver the computer, this is usually charged by the hour depending on how long it takes.

All said & done, the SSD upgrade would be the cheapest, but the new computer I feel is the way to go because of the age of this computer. But, then all software will need to be installed, you will probably have to work with CTAS to get that installed again, we will have to install the printers & the other software as well.

Thanks & have a great day!

Dustin

--

Dustin Miller, Owner
Tech Bytes, LLC
Office: 218-288-5002
Cell: 218-742-2616
www.techbytesmn.com
[Leave a Review on Google](#)
[Share Feedback on Facebook](#)
dustin@techbytesmn.com



Bound Tree

Quotation

Account Number: E367403 ESHIP001

08/06/2025

3000 County Rd. 77, Tower, MN, 55790

4293 Arrowhead Point Road, Tower, MN, 55790

Item	UOM	Description	List Price	Your Price	Qty	Total price	Exp. Date
1012-47124	BOX	Curaplex® TritonGrip SE™ Nitrile Exam Gloves, Medium	\$11.69	11.69	3	28.05	
2114-87301	CASE	i-gel®O2 Resus Pack, Size 3, Small Adult	\$233.94	233.94	1	233.94	
2114-87302	CASE	i-gel®O2 Resus Pack, Size 4, Medium Adult	\$233.94	233.94	1	233.94	
2114-87303	CASE	i-gel®O2 Resus Pack, Size 5, Large Adult	\$233.94	233.94	1	233.94	
2114-87301	EACH	i-gel®O2 Resus Pack, Size 3, Small Adult	\$38.99	38.99	1	38.99	
2114-87302	EACH	i-gel®O2 Resus Pack, Size 4, Medium Adult	\$38.99	38.99	2	77.98	
2114-87303	EACH	i-gel®O2 Resus Pack, Size 5, Large Adult	\$38.99	38.99	1	38.99	
36619	Pack	Curaplex® NPA Kit Contains 20-36FR, 9-pack	\$35.09	35.09	7	245.63	

List price Your Price: 1131.46

Comments:

clerk@greenwoodtownshipmn.com

From: Jay Yerick <uhavebeenlocated@gmail.com>
Sent: Monday, July 21, 2025 8:25 AM
To: clerk@greenwoodtownshipmn.com
Subject: Fencing Ordinances
Attachments: image0.jpeg; Untitled attachment 00004.txt; image1.jpeg; Untitled attachment 00007.txt; image3.jpeg; Untitled attachment 00010.txt; image4.jpeg; Untitled attachment 00013.txt; image5.jpeg; Untitled attachment 00016.txt; image6.png; Untitled attachment 00019.txt

Hello,

Are there ANY fencing ordinances for Greenwood Township. Our 'lunatic' neighbor is having a family company build a tall fence put being vindictive. Included are photos of the fence being built at 2165 Birch Point Road. Note: The pics are from OUR side!

If there are no ordinances, you better damn well implement some!

John Urick
2167 Birch Point Road
(763) 234-3675

clerk@greenwoodtownshipmn.com

From: nstanaway01@gmail.com
Sent: Wednesday, August 6, 2025 2:54 PM
To: clerk@greenwoodtownshipmn.com
Subject: Septic holding tanks

Good Afternoon,

Does Lake Vermilion allow above ground holding tanks?

Thanks

Neil

Application ID: 25-001316

Permit Type: Variance Request Permit

**ST. LOUIS COUNTY, MN
PLANNING AND ZONING DEPARTMENT**

Duluth

Government Services Center

320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 471-7103

Virginia

Government Services
Center

201 South 3rd Avenue West
Virginia, MN 55792
(218) 471-7103

VARIANCE REQUEST PERMIT APPLICATION

General - This application is used to apply for a Land Use Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. Incomplete applications will be returned. Note that the 'clock' does not begin until after payment has been processed for the application. For more information, see our website at:
www.stlouiscountymn.gov/BuildingStructures

Enter the Primary PIN and Associated PIN (if applicable) of the property to be reviewed.
PIN is found on your Property Tax Statement. For example, 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project.

County Land Explorer: <https://www.stlouiscountymn.gov/explorer>

Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe>

Primary PIN **387-0170-00150**

Associated PINs

Is this application being submitted for a Rehearing?

