





**FOREST TOWNSHIP
SUPERVISORS MEETING MINUTES**

Date and Time of Meeting: December 12, 2017, 6:30 p.m.		
Present: Tim Holzkamm, Barb Christiansen, Lynn Lindow; Supervisors, Donna Waliczek; Treasurer and Carol Peterson; Clerk Absent: Visitors: none		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Consent agenda: <ul style="list-style-type: none"> • November 14, 2017 minutes • Treasurers Report • Approval of Claims List 	<ul style="list-style-type: none"> • Fund transfers and accounting • CTAS claims report 	Motion by Barb to authorize the Treasurer to make transfers from Forest Township Money Market Fund to Forest Township Checking account as necessary to pay bills until the Board decides differently. Second by Lynn. Motion carried unanimously. Motion by Lynn to accept the consent agenda. Second by Barb. Motion carried Unanimously.
<ul style="list-style-type: none"> • Public Comment 		
<ul style="list-style-type: none"> • Clerk's Repor 	<ul style="list-style-type: none"> • Clerks' training 12/5/17 – elections and possible primary date change for 2020 • Workmen's Compensation Audit – due 1/31/18 • Becker County plan for ACH payments- start 6/18 • Federal Census surveys will be sent out in 2018. • Carsonville Contract Meeting – Jan. 3rd 7:30 Town Hall • Draft meeting calendar for 2018 	<ul style="list-style-type: none"> • Tim and Lynn plan to attend
Board Member Reports <ul style="list-style-type: none"> • Town Hall • Trash/Recycle 	<ul style="list-style-type: none"> • Faucet repair – Tim has a plan • Violations follow up – process for adding to property tax – The Township Board has to pass a motion for special assessment to individual property owners and send to the County Auditor by September of the year. Gadberry - Anderson _Zarembinski Tim presented letters to send out for current violations with a 30 day deadline. All will be sent registered mail. 	<ul style="list-style-type: none"> • Tim will sent out the 3 violation letters. Copies to file

<ul style="list-style-type: none"> • Roads • Planning Commission • Weed Report 	<p>All violations will be reviewed for action at the earliest Board Meeting.</p> <ul style="list-style-type: none"> • Resident request for application of Calcium Chloride on Red Top Road Discussed the purpose of applying treatment to roads as maintenance to hold binder in place. Reviewed past arrangements with residents on Red Top Road and calcium chloride application. • building permits – None • Annual Township and City Reports for noxious weed control. Due 12/15/2017. 	<ul style="list-style-type: none"> • Put request on March Annual Meeting Agenda • Report reviewed and signed by Tim Holzkamm; Chair. Clerk will send.
<p>Old Business</p>	<ul style="list-style-type: none"> • 	
<p>New Business</p>	<ul style="list-style-type: none"> • Motion for Bank Citizen's National Bank sent a resolution to authorize the rental of safety Deposit and who have access to it. Citizen's National Bank notified Donna that the Money Market Fund and Safety Deposit Box needed updated township officials and signatures. • Resolution for 2018 Polling Site • Audit for Indebtedness Township is required to submit an Audit for indebtedness with the county auditor. 	<ul style="list-style-type: none"> • Tim made motion to pass the Safety Deposit Resolution for Citizen's National Bank and designing Donna Waliczek, Carol Peterson and Tim Holzkamm as representatives with access. Barb second the motion. Motion carried unanimously. Resolution on File and copy to be sent to Bank • Tim made a motion to remove outdated signatures from Money Market Fund and Safety Deposit accounts and replace with appropriate current serving officials. Barb second motion. Motion carried unanimously. Motion on file and copy sent to Bank. • Lynn made a motion to establish Becker County Courthouse at 913 Lake Av. Detroit Lakes, MN as the 2018 official Polling Site for Forest Township. Tim second the motion. Motion carried unanimously. Carol will send the Resolution to Becker County Auditor and file copy. • Forest Board reviewed report, no debts found and is so reported on the Audit. Donna Waliczek; Treasurer signed the report. Carol will send Audit to Becker County Auditor and file copy.
<p>Adjourn</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Barb made a motion to adjourn. Second by Tim and motion carried unanimously


 Tim Holzkamm Date

 1/9/18
 Barb Christiansen Date

 1/9/18
 Lynn Lindow Date

Carol Peterson Clerk

Date Range : 12/11/2017 To 12/12/2017

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>
12/12/2017	MATIT	Workmen"s Compensation 2018	2456*	\$226.00	100-41426-151-	insurance
12/12/2017	White Earth Sanitation	November garbage	2457	\$422.91	100-43230-384-	Waste (Refuse) Collection
12/12/2017	Karen LaFond	Townhall Cleaning November	2458	\$30.00	100-49001-100-	Misc
12/12/2017	Tony Brahmer	Web Site (april-june 2017) (\$75.00/quarter) Web site (July-sep2017) website (oct-dec 17	2459	\$225.00	100-49001-300-	Misc
12/12/2017	Lisa Jackson	Deputy Secretary November 2017 meeting	2460	\$80.00	100-41425-104-	Clerk
12/12/2017	Itasca Mantrap Coop Elec.Assoc.	electricity	2461	\$107.00	100-41940-381-	General Government Bulldngs and Plant
12/12/2017	Barb Christiansen	expense 2017	2462	\$348.83	100-41001-217-	General Government
12/12/2017	Citizens State Bank	safety deposit auto withdrawal	2462auto	\$19.00	100-41501-433-	financial administration
12/12/2017	Lynn Lindow	expenses 2017	2463	\$386.23	100-41001-217-	General Government
12/12/2017	Carol Peterson	expenses 2017	2464	\$216.03	100-41001-217-	General Government
12/12/2017	Donna Waliczek	expenses 2017	2465	\$218.90	100-41001-217-	General Government

Steve Lindow

2471

1050

100-49001-100

Date Range : 12/11/2017 To 12/12/2017

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>
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Total For Selected Claims

\$2,279.90

105.00

[Total \$2,384.90]

Barb Christiansen

Barb Christiansen

Town Supervisor

12/12/17

Date

Lynn Lindow

Lynn Lindow

Town Supervisor

12/12/17

Date

Tim Holzmann

Tim Holzmann

Chair, Town Supervisor

Date