

Greenwood Township Supervisors Board Meeting Agenda

DATE: February 17, 2026 - 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 Clark / 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 January 13, 2026.

Motion -to approve minutes from special meeting held January 27, 2026.

Motion -to approve minutes from special meeting held February 11 , 2026.

FINANCIAL REPORTS

1. **Motion** -to approve Treasurer's Report. **Vote**
2. **Motion** -to approve Claims. **Vote**
3. **Motion** -to approve Payroll. **Vote**
4. Certificates of Deposit:
 - a. Broadband CD due 1/21/26.
 - b. Building/Capital CD due 1/21/26.
 - c. Trail CD due 1/21/26.
 - d. Jumbo CD due 2/6/26.

OLD BUSINESS

NEW BUSINESS

1. Spring Medic Program – Presentation by Virginia Fire Department.
2. Township Election – March 10, 2026:
 - a. Dates for absentee voting-February 6 – March 9, 2026. Absentee voting in person is available at Town Hall, 9 am-1pm, Tuesday, Wednesday and Thursday.

Hall will be open on Saturday, March 7 from 10 AM-Noon. Absentee voting by mail is also available. Applications are available on township website or by calling Township Clerk.

3. Thank you to anonymous citizen for purchasing new flags for Town Hall.
4. Clerk job application selection process.
5. Purchase of drinking water dispenser.
6. Proposed 2027 budget/levy.
7. Trail Grant
8. Emergency generator service contract
9. Board access to sensitive data or data that may contain medical information.

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. Summary of performance evaluation for Fire Chief.
 - a. Comments from Fire Department employees.
2. Resignation from Kristal Strong, EMR.
3. Hiring of new Firefighter/EMR.
4. Hiring of new Firefighter.
5. 2025 PERA service credits – Firefighters.
6. 2025 Qualifications for EMR bonus.
7. Job Descriptions:
 - a. Firefighter Training Officer (New). Post, if approved.
 - b. Emergency Medical Responder (Revised).
 - c. Firefighter (Revised).
 - d. Assistant Chief (Revised). Post, if approved.
8. Fire Department Policy.
 - a. Revised organizational chart.
 - b. Policy #15 – Wages (Revised).
 - c. Policy #3D – Probationary Period Policy (New).
9. Purchase of one set structure gear for Firefighter Lofquist.
10. Fire Report – January 2026.

CLERK REPORT (Correspondence)

1. Thank you from Vermilion Lake Association for the donation.
2. Board of Appeals and Equalization Date April 8.9am to 10am Open Book
3. Old keys.

Reminder – Board of Audit Meeting begins directly after Board meeting.

Motion by __ to Adjourn at *(time)* Vote

NEXT MEETING: March 10, 2026 (following annual meeting)

Greenwood Township Supervisors Board Meeting Minutes

DATE: January 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 Clark / Clerk Spicer – **All present**

Jill Clark is welcomed as the new treasurer.

PUBLIC COMMENTS (Limited to 3 minutes)

Supervisor Bassing stated former Supervisor Byron Biehooffer had passed away earlier this month and will send family condolences to the family and extend their appreciation for his years of service to Greenwood Township.

ADDITIONS/CHANGES TO AGENDA

Motion by Bassing/Gilbert to accept Agenda with the removal of duplicate “light duty” request from the Fire Department Report. **Vote 5/0 carried**

Motion by Bassing/Skubic to approve minutes from regular meeting held December 9, 2025. **Vote 5/0 carried**

Motion to approve minutes from special meeting held December 30, 2025. Bassing abstained due to absence **Vote 4/0 carried**

FINANCIAL REPORTS

1. **Motion** by Bradach/Gilbert to approve Claims. **Vote 5/0 carried**
2. **Motion** by Gilbert/Bassing to approve Payroll. **Vote 5/0 carried**
3. Certificates of Deposit:
 - a. Broadband CD - \$102,430.72 (due 1/21/26).
 - b. Building/Capital CD - \$63,689.57 (due 1/21/26).
 - c. Trail CD - \$20,541.83 (due 1/21/26).
 - d. Jumbo CD - \$104,109.43 (due 2/6/26).

Motion by Bradach/Skubic to cash in LPL CD’s as they mature and place in savings until higher yield CD’s can be purchased. **Vote 5/0 carried**

Treasurer Clark presented a Cash Control report and will be adding this report to future meetings for Supervisors to sign.

Treasurer will be taking pre-arranged time off in February and therefore requests additional time in January to prepare 2027 Budget and Board of Audit information and continue training Deputy Treasurer.

Motion -by Gilbert/Bassing to approve Treasurer up to 25 additional hours in January.

Vote 5/0 carried

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

OLD BUSINESS

1. Appointed Clerk position beginning March 2026:

a. Job description.

Motion by Skubic/Bradach to approve presented Clerk Job description with the addition of Annual meeting and Board of Audit meeting b. under administrative duties. **Vote 5/0 carried**

b. Salary Information – discussion of surrounding area Clerk salaries.

Motion by Bassing/Skubic to maintain \$2,316/month up to 20 hours/week and \$27/hour over 20 hours/week with Board approval. **Vote 5/0 carried**

c. Interview process

Motion by Bassing/Bradach for all Board Supervisors to participate in interview process on February 23 & 24 which will be open to the public

NEW BUSINESS

1. Presentation by Greenwood Recreation Committee responding to email from Mark Drobac's question about advertising in recreation area.

Paul explained key points of the Sponsor Banner Program stating the banners are recognition for the donor's support, not advertisement. The program has brought the business community and the residents together. They have generated over \$35K since June 2025 and dedicated the funds for developing, funding and maintaining community recreation. They have also dedicated funds to the Township for the Trail Fund. He points out many of the other benefits of sponsorship, which are available to both businesses and individuals.

Please refer to the full response in the documents submitted by Paul Thompson included at the end of these meeting minutes.

2. Township Election – March 10, 2026:

a. Filings for offices:

i. Paul Skubic filed for Supervisor 1 position (March 2026-2029)

ii. Paul Thompson filed for Supervisor 2 position (March 2026-March 2029).

b. Appointment of Election Judges for Township Election.

Motion by Bradach/Gilbert to approve Resolution 2026-01 appointing Election judges for the 2026 elections. **Vote 5/0 carried.**

c. Appointment of Absentee Ballot Board.

Motion by Bassing/Gilbert to approve Resolution 2026-02 appointing Absentee Ballot Board judges for the 2026 elections. **Vote 5/0 carried.**

d. Dates for absentee voting are **February 6 – March 9, 2026.**

3. Qualifications for EMR Pension for 2025. Many contradictions in past policy language pertaining to EMR pensions. Clarification using 3C Pension Benefit proposed.

Motion by Bradach/Skubic to adopt proposed language of Policy 3C Subject: Pension Benefits with the amendment of "Respond to a minimum 1 call in the first half of the year and 1 call in the second half of the year" and add to the New Fire Department Policy. **Vote 5/0 carried**

Motion by Skubic/Bradach to void all previous SOG's approved 12/14/21 and prior, and POC's approved 12/14/21 and prior. **Vote 5/0 carried**

4. Set date for Annual Board of Audit. Treasurer unavailable on February 10.

Motion by Bassing/Gilbert to move both Regular and Board of Audit meetings to February 17, at 6:30 pm. **Vote 5/0 carried**

Motion by Roskoski/Gilbert to set a Special meeting on January 27 at 6:30 PM to discuss the 2027 budget. **Vote 5/0 carried**

5. Communications from Sixth District Court, JoAnn Bassing vs. Greenwood Township:

a. Notice of Filing Order dated December 8, 2025. Ms. Bassing missed the 1st hearing and refiled, She

b. Order Requesting to Vacate Judgement and Grant New Trial – **request was denied.**

6. Parking lot lighting – Bradach was made aware of some of the lights in the parking lot not working or not working properly. Is working with Craig to get issue resolved.