If this application is being submitted because a previous Variance Permit application was denied or disapproved, please select Yes.

No

Enter Applicant Information

I am a: **Landowner**
Applicant Name: **Matthew Hall**
Address Line 1: **3763 Sundling Road**
Address Line 2: **--**
City: **Tower**
State: **MN**
Zip: **55790**
Primary Phone: **(507)251-1679**
Cell Phone: **--**
Fax: **--**
Email: **--**
Contact Person Name: **--**
Contact Person Phone: **--**

Mailing Address Information.

This address can default from the address you selected. If the values defaulted are not correct, please enter the correct information.

Same as Applicant ☐ Yes
address?

Name: **Matthew Hall**

Address: **5475 OSGOOD AVE SOUTH**
City: **AFTON**
State/Province: **Minnesota**
Zip: **55001**
Primary Phone: **--**
Cell Phone: **--**
Fax: **--**
Email: **matthew.f.hall@gmail.com**

Site Information

If there is no site address, the application will be forwarded to 911/Communications to assign one.

Is there a site address for this property? **Yes**

Site Address: **3763 Sundling Road Tower MN 55790**

Is this leased property? **No**

Leased From? **--**

US Forest Service

US Forest Service
Superior National Forest
8901 Grand Avenue Place
Duluth, MN 55808

MN Power

MN Power
Shore Land Traditions
30 West Superior Street
Duluth, MN 55802

MN DNR, Area Hydrologist

MN DNR, Area Hydrologist
7979 Highway 37
Eveleth, MN 55734

MN DNR Land and Minerals

MN DNR Land and Minerals
1201 East Highway 2
Grand Rapids, MN 55744

St. Louis County - Duluth

St. Louis County - Duluth
Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

St. Louis County - Virginia

St. Louis County - Virginia
Land and Minerals
7820 Highway 135
Virginia, MN 55792
(218) 749-7103

Do you have written authorization from the leased property owner?

If Yes, you must attach written authorization form.

--

How is the property accessed?

- ☐ Public Road
☒ Private Road
☐ Easement

☐ Water
☐ Other

Enter Project Information.

If you answered 'Yes' to any of the questions below, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

Is this project on a parcel less than 2.5 acres?

Yes

Is this project within 300 feet of a stream/river or 1,000 feet of a lake?

Yes

Is this project adding a bedroom?

Include home, garage, and accessory dwelling.

No

Total # of bedrooms on property after project completion.

2

Does this project include plumbing or pressurized water in proposed structure?

No

If Yes, please explain:

--

Is this project connected to a municipal or sanitary district system?

No

VARIANCE REQUEST WORKSHEET

A variance allows the use of property in a manner otherwise forbidden by a zoning ordinance by varying one or more of the performance standards such as lot size, setbacks, etc. Variances from official zoning controls are defined under Minnesota Statutes 394.27 and require the landowner to prove that the property could not otherwise be used or enjoyed in the proposed way by complying with ordinance requirements and that there will be no negative impact on surrounding properties.

It is advisable that you discuss your request with Planning and Community Development staff prior to submitting the application. Approval or denial of your request is dependent on the justification you provide in answering the questions on this application. For more information, please check our website at: www.stlouiscountymn.gov/VarianceRequired

VARIANCE REQUEST INFORMATION

Complete this form along with the Land Use Permit Application

What kind of variance request is this?

If this is a Variance After the Fact, you must answer additional questions below.

Variance Request

Describe what you are varying from and the situation that makes it difficult to comply with county ordinances.

If your proposal includes a structure, please also list the length, width and height of the structure.

We are seeking a variance from the required 75-foot setback from Lake Vermilion to convert an existing deck into a covered porch. The cabin is currently located 77 feet from the lake, and it has a 12-foot deck off the front that extends into the setback area. Our goal is to create a more functional, weather-protected, and bug-free area for our young children to play safely. Covering the existing deck is the most practical and least invasive way to achieve this. It allows us to improve the usability of our cabin without extending the roofline across the property or disturbing the ground with new footings or a foundation. This addition would not increase the footprint or encroach further toward the lake. We are committed to maintaining the character of the property and minimizing any impact on the shoreline.

Describe the intended/planned use of the property.

Seasonal cabin, recreational use. Personal use only.

