

**SPECIAL MEETING AGENDA**  
**GREENWOOD TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**Monday, February 23, 2026, at 4:00 P.M.**

The Greenwood Township Board of Supervisors will meet for a Special Meeting at 4:00 p.m. on Monday, February 23, 2026, at the Greenwood Town Hall at 3000 County Road 77, Tower, Minnesota.

Purpose:

- 1) Interview applicants for Township Clerk position.

6:00 PM:

- 2) Close meeting under the authority of Minn. Stat. 13D.05, Subd. 2(b) for the Town Board to discuss allegations against an employee.

Reopen meeting.

No member of the public may attend the closed portion of the meeting.

Called by Greenwood Town Board.

**GREENWOOD TOWNSHIP  
CLERK JOB POSITION**

Greenwood Township operates under Minnesota Statutes 367.30, Subd. 2, Appointment by the Town Board of its Clerk and Treasurer. The Clerk is accountable to the Township Board of Supervisors.

**GENERAL STATEMENT OF DUTIES**

The Township Clerk is responsible for performing administrative work to conduct the business activities of the Town. This includes implementing Town policies, preparation of board agendas and keeping records of all Board proceedings, handling correspondence on behalf of the Town. The position requires communicating and working directly with the Town Board and with the Town Treasurer to make sure the Clerk and Treasurer financial books balance.

**PRIMARY DUTIES**

- ***Provides reception and customer service effectively and efficiently to citizens of Greenwood Township and other constituents.***
  - a. Receives requests, complaints and information from the public and transmits to staff and/or Board to process or handles, when required.
  - b. Answers Town phones and provides information and assistance to the public.
  - c. Maintains the public trust by keeping information confidential, as appropriate.
- ***Maintains financial records.***
  - a. Inputs accounts payable and receivable transactions using the CTAS accounting system. Works with Township Treasurer to ensure both sets of books (Treasurer's and Clerk's) balance for the Annual Board of Audit, as required for the Option B form of government.
- ***Provides administrative duties.***
  - a. Complies with the performance of duties of the Township Clerk, as broadly stipulated by MN Statutes 412.151 and 412.141.
  - b. Attends regular and special Board meetings, Township annual meeting, Board of Audit and public hearings. Prepares meeting notices, agendas, resolutions and ordinances. Records Board actions by taking minutes.
  - c. Composes correspondence and reports on behalf of the Town Board, as necessary.
  - d. Performs filing, copying and mailings, as needed.
  - e. Monitors all contracts entered in the by the Town. Assures that a desired level of service is provided to the Town.
  - f. Holds Notary Public License and attests the Chair's signature on official documents, when required, or for the public.
  - g. Works with insurance companies to ensure insurance policies are up to date.
  - h. Prepares a variety of reports and files with the appropriate agencies.
  - i. Responsible for assuring compliance with Federal and State mandates (OSHA, Right to Know, Records Retention, Data Privacy, etc.)
  - j. Purchases supplies and equipment, as needed, and assists town employees with procurement of needed materials.
  - k. Schedules the use of the Town Hall and Pavilion.
  - l. Maintains master list of key fobs for all Town buildings and programs all key fobs.

- **Maintains Township Website.**
  - a. Ability to maintain and update the Township Website on a regular basis, including the uploading of Town Board minutes and policies.
  - b. Ability to work with tech support to resolve issues.
- **Administers and oversees State, County and Local Elections.**
  - a. Prepares notices, scheduling and training of election judges, as well as maintaining election records.
  - b. Purchases supplies and equipment as needed for elections.
  - c. Sees that all election machines are properly maintained and services.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of Town ordinances, resolutions and policies.
- Knowledge of laws, rules and regulations affecting Town government.
- Knowledge of State and County election procedures and operations.
- Ability to perform mathematical calculations and maintain accurate and complete records and files.
- Ability to communicate effectively and work cooperatively with Town Treasurer, elected officials and the public.
- Ability to self-supervise to prioritize work, research and solve problems.
- Ability to read, write and understand English.
- Ability to compose correspondence, minutes and reports.
- Ability to proofread accurately.
- Ability to represent the Town in a professional, courteous and efficient manner.
- Skill in operating office equipment, including CTAS automated accounting system.
- Must be detail oriented and adaptable.
- Ability to work irregular hours to accommodate required town meetings, elections and events.