7. Power to shed- power was hooked up but not working. Will be looking into in Spring.

8. Authorized Users for Menards, L&M accounts-possibly get Harbor Freight account.

Motion by Bradach/Gilbert to set up account at Harbor Freight add Fire Admin to Menards, L&M and Harbor Freight accounts. **Vote 5/0 carried**

9. RAMS Membership

Motion by Bradach/Gilbert to approve RAMS membership for \$370.00 for 2026. **Vote 5/0 carried**

10. Cook Library Donation – last donated 2/11/2025 @ \$100.

Motion by Bassing/Skubic to donate \$100.00 to Cook library. **Vote 5/0 carried**

11. T. Dowden – light duty – have not allowed light duty in the past.

Motion by Gilbert/Bassing to place Tammie Dowden on Medical leave until Dr. note stating she can return without restrictions. **Vote 5/0 carried**

SUPERVISOR REPORTS

Skubic Road Supervisor – nothing to report

Lodging Tax Board Representative– nothing to report

Bassing Broadband Liaison – per Jo Buttweiler of CTC, no date or timeline yet. There are some funds that may be coupled with ARPA funds.

Joint Powers and Recreation– nothing to report

Noxious Weeds Representative– nothing to report

Gilbert Grounds and Maintenance – Ziegler was called and found squealing issue to be from low coolant. Problem fixed.

Motion by Gilbert/Bassing to start an annual service contract with Ziegler for generator. **Vote 5/0 carried**

Fire Department Liaison -Chief will give report

Bradach Recreation Committee Liaison – – nothing to report
911 Assignment– nothing to report

Roskoski Ambulance Commission – Attended Commission meeting on Monday. Sprint Medic. Coverage will begin serve January 19 from 8am to 8pm. There is Program funding enough for 1 year then will need funding from the state. They are looking into Ambulance Special Taxing District – just starting stages, brought in an attorney, getting details. Will know more after the next meeting in April.

RAMS Representative – There will be a public meeting on the Mesabi Metallics Permit tomorrow at 5pm at the Nashwauk School. Congress took action to overturn mineral withdrawal enacted in 2023 on Federal land. RAMS is supporting that new legislation.

FIRE DEPARTMENT REPORT

There were 4 fire calls and 11 EMS calls. 65 total calls for service answered in 2025.
27 total training sessions in 2025.

Annual ladder testing was performed in December. FD & EMS physicals and mandatory OSHA training will be done this month. PPEs from Macqueen are arriving.

CLERK REPORT (Correspondence)

1. St. Louis Count Fair donation

Motion by Skubic/Bassing to donate \$100 to St. Louis County Fair. **Vote 5/0 carried**

2. Thank you to FD & EMS

3. Bois Forte –planning a Round-about at the Y-store.

Motion by Bassing/Skubic to adjourn. **Vote 5/0 carried 8:22 PM**

Chair _____ Clerk _____

NEXT MEETING: February 17, 2026 - 6:30 PM

GREENWOOD TOWNSHIP BOARD OF SUPERVISORS

Special Meeting Minutes

January 27, 2026, at 6:30 P.M.

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 Bassing / Supervisor Gilbert / Treasurer Clark / Clerk Spicer-present & Supervisor Bradach-absent

1. Resignation from Tammie Dowden

Motion by Gilbert/Skubic to accept Tammie Dowden resignation. **Vote 4/0 carried**

2. Resignation of Dean Dowden

3. **Motion** by Gilbert/Skubic to accept Dean Dowden resignation. **Vote 4/0 carried**

4. Discussion on 2027 budget,

Items gone through line by line and some amounts were changed and some categories deleted or combined. Treasurer Clark will insert changes and bring update to February Board meeting.

Motion – by Gilbert/Skubic to adjourn at 8:38 pm. **Vote 4/0 carried**

Chair _____ Clerk _____

Greenwood Township
Board of Supervisors Special Meeting Agenda
Date: February 11, 2026 - 6:00 P.M.

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 Bassing / Supervisor Gilbert / Supervisor Bradach / Clerk Spicer are present, Treasurer Clark is not present.

1) Quotes for service contract for emergency generator.

Supervisor Bradach looked over the contract quotes presented and stated he had requested quotes from two additional companies that he hopes to have available for presentation at the February 17 meeting. He also spoke with Ziegler concerning the current Invoice received for the recent service for the generator squealing issue.

2) Quotes for replacement/maintenance of furnaces.

Supervisor Gilbert has requested quotes from a couple companies but has not yet received them. Four of the units need replacing this year with a guestimated cost of 30K.

3) Violations of Fire Department policy.

An employee has violated Fire Department Policy 3b – attendance. Request to set up Special Meeting with said employee to discuss if there is a valid reason for the absence or intent of continued employment,

Motion by Gilbert/Bradach to send said employee letter invitation to meet and discuss absence on Monday, February 23 at 6:00 pm. **Vote 5/0 carried**

4) Close meeting per MN Statutes 13D.05 to evaluate the performance of the Fire Chief.

Motion by Gilbert/Skubic to close meeting for employee performance review at 6:17pm. **Vote 5/0 carried**

Motion by Bradach/Skubic to reopen meeting at 7:15 pm. **Vote 5/0 carried**

Motion by Skubic/Gilbert to adjourn at 7:16 pm. **Vote 5/0 carried**

Chair _____ Clerk _____

Greenwood Township - Treasurer

Receipts Register

2/10/20

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

<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>TC</u>
01/02/2026	St. Louis County	161875	First 1/2 2026 Fire Contracts	(01/02/2026) -	N	St. Louis Cty Fire Protection	100-34206-	\$ 6,500.
<hr/>								
01/06/2026	ADP wage pay	161884	January payroll 766100610823YUI	(01/06/2026) -	N	Refunds of Expenses	100-36250-	\$ 76.
<hr/>								
01/23/2026	LPL Financial	161881	***VOID\$21369.51***Credit from CD maturity - VOID	(01/23/2026) -	Y	Sale of Investment	100-39990-	\$
<hr/>								
01/23/2026	LPL Financial	161882	***VOID\$66296.79***Credit from CD maturity - VOID	(01/23/2026) -	Y	Sale of Investment	228-39990-	\$
<hr/>								
01/23/2026	LPL Financial	161883	***VOID\$104533.30***Credit from CD maturity - VOID	(01/23/2026) -	Y	Sale of Investment	224-39990-	\$
<hr/>								
01/23/2026	LPL Financial	161885	Jan26 Interest on Trail Fund CD	(01/23/2026) -	N	Interest Earning	230-36210-7	\$ 830.
<hr/>								
01/23/2026	LPL Financial	161886	Jan26 Interest on Building Capitol CD	(01/23/2026) -	N	Interest Earning	228-36210-7	\$ 2,614.
<hr/>								
01/23/2026	LPL Financial	161887	Jan26 Interest on Broadband CD	(01/23/2026) -	N	Interest Earning	224-36210-7	\$ 2,116.
<hr/>								
01/26/2026	St. Louis County	161878	12/25 Tax Appt.	(01/26/2026) -	N	LEVY - St. Louis County tax apportionment	100-33461-	\$ 3,080.
<hr/>								
01/27/2026	Vermillion Lake Association	161877	Hall Rental Deposit for 6/10/26 & 7/8/2026	(01/27/2026) -	N	City/Town Hall Rent	100-34101-	\$ 200.
<hr/>								
								\$ 3,080.