Describe the current use of your property.

Seasonal cabin, recreational use. Personal use only.

Describe other alternatives, if any.

On the east side, the septic line runs from the cabin to the tanks, making construction over that area difficult and potentially problematic for future maintenance. The location of the septic tanks also limits usable space for any addition. On the west side, there is insufficient room for an addition, and there is no entry door on that side of the cabin. Extending the cabin in either direction would require changes to the roofline that would alter the character of the cabin and diminish the traditional "Up North" feel we value. It would also create an awkward floor plan, forcing people to enter the porch before entering the main living space. Additionally, a side addition would block access for vehicles and equipment needed to reach the shoreline—for example, when removing boat lifts from the lake. From a financial standpoint, constructing a new side addition would cost approximately twice as much as covering the existing deck. For these reasons, converting the current deck into a covered porch is the most logical, cost-effective, and least disruptive solution.

If approved, how will the proposed use, with the variance, fit into the character of the neighborhood/area?

The proposed covered porch will fit well within the character of the neighborhood and surrounding area. Many nearby properties have similar lake-facing porches or enclosed deck spaces, so our project would be in keeping with the established look and use of seasonal cabins in the area. Since we are enclosing an existing deck rather than expanding the structure, the visual impact from the lake and neighboring properties will be minimal. In fact, the covered porch would enhance the visual aesthetics of the cabin from the lake by reinforcing the traditional Northwoods cabin feel, rather than altering the roofline or increasing the building footprint. Overall, this improvement respects the scale and setting of the property and would not negatively impact the views, access, or enjoyment of the lake for others in the area.

Describe how neighboring properties and the use of those properties will be impacted by the proposed use with the variance.

There will be no impact to the neighboring properties with the proposed variance

Describe how negative impact to the local environment and landscape will be avoided.

The proposed project will avoid negative impact to the local environment and landscape. The existing deck footings will be reused, and no additional ground disturbance or excavation will be required. The project does not expand the existing footprint, so there will be no further encroachment toward the lakeshore beyond what is already in place. Additionally, the construction will not impact the septic system or its surrounding area, as no work is planned near the septic tanks or lines. Erosion control measures will be used as needed during construction to ensure shoreline and soil stability are maintained. By building on the current structure, we are choosing the least disruptive option available.

Describe the expected benefits of a variance to use of this property.

The variance would allow us to create a covered porch that provides a safe, sheltered play space for our young children, offering protection from insects and potential health concerns related to bug bites and stings. It would also extend the functional use of our cabin into rainy days and shoulder seasons by offering protection from the elements. This improvement would enhance the comfort, safety, and usability of our seasonal property without expanding the cabin's footprint or disrupting the surrounding environment.

Include additional comments that will clarify your request for the Planning and Community Development staff members and the Board of Adjustment.

Thank you for your consideration. Matt and Samantha Hall

IF YOU ARE RESPONDING TO A PERMIT VIOLATION, PLEASE ANSWER THESE ADDITIONAL QUESTIONS

Describe your reasons county zoning ordinance requirements were not followed.

--

Describe your effort to comply with the ordinance and to obtain a land use permit and/or other required permits.

--

Describe any substantial investments, construction and/or repairs made to the property before you discovered you needed a variance.

--

If there was construction or repair, on what date did it begin? What date did it end?

Start Date --

End Date --

Who performed the construction or repair work?

--

Was a survey of your property boundaries obtained?

--

Prior to the construction or repair work, did you speak with anyone from the Planning and Community Development Department?

--

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans, and other information before the application is accepted or approved. ***Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any result invalid.*** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

If your name, contact information or email address have changed, you should update your contact information in the portal by selecting 'Maintain Contact Information' at the top of this page.

Submitted By: **Matthew Hall**
Address: **3763 Sundling Road**
City: **Tower**
State: **MN**
Postal Code: **55001**
Email Address: **matthew.f.hall@gmail.com**

I have read and agree to the statement
above.