The listed examples may not include all duties performed by the Clerk. Duties may vary from time to time and are at the discretion of the Town Board.

Approved: 1/13/26

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**Fwd: Clerk Application**

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**Jolene Herberg** <jolene.herberg1976@gmail.com>  
To: <jolene.mroszak@northwoodspro.com>

Thu, Feb 12 at 10:22 AM

Kindly,

Jolene M Mroszak  
C: 218-255-2131

----- Forwarded message -----

From: **Jolene Herberg** <jolene.herberg1976@gmail.com>  
Date: Wed, Feb 11, 2026 at 9:54 AM  
Subject: Clerk Application  
To: clerk@greentownshipmn.com <clerk@greentownshipmn.com>

Dear Township Board of Supervisors,

I am writing to express my interest in the position of Clerk of Greenwood Township, as advertised on your website. I am confident that my skills and experience would allow me to make a valuable contribution to your team.

Throughout my current and previous roles, I have developed extensive experience with tasks directly related to the responsibilities of this position. I am highly adaptable and eager to bring my professional background to the township.

I look forward to the possibility of working with your organization. Please see my attached application and resume for your review.

Kindly,

Jolene M Mroszak  
C: 218-255-2131  
Greenwood Township.pdf

# Jolene M. Mroszak

~~1000 1st St, Tower, MN 55790~~ [Jolene.herberg1976@gmail.com](mailto:Jolene.herberg1976@gmail.com)

## SUMMARY

Highly motivated and results-oriented professional with two decades of experience in office administration. Demonstrates strong communication, organizational skills, meticulous attention to detail, and the ability to work proficiently with minimal supervision.

## EXPERIENCE

**10/2021 to Present**

**Operations Manager**  
**Northwoods Professional Group, LLC – Remote**

- Overseeing daily operations, improving efficiency, and managing staff, budgets, and resources to meet organizational goals.

**10/2017 to 10/2021**

**Office Manager**  
**Vermilion Country School – Tower, MN**

- Collaborated directly with school administration, staff, and the Minnesota Department of Education (MDE) to ensure efficient day-to-day operations.
- Ensured compliance with all MDE requirements, assurances, and reporting obligations.
- Aid staff and the board in fundraising endeavors.
- Supported staff and the administrator in both short-term and long-term planning for the utilization of grant and federal funds.
- Verified proper deposit and accounting of received funds upon receipt of monthly reports.
- Managed the physical facilities.
- Served as Transportation Safety Director.
- Oversaw all Food and Nutrition regulations and licensing.

**06/2004 to 10/2017**

**CSR, New Accounts & Teller**  
**Northview Bank – Park Rapids, MN & Grand Rapids, MN**

- Greet visitors and customers promptly and professionally, providing exceptional personal service.

# Application for Employment

We welcome you as an applicant for employment with Greenwood Township. It is Greenwood Township's policy to provide equal opportunity in employment. Greenwood Township will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

Greenwood Township accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the Greenwood Township Clerk, at 218-753-2231.

## Personal Information

Name:	(Last)	(First)	(MI)
<div style="display: flex; justify-content: space-around; font-family: cursive;"> <span>Mroszak</span> <span>Jolene</span> <span>m</span> </div>			
Street Address			
<del>██████████ Apt. 10</del>			
City, State, Zip			
<del>██████████ 55710</del>			
Phone Number		Alternate Phone	
<del>██████████</del>			
Email			
Jolene.herberg1976@gmail.com			

**Please print in INK or type when completing this application**

Title of position applying for: <span style="font-family: cursive;">Township Clerk</span>
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<p>Are you legally eligible to work in the United States in the position for which you are applying?</p> <p><i>Proof of citizenship or work eligibility will be required as a condition of employment.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Will your continued employment require employer sponsorship?"	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Educational Information

<b>Circle the highest grade completed</b>			
1 2 3 4 5 6 7 <b>8</b>	9 10 11 <b>12</b> GED	13 14 15 16	MA MS PHD JD
Grade School	High School	College/Technical	Graduate
Did you graduate: (Please check)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School: <i>Staples Motley</i>	<i>401 Centennial Dr Staples, MN 56479</i>	<i>General</i>	<i>Diploma</i>
College:			
Graduate School:			
Technical/Vocational:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