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>To</u>
01/30/2026	Frandsen Bank	161879	January Checking Interest	(01/30/2026) -	N Interest Earning	100-36210-8	\$ 200.0
Total for Selected Receipts							\$ 145.6
							\$ 15,564.0

Date Range : 1/14/2026 To 2/17/2026

<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>
02/17/2026	Arrowhead Regional Firefighters Ass	2026 Membership Dues	22432	\$75.00	100-42220-433-	Fire Fighting	\$75.00
02/17/2026	Bound Tree Medical LLC	Supplies EMS Inv. 85998371 Supplies EMS Inv, 86001455	22433	\$1,344.58	100-42275-219- 100-42275-219-	EMS EMS	\$567.92 \$776.66
02/17/2026	Jill M Clark	January Reimb. for mileage-\$43.50; Keys made: \$11.37, Mailed 1099's postage; \$11.33	22434	\$66.20	100-41001-201- 100-41510-331- 100-41001-322-	GENERAL GOVERNMENT Treasurer GENERAL GOVERNMENT	\$11.37 \$43.50 \$11.33
02/17/2026	Cook Public Library	Donation 2026	22435	\$100.00	100-41001-490-	GENERAL GOVERNMENT	\$100.00
02/17/2026	CTC	Phone Inv 21736625 date billed 1/12/2026	22436	\$98.07	100-41001-321-	GENERAL GOVERNMENT	\$98.07
02/17/2026	EO Johnson	Inv1904398 dated 2/3/26	22437	\$28.13	100-41001-202-	GENERAL GOVERNMENT	\$28.13
02/17/2026	Grubens Marina	Invoice #1939 dated 2/1/2026; Half down (deposit) for dockage FireBoat#1	22438	\$1,100.00	100-42220-412-	Fire Fighting	\$1,100.00
02/17/2026	Lake Country Power	Electricity 1/1-1/12, billed 1/12/26	22439	\$782.98	100-41940-381-	General Government Buildings and Plant	\$782.98

Date Range : 1/14/2026 To 2/17/2026

<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>
02/17/2026	L & M Supply	Battery AGM Motorcycle ET, receipt dated 1/20/26	22440	\$89.99	100-42220-221-	Fire Fighting	\$89.99
02/17/2026	Menards - Virginia	Inv 76811; Fuel Premix 110 oz	22441	\$134.11	100-42220-212-	Fire Fighting	\$134.11
02/17/2026	Eric Millbridge	Reimbursement for 1/20, 1/21, 1/20, Mileage to pickup firetruck from Taconite Tire	22442	\$126.15			
02/17/2026	Minnesota Public Safety Group, LLC	monthly training 1/8/26 (EMS) and 1/22/26 (Fire)	22443	\$800.00	100-42220-331-	Fire Fighting	\$126.15
02/17/2026	Minnesota Telecommunications	Internet service, inv 12585 billed 1/1/26 and inv 12688 billed 2/1/26	22444	\$144.00	100-42275-310- 100-42220-310-	EMS Fire Fighting	\$400.00 \$400.00
02/17/2026	Mike Nystrom	Inv Jan 13 2026	22445	\$145.00	100-41001-326-	GENERAL GOVERNMENT	\$144.00
02/17/2026	Range Assoc Municipalities/Schools	2026 RAMS Membership Dues inv 2026-059	22446	\$370.00	100-41001-108-	GENERAL GOVERNMENT	\$145.00
02/17/2026	RCA Property Management & Motorwerx	Inv 1015, Dt: 2/1/26 Plow/Sand GT 1/25/26, GT and Birch Point ext 1/4/26, 1/10/26, 1/16/26	22447	\$1,800.00	100-41940-228-3 100-41940-229-4	General Government Buildings and Plant General Government Buildings and Plant	\$1,050.00 \$750.00

Date Range : 1/14/2026 To 2/17/2026

<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>
02/17/2026	Jerry Sawyer	Mileage for dump 2 mi@.725/mi 1/15/26 and 2 mi@.725/mi 1/29/26	22448	\$2.90	100-41940-384-	General Government Buildings and Plant	\$2.90
02/17/2026	Debby Spicer	mileage to Cook (1/15, .725*14.8*2), mileage to Tower P.O. (1/29 .725*10*2), card	22449	\$37.35	100-41425-331- 100-41001-201-	Clerk GENERAL GOVERNMENT	\$35.96 \$1.39
02/17/2026	St Louis County Fair Association	donation 2026	22450	\$100.00	100-41001-490-	GENERAL GOVERNMENT	\$100.00
02/17/2026	Superior Fuel	Propane Inv. 3103079, 1/23/2026 Propane Inv. 17570, 2/12/2026	22451	\$1,823.85	100-41940-383- 100-41940-383-	General Government Buildings and Plant General Government Buildings and Plant	\$995.58 \$828.27
02/17/2026	Tech Bytes	Inv 9268 1/8/26 MS Office365; Inv 9398 Feb & March hosting, Inv 9412 Annual Domain Pkg	22452	\$681.00	100-41920-325- 100-41001-433-	Data Processing GENERAL GOVERNMENT	\$551.00 \$130.00
02/17/2026	Cherryroad Media, Inc.	Inv for annual subscription; Subscription# 1788809	22453	\$43.00	100-41001-433-	GENERAL GOVERNMENT	\$43.00
02/17/2026	Volunteer Firefighters' Benefit Ass	Firefighters Insurance Policies 2026, 6 renewals @ \$10 and 1 new @ \$14	22454	\$74.00	100-42220-151-	Fire Fighting	\$74.00

Date Range : 1/14/2026 To 2/17/2026

<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>
02/17/2026	The Y Store	Inv 2001527-IN, solid waste punch card	22455	\$40.00	100-41940-384-	General Government Buildings and Plant	\$40.00
02/17/2026	Ziegler/Cat	Inv S1000753671; Repair Generator due to loss of coolant for Model 30RZG Serial 0655746	22456*	\$1,413.12	100-41940-404-	General Government Buildings and Plant	\$1,413.12
02/17/2026	Birch Point Marine	Inv 5363 Fuel, Oil Maintenance, Summer-\$1500 and Winter-\$400 storage	22457	\$2,393.67	100-42220-212- 100-42220-412- 100-42220-212-	Fire Fighting Fire Fighting Fire Fighting	\$317.23 \$1,900.00 \$176.44
02/17/2026	Brianna Lofquist	Mileage reimbursement to pick up tires 1/22 (58 mi@.725); Postage to return supplies 1/25	22458	\$60.50	100-42220-322- 100-42220-331-	Fire Fighting Fire Fighting	\$18.45 \$42.05
02/17/2026	Elan Financial Services	Jan 2026 Cr Card charges, FF supplies, EMS supplies, Gift Card, IceMelt, Calendar, Adobe	22459	\$1,585.21	100-42220-240- 100-41001-490- 100-42275-219- 100-41001-201- 100-41940-211- 100-41001-433-	Fire Fighting GENERAL GOVERNMENT EMS GENERAL GOVERNMENT General Government Buildings and Plant GENERAL GOVERNMENT	\$586.76 \$56.84 \$631.47 \$24.58 \$27.99 \$257.57
02/17/2026	Column Software PBC	1/9/26 Public Election Notice	22460	\$70.18			

