

# GOODWILL TOWNSHIP

St. Louis County, Minnesota  
Location: 8025 Oak Narrows Road, Cook  
Mail Delivery: 7406 Ahlgren Rd, Orr, MN 55771  
www.goodwilltownship.org 218-660-0028

## Goodwill Town Board Meeting Minutes March 17, 2026

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

Other's Present: Deputy Clerk Pam Olson, Jessica Arjavec

**Call to Order:** Clerk Pam Towle called the Goodwill Town Board Meeting to order at 6:00 p.m. on Tuesday, March 17, 2026 at the Lake Vermilion Fire Brigade conference room located at 8025 Oak Narrows Road, Cook, MN. The pledge was recited and roll call taken.

**Election Results & Oaths of Office:** The clerk announced the official election results: Seat A, one-year term – John Jordan; Seat B, two-year term – Rodney Gillson; Seat C, three-year term – William Michaelson. Option B passed with 32 votes in favor and 5 votes against. The clerk issued each elected official their Certificates of Election and administered the Oath of Office.

**Reorganizational Meeting:** Supervisor Gillson nominated Supervisor John Jordan as Board Chairman; Supervisor Michaelson seconded. All in favor; motion carried. Supervisor Gillson nominated Supervisor Bill Michaelson as Vice Chairman; Supervisor Jordan seconded. All ayes; motion carried. Each item in the following Reorganization List was discussed. Supervisor Michaelson moved to accept the reorganization list as outlined; Supervisor Gillson seconded. The motion passed by a unanimous vote.

### Reorganization List:

| Action:                             | Approved for 2026:   |
|-------------------------------------|--|
| Town Board Chair                    | John Jordan  |
| Town Board Vice-Chair               | Bill Michaelson  |
| Town Board meeting date             | 3rd Tuesday  |
| Town Board meeting location         | Lake Vermilion Fire Brigade  |
| Official newspaper                  | The Timberjay  |
| Official posting place              | Lake Vermilion Fire Brigade  |
| Town depository                     | North Star Credit Union  |
| Designated officials to sign checks | Chair - John Jordan; Vice Chair - Bill Michaelson<br>Clerk – TBD later in meeting; Deputy Clerk – TBD later in mtg<br>Treasurer – TBD later in meeting; Deputy Treasurer – TBD |
| Mileage reimbursement rate          | Current federal mileage rate (2026-72.5¢/mile)   |
| Credit card users                   | TBD later in meeting   |

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|--|--|
| Consider potential conflicts of interest | John J.- LVFB Board of Directors, Cook Economic Development Authority, Cook Chamber of Commerce President, and Airport Commission Chair; Rock G.- Life of Riley Sand & Gravel part owner |
| <b>Liaisons:</b>                         | <b>Assigned for 2026:</b>  |
| Budget                                   | Bill Michaelson  |
| Fire Department                          | John Jordan  |
| Insurance                                | John Jordan  |
| IT & website                             | Bill Michaelson  |
| Road & Bridge                            | Bill Michaelson  |
| Weed Inspector                           | Rock Gillson   |

**Introduce treasurer candidate:** Jessica Arjavec was introduced as a potential hire for the town treasurer position. Jessica provided her resume to the board which sparked several interview questions from the board. She has been the Beatty Town treasurer for five years and estimated her duties there take approximately 8-10 hours per month.

**Treasurer position:** After Ms. Arjavec left the meeting, the Board discussed their options for hiring a treasurer and potential deputy treasurers. Supervisor Michaelson moved to hire Jessica Arjavec for the position of Town Treasurer for a start date of April 1, 2026. The compensation rate of \$35.00 per hour, paid monthly, non-exempt. Meeting pay is at \$75.00 per meeting and training pay at \$150 per day or \$100 per half day; with benefits as a part-time employee of PERA Coordinated Plan, Earned Sick and Safe Time, Paid Leave, and mileage reimbursement. The role expectations as outlined in the attached Administrative Guidelines for the Treasurer. She is to respond to the offer by March 24, 2026. The treasurer would be allowed to work from home. Chair Jordan seconded the motion, which passed by unanimous vote.

**Clerk's Report:** Clerk Towle reported that Exhibit A of the road contract with St. Louis County defines that it took back all roads except Niles Bay Forest Road at 2.89 miles and Randa Road at 1.04 miles. The clerk reported that there are MAT member cards which allow for various discounts. Clerk Towle informed the Board that she would be turning over the township property and files to the new clerk and expressed how honored she was to have served as the township's first clerk. In regards to an email pertaining to a LPHE (Lower Potency Hemp Edibles) request for a Certificate of Occupancy, the board was informed all land use and licensing authority belongs with the county. The deputy clerk will respond to the resident informing them that they need to contact the St. Louis County Land Use Office. Deputy Clerk Olson expressed her gratitude for the election judges who worked at the March 10<sup>th</sup> election.