*Election Judge training*

List any current licenses, registrations, or certificates you possess which may be related to this position:

*Notary Public Commission*

## Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company	Name of last supervisor	Hrs./Week
Northwoods Professional Group	Frank Zbitz	40+
Address	Start Date	
6197 Winton Rd	October 2021	
City, State, Zip	End Date	
Tower MN 55790	Present	
Phone Number	Last job title	
651-755-5946	Operations Manager	
Reason for leaving (be specific):		
Describe your work in this job: maintain financial Records, Oversee Staff. attend weekly meetings. accounts payable, field phone calls + work tickets		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company Vermilion Country School	Name of last supervisor Board Chair Jodi Summit	Hrs./Week 40+
Address 1 Enterprise Dr	Start Date October 2017	
City, State, Zip Tower MN 55790	End Date October 2021	
Phone Number 218-750-3513	Last job title Office Manager	
Reason for leaving (be specific): Offered a position w/ NWP with a higher salary		
Describe your work in this job: Administration, State Agencies, support staff & students, transportation director		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company Northview Bank	Name of last supervisor Ann Lempola	Hrs./Week 40
Address 200 1st St E	Start Date June 2004	
City, State, Zip Park Rapids MN 56470	End Date October 2017	
Phone Number 218-732-3366	Last job title CSR, New Accounts, Teller	
Reason for leaving (be specific): Relocated to the iron range to be closer to family		
Describe your work in this job: Customer service, general office equipment, finance balancing		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Vermilion Housing Corp - board member

Tower Soudan Lake Vermilion Area Events Board - President

## Military Experience

Did you serve in the U.S. Armed Forces?  Yes  No

Describe your duties:

Do you wish to apply for Veterans' Preference points:  Yes  No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to Greenwood Township by the application deadline of the position for which you are applying.

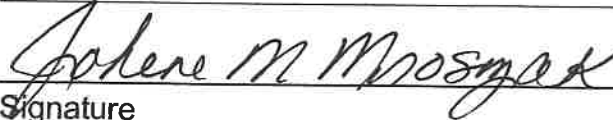
## Authorization

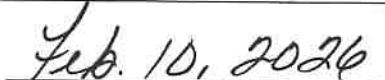
I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the Greenwood Township is "at will," and that employment may be terminated by either Greenwood Township or me, at any time, with or without notice.

With my signature below, I am providing Greenwood Township authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Greenwood Township in writing of any changes to information reported in this application for employment.

  
Signature

  
Date

February 15, 2026

Greenwood Township  
3000 County Road 77  
Tower, MN 55790

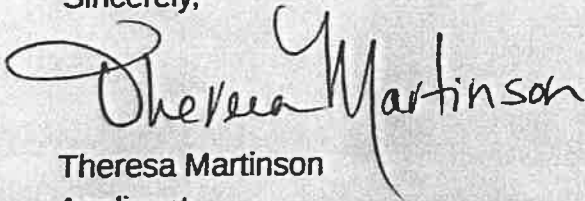
Dear Greenwood Township Chair, Supervisors and Clerk:

Please accept and consider my application for the position of Township Clerk. I have an extensive level of experience in government regulations, requirements and operations.

I feel I am capable and have enjoyed learning township roles and would love to make a positive impact in Greenwood.

I look forward to hearing from you and would be most willing to submit any other necessary information requested.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Martinson". The signature is written in black ink and is positioned above the printed name and title.

Theresa Martinson  
Applicant

# THERESA MARTINSON

MCMC

## PROFESSIONAL SUMMARY

Experienced Local Government Administrator with a strong background in municipal operations including legal compliance, fiduciary responsibilities, and grant administration. Proven ability to lead initiatives, implement policy and support organizational development.