Date Range : 1/14/2026 To 2/17/2026

<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>
02/17/2026	Bob's Standard Service	FD #1&2 on 11/29/25, 1/15/26, 1/20/26, 1/21/26	22461*	\$582.14	100-41410-312-	Elections	\$70.18
02/17/2026	Couri & Ruppi, PLLP	February 10, 2026 Invoice	22462	\$483.75	100-41001-304-	GENERAL GOVERNMENT	\$483.75
02/17/2026	Culligan of Virginia	Acct. 425-00115964-8 dated 1/31/26	22463	\$249.96	100-41940-401-	General Government Buildings and Plant	\$249.96
Total For Selected Claims				\$16,844.84			\$16,844.84

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

Employee Summary

Company: YUI - TOWN OF GREENWOOD
 Week#: 7
 Qtr/Year: 1/2026

Service Center: 0069 Central Plains
 Pay Date: 02/13/2026
 Run Time/Date: 02/04/2026 05:01:16 PM EST

Status: Under Review
 P/E Date: 02/01/2026

File #	Name	Home Department	Total Reg. Hours							Gross Pay						
000111	Gilbert, Craig	FF/EMR	2.75							\$ 68.75						
000136	Skubic, Paul	SUPERV	0.00							\$ 383.02						
000137	Spicer, Debby	CLEERK1	0.00							\$ 2,316.59						
000149	Maus, Jeffrey	TREAS1	0.00							\$ 857.65						
											*Re-issued check from 3/2025 which had been voided					
000170	Villebrun, Makenna B	FF/EMR	15.00							\$ 375.00						
000180	Roskoski, Lois M	SUPERV	0.00							\$ 414.44						
000190	Bassing, John J	SUPERV	0.00							\$ 383.02						
000195	Gilbert, Craig	SUPERV	0.00							\$ 383.02						
000201	Trancheff, Brian	FDCHF1	52.25							\$ 1,619.75						
000510	Sawyer, Jerry R	JANTR1	9.50							\$ 285.00						
000512	Bradach, Steven W	SUPERV	0.00							\$ 383.02						
000513	Mortaloni, Tammy	TREAS1	0.00							\$ -						
000514	Milbridge, Eric	FRECAP	5.75							\$ 155.25						
000515	Lofquist, Brianna C	FRAADMN	27.50							\$ 742.50						
000517	Clark, Jill M	TREAS1	47.00							\$ 2,115.00						
000518	Saarela, Karen D	TREAS2	9.50							\$ 237.50						
000521	Weske, Michael D	FIRE01	3.75							\$ 93.75						
TOTALS										173.00						\$ 10,813.26

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
01/13/2026	Bob's Standard Service	22409	FD #1&2 on 9/15/25, 11/21/25	N	Fire Fighting	100-42220-212-	\$ 234.00
		Total For Check					\$ 234.00
01/13/2026	CTC	22410	phone inv 21719951 dated billed 12/12/2025	N	GENERAL GOVERNMENT	100-41001-321-	\$ 98.10
		Total For Check					\$ 98.10
01/13/2026	DSC Communications	22411	Inv# 251294, 12/24/25; Battery XTS 2410 , qty 10	N	Fire Fighting	100-42220-221-	\$ 645.00
		Total For Check					\$ 645.00
01/13/2026	IAR Emergency Marketing Group, Inc.	22412	Invoice #14744 Yearly Subscription 2/14/26-2/13/27 lam Responding	N	Fire Fighting	100-42220-433-	\$ 809.00
		Total For Check					\$ 809.00
01/13/2026	Elan Financial Services	22413	Dec 2025 cc card charges	N	General Government Buildings and Plant	100-41940-203-	\$ 232.20
		22413			Fire Fighting	100-42220-240-	\$ 425.10
		22413			EMS	100-42275-241-	\$ 316.60
		Total For Check					\$ 974.10
01/13/2026	Lake Country Power	22414	Electricity 12/1-1/1, billed 12/10/25	N	General Government Buildings and Plant	100-41940-381-	\$ 286.30
		Total For Check					\$ 286.30
01/13/2026	Brianna Lofquist	22415	12/13/25 Binders for Fire and EMS; 12/22/25 Duct Tape, Tool Bag	N	Fire Fighting	100-42220-201-	\$ 55.70
		22415				100-42220-240-	\$ 39.80
		Total For Check					\$ 95.50
01/13/2026	Macqueen Equipment	22416	INV #P59781, boots and helmets	N	Fire Fighting	100-42220-241-	\$ 4,306.20
		Total For Check					\$ 4,306.20
01/13/2026	Mike Nystrom	22417	Inv Dec 2025	N	GENERAL GOVERNMENT	100-41001-108-	\$ 145.00
		Total For Check					\$ 145.00

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

<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>Tota</u>
01/13/2026	DVS Renewal	22418	plate 925589 ford 2008; renewed thru 2028	N	GENERAL GOVERNMENT	100-41001-335-	\$ 21.25
Total For Check							\$ 21.25
01/13/2026	Minnesota Public Safety Group	22419	monthly EMS training 12/11/2025	N	EMS	100-42275-310-	\$ 400.00
Total For Check							\$ 400.00
01/13/2026	Minnesota Telecommunications	22420	internet service, inv 12490 billed 12/1/25	N	GENERAL GOVERNMENT	100-41001-326-	\$ 72.00
Total For Check							\$ 72.00
01/13/2026	Portable John	22421	Inv 41956 dated 12/8/25 and Inv 42321 dated 1/5/26	N	General Government Buildings and Plant	100-41940-402-	\$ 136.50
Total For Check							\$ 136.50
01/13/2026	RCA Property Management & Motorwerx	22422	Plow/Sand GT 11/26/25 and Birch Point ext 11/28/25, 12/3, 12/9, 12/18, 12/19, 12/26,12/31	N	General Government Buildings and Plant	100-41940-228-3	\$ 1,800.00
Total For Check							\$ 2,100.00
01/13/2026	Debby Spicer	22423	reimburse mileage for SLC Election Training 12/5 and Reimburse BCA fee	N	Clerk Fire Fighting	100-41425-331- 100-42220-304-	\$ 45.1 \$ 15.0
Total For Check							\$ 60.1
01/13/2026	Superior Fuel	22424	Propane inv 3065800, 12/19/25	N	GENERAL GOVERNMENT	100-41001-383-	\$ 905.4
Total For Check							\$ 905.4
01/13/2026	Tech Bytes	22425	Inv 9135 dated 12/5/25	N	Data Processing	100-41920-325-	\$ 165.5
Total For Check							\$ 165.5
01/13/2026	Timberjay Inc.	22426	Inv 138304dated 12/26/2025 for filing notice, holiday greeting ad	N	GENERAL GOVERNMENT	100-41001-351-	\$ 45.0
Total For Check							\$ 120.0
01/13/2026	Vermillion Lake Association	22427	Renewal for 2026	N	GENERAL GOVERNMENT	100-41001-490-	\$ 100.0
Total For Check							\$ 165.0

Fund Name: All Funds

Date Range: 01/01/2026 To 01/31/2026

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
Total For Check							100.0

