

# Greenwood Township Board of Supervisors

## Meeting Minutes

**May 12, 2026 - 6:30 PM**

### **CALL TO ORDER**

Chair Thompson called the meeting to order at 6:30 PM.  
Meeting is being recorded for transcription and archival purposes.

### **PLEDGE OF ALLEGIANCE**

All present recited the pledge of allegiance.

### **ROLL CALL**

Members present: Chair Paul Thompson-2, Vice Chair Paul Skubic-1, Supervisor Craig Gilbert-3, Supervisor Steve Bradach-4, Supervisor Lois Roskoski-5, Treasurer Jill Clark, and Clerk Theresa Martinson

Members absent: None.

Others present: Dan Carnicom, Julie Horihan, Jodi Summit (The Timberjay), Steve Zaudtke, J. Galonski, David Farley, Karen Saarela, Chelsea Grover, and Steve and Julie Thiede.

### **PUBLIC COMMENTS (Limited to 3 minutes)**

Steve Zaudtke shared that the Banner Program is in support of the belief that recreation brings our community together. The program provides maintenance and upkeep of all recreational activities. Their group is not actively selling banners but has been approached by community businesses and individuals. Some of the businesses have asked about signs facing the highway. There will be further conversation on placement considering trees, etc. It was shared that there would be individuals that would assist, if needed.

### **ADDITIONS/CHANGES TO AGENDA**

Moved by Thompson, supported by Gilbert to accept the addition of the following two items to May 12, 2026, board agenda: Tower 4<sup>th</sup> of July Committee donation request and Letter of Support for the MN 169 and MN 1 "Y" Store Intersection Safety Project SS4A application support letter. **MOTION CARRIED 5-0**

Moved by Skubic, supported by Gilbert to accept the agenda as presented. **MOTION CARRIED 5-0**

### **MINUTE APPROVAL**

Moved by Roskoski, supported by Gilbert to approve Minutes from Regular Meeting held April 14, 2026. MOTION CARRIED 5-0

### **FINANCIAL REPORTS**

TREASURER REPORT: Treasurer Clark shared a report on the activity in April. She did not purchase the Broadband CD as directed at April 14, 2026, board meeting. Those funds will be requested to be returned. She had reviewed items at the safety deposit box and included a list of those items. She reminded those making purchases to obtain ST3 forms for getting the township purchases tax exempt. The Cash Control Statement matches bank statement!

Moved by Roskoski, supported by Skubic to approve the Treasurer's Report. **MOTION CARRIED 5-0**

### **CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS UPDATE:**

Chair Thompson provided background on ARPA funds and shared facts and history on these funds being dedicated to broadband. A full report is available at the township hall.

The ARPA Act was set up in March of 2021 with applications due October 10, 2021. Money was distributed in mid-summer to early fall of both 2021 and 2022. These funds could be used for broadband or infrastructure projects. There were rigorous reporting requirements and strict deadlines. The obligation deadline was December 31, 2024, and all funds had to be obligated by that date and a spending deadline of December 31, 2026. Missing either of those deadlines results in return of funds. The definition of obligation is "legal commitment of ARPA funds via contracts, purchase orders, subawards, or interagency agreements". Dedicated funds are not obligated funds. Greenwood's funds were never obligated, the 2024 obligation deadline was missed, and the money will need to be returned.

CLAIMS: Moved by Roskoski, supported by Gilbert to approve claims as presented. **MOTION CARRIED 5-0**

PAYROLL: Moved by Bradach, supported by Thompson to approve payroll. **MOTION CARRIED 5-0**

TRANSFER OF FUNDS: Moved by Roskoski, supported by Bradach to approve the internal transfers of \$7,500 to pickleball designated funds and \$2,000 to walking trail designated funds. **MOTION CARRIED 5-0**

## **OLD BUSINESS**

### 1. Electrical Issues - Pavilion, shed, and light poles.

Supervisor Bradach shared that an electrician repaired damage to the conduit that was clipped, identified wire locations, updated the parking lot lights to LEDs, helped track down the power to water heater, and power to the pavilion is fixed. Power is not fixed to the recreation shed. The cost was within the \$1,500 allocated.

### 2. IRRRB Grant - Public Works application update

Chair Thompson shared that the agency board meets in May and township should have an update, prior to the next board meeting. All information has been submitted.