## CONTACT



~~287-553-743~~



~~theresam256@gmail.com~~



~~8774 Highway, Rd.  
Ancker, MN 55003~~

## CORE COMPETENCIES

- Human Resource Policy & Compliance
- Election Administrator
- Economic Development
- Grant Writing
- Planning & Zoning Administration
- Emergency Services
- Government Network Coordination
- Safety & Emergency Management
- Infrastructure Developer

## CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- International Institute Certified Municipal Clerk
- Minnesota Certified Municipal Clerk
- Healthcare District Board Member
- Township Supervisor
- Board of Equalization Member
- Notary Public
- MN Secretary of State Election Award Recipient
- Hospital Safety Committee Member

## EDUCATION

MN NORTH-EVELETH CAMPUS (1989)  
ADMINISTRATIVE SUPPORT PROGRAM, ACCOUNTING,  
HUMAN RESOURCES, AND BUSINESS LAW CERTIFICATE

## PROFESSIONAL EXPERIENCE

### CITY ADMINISTRATOR-CLERK/TREASURER Cook, MN

1999-2025

Duties: Administered city operations, managed finances and investments, prepared and managed annual budget and audit compliance, facilitated municipal elections, oversaw clerk treasurer duties, implemented council-directed goals and directives, licensed permits and zoning requirements, and led city redevelopment.

### DEPUTY CLERK Cook, MN

1995-1999

Duties: Assisted with recruitment, onboarding and retention, payroll, bank reconciliation, utility billing, land use, accounts payable and receivable, assisted multiple city departments, and provided front counter service.

\*REFERENCES AVAILABLE UPON REQUEST\*

# Application for Employment

We welcome you as an applicant for employment with Greenwood Township. It is Greenwood Township's policy to provide equal opportunity in employment. Greenwood Township will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

Greenwood Township accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the Greenwood Township Clerk, at 218-753-2231.

## Personal Information

Name: (Last) (First) (MI) Martinson, Theresa L	
Street Address 85 <del>_____</del> Hwy 58 Frontage Road	
City, State, Zip Argon, IN 46703	
Phone Number 218 <del>780-2715</del> (Mobile)	Alternate Phone <del>218-741-4200</del> (Home)
Email theresa92569@hotmail.com	

**Please print in INK or type when completing this application**

Title of position applying for: Township Clerk
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<p>Are you legally eligible to work in the United States in the position for which you are applying?</p> <p><i>Proof of citizenship or work eligibility will be required as a condition of employment.</i></p>	<p>Yes <input type="radio"/> No <input checked="" type="radio"/></p>
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<p>Will your continued employment require employer sponsorship?"</p>	<p>Yes <input type="radio"/> No <input checked="" type="radio"/></p>
<p>Are you at least 18 years old?</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/></p>

## Educational Information

Circle the highest grade completed			
<p>1 2 3 4 5 6 7 8</p> <p>Grade School</p>	<p>9 10 11 12 GED</p> <p>High School</p>	<p>13 14 15 16</p> <p>College/Technical</p>	<p>MA MS PHD JD</p> <p>Graduate</p>
<p>Did you graduate: (Please check)</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/> High School</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/> College/Technical</p>	<p>Yes <input type="radio"/> No <input type="radio"/> Graduate JD</p>

School Name	Address	Course of study	Degree
High School: Cook High School	Cook, MN	General Courses	
College:			
Graduate School:			
Technical/Vocational: Mn North-Eveleth Campus	1100 Industrial Pkwy. Eveleth, MN	Administrative Support Program: Acctng, HR, Business Law	

Other			
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List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position: MN Secretary of State and St. Louis County Auditor's Office continued election administration training, clerk conferences for all facets of operations and compliance, grant administration, safety and emergency management program development

List any current licenses, registrations, or certificates you possess which may be related to this position: International Institute and Minnesota Certified Municipal Clerk, Township Supervisor, Notary Public, Minnesota Secretary of State Election Award Recipient

## Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company City of Cook	Name of last supervisor City Council	Hrs./Week 40/Salaried
Address 127 South River Street; P O Box 155	Start Date October 5, 1999	
City, State, Zip Cook, MN 55723	End Date November 14, 2025	
Phone Number 218-666-2200	Last job title City Administrator-Clerk/Treasurer	
Reason for leaving (be specific): Seek different employment opportunities		
Describe your work in this job: Administered all city operations including clerk/treasurer duties. Managed budget, audit, finances, and investments. Facilitated elections. Implemented strategic plans and goals. Licensing, permits, zoning, meetings, and records retention. Grant administration. Huge network system including all levels of government.		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company City of Cook	Name of last supervisor Harold Johnston	Hrs./Week 40
Address 127 South River Street; PO Box 155	Start Date 1995	
City, State, Zip Cook, MN 55723	End Date 1999	
Phone Number 218-666-2200 (City Hall); Harold Johnston (218-666-5892)	Last job title Deputy Clerk/Treasurer	
Reason for leaving (be specific): Promoted to City Administrator-Clerk/Treasurer position		
Describe your work in this job: Payroll, Utility Billing, Land Use, Accounts Payable and Receivable, Front Counter Service and Resident Concerns, Minutes and Committees, and Community Promotion. Work with all city departments.		
May we contact this employer? Yes No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		

Describe your work in this job:

May we contact this employer? Yes No

## Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

## Military Experience

Did you serve in the U.S. Armed Forces? Yes  No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes  No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to Greenwood Township by the application deadline of the position for which you are applying.

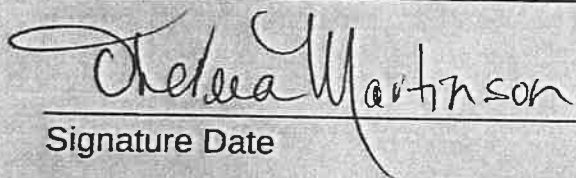
## Authorization

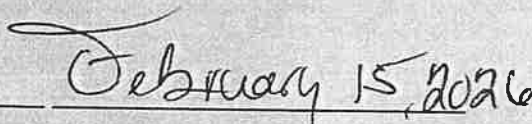
I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the Greenwood Township is "at will," and that employment may be terminated by either Greenwood Township or me, at any time, with or without notice.

With my signature below, I am providing Greenwood Township authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Greenwood Township in writing of any changes to information reported in this application for employment.

  
Signature Date



## Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

**NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6), OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)**

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying military service, contact your County Veterans' Service Office.

Greenwood Township operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service-connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a competitive exam, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served

the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a promotional exam, a veteran must have earned a passing exam score and received a USDVA active-duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 Copy 2, 4 or 6), or other documentation verifying military service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

February 15, 2026

Greenwood Township  
3000 County Road 77  
Tower, MN 55790

Dear Greenwood Township Board of Supervisors,

I'm excited to apply for the Clerk position at Greenwood Township. I have worked as Township Clerk here for over 3 years, perfecting my administrative skills and honing my skills in CTAS, ADP, PERA, ESST, and more, which I believe is an asset to the Township.

I have been a member of Greenwood Township since 2004 and I have very good rapport residents, contractors and the government agencies I deal with. I am proud to have been a part of the positive changes in the Township in the last few years.

Attached you will find my application and resume for your review.

I would like you to know I am very interested in continuing my employment as your Township Clerk.

We have been through many improvements in the past few years and I look forward to continue being a positive asset to Greenwood Township.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Debby Spicer". The signature is written in dark ink and is positioned above the printed name.

Debby Spicer



Will your continued employment require employer sponsorship?"	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Educational Information

<b>Circle the highest grade completed</b>			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School: Irondale	New Brighton, MN	General	Diploma
College:			
Graduate School:			
Technical/Vocational: Control Data Institute	St. Paul, MN	Office Technology	Certificate
Concorde Career Institute	Minneapolis, MN	Dental Assisting	Certificate
Minneapolis Community College	Minneapolis, MN	Computer Programming	Certificate
Mesabi Range Community College	Virginia, MN	General Studies	Credits
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

- Hold currant Notary Public license.
- Acquired Election Clerk Training Certification.
- Up to date on Clerk and Election training.

## Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company Greenwood Township	Name of last supervisor Town Board	Hrs./Week varies
Address 3000 County Road 77	Start Date March 2024	
City, State, Zip Tower, MN 55790	End Date	
Phone Number 218-753-2231	Last job title Township Clerk	
Reason for leaving (be specific): Hoping not to.		
<p>Describe your work in this job:</p> <p>Perform all Town Clerk duties in accordance to MN Statute 412.151, including:</p> <ul style="list-style-type: none"> <li>. Input financial transactions using CTAS accounting system.</li> <li>. Work with Township Treasurer to ensure both Clerk and Treasurer books are balanced and prepared for the annual Board of Audit.</li> <li>. Ensure compliance with new Earned Safe &amp; Sick Time (ESST), American Rescue Plan Act (ARPA), Wage Theft Law, Data Privacy and Records Retention.</li> <li>. Schedule Hall and Pavilion rentals and secure damage deposits.</li> <li>. Maintain and update Township website, including Board meeting minutes.</li> <li>. Update newly created master key fob list, code and decode fobs as needed.</li> <li>. Gather all relative information for agenda items throughout the month, including any prepared resolution minutes from previous month's meeting, and create meeting packets for Supervisors and the public.</li> <li>. Attend all Board meetings, prepares meeting notices, agendas, resolutions, ordinances, create ads for publishing, and transcribe meeting minutes.</li> <li>. Prepare and send MATIT Work Comp Wage Audit Reports and work with insurance companies to ensure policies are up to date.</li> <li>. Create ads and notices for candidate filing, Absentee voting and election information for upcoming elections.</li> <li>. Publish and post Public Accuracy Test (PAT) on voting machines and complete the test.</li> <li>. Oversee Local, Primary and General elections, train judges, prepare ballot layout, submit for publishing and ensure fair and lawful procedures are followed.</li> <li>. Create address labels and send Absentee Ballot applications and ballots to those who request them.</li> <li>. Work with Absentee Ballot Judges to manage completed Ballots according to law.</li> <li>. Perform office administrative duties, including but not limited to answering phones,</li> </ul>		

email and other correspondence, composing reports and/or correspondence on behalf of the Town Board and various government agencies.

- . Provide information and/or forms and copies to in-person requests from visitors, residents, coworkers and Supervisors.
- . Update annual meeting calendar and Township Directory.
- . Completed several training seminars for Town Clerk and election Judge.

May we contact this employer?  **Yes**  No

Company Wayside Café	Name of last supervisor Self	Hrs./Week 60 - 105
Address 3114 Old Hwy 77	Start Date July 2004	
City, State, Zip Tower, MN 55790	End Date September 2015	
Phone Number 218-753-8948	Last job title Owner	
Reason for leaving (be specific): Closed		
Describe your work in this job: Hiring and terminating personnel, all bookkeeping, taxes, government reporting, payroll, Food prep, Cooking, waiting customers, cleaning - all aspects of running a restaurant.		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company US Bank	Name of last supervisor Arthur Haspeslaugh	Hrs./Week 40
Address Shepard Road	Start Date August 1998	
City, State, Zip St. Paul, MN	End Date August 2004	
Phone Number unknown	Last job title Architect Process Analyst – Problem Management	
Reason for leaving (be specific): Purchased restaurant – moved out of area		
Describe your work in this job: As Programmer determine program problems and completed RFS paperwork to implement computer program changes. Develop RFS training guide for ACAP department. Transfer to Problem Management and analyze RFS to determine if change is necessary and what problems, if any, change may create. Approve or deny RFS requests. Conduct nation-wide status meetings with all US Bank IT branches and provide senior management with status reports and follow up with all issues and resolutions.		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

## Military Experience

Did you serve in the U.S. Armed Forces?  Yes  No

Describe your duties:

Do you wish to apply for Veterans' Preference points:  Yes  No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to Greenwood Township by the application deadline of the position for which you are applying.


## Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the Greenwood Township is "at will," and that employment may be terminated by either Greenwood Township or me, at any time, with or without notice.

With my signature below, I am providing Greenwood Township authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Greenwood Township in writing of any changes to information reported in this application for employment.

  
Signature

2-15-2026  
Date

## DEBBY KAY SPICER



DKSpicegirl@yahoo.com

### PROFESSIONAL EXPERIENCE:

**Greenwood Township Clerk** – Tower, MN

2020-2022/2024-

Perform all Town Clerk duties in accordance to MN Statute 412.151, including:

