

GOODWILL TOWNSHIP

St. Louis County, Minnesota
8025 Oak Narrows Road, Unit B, Cook, MN 55723
www.goodwilltownship.org 218-660-0028

Goodwill Special Board Meeting Minutes March 11, 2026

Board Member's Present: Supervisors: Bill Michaelson, John Jordan, Rock Gillson
Clerk Pam Towle

Other's Present: Deputy Clerk Pam Olson

Call to Order: Chair Michaelson called the Goodwill Special Board Meeting to order at 9:17 a.m. on Wednesday, March 11, 2026 at the Lake Vermilion Fire Brigade conference room located at 8025 Oak Narrows Road, Cook, MN immediately following the Board of Canvass Meeting and the Pledge of Allegiance was not repeated.

The purpose of this meeting is to consider, discuss, and possibly act on hiring for the clerk & treasurer positions.

The question on the ballot for Option B to hire the Clerk and Treasurer position passed. The 2025 Manual on Town Government from Minnesota Association of Townships, Minnesota State Statutes, and draft Administrative Guidelines for Goodwill Township Clerk and Treasurer positions were distributed.

Deputy Clerk Pam Olson has contacted several Clerks and Treasurers around the area to see if there is any interest in serving Goodwill Township as well. There has been no interest to this point with one not responding yet.

All supervisors are interested in hiring Pam Olson for Clerk. Hiring for the clerk and treasurer positions can take place after the seven-day recount period has expired. After identifying three potential candidates for the treasurer's position, Chair Michaelson offered to contact each of the persons in the order directed by the board, with the deadline to respond by the March board meeting. The person hired could be eased into the position with more duties added as experience is acquired. If no one is interested in the treasurer position, the Board would need to consider advertising to fill the position.

There is nothing in statute that the Board of a Township must post for a position. (Counties may need to post per their internal policy). MN is a right to work state. Supervisor Michaelson added the Board can hire anytime, or fire at any time, AT WILL. An accurate job description and guidelines, and a written offer of employment is essential to communicate responsibilities. When hiring, stating the terms and conditions gives a valid basis if termination becomes necessary.

Due to the fact that the township doesn't have a town hall or town office, the clerk's office would be at the clerk's home. Much discussion was held regarding the advantages and disadvantages to changing the township mailing address to the clerk's office. The logistics and

costs of having the clerk drive to the LVFB mailbox wouldn't be practical or efficient. The suggested solution was to have all remittances mailed to the clerk's office, but retain the mailbox at the LVFB, which would be checked periodically by a supervisor.

The prospective clerk suggested that township documents be stored on an external drive and in the cloud. Essential documents, such as minutes, resolution, policies, contracts, would also be retained in their original paper format. If the township purchases a fireproof cabinet for storing essential and historical township documents, the cabinet could be stored at the LVFB. Going forward, board members may be able to access their meeting packets through the website staff log-in. A township asset list will be created with current asset and updated as necessary.

Because a clerk orders most of the township supplies, it would be reasonable to allow the clerk to use a township credit card in lieu of getting reimbursed for township purchases. The Township has a Credit Card Policy in place and the credit union will be contacted for details.

The clerk's current printer was found to not be efficient in that it didn't print color and only scanned one-sided. A new printer should be ordered that meets the needs of the office. Another important tool to be acquired will be Adobe Pro software.

The Board conducted an extensive discussion for the positions regarding experience, job expectations, salary verses hourly, prospective pay scales, cost of living increases, annual performance evaluations, and other related topics. All township payroll should be paid monthly, by direct deposit. The proposed pay scale to justify hiring wages was based on experience and skills: \$35-\$45 for the clerk and \$30-\$40 for the treasurer.

The Board consensus for the clerk's position was to make an offer of employment at the March 17th Town Board meeting to hire Pam Olson as the Town Clerk. The effective date would be Wednesday, March 18, 2026. The starting pay agreed to was \$45.00 per hour with overtime after 40 hours per week.

Motion to Adjourn made by Supervisor Jordan, seconded by Supervisor Gillson, the vote was unanimous and the meeting was adjourned at 11:19 a.m.

Approved on March 17, 2026

John Jordan, Chair

Attested: Pamela Towle, Clerk