01/13/2026	Victor Lundeen	22428	TWP checks and envelopes	N	GENERAL GOVERNMENT	100-41001-203-	\$ 136.0
		22428				100-41001-203-	\$ 486.8
Total For Check							\$ 622.8

01/13/2026	St Louis County Auditor Office	22429	2026 Proposed Tax Notices	N	GENERAL GOVERNMENT	100-41001-314-	\$ 679.3
Total For Check							\$ 679.3

01/13/2026	Column Software PBC	22430	12/12/25 Public Election Notice 9.00	N	Elections	100-41410-351-	\$ 19.8
			12/19/2025 Public Election Notice 9.00				
			Processing Fee				
Total For Check							\$ 19.8

01/13/2026	EO Johnson	22431	Inv1887490 dated 1/6/26	N	GENERAL GOVERNMENT	100-41001-202-	\$ 35.6
Total For Check							\$ 35.6

01/14/2026	ADP data processing	ADP011426	ADP Tax, Wages, Fees for Jan 2026	N	GENERAL GOVERNMENT	100-41001-107-	\$ 115.8
		ADP011426			Council/Town Board	100-41110-103-	\$ 1,729.9
		ADP011426			Clerk	100-41110-122-	\$ 369.9
		ADP011426			Treasurer	100-41425-103-	\$ 1,911.1
		ADP011426			General Government Buildings and Plant	100-41425-122-	\$ 408.6
		ADP011426				100-41510-103-	\$ 2,059.1
		ADP011426				100-41510-122-	\$ 440.3
		ADP011426				100-41940-103-	\$ 199.9
Total For Check							\$ 11,081.5

01/22/2026	PERA	PERA012226	PERA Debit EFT for Jan 2006	N	Council/Town Board	100-41110-121-	\$ 118.0
		PERA012226			Clerk	100-41425-121-	\$ 231.6
		PERA012226			Treasurer	100-41510-121-	\$ 272.7
Total For Check							\$ 622.4
Total For Selected Checks							\$ 26,717.4

Greenwood Township - Clerk

Cash Control Statement

2/11/20

For the Period : 1/1/2026 To 1/31/2026

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	To Per Balance Statement
General Fund	\$131,739.97	\$10,002.67	\$26,717.43	\$115,025.21	\$0.00	\$5,115.25	\$120,140.00
Road and Bridge	\$27,496.69	\$0.00	\$0.00	\$27,496.69	\$0.00	\$0.00	\$27,496.69
Jumbo CD	\$104,109.43	\$0.00	\$0.00	\$104,109.43	\$0.00	\$0.00	\$104,109.43
Broadband	\$103,355.50	\$2,116.81	\$0.00	\$105,472.31	\$0.00	\$0.00	\$105,472.31
Building / Capital Equipment Fund	\$102,038.93	\$2,614.52	\$0.00	\$104,653.45	\$0.00	\$0.00	\$104,653.45
Greenwood Trail Fund	\$23,615.98	\$830.00	\$0.00	\$24,445.98	\$0.00	\$0.00	\$24,445.98
Community Rec Board	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Total	\$499,856.50	\$15,564.00	\$26,717.43	\$488,703.07	\$0.00	\$5,115.25	\$493,818.00
Craig A Gilbert							
	Town Supervisor			Date			
John J Bassing							
	Town Supervisor			Date			
Lois M Roskoski							
	Chair, Town Supervisor			Date			
Paul R Skubic							
	Vice Chair, Town Supervisor			Date			
Steven W Bradach							
	Town Supervisor			Date			

Greenwood Township - Treasurer

Cash Control Statement

2/11/2014

For the Period : 1/1/2026 To 1/31/2026

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Balance Statement
General Fund	\$131,739.97	\$10,002.67	\$26,717.43	\$115,025.21	\$0.00	\$5,115.25	\$120,140.00
Road and Bridge	\$27,496.69	\$0.00	\$0.00	\$27,496.69	\$0.00	\$0.00	\$27,496.69
Jumbo CD 252K	\$104,109.43	\$0.00	\$0.00	\$104,109.43	\$0.00	\$0.00	\$104,109.43
Broadband Fund	\$103,355.50	\$2,116.81	\$0.00	\$105,472.31	\$0.00	\$0.00	\$105,472.31
Building / Capitol Equipment Fund	\$102,038.93	\$2,614.52	\$0.00	\$104,653.45	\$0.00	\$0.00	\$104,653.45
Greenwood Trail Fund	\$23,615.98	\$830.00	\$0.00	\$24,445.98	\$0.00	\$0.00	\$24,445.98
Community Rec Board	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Total	\$499,856.50	\$15,564.00	\$26,717.43	\$488,703.07	\$0.00	\$5,115.25	\$493,818.32

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

As on 1/31/2026

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	131,739.97	10,002.67	0.00	0.00	26,717.43	0.00	0.00	115,025.21	0.00	115,025.21
Road and Bridge	27,496.69	0.00	0.00	0.00	0.00	0.00	0.00	27,496.69	0.00	27,496.69
Jumbo CD	104,109.43	0.00	0.00	0.00	0.00	0.00	0.00	104,109.43	0.00	104,109.43
Building / Capital Equipment Fund	102,038.93	2,614.52	0.00	0.00	0.00	0.00	0.00	104,653.45	0.00	104,653.45
Greenwood Trail Fund	23,615.98	830.00	0.00	0.00	0.00	0.00	0.00	24,445.98	0.00	24,445.98
Community Rec Board	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
Broadband	103,355.50	2,116.81	0.00	0.00	0.00	0.00	0.00	105,472.31	0.00	105,472.31
Total :	499,856.50	15,564.00	0.00	0.00	26,717.43	0.00	0.00	488,703.07	0.00	488,703.07

Statement of Receipts, Disbursements and Balances (Schedule 1)

As on 1/31/2026

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	131,739.97	10,002.67	0.00	0.00	26,717.43	0.00	0.00	115,025.21	0.00	115,025.21
Road and Bridge	27,496.69	0.00	0.00	0.00	0.00	0.00	0.00	27,496.69	0.00	27,496.69
Jumbo CD 252K	104,109.43	0.00	0.00	0.00	0.00	0.00	0.00	104,109.43	0.00	104,109.43
Building / Capitol Equipment Fund	102,038.93	2,614.52	0.00	0.00	0.00	0.00	0.00	104,653.45	0.00	104,653.45
Greenwood Trail Fund	23,615.98	830.00	0.00	0.00	0.00	0.00	0.00	24,445.98	0.00	24,445.98
Community Rec Board	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
Broadband Fund	103,355.50	2,116.81	0.00	0.00	0.00	0.00	0.00	105,472.31	0.00	105,472.31
Total :	499,856.50	15,564.00	0.00	0.00	26,717.43	0.00	0.00	488,703.07	0.00	488,703.07

clerk@greenwoodtownshipmn.com

From: treasurer@greenwoodtownshipmn.com
Sent: Wednesday, February 11, 2026 2:53 PM
To: Greenwood Township Clerk
Subject: FW: Grant Award/Contract Signatures

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

From: "Iron Range Resources & Rehabilitation" <do-not-reply.grants07-us-east-1@fluxx.io>
Sent: Tuesday, February 10, 2026 2:44pm
To: "Tammy Mortaloni" <treasurer@greenwoodtownshipmn.com>
Subject: Grant Award/Contract Signatures

Dear Tammy

Congratulations! Your application has been approved, and your organization has been awarded a grant in the amount up to \$49,500.00 for the project: Walking Trail Resurfacing

TO FINALIZE THE GRANT AGREEMENT, please complete the following 7 steps:

1. Login to your account <http://irrrb.fluxx.io>.
2. Click on "**SIGNATURES**" under the **APPLICATION** section.
3. In the **Grant Agreement** section to the right, *scroll down* and find the **Draft Grant Agreement** and **Grant Agreement Exhibit** to download, print, and review for signature.
4. Have the agreement signed by the appropriate person(s).
**Per Minn. Stat. Sec. 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per, Minn. Stat. Sec. 16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.*
5. Once signed, **scan and upload the Grant Agreement (and Exhibit)** as one document to your computer.
6. **In FLUXX**, click on **SIGNATURES**, and click the + symbol to the right of "**Signed Grant Agreement**". *You can either drag and drop the signed grant agreement or click on "Add File" to browse your computer for the signed agreement.*
7. **Click Submit**, found at the bottom right hand corner. The application will be granted by the agency once the grant agreement is reviewed for proper signature.