**RAMS:** Chairman Jordan reported that a RAMS membership was \$430 per year. RAMS (Range Association of Municipalities & Schools) is a lobbying organization working for the benefit of range entities. The topic was tabled until the next meeting when the goals of the association are clearer and the advantages to township membership are defined. Paul Peltier, a RAMS representative, may be contacted to provide more information.

**Pass-through PILT funds:** Chairman Jordan informed the board that the county was collecting the town portion of the PILT (Payment in Lieu of Taxes) funds as the township was unorganized at the time. Those town payments should have been distributed by the county to the Lake Vermilion Fire Brigade for “ongoing operations and maintenance of the facility”. The county did not distribute the second half of 2025 and will be correcting that distribution by issuing payment to Goodwill Township to pass-through to the LVFB. With the organization of the township, the town distribution will hereafter be dispersed to the township twice per year.

**Purchase of equipment for clerk:** Supervisor Michaelson moved to spend no more than \$1,200.00 on the purchase of a printer, toner for the printer, and Adobe Pro program. Chairman Jordan seconded. The printer prints color and is dual-sided scanning. All ayes; motion carried.

**Town mailing address change:** Supervisor Michaelson moved to list the addresses on the website and letterhead with two different addresses; the meeting location 8025 Oak Narrows Road and mailing address 7406 Ahlgren Road, Orr MN 55771, and the return address on envelopes would be 7406 Ahlgren Road, Orr MN 55771; Supervisor Gillson seconded. All ayes; motion carried.

**Logo design:** Supervisor Gillson reported that he is still collecting concepts for a township logo that represents the area. His intention is to provide mocked up designs on the website and decide at the September 1st continued annual meeting. The design could be trademarked.

Board members discussed having a community social time and meal either before or after the continued meeting. Board members would volunteer their cooking talents and donate the ingredients. Details to be worked out included how to notify residents, cost to use the kitchen, and RSVPs.

**Hire clerk:** Supervisor Michaelson moved to offer Pam Olson the position as township clerk as per the written Offer of Employment; Chairman Jordan seconded. The start date would be March 18, 2026; compensation at \$45.00 per hour, paid monthly, non-exempt. Meeting pay is at \$75.00 per meeting and training pay at \$150 per day or \$100 per half day; with benefits as a part-time employee of PERA Coordinated Plan, Earned Sick and Safe Time, Paid Leave, and mileage reimbursement. The role expectations are as outlined in the attached Administrative Guidelines for the Clerk. The motion passed unanimously. Ms. Olson accepted the offer and took the Clerk Oath of Office.

**Resolution #2026-04 Bank Signers:** Chairman Jordan moved to accept the bank signers and credit card holders as outlined in Resolution No. 2026-04 Amending the Signers for the Township Accounts and Credit Card at the North Star Credit Union; Supervisor Michaelson seconded. All ayes; motion carried. (Full resolution on file.)

**Contracting conflict of interest:** There may be a potential conflict of interest if in an emergency, the grader operator needed road materials for the township roads on the north side of the township and it was necessary to obtain them from the Riley Sand and Gravel

pit. Supervisor Gillson will provide rates for road materials from that pit. The topic was tabled pending further information.

**Consent Agenda:** Supervisor Michaelson moved to approve the consent agenda; Supervisor Gillson seconded. All ayes; motion passed.

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|--|------------------|-----------------|------------|
| <b>CONSENT AGENDA:</b>                                   |                  |                 |            |
| Approval of February 17, 2026 Town Board Meeting Minutes |                  |                 |            |
| Approval of March 11, 2026 Board of Canvass Minutes      |                  |                 |            |
| Approval of March 11, 2026 Special Town Board Minutes    |                  |                 |            |
| Acknowledge March 10, 2026 Annual Meeting Minutes        |                  |                 |            |
| Claims List for Approval                                 | 2/18-3/17/26     | Claims #022-023 | \$247.86   |
| Election Judge Payroll                                   | 3/10/26 Election | 3 items         | \$363.00   |
| Acknowledge hours thru                                   | 2/28/26          | 1 item          | 90.5 hours |

**Financial Reports:** Supervisor Michaelson moved to accept the Financial Reports for January and February 2026; Supervisor Gillson seconded. The ending bank balance as of 2/28/26 was \$79,094.53. All ayes; motion passed.

**2026 Schedule of Meetings:** Supervisor Michaelson moved to approve the 2026-2027 Schedule of Town Board Meetings; Supervisor Gillson seconded. All ayes; motion passed.

**MAT Short Courses:** Supervisor Michaelson moved to allow Chair Jordan and Clerk Pam Olson to attend the MAT Short Courses and its their choice on whether to turn in for reimbursements.; Supervisor Gillson seconded. All ayes; motion carried.

**Adjournment:** Supervisor Gillson moved to adjourn the meeting; Supervisor Michaelson seconded. All in favor; motion passed and meeting was adjourned at 8:26 p.m.

Approved on April 21, 2026

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John Jordan, Chairman

Attest:

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Pamela Olson, Clerk