 **I agree**



Saint Louis County

Planning and Community Development Department
On-Site Wastewater Division
www.stlouiscountymn.gov
Matthew Johnson · Director

Individual Sewage Treatment System Certificate of Compliance Existing System

MEDURE JAMES A ETUX
5465 Bluebell Ave
Virginia, MN 55792

Permit # : 7093
Date of Inspection : 07/16/2022
Date of Notice : 07/20/2022
Parcel Code : 387-0170-00150
Township : TOWN OF GREENWOOD
Inspector : Vermilion Barging Inc

Site **MEDURE JAMES A ETUX**
Address: **3763 SUNDLING ROAD**
TOWER, MN 55790

MPCA System Type: MPCA O - Other Type System

Residential - Dwelling

Design Flow Rate: 0

Dwelling:

Bedrooms: 2

At/Above Ground **Width:** 5 **Length:** 75
Media Type :
Sand Depth : 24
Distribution Method : Pressure
Media :
of Rock Beds : 1

Tank Type	# of Tank	Gallons
Septic Tank	1	1000
Pumping Chamber	1	500

Comments:

_ privy abandoned.

Disclaimer: St. Louis County issues a sewage treatment system permits as a part of its discretionary activities on behalf of the public. St. Louis County disavows and assumes no liability for damages to person or property in any manner or form resulting from the issuance of this permit or subsequent authorization to use the system. St. Louis County cannot and does not guarantee successful operation of the system.

This Certificate of Compliance is valid for three years unless the system fails and becomes a public health hazard or nuisance.

Emily Anderson
218-749-0639
OSW Environmental Specialist

Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
218-749-0625

Site Sketch Form

The sketch is to graphically illustrate your proposed project(s)

Draw and Label on Sketch (in feet)

- ☐ *All Structures on the Property and Dimensions
- ☐ *All Driveways, Access Roads, and Wetlands
- ☐ *All Proposed Structures and Dimensions

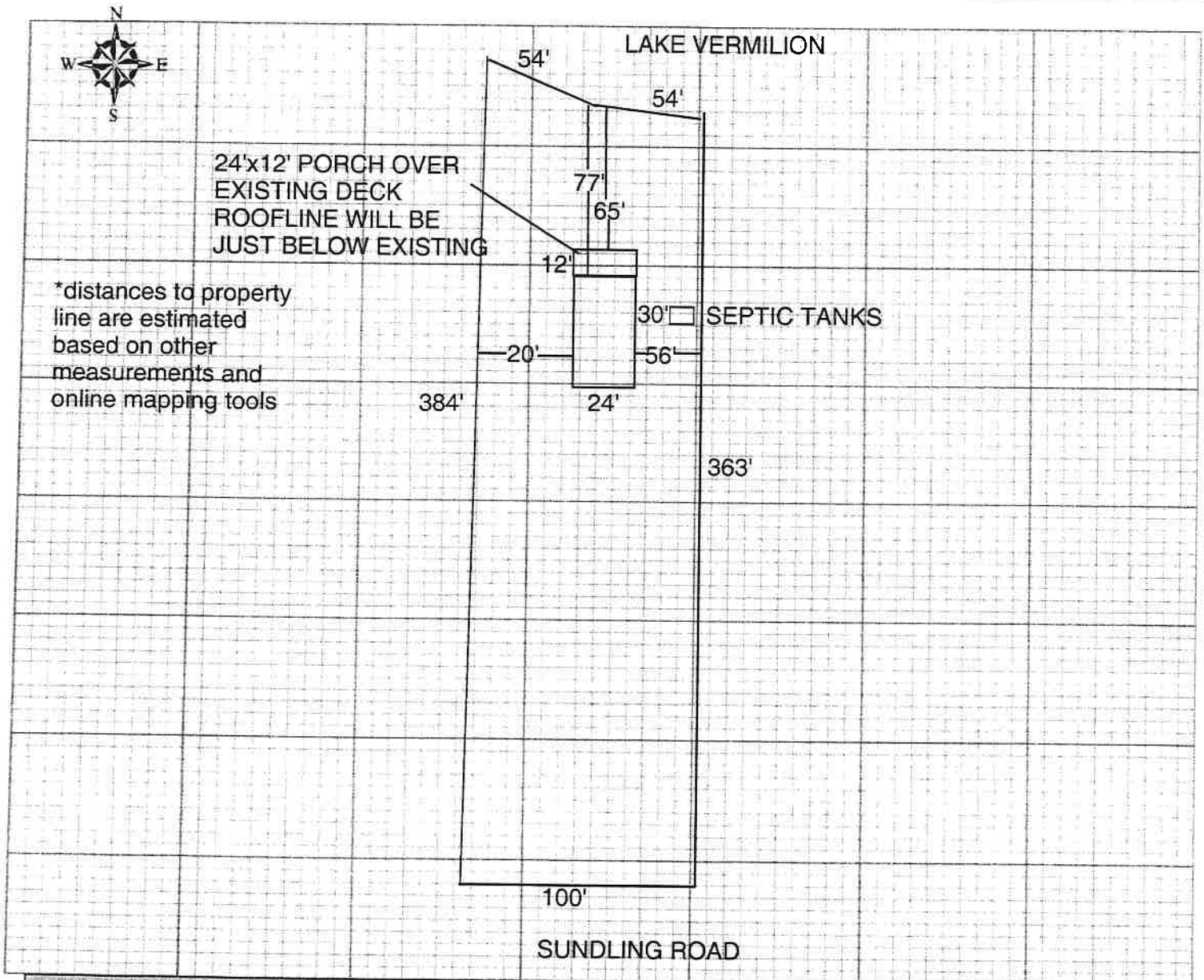
- ☐ *Distance of Proposed Structures to Shoreline (Closest Point)
- ☐ *Distance of Proposed Structures to Septic System and Tank
- ☐ *Distance of Proposed Structures to Property Lines
- ☐ *Distance of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF** it has the required information indicated above.

