

GOODWILL TOWNSHIP

St. Louis County, Minnesota

8025 Oak Narrows Road, Unit B, Cook, MN 55723

www.goodwilltownship.org 218-660-0028

Goodwill Board Meeting Minutes November 18, 2025

Board Member's Present:	Supervisors: Bill Michaelson, John Jordan, Treasurer Ross Polley, Clerk Pam Towle
Board Member Absent:	Supervisor Rock Gillson
Other's Present:	Deputy Clerk Pam Olson, Jim Taitt, Valerie Taitt, Deputy Sheriff Brett Lucas

Call to Order: Chair Michaelson called the Goodwill Board Meeting to order at 5:59 p.m. on Tuesday, November 18, 2025 at the Lake Vermilion Fire Brigade conference room located at 8025 Oak Narrows Road, Cook, MN and the Pledge of Allegiance was recited.

Motion: **Approve the claims list for Claims #005-#006 for \$57.39**, moved by Chair Michaelson, seconded by Supervisor Jordan, the vote passed (2 Aye, no opposed) and the claims are approved.

Motion: **Approve the Payroll ending 10/31/25, 4 items in the amount of \$16,505.74.** Made by Chair Michaelson, seconded by Supervisor Jordan. The vote was in favor (2 Aye, no opposed) and the claims are approved. Chair Michaelson directed Treasurer Polley to sign "Not Paid for Want of Funds".

Motion: **Approve the October 21, 2025 Town Board Meeting Minutes**, made by Supervisor Jordan, seconded by Chair Michaelson, the vote was 2 Aye, no opposed and the minutes are approved.

Treasurer's Report: Lack of funds, there has been no bills paid. Discussion was made in the discrepancy of dollar amounts in hour submitted claims and was explained that the exact numbers are difficult to tally as the program won't total things until actual payments are made, and we are working with 2025 tax tables and won't be paid until 2026. It was agreed that in the future there will be acknowledgement of hours without voting to approve. The total money to be paid will be submitted to the Board when funds are available.

Motion: **To withdraw any prior approval for payroll based on changes that accrue before we have revenue to pay**, made by Supervisor Jordan, seconded by Chair Michaelson, the vote was affirmative (2 Aye, no opposed) Payroll hours will be submitted to the board each month. Agree to acknowledge the hours monthly and final expense will be approved when funds are available.

Also, there are now three outstanding vendor bills, Cook New's Herald with delinquent reminders, the Timberjay Newspaper and the Minnesota Association of Township. **Motion:** **Treasurer Polley purchases the receipt book and checks and submits a claim to be reimbursed.** Motion made by Supervisor Jordan, seconded by Chair Michaelson, the vote was in two in favor, no opposed. Treasurer Polley was directed to purchase them and submit the claim for reimbursement.

Motion: **Supervisor Jordan will handle the credit card situation for Goodwill Township, and also approve an Amazon Business account.** Made by Chair Michaelson, seconded by Supervisor Jordan, the vote was two Ayes and no opposed and Supervisor Jordan will investigate. Any credit card would not be used until we have funds.

Deputy Clerk Olson is currently tracking payroll hours for the board and took on payroll responsibilities at this time.

MN workplace posters will be obtained and Supervisor Jordan will discuss the location of the posting with the Lake Vermilion Fire Brigade Board.

Chair Michaelson informed the Officers of the upcoming MAT Conference to be held at the St. Cloud Civic Center December 11-13, 2025, and reminded those in attendance of the need for a logo.

The Minnesota Statute 379.06 Apportionment of Funds: Taxes. Supervisor Jordan was directed to contact the St. Louis County and set up a meeting to take a second look at possible funds for Goodwill Township. This could be an informal meeting and posted as a Special Town Board Meeting so more Board Members could attend.

Supervisor Jordan reported the roads and contracts for summer maintenance will be explored prior to February 2026.

Motion: Chair Michaelson moved to suspend the reading of the Resolutions, seconded by Supervisor Jordan, the vote was 2 Aye, no opposed, and the motion passed.

The Full Resolutions are on file:

Motion: Adopt Resolution #2025-13 Resolution Establishing an Administrative Policy, moved by Chair Michaelson, seconded by Supervisor Jordan, vote was 2 Aye, no opposed, the resolution was adopted.

Motion: Adopt Resolution #2025-10 Resolution Designation Polling Place and Hours, Officer Terms and Ballot Question, Publication of Notices and other Election Administration Determinations, moved by Chair Michaelson, seconded by Supervisor Jordan, vote was 2 Aye, no opposed, the resolution was adopted.

Motion: Adopt Resolution #2025-11 Resolution Governing Write-In Counting, moved by Chair Michaelson, seconded by Supervisor Jordan, vote was 2 Aye, no opposed, the resolution was adopted.

Motion: Adopt Resolution #2025-12 To Adopt Earned Sick and Safe Time Policy, (employees only).

Moved by Chair Michaelson, seconded by Supervisor Jordan, during discussion the board chose **option 1, the ability to carry over**, vote was 2 Aye, no opposed, the resolution was adopted.

Motion: To Adopt the Compensation and Reimbursement Policy for Township Officials as printed in our policy book, moved by Chair Michaelson, seconded by Supervisor Jordan, the vote was two Aye, no opposed. Motion passed.

Paid Leave includes elected officials, by State mandate must be posted by December 1st and by takes effect on Jan 1st, 2026. **Motion: Goodwill Township pay the .66% of salaries into the State Paid Leave Fund**. Motion made by Chair Michaelson, and seconded by Supervisor Jordan. The vote was favorable, two Ayes, no opposed, **an amendment to add Deputy Clerk, Pam Olson as the Paid Leave Administrator. Made by Chair Michaelson, seconded by Supervisor Jordan, vote was two Ayes, no opposed, Motion carried**. (Medical leave .46%, Family leave .2% Total of .66%).

Elections: Candidate filing dates are December 31, 2025 thru January 13, 2026. The candidate filing must also be open from 1:00-5:00 p.m. on January 13, 2026. A notice will be posted in the Goodwill Township Posting Box at the Lake Vermilion Fire Brigade building and will be published in both the Cook New's Herald and the Timberjay Newspaper and also on the Goodwill Township web site with the updated information. **The Board appointed Deputy Clerk Pam Olson as the Filing Officer** and her contact information will be published for appointments. Pam Olson will give instructions on how to file from 5:00-5:45 p.m. on Tuesday, December 16, 2025 at the LVFB building prior to the Town Board Meeting. The Ballot will need to be approved by an attorney; Supervisor Jordan will contact the Deputy Administrator of Cook regarding the attorney they use.

Motion to adjourn the meeting, made by Supervisor Jordan, seconded by Chair Michaelson, motion passed with 2 Ayes and no objection. The meeting was adjourned at 7:26 p.m.

Approved on December 16, 2025

William Michaelson, Chairman

Attested:

Pamela Towle, Clerk