

**GREENWOOD TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
5:30 PM - March 18, 2026**

CALL TO ORDER

Chair Roskoski called the meeting to order at 5:30 PM.

Meeting was recorded for transcription and archival purposes.

PLEDGE OF ALLEGIANCE

All present recited the pledge of allegiance.

ROLL CALL

Members present: Supervisor 1-Paul Skubic, Supervisor 2-Paul Thompson, Supervisor 5-Lois Roskoski, Clerk Theresa Martinson and Treasurer Jill Clark.

Members absent: Supervisor 3-Craig Gilbert and Supervisor 4-Steve Bradach.

Others present: Resident Steve Roskoski and Media: The Timberjay.

REORGANIZATION BUSINESS

1. Swear in New Supervisors/New Clerk.

Clerk Martinson conducted the oaths of office for Supervisor Paul Skubic and Paul Thompson.

2. Nominations for Chair.

Chair Roskoski indicated she was ready to step down as Chair to allow others who may be interested. She commented on the accomplishments made over the last two years.

Moved by Skubic, supported by Roskoski to nominate and appoint Paul Thompson as Chair.

MOTION CARRIED 3-0

3. Nominations for Vice Chair.

Moved by Roskoski, supported by Thompson to appoint Paul Skubic as Vice Chair. **MOTION**

CARRIED 3-0

4. Set Regular meeting date and time. Currently: 2nd Tuesday of the month at 6:30 pm, with exception of August (due to Primary Election), March (meeting time will follow Annual Meeting) and Reorganization meeting – 5:30 PM, Wednesday, March 17, 2027.

Moved by Skubic, supported by Roskoski to approve the 2026 calendar of meeting dates as presented and included in board packet. **MOTION CARRIED 3-0**

5. Approve Depositories.

- a. Discussion on investments. Treasurer Clark shared thoughts on investments being discussed at a future meeting (April Board).

Treasurer Clark presented the official depositories as noted: Frandsen Bank & Trust, Park State Bank, and American Express. Moved by Roskoski, supported by Skubic to approve depositories as noted and presented. **MOTION CARRIED 3-0**

6. **Approve signatories on bank accounts.** Chair, Vice Chair, Clerk, Treasurer, Deputy Clerk, Deputy Treasurer.
Moved by Skubic, supported by Roskoski to approve adding and removing the following as signatories:
Remove: Debby Spicer, John Bassing, and Lois Roskoski (no longer Chair)
Add: Theresa Martinson, Clerk, Paul Thompson, Chair, and Paul Skubic, Vice Chair
Continue with: Jill M. Clark, Treasurer, and Karen Saarela, Deputy Treasurer
Deputy Clerk will be appointed at a future date. **MOTION CARRIED 3-0**

7. **Authorized signers on charge accounts:**
 - A. L&M (Fire Chief/Fire Admin/Building & Grounds Supervisor)
 - B. Menards (Fire Chief/Fire Admin/Building & Grounds Supervisor)
 - C. Y Store (Fire Chief/Fire Dept staff)Moved by Skubic, supported by Roskoski to approve the above-mentioned signers with the addition of the Assistant Fire Chief as signers on noted charge accounts. **MOTION CARRIED 3-0**

8. **Credit Cards:**
 - A. Approve Fire Chief (\$2,000 limit), Buildings/Grounds Supervisor (\$1,000 limit), Assistant Fire Chief (\$2,000 limit), and Clerk – (\$1,000 limit).Moved by Skubic, supported by Roskoski to approve credit card limits and signatures as noted with amendment of adding Assistant Fire Chief and removing EMS Captain. **MOTION CARRIED 3-0**

9. **Review upcoming training opportunities.**
 - A. MAT Short Courses: April 2nd - Grand Rapids; April 3rd – Carlton.Moved by Roskoski, supported by Skubic to approve MAT short course training and mileage expense for any Supervisor, Clerk and Treasurer. **MOTION CARRIED 3-0**

10. **Approve payment for training of Supervisors, Clerk, Treasurer, Deputy Clerk, and Deputy Treasurer for 2026 year.**
Moved by Roskoski, supported by Skubic to approve payment for training of all positions noted for 2026 year. **MOTION CARRIED 3-0**

11. **Approve official posting locations to be bulletin boards outside main office entrance and hall back entrance.**
Moved by Skubic, supported by Roskoski to approve the main office entrance and hall back entrance as the official posting bulletin board locations. **MOTION CARRIED 3-0**