*Applicant Name: Matthew Hall

*Site Address: 3763 Sundling Road, Tower MN

*PIN: 387-0170-00150



Sanitary Authority Use Only

Sanitary Review: (To be determined by appropriate sanitary authority.)

Will the proposal, as shown above, negatively impact the SSTs/sanitary line or replacement area? ☐ Yes ☐ No

Sign off:

Signature _____

Title _____



Saint Louis County

Public Works Department • Richard H. Hansen Transportation & Public Works Complex
4787 Midway Road, Duluth, MN 55811 • Phone: (218) 625-3830

James T. Foldesi, P.E.
Deputy County Administrator –
Public Works & Transportation/Highway Engineer

MEMORANDUM

DATE: August 4, 2025
TO: Township Supervisor Chairs and City Clerks
FROM: James T. Foldesi, P.E. *JTF*
Deputy County Administrator – Public Works & Transportation/Highway Engineer
Public Works Department
RE: 2026 St. Louis County Aggregate Crushing Program

Aggregate Crushing

Agencies Invited to Participate: Townships and Cities

The St. Louis County Public Works Department is announcing the continuation of its aggregate crushing program where townships and cities within St. Louis County are invited to participate. Townships and cities that would like to participate in the aggregate crushing contracts must submit the attached "Aggregate Crushing Request Form" to St. Louis County by **Wednesday, October 15, 2025**. Questions about the aggregate crushing program can be directed to Matthew Beyer at 218-625-3859 or beyerm@stlouiscountymn.gov.

Townships and cities requesting to participate must submit a summary of aggregate material quantities in tons by gravel pit location. A map is enclosed showing gravel pits that will be utilized for the 2026 aggregate crushing contracts. The contractor will create a separate aggregate material stockpile for each participating township or city in the respective gravel pits. **Participating townships and cities will be asked to use up their stockpile(s) by October 31, 2028. St. Louis County reserves the right to limit townships' and cities' quantities based upon available raw materials and gravel pit storage space. Generally, townships and cities shall be limited to 5,000 tons.**

All participating townships and cities must pay to St. Louis County an administrative fee of \$300.00 for project administration. St. Louis County will perform material testing at a rate of at least one test per 1,500 tons of aggregate material produced to assure compliance with material specifications. The cost of material testing is \$200.00 per test. The estimated unit price is \$3.80 per ton.

St. Louis County will make all payments to the contractor for township or city quantities. Townships and cities will reimburse the County for their portion of the project including the administrative fee and material testing. Townships and cities requesting greater than \$5,000.00 in aggregate crushing shall pay to St. Louis County, within thirty (30) days after the award of contract, an amount equal to ninety five percent (95%) of the cost of their portion of the contract. Townships and cities requesting

less than \$5,000.00 in aggregate crushing shall pay to St. Louis County their total project cost after completion of the project. St. Louis County will submit invoices to each participating township or city for their share of the project, including the administrative fee and material testing.

