

**FOREST TOWNSHIP  
SUPERVISORS MEETING MINUTES**

Date and Time of Meeting: January 10, 2017, 6:30 p.m.		
Present: Tim Holzkamm, Lynn Lindow, Supervisors; Donna Waliczek, Treasurer, Carol Peterson; Clerk. Absent: Barb Christiansen; supervisor Visitors: Dan Bergstrom		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in Reorganizational Meeting	a. Swearing in new and re-elected officers  b. Select Town Board Chairperson and co-chair  c. Post Schedule of Meetings d. Designate official Newspaper e. Set compensation for town officers and employees  f. Designate duties for each Officer  g. Designate Bank as depository h. Consider conflict of interest issues i. Review town's AWAIR plan-accident and injury reduction plan  j. Inventory of Town ordinance book and resolution Book k. confirm the Town financial reporting form has been completed and returned to MN auditor's office. l. Identify upcoming training opportunities m. Confirm list of officers (sign)	A. Barb will be sworn in asap B. Tim Holzkamm nominated as chair Lynn co-chair C. Dates were reviewed and set. D. PR Enterprise E. \$10/hr, \$50 meeting, \$100.00 all day meetings. Treasurer & Secretary annual salary \$ 1,000. Election judges \$50.00 1-3hrs \$100.00 4 or more hrs. Mileage as set by state of MN. F. Tim- town hall and dump. Lynn-zoning, weeds & website Barb-Roads G. Citizens National Bank-PR H. none found I. reviewed. Fire alarm needed in town hall J. reviewed K. in process end of Month  L reviewed M. completed. Motion by Tim to accept reorganization updates and changes

		Second Lynn Motion carried.
<ul style="list-style-type: none"> <li>• Consent agenda: <ul style="list-style-type: none"> <li>• December 13, 2016 minutes</li> <li>• Treasurers Report</li> <li>• Approval of Claims List</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Reconciliation of books- tabled to February</li> <li>• Approval of a December payroll check</li> <li>• W-2s to be prepared and sent by end of Jan.</li> <li>• CTAS claims report</li> </ul>	Motion by Lynn to accept consent agenda Second by Tim Motion carried
<ul style="list-style-type: none"> <li>• Public Comment</li> </ul>	None	
<ul style="list-style-type: none"> <li>• Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <li>• MAT Officers list</li> <li>• 2016 Minutes and bills will be filed at township hall</li> <li>• Becker Co Local Board of Appeal and Equalization training – who is current for 2017? MAT training January 17th</li> <li>• MAT sent out one 2017 calendar</li> <li>• Jan. 31<sup>st</sup> due date State &amp; Fed. Payroll Reports and W2's</li> <li>• PERA Exclusion Report for 2015 completed and sent.</li> <li>• Completed and sent out 1099s and 1096 report</li> <li>• 2017 MATIT workers compensation Audit sent.</li> <li>• Township dues state and city</li> <li>• Mileage reimbursement for 2017 is \$.53.5</li> <li>• New notary stamp purchased</li> <li>• I will be gone for Feb. Meeting and Lisa will fill in.</li> <li>• MN Pollution Control letter for public comment</li> </ul>	Barb and Lynn are current.
<ul style="list-style-type: none"> <li>• Board Member Reports <ul style="list-style-type: none"> <li>• Town Hall</li> <li>• Trash/Recycle</li> <li>• Roads</li> <li>• Planning Commission</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Needs fire alarm</li> <li>• Dump and cameras – frozen lock Dumpsters are overflowing</li> <li>• Discussed plowing roads after snowstorms. Some roads had only single lanes opened and weren't widened out. Asked Dan to be sure that all roads are plowed completely open. City Rd 129 to the town hall needs to have drifts pushed further back off road. Dan will take care of this</li> <li>• Vacating Horse Shoe Cul de Sac – waiting for cul de sac description from Meadowland.</li> <li>• Black Bear Road – Logging - spring</li> </ul>	<p>Tim will purchase</p> <p>Tim will call Jean at White Earth Sanitation and is thawing out lock</p>

• Weed Report		
Old Business	• Replacing Public Notice Board-spring	
New Business	<ul style="list-style-type: none"> <li>• Carsonville Fire contract – Tim and Lynn attended meeting. Next year there will be a reduction for Township; a result of changing property values and amount of tax forfeit land.</li> <li>• Contract for Property Assessment – Lisa Marschall. No business. Lisa signed an extended contract last year.</li> <li>• Email communication with Board Members When a Board member gets and response to a residents' emails it should be copied to all Board Members for information only. If a Dan Bergstrom is contacted for plowing an email should be sent to all Board Members.</li> </ul>	
Adjourn	Lynn moved to adjourn. Tim Second Motion passed.	

Tim Holzmann  
Tim Holzmann Chair Date

Lynn Lindow 2/14/17  
Lynn Lindow Date



Barb Christiansen  
Barb Christiansen Date  
2/14/17

Lisa D. Jackson 2-14-17  
Carol Peterson Clerk  
Lisa D. Jackson Deputy Clerk

Date Range : 1/9/2017 To 1/10/2017

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Del</u>
01/10/2017	Itasca Mantrap Coop Elec.Assoc.	electricity	2403	\$159.00	100-41940-381-	General Government Buildings and Plant	\$159.00
01/10/2017	PERA	2016 Salary deductions	2404	\$666.00	100-41001-120-	General Government	\$666.00
01/10/2017	United States Treasury	Annual Medicare- federal tax Return 2016 form 944	2405	\$193.18	100-41501-120-	financial administration	\$193.18
01/10/2017	MN Ass. of Townships	2017 County and State dues Carolyn Kohler	2406	\$415.28	100-41001-300-	General Government	\$415.28
01/10/2017	John LaFond	general election judge nov 2016	2407	\$89.96	100-41410-104- 100-41410-331-	Elections Elections	\$50.00 \$39.96
01/10/2017	White Earth Sanitation	November garbage	2408	\$388.62	100-43230-384-	Waste (Refuse) Collection	\$388.62
	<i>Carsonville Fire</i>		<i>2409</i>	<i>\$1,536.00</i>			<i>1536.00</i>
	<i>Dan Bergstrom</i>		<i>2410</i>	<i>2,125.00</i>			
<b>Total For Selected Claims</b>				<b>\$1,912.04</b>			<b>\$1,912.04</b>
				<i>\$1940.04</i>			

Date Range : 1/9/2017 To 1/10/2017

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>De</u>
	Barb Christiansen		Town Supervisor				Date
							1/10/17
	Lynn Lindow		Town Supervisor				Date
							10 Jan 17
	Tim Holzmann		Town Supervisor				Date