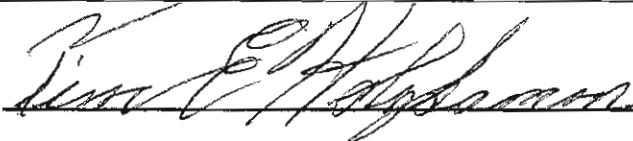
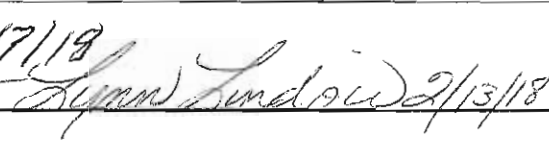
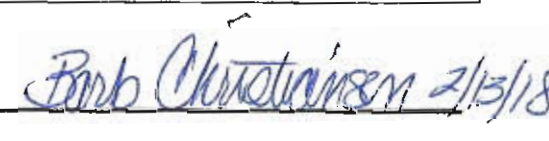




FOREST TOWNSHIP
SUPERVISORS MEETING AGENDA *Minutes*

Date and Time of Meeting: January 9, 2018, 6:30 p.m.		
Present: Tim Holzkamm, Lynn Lindow, and Barb Christensen; Supervisors, Donna Walizcek; Treasurer, Carol Peterson; Clerk.		
Absent:		
Visitors: Dan Bergstrom		
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"> • December 12, 2017 minutes • Treasurers Report • Approval of Claims List 	<ul style="list-style-type: none"> • Reconciliation of books • CTAS claims report 	<p>Lynn made motion to accept the 2017 Financial Report and reconciliation of township books. Barb second. Motion passed unanimously.</p> <p>Tim made a motion to accept Township Reorganization and Consent Agenda. Lynn second. Motion carried unanimously</p>
<ul style="list-style-type: none"> • Public Comment 	None	
<ul style="list-style-type: none"> • Clerk's Report 	<ul style="list-style-type: none"> • MAT Officers list • 2017 Minutes and bills will be filed at township hall • Becker Co Local Board of Appeal and Equalization training – who is current for 2018? All are current. • Jan. 31st: due date State & Fed. Payroll Reports and W2's • Workmen's Compensation Audit for 2017 complete • Complete and sent out 1099 • Mileage reimbursement for 2018 is \$.54.5 • PERA Salary Exclusion Report 2017 completed and sent. 	MAT Short Course April 2, 2018 Mahnomen MN
Board Member Reports <ul style="list-style-type: none"> • Town Hall • Trash/Recycle 	<ul style="list-style-type: none"> • Faucet – Dan Bergstrom will repair • Dump Violations Anderson – a letter of explanation was 	<ul style="list-style-type: none"> • Tim will send follow-up Letters to Andersons and Zarebinski reconfirming Board's original finding.

<ul style="list-style-type: none"> Roads Planning Commission Weed Report 	<p>received and reviewed.</p> <p>Gadberry – haven't received the signed receipt yet Zarembinski – Called and talked to Tim</p> <ul style="list-style-type: none"> Nothing to report No new permits Nothing to report 	<p>Copies will be filed</p> <p>Barb will follow up with Post Office</p>
<p>Old Business</p>		
<p>New Business</p>	<ul style="list-style-type: none"> Carsonville Fire contract Contract amount is less because of new formula for distribution and # of township calls. Carsonville will have to replace some expense equipment soon. Will recommend that they spread cost over several years. Property Assessments- Pictures of buildings. Would only be on assessor's field notes, not online. Lisa currently has pictures on her files. General public can request field notes on a property from the county. 2018 Boundary and Annexation Survey Reviewed boundaries and no changes found. 	<ul style="list-style-type: none"> Lynn made the motion to allow pictures to be turned into Becker County Assessor's office for use but to be marked private. Barb seconded the motion. Motion passed unanimously. Lynn will make the necessary contacts. Tim will submit the Survey.
<p>Adjourn</p>		<ul style="list-style-type: none"> Motion by Lynn to adjourn Second by Barb Motion carried unanimously
		<ul style="list-style-type: none">

 2/17/18
 2/13/18
 2/13/18

Tim Holzmann Date Lynn Lindow Date Barb Christiansen Date


 Carol Peterson Date

Reorganization Meeting


January 9, 2018

- a. Swearing in new and re-elected officers
- b. Select Town Board Chair
Lynn nominated Tim Holzkamm as chairperson, Barb second. Nomination closed. Motion carried unanimously
- c. Post Schedule of Meetings
2018 meeting dates were approved. They will be posted to website and at Town Hall
- d. Designate official Newspaper
Park Rapids Enterprise
- e. Set compensation for town officers and employees -
Clarify compensation for #hrs for different meeting rates: hrly & meetings and if meetings occur consecutively ie road tour/board of equalization.
Barb reported on compensation from neighboring Townships.
Compensation: \$50.00 for meetings lasting to 4hrs. \$100.00 for meetings more than 4 hrs.
Hourly compensation: For all township officials and contracted services upon their next contract renewal - \$20.00/hr.
Clerk and Treasurer annual salary - \$1,000.00 and \$20.00/ hr for extra required meetings.
Consecutively scheduled meetings for differing responsibilities are charged as separate meetings.
- f. Designate duties for each Officer
Town hall – Tim Holzkamm
Garbage – Tim Holzkamm
Roads – Barb Christensen
Zoning – Lynn Lindow
Weeds – Lynn Lindow
Website – Lynn Lindow
- g. Designate Bank as depository
Citizens' National Bank – Park Rapids
- h. Consider conflict of interest issues
Policy reviewed and no conflicts noted by Supervisors
- i. Review town's AWAIR plan-accident and injury reduction plan
Reviewed

- j. Inventory of Town ordinance book and resolution Book
Reviewed and found to be up-to-date
- k. Confirm the Town financial reporting form has been completed and returned to MN auditor's office.
Reviewed Township Books and Reporting. Both sets of books and CTAS agree. Donna will submit.
- l. Identify upcoming training opportunities
MN Association of Townships Spring Short Course: April 2, 2018 Mahnomen MN
- m. Confirm list of officers (sign)
Completed



Tim Holzkamm Date



Lynn Lindow Date



Barb Christiansen Date

Date Range : 1/1/2018 To 1/10/2018

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/09/2018	PERA	2017 Salary deductions	2472	\$332.00	100-41115-120-	supervisor	\$332.00
01/09/2018	Becker Co. Assoc. of Township	Dues for MAT and Becker Cty Ass. of Township	2473	\$415.28	100-41001-300-	General Government	\$415.28
01/09/2018	White Earth Sanitation	nov	2474	\$331.47	100-43230-384-	Waste (Refuse) Collection	\$331.47
01/09/2018	Carsonville Vol Fire & Rescue	2018 fire and First Responder contract	2475	\$14,399.00	225-42210-305-	Fire Administration	\$14,399.00
01/09/2018	Itasca Mantrap Coop Elec.Assoc.	electricity	2476	\$170.00	100-41940-381-	General Government Buildings and Plant	\$170.00
	<i>Dan Bergstrom Rds</i>		<i>2477</i>	<i>475.00</i>			

Total For Selected Claims

\$15,647.75
\$ 16,122.75

\$15,647.75
\$ 16,122.75

Barb Christensen

Barb Christensen

Town Supervisor

1/9/18

Date

Lynn Lindow

Lynn Lindow

Town Supervisor

1/9/18

Date

Tim Holzmann

Tim Holzmann

Chair, Town Supervisor

1/9/18

Date