



**FOREST TOWNSHIP  
SUPERVISORS MEETING AGENDA**

Date and Time of Meeting: January 9, 2018, 6:30 p.m.		
Present: Absent: Visitors:		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in Reorganizational Meeting	**See attached Agenda items**	
Consent agenda: <ul style="list-style-type: none"> <li>• December 12, 2017 minutes</li> <li>• Treasurers Report</li> <li>• Approval of Claims List</li> </ul>	<ul style="list-style-type: none"> <li>• Reconciliation of books</li> <li>• CTAS claims report</li> </ul>	
<ul style="list-style-type: none"> <li>• Public Comment</li> </ul>		
<ul style="list-style-type: none"> <li>• Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <li>• MAT Officers list</li> <li>• 2017 Minutes and bills will be filed at township hall</li> <li>• Becker Co Local Board of Appeal and Equalization training – who is current for 2018?</li> <li>• Jan. 31<sup>st</sup>: due date State &amp; Fed. Payroll Reports and W2's</li> <li>• Workmen's Compensation Audit for 2017 complete</li> <li>• Complete and sent out 1099</li> <li>• Mileage reimbursement for 2018 is \$.54.5</li> <li>• PERA Salary Exclusion Report 2017 completed and sent.</li> </ul>	
Board Member Reports <ul style="list-style-type: none"> <li>• Town Hall</li> <li>• Trash/Recycle</li> <li>• Roads</li> <li>• Planning Commission</li> <li>• Weed Report</li> </ul>	<ul style="list-style-type: none"> <li>• Dump Violations Anderson Gadberry Zarembinski</li> <li>•</li> </ul>	
Old Business		
New Business	<ul style="list-style-type: none"> <li>• Carsonville Fire contract</li> <li>• Property Assessments- Pictures of buildings</li> <li>• 2018 Boundary and Annexation Survey</li> </ul>	
Adjourn		

## **Reorganization Meeting**

**January 9, 2018**

- a. Swearing in new and re-elected officers
- b. Select Town Board Chair
- c. Post Schedule of Meetings
- d. Designate official Newspaper
- e. Set compensation for town officers and employees -  
Clarify compensation for #hrs for different meeting rate: hrly & meetings and if meetings occur consecutively ie road tour/board of equalization.
- f. Designate duties for each Officer
  - Town hall
  - Garbage
  - Roads
  - Zoning
  - Weeds
- 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)