If you have any questions, feel free to contact me at your convenience.

Sincerely,
Danae Beaudette
RTP-2612-06968

clerk@greenwoodtownshipmn.com

From: lois.roskoski@greenwoodtownshipmn.com
Sent: Monday, February 9, 2026 9:03 PM
To: Greenwood Township Clerk
Cc: Fire Admin; Greenwood Township Fire Department
Subject: FW: RE: Request from Township Supervisor for Fire/EMS incident reports

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

From: "Steve Fenske" <sfenske@mntownships.org>
Sent: Friday, February 6, 2026 9:55am
To: "lois.roskoski@greenwoodtownshipmn.com" <lois.roskoski@greenwoodtownshipmn.com>
Subject: RE: Request from Township Supervisor for Fire/EMS incident reports

Hi Lois,

There is no law describing a right of an individual town officer to access town information. As you know, the board acts as a group and there is no individual authority held by any town supervisors.

Access to data is usually decided by the town board setting a policy or addressing issues as they arise. MAT recommends a balance in the approach to supervisor access to data. A supervisor may need information to complete work or be fully informed. But that does not give a supervisor carte blanche over all town data. There should be a business purpose related to an issue before the town board and discretion exercised in review of data, especially data that may have medical information within it.

The HIPPA law is commonly misunderstood. As the employer, the town board is not a third party and I don't see a HIPPA prohibition related to the board seeing fire department data. Keep in mind that the fire department is not separate from the town – they are a merely a subdivision of the town.
Sincerely,

Steve M. Fenske | General Counsel
Minnesota Assoc. of Townships
805 Central Avenue East
St. Michael, MN 55376-0267
(800) 228-0296 – Toll Free (Ext. 157)

Disclaimer: The contents of this communication should not be construed as legal advice on any specific fact or circumstance. The information presented is not legal advice or a legal opinion, and it may not necessarily reflect the most current legal developments.

From: lois.roskoski@greenwoodtownshipmn.com <lois.roskoski@greenwoodtownshipmn.com>
Sent: Thursday, February 5, 2026 4:26 PM
To: Steve Fenske <sfenske@mntownships.org>
Subject: Request from Township Supervisor for Fire/EMS incident reports

CAUTION: This email originated from outside the organization, not a MAT mailbox. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Steve:

Can you please review the email exchange between Greenwood Township Supervisor John Bassing and Township Clerk Debby Spicer? I am trying to determine if the Fire Dept must turn over the Fire/EMS incident reports to a township supervisor. Clerk Spicer found the information in her response in a Google search.

Thanks for any advice.

Lois Roskoski
Chair, Greenwood Township Board of Supervisors

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

From: clerk@greentownshipmn.com
Sent: Thursday, February 5, 2026 2:42pm
To: "'Lois Roskoski'" <lois.roskoski@greentownshipmn.com>
Subject: FW: Run reports

FYI

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

From: clerk@greentownshipmn.com <clerk@greentownshipmn.com>
Sent: Thursday, February 5, 2026 2:42 PM
To: 'John Bassing' <jbassing@frontiernet.net>
Subject: RE: Run reports

I still don't have access to the run reports. I am not the Fire Chief's employer; therefore I cannot tell him to turn them over to me.

You'll have to ask your employee, not me.

Further, yes, giving EMS report data to a township supervisor is a violation of the Health Insurance Portability and Accountability Act (HIPAA) and other confidentiality laws, unless the supervisor is specifically part of the EMS agency's internal Quality Assurance/Quality Improvement (QA/QI) team or another very narrow exception applies.

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

From: John Bassing <jbassing@frontiernet.net>
Sent: Thursday, February 5, 2026 2:13 PM
To: clerk@greentownshipmn.com
Subject: Re: Run reports

I am the employer do you know how HIPAA works? My job as supervisor includes oversight of the fire dept. it is spelled HIPAA. You are the responsible authority of the data, if you are in ?what to release call Couri.

> On Feb 5, 2026, at 1:34 PM, clerk@greentownshipmn.com wrote:

>

> I do not have access to them. That is a HIPPA violation.

>

> -----Original Message-----

> From: John Bassing <jbassing@frontiernet.net>
> Sent: Thursday, February 5, 2026 11:37 AM
> To: clerk@greentownshipmn.com
> Subject: Run reports

>

> Clerk Spicer,

>

> Please put the Fire Dept run reports for the months of December 2025
> and January 2026 in my blue folder so I can review them. Thank you.

>

> Supervisor Bassing

>

TO: Greenwood Township Board Members
Brian Trancheff, Fire Chief
FROM: Kristal Strong
DATE: February 3, 2026
RE: Resignation



I am writing to formally resign from my position as a Greenwood Township Emergency Medical Responder (EMR) effective immediately.

I have been a very loyal EMR to the Greenwood Township community, choosing to stay as an EMR despite all the political drama and staffing changes that have occurred during my tenure. I came to this department as an enthusiastic, dedicated, pragmatic and community-minded EMR. I consistently have been a very high-volume dependable responder for the Greenwood community since I obtained my EMR license in July 2018. I now leave the department with an unbelievably bad taste in my mouth due to the strong distrust I have for Brian Trancheff as well as seriously questioning the honesty and integrity of the personnel committee.

I regret to inform you that the reason for my resignation is the continuous lack of communication, support, and compassion from the Greenwood Fire Department Chief Brian Trancheff. I met with Brian Trancheff and the "Personnel Committee" in July 2025 after I submitted a letter via email to the Greenwood Township Board on July 1, 2025, about my concerns regarding the lack of leadership, communication, and follow-up skills of the Fire Chief Brian Trancheff. I felt I was very clear in my letter and in the meeting stating I needed support, compassion and communication from the fire chief and town board to allow me to process the trauma I was experiencing from the extremely difficult EMS calls I was involved in as a Greenwood EMR starting in December 2024 through June 2025 as I had close personal ties to the people involved in those calls. I was even more disillusioned and disappointed by the Fire Chief and the "personnel committee" by how I was treated in that meeting. When I left that meeting, I had a clear understanding that my concerns would not be addressed by the personnel committee, it was my issue to deal with alone and that the Fire Chief could do no wrong as he was still "learning his position" and was the "savior" of the Greenwood Fire Department.