Formal Request Procedure

To request to participate in this program, submit the respective request form of the program(s) you would like your agency to participate in to the contact information provided at the bottom of the form(s).

A resolution must be attached from the requesting town board or city council that approves entering into a cooperative agreement with St. Louis County. Requests that do not include this resolution may not be accepted into these programs.

The deadline for submitting your agency's request form is **Wednesday, October 15, 2025**. If we do not receive your request by this deadline, St. Louis County cannot guarantee acceptance into any of the aforementioned contracts. Thank you for your cooperation.

Enclosures

Cc:

B. Boder

M. Beyer

Maintenance Superintendents

**St. Louis County Maintenance Programs Solicitation
Resolution**

WHEREAS, St. Louis County invites townships and cities to participate in its maintenance program which includes aggregate crushing; and

WHEREAS, the Town of XXXXX/City of XXXX requests to participate in the Aggregate Crushing Program.

IT IS RESOLVED, that the Town of XXXX/City of XXXX is hereby authorized to enter into a cooperative agreement with St. Louis County for the purpose of the 2025 St. Louis County Maintenance Programs Solicitation.



**St. Louis County Public Works Department
2026 Aggregate Crushing Request Form
Due Date: Wednesday, October 15, 2025**

Agency Name

Address

City, State, Zip

Contact Name

Email

Phone Number

My agency is requesting to participate in the Aggregate Crushing Program

1 Cubic Yard = 1.4 Tons

Gravel Pit Name

Estimated Quantity (Tons)

Total Estimated Quantity (Tons):

--

The estimated cost is \$3.80 per ton

Please complete and submit this form to:

Email:

BeyerM@stlouiscountymn.gov

OR

Mail:

Saint Louis County Public Works
Attn: Matthew Beyer
4787 Midway Rd.
Duluth, MN 55811

A resolution must be attached from the town board or city council that approves entering into a cooperative agreement with St. Louis County. Applications that do not include this resolution may not be accepted into the program.

For general questions, please contact Matthew Beyer by phone at 218-625-3859 or via email at BeyerM@stlouiscountymn.gov.

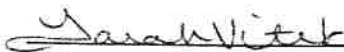
**St. Louis County Maintenance Programs Solicitation
Resolution 08072023**

WHEREAS, St. Louis County invites townships and cities to participate in its maintenance programs which include aggregate crushing, maintenance striping and crack sealing/scrub seals/chip seals; and

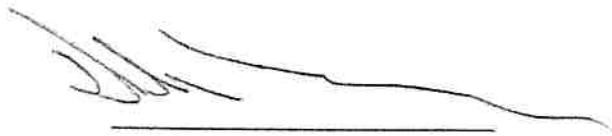
WHEREAS, the Town of Alborn requests to participate in the Aggregate Crushing Program/Maintenance Striping Program/Crack Sealing, Scrub Seals and Chip Seals Program.

IT IS RESOLVED, that the Town of Alborn is hereby authorized to enter into a cooperative agreement with St. Louis County for the purpose of the 2023 St. Louis County Maintenance Programs Solicitation.

Adopted by the Alborn Township Board of Supervisors this 7th day of August, 2023.