### 3. Lawn Mowing quotes

Four bids were received for the 2026-2027 mowing season as follows:

Dale Horihan-\$250/mow; Vermilion Outdoor Services (Cade Lofquist)-\$250/per service; RCA Property Management & Motorwerx LLC (Ryan and Courtney Aker)-\$275/per time and Swanson Outdoor Services (Dakota Swanson)-\$220/mow + sales tax.

(note: Township is exempt from sales tax).

Moved by Bradach, supported by Roskoski to accept the low bidder, Swanson Outdoor Services, for a two-year lawn mowing contract (2026-2027) in the amount of \$220/per mow. **MOTION CARRIED 5-0**

### 4. Cleaning Position – Personnel Committee recommendation and Job Description approval

Supervisor Bradach and Chair Thompson conducted two interviews out of applications received. Recommending Mike Nystrom be hired as Custodian at \$30/hour. The position currently is 8-10 hours/month.

Moved by Bradach, supported by Gilbert to hire Mike Nystrom as Part-Time Cleaning Position “Custodian” at \$30/hour. **MOTION CARRIED 5-0**

Moved by Roskoski, supported by Skubic to adopt the Part-Time Cleaning Position “Custodian” job description. **MOTION CARRIED 5-0**

### 5. Bridge update / Isle of Pines funding

Chair Thompson shared a detailed report on the update on bridge repair, ownership, and return of bridge funds. This report is available at the town hall. Greenwood Township is owner of Bridge 312. Per the inspection report, minor repairs would need to be completed and if under \$500, the county would complete the work. For future replacement of bridge, state funds would be available with matching \$10,000 from township. St. Louis County Attorney’s Office and the State Auditor have been contacted about the return of \$39,166 funds to the Isle of Pines Home Association in 2023. Of the \$31,000, the HOA has spent \$20,000 on road improvements and maintenance.

**OLD BUSINESS (continued):**

Bridge update / Isle of Pines funding

Going forward, Thompson and Bradach as homeowners on Isle of Pines will recuse themselves from further discussions. Isle of Pines Home Association will not expend any more of the remaining funds.

6. **Resolution** - City of Tower Airport Zoning Ordinance/Establishing Joint Zoning Board  
City of Tower is looking to extend the runway at their airport. They are forming an Airport Zoning Board. Greenwood was invited to be a participant in the expansion to include flight zones that are over areas in part of Greenwood Township.

Moved by Bradach, supported by Gilbert to adopt Resolution No. 2026-07, a resolution authorizing the creation of a joint airport zoning board contingent by no funds being expended by Greenwood Township. **MOTION CARRIED 5-0**

7. Public Water Source

Chair Thompson tapped on the pressure tank and shared that it appeared that it just running on well pump and has probably been for some time. A plumber found that the pressure tank had a leak, and this meant the filtration media was not being properly washed overnight. Plumber also installed two water meters to monitor usage of both interior and exterior. Another water sample will be collected to see what the arsenic levels are currently. Once the pressure tank is operating properly, it will be researched to update the filtration media.

8. Trail Project

Vice Chair Skubic shared that he has been in contact with contractors; however, road restrictions are currently on so, it may cause a delay in commencing project. A reminder of the 25<sup>th</sup> Anniversary of the Trail.

**NEW BUSINESS**

1. Tower-Soudan Joint Powers Recreation Board donation request letter dated April 14, 2026.

and 3. Tower Cemetery donation request letter dated April 8, 2026

Moved by Roskoski, supported by Gilbert to table the Tower-Soudan Joint Powers Recreation donation request and the Tower Cemetery donation request letter dated April 8, 2026, until next month's board meeting (June 9, 2026) after review of budget and up to date donations. **MOTION CARRIED 5-0**

2. Elections – Judge appointment

**Resolution Amendment 2026-01**

Clerk is reviewing the list of judges appointed in January along with the St. Louis County lists provided to township for consideration. Any recommendations will be made at next month's meeting.

**NEW BUSINESS (continued)**

3. Set special meeting, attorney client privilege, to discuss pending litigation. Moved by Roskoski, supported by Gilbert to set a special meeting, recognizing the attorney client privilege, to discuss pending litigation. **MOTION CARRIED 5-0**

4. Archived emails, .gov email addresses  
Board discussed costs and the importance of email documentation. A policy should be considered.