To illustrate further, I have had absolutely no communication from Brian Trancheff since that meeting in July 2025 until January 6, 2026. If you recall, I notified the board and fire chief in my July 1, 2025 letter that since June 11, 2025, I turned off my IAR phone notifications/messages, pager, and radio. I

also informed the fire chief and the personnel committee that my mental health therapist had advised me to take a break from EMS and to reserve my decision to walk away from EMS forever until I was in a better place. Much to my surprise, I received a letter on January 6, 2026, stating that "since the meeting, we have not heard from you" and was requested to meet with him and the personnel committee "to discuss the next steps regarding my membership with the Greenwood Fire Department". I was surprised as I was told several times by Brian and the personnel committee to "take all the time you need" to heal from the trauma I've encountered as an EMR and that I would be "welcomed back when I was ready" if that was what I decided.

I understand that communication is a two-way street, and I feel I did my part by presenting Brian's lack of communication skills with his employees in my letter on July 1, 2025, letter and requested that it be addressed by the board. In my eyes, Brain failed yet again and the board dropped the ball.

Since receiving the January 6, 2026 letter, I have thought long and hard about whether I wanted to stay in this EMS department. I have been very conflicted as those who know me, know that I love serving my community as an EMR. However, it is clear to me that my service to the Greenwood community is no longer valued or wanted by the current Greenwood leadership as demonstrated by the complete lack of communication and compassion from the Fire Chief and the personnel committee. I was scheduled to meet with them today, February 3, 2026. However, I have decided that this meeting will likely turn out to be another Brian Trancheff fan club meeting and it is not worth my time or energy to meet with them.

It is unfortunate that the current Greenwood leadership, including the board, is remarkably close to obliterating the Greenwood EMS department, when this time last year we had the most active and engaged EMS responders on staff during my tenure.

I would like to request that my July 1, 2025 letter, this resignation letter and the attached letter from my mental health therapist be placed in my personnel file. I believe I am vested with PERA. Please send the appropriate paperwork to me to process my PERA.

Thank you for the opportunity to serve as Greenwood First Responder 855 for the past 7 years. I will return all my gear to the town hall within the next 2 weeks.

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 3C

SECTION:

DATE: 01/22/2026

PAGE: 1

SUBJECT: Pension Benefits

The Greenwood Fire Department pension will fall under the administration of the Public Employee Retirement Association of Minnesota (PERA). In order for Greenwood Township's firefighters to be eligible for the annual pension credit with PERA, members must:

- Attend 50 percent of the scheduled trainings in a calendar year.
- Respond to a minimum of 1 call in the first half of the year and 1 call in the second half of the year.

A Greenwood Township Emergency Responder shall be eligible for a cash pension benefit, in the amount of \$2,000, for a calendar year. In order for the EMR to be eligible for the annual cash bonus, members must:

- Attend 50 percent of the scheduled trainings in a calendar year.
- Respond to a minimum of 6 calls in the first half of the year and 6 calls in the second half of the year.
- Complete 8 hours of documented medical training each calendar year.

All members must complete a full calendar year, in order to be eligible for the pension benefits.

Fire Call Pension Credit Qualified 2025

DeJoodo David	no
Dowden, Dean	no
Edmundson, Brenda	no
Gilbert, Craig	yes
Lofquist, Brianna	yes
Maus, Jeff	no
Milbridge, Eric	yes
Strong, Kristal	no
Trancheff, Brian	yes
Villebrun, Makenna	yes
Weske, Mike	no

EMS Bonus Qualified 2025

DeLoode David	no
Dowden, Dean	no
Dowden, Tammie	yes
Edmundson, Brenda	no
Lofquist, Brianna	yes
Maus, Jeff	no
Nelson, Peg	no
Poltano, Rod	no
Strong, Kristal	no
Villebrun, Makenna	yes

need to make 6 calls each half of the year and 50% of scheduled trainings in a calendar year and 8 hours of documented medical training calendar year

FIREFIGHTER TRAINING OFFICER

Direct Supervisor: Fire Chief / Assistant Chief and/or Incident Command in Charge

Minimum Requirements:

- Minnesota Class "D" driver's license. Clean driving and criminal records
- Active member in good standing with the department
- Firefighter I & II (or equivalent) preferred
- Instructor certification preferred or willingness to obtain
- Strong communication, organizational, and leadership skills
- Ability to safely demonstrate firefighting and rescue techniques

Testing: Pass physical

Job Summary:

The Training Officer is responsible for developing, coordinating, implementing, and documenting training programs to ensure department members meet required certifications, operational readiness, and safety standards. This position promotes continuous improvement and compliance with state, federal, and departmental training requirements.

Scope of Responsibility:

Responsible for own work. Works under the general and technical supervision of Chief Officer and/or Incident Command in Charge.

Time Commitment:

Attendance at scheduled drills, meetings, and emergency responses as required.
Additional time for lesson planning, instruction, and documentation

Essential Duties and Responsibilities:

1 Training Program Development

- 1.1 Develop and maintain the department's annual training plan
- 1.2 Ensure training compliance with state regulations, NFPA standards, and department policies
- 1.3 Schedule and coordinate drills, classroom instruction, and hands-on evolutions
- 1.4 Coordinate outside instructors and regional training opportunities

2 Instruction and Evaluation

- 2.1 Deliver classroom and practical instruction in fire suppression, rescue, EMS (if applicable), and safety procedures

- 2.2 Evaluate member performance and recommend corrective or remedial training
- 2.3 Mentor probationary firefighters and support professional development

3 Records and Documentation

- 3.1 Maintain accurate training records, certifications, and compliance documentation
- 3.2 Prepare training reports for department leadership
- 3.3 Assist with grant documentation related to training

4 Safety and Compliance

- 4.1 Promote a culture of safety and accountability
- 4.2 Ensure members are trained on new equipment, policies, and procedures
- 4.3 Participate in post-incident reviews and develop training improvements

5 Leadership and Professional Conduct

- 5.1 Serve as a role model for professionalism, teamwork, and ethical conduct
- 5.2 Support department goals and operational readiness

6 Performs other duties as assigned

Emergency Medical Responder

Direct Supervisor: Chief Officer and/or Incident Command in Charge

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

Must start EMR course within 1 year of date of hire and complete EMR course within a year of the course start date.

Testing: Pass physical

Job Summary:

Responds to emergencies as directed. Performs with limited supervision through Medical Director protocols, 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 Chief Officer and/or Incident Command in Charge

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 assigned equipment 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 and mutual aid partners.
- 5 May supervise others in emergency incidents
- 6 Performs other duties as assigned

FIREFIGHTER

Direct Supervisor: Chief Officer and/or Incident Command in Charge

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

Must start Firefighter 1&2 course within 1 year of date of hire and complete Firefighter 1&2 course within a year of the course start date.

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 Chief Officer and/or Incident Command in Charge.

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 Chief Officer and/or Incident Command in Charge.

- 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 members and mutual aid partners.
- 5 May supervise other fire fighters in emergency incidents
- 6 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.