- . Input financial transactions using CTAS accounting system.
- . Work with Township Treasurer to ensure both Clerk and Treasurer books are balanced and prepared for the annual Board of Audit.
- . Ensure compliance with new Earned Safe & Sick Time (ESST), American Rescue Plan Act (ARPA), Wage Theft Law, Data Privacy and Records Retention.
- . Schedule Hall and Pavilion rentals and secure damage deposits.
- . Maintain and update Township website, including Board meeting minutes.
- . Created master key fob list, code and decode fobs as needed.
- . Gather all relative information for agenda items throughout the month, including prepared resolutions and previous month's minutes, create meeting packets for the Supervisors and public.
- . Attends all Board meetings, prepares meeting notices, agendas, resolutions, ordinances, creates ads for publishing, and transcribe meeting minutes.
- . Prepare and send MATIT Work Comp Wage Audit Reports and work with insurance companies to ensure policies are up to date.
- . Prepare ads and notices for filing, Absentee voting and election dates for upcoming elections.
- . Publish and post Public Accuracy Test (PAT) on voting machines and complete the test.
- . Oversee Local, Primary and General elections, train judges, prepare ballot layout and submit for publishing and ensure fair and lawful procedures are followed.
- . Create address labels and send Absentee Ballot applications and ballots to those who request them and work with Absentee Ballot Judges to manage completed Ballots according to law.
- . Perform administrative duties, including but not limited to answering phones, email and other correspondence, composing reports and/or correspondence on behalf of the Town Board and various government agencies, updating annual meeting calendar.
- . Completed several training seminars for Town Clerk.

**Owner/Operator, Wayside Café** - Tower, MN

2004-2015

Provided excellent customer service, resulting in positive dining experience.

Performed all Office Management/Staff Supervision & Training/Payroll.

Ordered all foods, supplies and equipment, cooked, waited tables, washed dishes, cleaned café and kitchen.

**Architecture/Process Analyst**, USBank Corporation - St. Paul, MN 1998-2004  
 Collected computer program information and analyzed Request for Service documentation submitted by programmers, for status and resolution and determined to approve or deny.  
 Facilitated weekly nation-wide status meetings for all departments for project detail sharing and updates.  
 Provided Senior Management status reports and follow-up on all computer programs problem status.  
 Created Request for Service training manual.

**Registered Dental Assistant**, Dr. Hyllengren/Pediatric Dental – Coon Rapids, MN  
 Chisago Lakes Dental – Chisago, MN 1995-1997  
 Assisted doctors in patient treatment and surgical procedures.  
 Performed oral hygiene duties and x-rays on children.  
 Discussed patient care and treatment plans with doctor and parents.  
 Assured and relaxed children and created pleasant dental experience.  
 Sterilized equipment, dental tools and treatment room.

**Accountant/Bookkeeper**, Chisago Lakes Dental – Chisago, MN 1991-1995  
 Maintained individual recordkeeping/billing/collection systems for three doctors.  
 Performed customer service and appointment scheduling.  
 Successfully collected funds for delinquent accounts.

**Property Manager**, Wedmark Investments – Forest Lake, MN 1986-1991  
 Responsible for the management of 13 properties consisting of 830 units.  
 Provided staffing and training needs.  
 Supervised sight managers and maintenance personnel.  
 Acquired bids and contracts for extraordinary property maintenance-window/doors/roofs.

**EDUCATION:**

- 2008-2009 **Mesabi Range Community College**, Virginia MN  
 General Studies with courses required in the medical industry
- 1997-1998 **Minneapolis Community College (MRC)**, Minneapolis, MN
- |                                   |                           |
|-----------------------------------|---------------------------|
| Intro to Programming in COBOL     | Intro to Computers        |
| COBOL 2                           | Intro to Business         |
| COBOL 3                           | PC Software               |
| Programming Logic                 | Intro to MVS/JCL          |
| Intro to Networking/Client Server | Programming Tools         |
| Intro to Databases and SQL        | Intro to Systems Analysis |
- 1993-1994 **Concorde Career Institute**, Minneapolis, MN  
 Certified/Registered Dental Assistant
- 1985-1986 **Control Data Institute**, Minneapolis, MN  
 Certified Office Technology-Microcomputer Specialist
- |                                |                                  |
|--------------------------------|----------------------------------|
| Intro to PASCAL                | Intro to Basic                   |
| Assembly Language              | Intro to dBase II                |
| DOS and CP/M Operating Systems | Business Math/10Key              |
| Accounting Fundamentals I & II | SuperCalc/Electronic Spreadsheet |