Chairperson

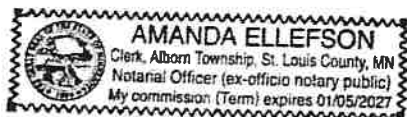
8-7-2023
Date approved


Supervisor

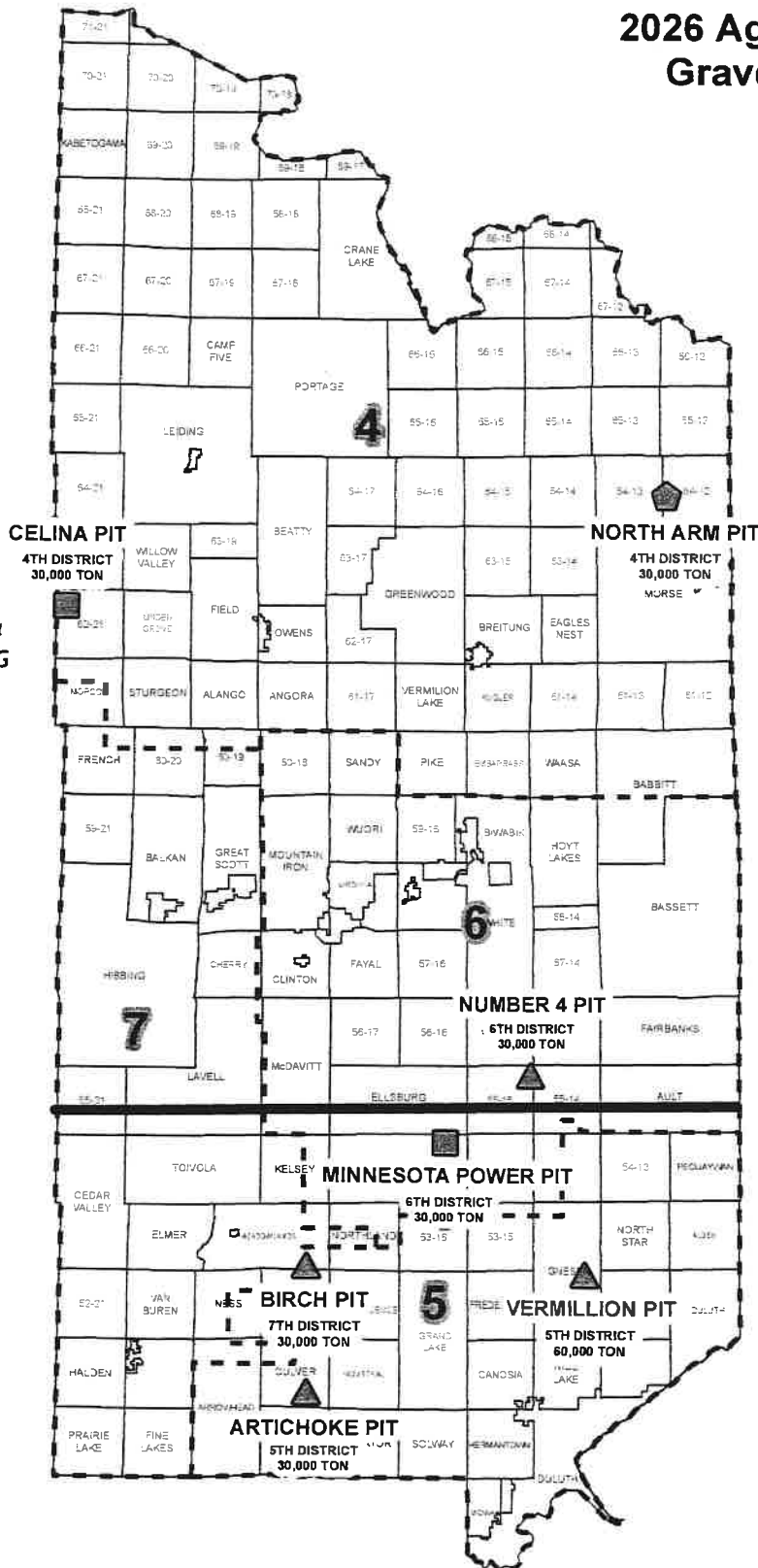

Supervisor


Clerk

08/07/2023
Date approved



St. Louis County Public Works 2026 Aggregate Crushing Gravel Pit Locations



**CP 0000-933594
NORTH CRUSHING**

**CP 0000-933593
SOUTH CRUSHING**

Maintenance District 4
Cook Garage
9558 Ashawa Rd
Cook, MN 55723
Supt. Dale Johnson 365-2381

Maintenance District 5
Pike Lake Garage
4787 Midway Road
Duluth, MN 55811
Supt. Gordy Halverson 625-3849

Maintenance District 6
Virginia Garage
7823 Highway 135
Virginia, MN 55792
Supt. Gerald VanGuilder 742-9803

Maintenance District 7
Hibbing Garage
1425 East 23rd Street
Hibbing, MN 55746
Supt. Chad Walters 262-0270

Gravel Pit Ownership

-  Public Works Department
-  Land & Minerals Department
-  Township

PRIMARY CRUSHER REQUIRED IN ALL PITS