12. **Approve holidays for 2026-2027, as submitted.** Moved by Skubic, supported by Roskoski to approve the holidays as presented in board packet. **MOTION CARRIED 3-0**
13. **Appoint Township Attorney.**
Moved by Roskoski, supported by Skubic to accept Michael C. Couri with Couri & Ruppe, P.L.L.P. as Greenwood Township Attorney. The rates for 2026 will be \$285 per hour for general township work and \$315 per hour for work that is billed back to property owners (requested road vacations, road encroachment agreements, etc.). **MOTION CARRIED 3-0**
14. **Appoint Official Newspaper.**
Moved by Skubic, supported by Roskoski to appoint The Timberjay as the official newspaper. **MOTION CARRIED 3-0**
15. **Adopt Resolution setting Administrative Guidelines.**
Moved by Skubic, supported by Thompson to adopt **Resolution No. 2026-04 dated March 18, 2026 (A Resolution Adopting Administrative Operational Guidelines for Greenwood Township.** **MOTION CARRIED 3-0**
16. **Confirm Annual Financial Report sent to State Auditor (due March 31, 2026).**
Moved by Roskoski, supported by Skubic to accept and approve submittal of the annual financial report sent to State Auditor by Treasurer Clark. **MOTION CARRIED 3-0**
17. **Assistant Fire Chief position.** Roskoski shared that the Personnel Committee, Fire Chief, and one Resident interviewed Brianna Lofquist and commented on the good job she is doing. They are recommending Lofquist be promoted from Fire Admin to Assistant Fire Chief. Moved by Roskoski, supported by Skubic to promote Brianna Lofquist from Fire Admin to the Assistant Fire Chief Position. **MOTION CARRIED 3-0**
18. **Board Appointments.** Board designated the following appointments for 2026:
 - A. Ambulance Committee Delegate and Ambulance Committee Alternate.
Moved by Skubic, supported by Roskoski to appoint Lois Roskoski with Craig Gilbert as Alternate. **MOTION CARRIED 3-0**
 - B. Broadband Liaison.
Moved by Skubic, supported by Roskoski to appoint Steve Bradach with Paul Thompson as Alternate. **MOTION CARRIED 3-0**
 - C. Grounds/Maintenance Supervisor.
Moved by Roskoski, supported by Skubic to appoint Craig Gilbert. **MOTION CARRIED 3-0**
 - D. Recreation Committee Liaison.
Moved by Skubic, supported by Roskoski to appoint Paul Thompson with Steve Bradach as Alternate. **MOTION CARRIED 3-0**

E. Lodging Tax Board Representative.

Moved by Roskoski, supported by Thompson to appoint Paul Skubic. **MOTION CARRIED 3-0**

F. 911 Assignment.

Moved by Thompson, supported by Skubic to appoint Lois Roskoski. **MOTION CARRIED**

G. Noxious Weed Representative.

Moved by Skubic, supported by Roskoski to appoint Paul Thompson. **MOTION CARRIED 3-0**

H. RAMS Representative.

Moved by Skubic, supported by to appoint Lois Roskoski. **MOTION CARRIED 3-0**

I. Road Supervisor.

Moved by Roskoski, supported by Thompson to appoint Paul Skubic. **MOTION CARRIED 3-0**

J. Joint Powers & Recreation Representative.

Moved by Roskoski, supported by Skubic to appoint Paul Thompson. **MOTION CARRIED 3-0**

K. Fire Department Liaison.

Moved by Roskoski, supported by Skubic to appoint Craig Gilbert. **MOTION CARRIED 3-0**

L. Personnel Committee.

Moved by Roskoski, supported by Skubic to appoint Paul Thompson and Steve Bradach. **MOTION CARRIED**

19. **Comments from Supervisors and Clerk.**

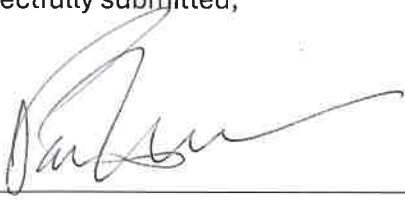
Chair Roskoski shared that there were some social media (Facebook) comments that had been shared about only the regular meetings and not the special meetings being televised. The cost is \$145/meeting. The consensus was to continue with the current protocol unless there is a bigger issue.

She also shared that former Supervisor Bassing dropped off an envelope in the exterior drop box with some keys. The key fob that is currently used to gain access to the Town Hall was not included. If the key fob is not returned by the April board meeting, further discussion will be held on holding a reimbursement check until the fob is returned.

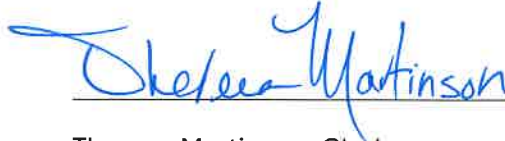
20. **Adjournment. Next meeting 6:30 PM, April 14, 2026.**

Moved by Thompson, supported by Skubic to adjourn the meeting at 6:02 PM. **MOTION CARRIED 3-0**

Respectfully submitted,



Paul Thompson, Chair



Theresa Martinson, Clerk