Moved by Bradach, supported by Gilbert to pay fee to backup old emails and archive monthly until decide differently. **MOTION CARRIED 5-0**

**Additional New Business items added**

Moved by Roskoski, supported by Gilbert to donate \$100 to the Tower 4<sup>th</sup> of July Committee. **MOTION CARRIED 5-0**

Moved by Bradach, supported by Gilbert to send a letter in support of the MN 169 and MN 1 “Y” Store Intersection Safety Project SS4A. **MOTION CARRIED 5-0**

**SUPERVISOR REPORTS**

**Thompson** Joint Powers & Recreation Representative

**Pickleball is set up, higher quality of nets for tennis, additional sponsorships discussed earlier, and June 28<sup>th</sup> is the community picnic date. Clean up has occurred as well as blowing gravel out of parking lot.**

Noxious Weed Representative

Personnel Committee

Recreation Committee Liaison

Broadband Alternate

**Techbytes will properly dispose of old computers and medical equipment will be transferred to a viable community service provider.**

**Skubic** Lodging Tax Board Representative  
Road Supervisor

**Working on getting an estimate on filling potholes on Birch Point Extension. Gilbert expressed concern about parking lot having multiple cracks. Clerk will contact St. Louis County Engineer/Public Works for consideration of crack sealing with their department.**

- Bradach**      Broadband Liaison  
                          **CTC will be hosting, a “Meet and Greet” on May 20<sup>th</sup> at the township hall for anyone interested in attending.**  
                          Personnel Committee  
                          Recreation Committee Alternate  
                          **Followed up with insurance company regarding additional policy needed. Last five loss reports, only one noted.**
- Gilbert**      Fire Department Liaison  
                          Grounds and Maintenance  
                          Ambulance Committee Alternate
- Roskoski**      Ambulance Committee  
                          RAMS Representative  
                          911 Assignment

**FIRE DEPARTMENT REPORT**

1. Fire Chief update

Chief Trancheff – One fire call last month. Four prescribed burns for the last two months. Department has initiated pre-planning with Fortune Bay with multiple departments and National Wildfire Training has continued. He is working on selling the unused equipment. There have been three training courses, one each week, except one, over the last month. The boats (Birch Point and Gruben’s) are on the lake and have been serviced and new life vests were purchased.

Moved by Gilbert, supported by Thompson to hire Lucas Nygren (FF/EMR) and Joshua Sherman (EMR) contingent on background checks. **MOTION CARRIED 5-0**

Trancheff will provide a detailed report on using an 100x100 ft area in the woods for clearing, fuels mitigation, and potential test burn. This would only take place, if conditions were favorable, and MN North instructors and DNR would be onsite.

Moved by Gilbert, supported by Thompson to grant approval to dig small ditch as training exercise, non-fire and non-visible (behind tree line), and on township property. **MOTION CARRIED 5-0**

**CLERK REPORT**

1. Deputy Clerk appointment

Clerk Martinson has appointed Gwen Potter as Deputy Clerk for Greenwood Township. Potter has township experience, state government experience and has worked with CTAS. She is quite knowledgeable.

**CLERK REPORT (continued)**

Potter will cover days and hours while clerk is on vacation or unable to work. In addition to working those covered hours, Potter has requested training hours to keep up to date with clerk duties such as elections and record keeping.

Moved by Gilbert, supported by Thompson to grant Gwen Potter, 4 hours/month contingent if more needed to come to board. Additional hours are for training, in addition to working hours. **MOTION CARRIED 5-0**

2. Correspondence: MAT letter dated April 30, 2026 (District 10 Rep), Mn Cooperative Summit – July 29, 2026 – Duluth, MN, Town Law Review educational event – June 5, 2026.

Clerk shared the noted correspondence received with board.

**ADJOURNMENT**

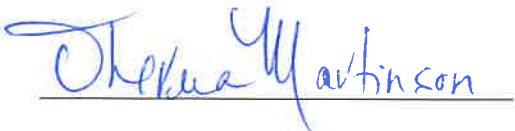
Moved by Gilbert, supported by Skubic to adjourn the meeting at 8:26 PM. **MOTION CARRIED 5-0**

Respectfully submitted and signed:



Paul Thompson, Chair

Recorded and attested:



Theresa Martinson, Clerk