Scope of Responsibility:

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

Essential Duties and Responsibilities:

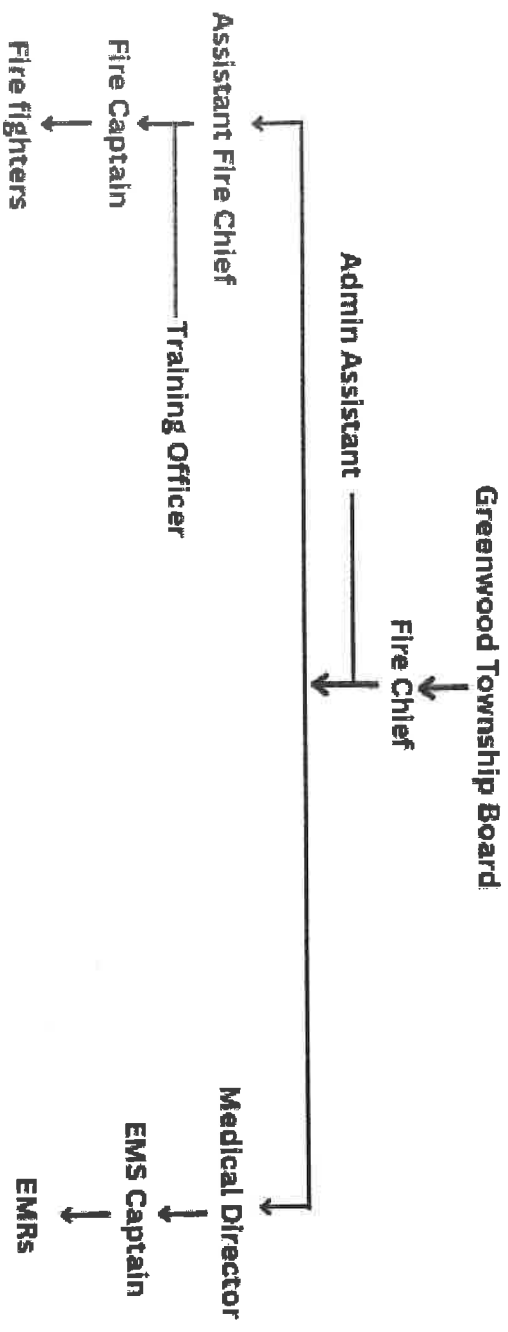
1. Provides supervision of all assigned fire department staff
 - 1.1 Assigns and monitors work for assigned personnel, provides direction and counsel to correct or improve performance, recognizes and encourages outstanding performance and demonstrates by personal example the highest standards of conduct 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

Fire Department

EMS Department



**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 15

SECTION:

DATE: REVISED 02/17/2026

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 2026.

Fire Chief \$31.00

Asst Chief \$29.00

EMS Capt. \$27.00

Fire Capt. \$27.00

Fire Fighter Training Officer \$27.00

EMR \$25.00

Firefighter \$25.00

Admin Assist

(if not a dept member) \$27.00.

(if a current member) \$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

**GREENWOOD FIRE DEPARTMENT
POLICY**

POLICY #: 3D

SECTION:

DATE: 02/17/2026

PAGE: 1

SUBJECT: Probationary Period Policy

The probationary period is a six-month timeframe that begins either:

- Upon the date of hire if the individual is already trained, or
- Upon successful completion of required initial training (e.g., EMR, Fire Fighter Certification, Officer training, ect.) if training is pending at the time of hire.

This period also applies at the start of any promotion, reassignment, or transfer within the department. The purpose of the probationary period is to provide time for the employee to learn the responsibilities of the new role and for supervisors to evaluate performance, conduct, and overall fit within the department and mutual aid partners.

During the probationary period, either the employee or the Township may terminate employment at any time, with or without cause or notice.

Fire Chief

Greenwood Fire & Rescue

January 2026

Fire Calls

9

EMS Calls

7

Fire / EMS

Mandatory OSHA training was performed in January for both Fire & EMS

Annual physicals were performed in January for both Fire & EMS

Annual fire extinguisher servicing was performed in January by Summit Fire Protection

The tires have been replaced on all apparatus (Tires & rims on #2 tender)

Macqueen has the department on its schedule for annual servicing of apparatus and the BAC compressor.

PM on all apparatus filters, fluids, DOT / NFPA inspection

Annual pump testing is scheduled for later in the summer season for all apparatus / boats

Annual service filters / fluids BAC compressor



The Vermilion Lake Association
appreciates your generous support of our
efforts to protect and improve our lake.

VLA has been classified by the Internal Revenue Service as a
public charity under section 501 (c) (3) of the Internal Revenue Code.

Dear Township of Greenwood,

*Thank you for your Donation/Memorial \$100⁰⁰
to the Vermilion Lake Association. We will use
the funds to continue our mission to protect and
improve Lake Vermilion. Also, thank you for the
use of the town hall for our meetings.*

Sincerely,

Joni Hak, President

Vermilion Lake Association

Thank You !!

Local Board of Appeal & Equalization AND Open Book Meetings

April 2026

Legend

- City of Duluth AP Cook Office Ely Office
- Hibbing Office Virginia Office Cook Office
- ❖ Schedule Request
- ★ Reappraisal

****OPEN BOOK meetings are held at county offices****

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	
6	7 9-10 am Morse 10-11am Proctor 4-5 pm Clinton 6-7 pm Cherry	8 9-10 am OPEN BOOK - GREENWOOD 10-11 am Grand Lake 12-1 pm OPEN BOOK - FLOODWOOD (TWP) 1-2 pm Eveleth 6-7 pm ★ Fairbanks	9 1-2 pm Aurora 1-2 pm Ellsburg 4-5 pm Cotton 5-6 pm Waasa 6-7 pm Pike	10	11	12
13	14 11am-12 Biwabik (Twp) 11am-12 Brevator 2-3 pm Van Buren 3-4 pm New Independence 5-6 pm Biwabik (City) 6-7 pm Northland	15 1-2 pm OPEN BOOK - MCKINLEY 1-2 pm White 1-2 pm Cedar Valley 2-3 pm Stoney Brook 3-4 pm OPEN BOOK - GILBERT 4-5 pm Industrial	16 9-10 am Lavell 10-11 am Great Scott 3-4 pm ★ Linden Grove 4-5 pm Arrowhead 6-7 pm ★ Angora	17	18	19
20	21 10-11 am Goodwill 11am-12 ★ Camp 5 1-2 pm Brietung 4-5 pm Ness 4-5 pm Chisholm 5-6 pm Meadowlands (City) 6-7 pm Meadowlands (Twp)	22 9-10am OPEN BOOK - IRON JCT 9-10 am OPEN BOOK - BROOKSTON 12-1 pm OPEN BOOK - PRAIRIE LAKE 12-1pm OPEN BOOK - TOIVOLA 3-4 pm Floodwood (City)	23 10-11 am ❖ Portage 3-4 pm ★ Crane Lake 4-5 pm Halden 4-5 pm Kelsey 5-6 pm ❖ Ely 5-6 pm Wuori	24	25	26
27	28 Last week of April schedule in first week of May	29	30	1	2	3

From: Dustin Miller <dustin@techbytesmn.com>
Sent: Wednesday, February 11, 2026 3:51 PM
To: Greenwood Clerk
Subject: Email Service Price Increase

Hey Debby,

We just wanted to let you know I was notified that the price of each email address is going up. The price has a fairly big change this year, compared to any others in the past. The price per email address for you will now be \$5.50/email address/month. (It was \$4 prior). This will take effect on emails starting in March. If you had paid for a few months at a time, we will send another invoice for the difference soon.

We have options of keeping the emails with the same service, or we could also look at Google Workspace or Microsoft 365 for you. I do know that both Google Workspace & Microsoft 365 would be a higher cost, but you would have a few other services with them. If you are interested in either of those, please let me know.

If you have any questions, please also let me know & I will answer them for you.

Thanks & have a great day!
Dustin

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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