



**FOREST TOWNSHIP
2018 ANNUAL MEETING MINUTES**

Date and Time of Meeting: March 13, 2018, 6:30 p.m.		
Present: Tim Holzkamm, Barb Christiansen, Lynn Lindow; Supervisors, Donna Waliczek; Treasurer, Carol Peterson; Clerk.		
Absent:		
Visitors: Steve Lindow, Rolf Christiansen, Lisa Jackson, Bill Jackson, Howie Anderson, Ray Vlasak, Karen LaFond, John LaFond, Ruth Wattenhofer, Don Wattenhofer		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in Introduction of Board of Supervisors, Treasurer and Clerk		
AGENDA <ul style="list-style-type: none"> • Moderator • Meeting Agenda • Review 2017 Annual Meeting Minutes – copies available • Audit Report • Treasurers Report- Copies available 	<ul style="list-style-type: none"> • Clerk opened the floor for nominations for Moderator for the Annual Meeting. • Agenda was reviewed • No comments or corrections • The Forest Township Board conducted an audit of Treasurer and Clerk on January 9, 2018. It was determined that the financial data was accurate for the year 2017. The Board unanimously agreed and signed both Treasurer's and Clerk's books. • Financial Report- Revenue breakouts Donna Waliczek reviewed year-end report, Revenue sources, Expenses and Savings. She explains that the clerk keeps separate set of books and State of MN CTAS web based accounting program. 	<ul style="list-style-type: none"> • Tim Holzkamm nominated John LaFond, Lisa Jackson second the nomination. Hearing no other nominations the vote was called and passed unanimously. • Motion was made by Howie Anderson to approve the agenda as presented, second by Bill Jackson. Motion carried unanimously • Motion was made by Ray Vlasak to approve the minutes as presented, second by Howie Anderson. Motion carried unanimously
Public Comment	<ul style="list-style-type: none"> • AIS Report – Steve Lindow reported on 2017 AIS program activities on Bad Medicine Lake. (Report Attached) 500 hours were spent on Inspections and 1,000 hours on boat decontamination. Outlook from the MN legislature is continued support at current level. 	<ul style="list-style-type: none"> • Steve made a request for \$2500.00 for the 2018 AIS program.

	<p>Discussion of DNR statistics, current research efforts to eliminate AIS, hiring efforts for inspectors and current political climate. 2016 \$2500.00 carryover from Forest Township was spent. Reminder to property owners to have visiting boats inspected or preferably decontaminated.</p> <ul style="list-style-type: none"> • Veterans Memorial Donations – Hubbard County Contact Clerk for contact person if interested in making donation 	
<p>Board Member Reports</p> <ul style="list-style-type: none"> • Town Hall • Trash/Recycle • Roads • Planning Commission 	<ul style="list-style-type: none"> • Tim reported a several small exterior repairs that will be made this spring • Dump Regulations Four fines have been assessed and two have been paid. Unpaid fines will be assessed to individuals' property tax by Board Resolution. Property owners are responsible for Contractors if construction materials are placed in dumpsters Thanks to property owners who have picked up around dumpsters. Discussion on the double value of recycling; savings on garbage hauling and revenue paid to township through Becker County's Recycling program. • Road maintenance schedule Barb presented a report on 2017 activities (Report attached) • Dust control and gravel Request from property owner on Red Top Road for application of sodium chloride for dust control. Application of sodium chloride is to keep the binder in the gravel in place. This extends the life of the gravel. Reduced dust is a byproduct. Discussion of past practice on Red Top Rd; 50/50 cost sharing, purpose of sodium chloride for road maintenance, township expenditures have to benefit all tax payers and the growing evidence of adverse effects from treated road close to waterways. Discussed ongoing plans for sodium chloride on East Bad Medicine Road. • Road Tour April 23rd at 1:00PM Starting at Town Hall with Meeting following at Town Hall. • Reviewed Township Zoning jurisdiction and process of working with Becker County. • Becker Soil and Waters has a 50/50 match available for shoreline improvement. 	<ul style="list-style-type: none"> • Recommendation that property owners submit a petition requesting treatment of road. Township Board would than assess property tax for payment from all residents on the road. • Recommendation that Township look at a permit process for application of chemicals by landowners on township roads.

<ul style="list-style-type: none"> • Weed Report 	<ul style="list-style-type: none"> • Mowing and spraying Dan Bergstrom is doing township mowing. 2017 treatment was early mowing, followed by spraying and a late summer mowing. Working at getting Soil and Water to treat trail roads used by ATVs on public land. 	
<p>Old Business</p>	<ul style="list-style-type: none"> • Cellular Tower Verizon renewed option, township permit will need renewing. 	
<p>New Business</p>	<ul style="list-style-type: none"> • 2019 Budget and Levy proposal Tim presented a historical Budget/Levy report (Report attached). Township saving continues to exceed the 150% level that was set by the Board. Revenues and expenses were reviewed. Expenses have been consistently in the \$75,000.00 range and revenue has exceeded that. The levy for 2018 was reduced and the Board is recommending another reduction to bring savings closer to the desired amount of \$119,000.00 Discussion followed and budget set at : Income at \$45,000.00 Expenses at \$75,000.00 The Board will set amounts for expense categories. • Set Levy • Set Amnesty Dates for 2018 • Set Annual Meeting date for 2019 and Alternate Date 	<ul style="list-style-type: none"> • Motion was made by Howie Anderson to set the 2019 Levy at \$34,000.00 second by Ray Vlasak. Motion carried unanimously. • Motion by Bill Jackson to set 2018 Amnesty Dates for May 26th and August 25th, second by Lisa Jackson. Motion carried unanimously. • Motion by Carol Peterson to set 2019 Annual Meeting date on March 12th and March 19th as alternate, second by Tim Holzkamm. Motion carried unanimously.
<p>Any other Business</p>	<ul style="list-style-type: none"> • Board of Appeal and Equalization April 23-2018 11 am until adjourned Forest Township Hall Steve Carlson; Becker County, and Lisa Marschall; assessor will be attending. 	
<p>Adjourn</p>		<ul style="list-style-type: none"> • Motion by Barb Christiansen to adjourn, second by Ray Vlasak. Motion carried unanimously.

John LaFond
John LaFond: Moderator

3/15/18
Date

Carol Peterson
Carol Peterson – Clerk

3/15/18
Date

2017 Watercraft Inspection Program Report

Bad Medicine Lake

Billed Hours	Inspections Per Hour**	Total Inspections	Entering	Exiting	Courtesy	Plug In %	Plug In #	Plants/Mud/Water on Arrival %	Plants/Mud/Water on Arrival #	Entering from Infested waters
1260.75	1.9	1450	798	652	0	2.52%	18	4.76%	38	145 (18.17%)

The 2016 Becker County AIS Program Report allocated 500 inspection hours and 450 decontamination hours to Bad Medicine Lake, for a total of 950 hours. In 2017, 842 decontamination hours and 418.75 inspection hours were completed. Your generous contribution of \$1,500.00, along with Forest Township's contribution of \$2,500.00, was carried over to 2017 and purchased 285 inspection hours at 14.00 per hour. These hours, in addition to the 950 hours allocated by the 2016 Program Report were used to provide 2 Level 2 inspectors at the access on many occasions, allowing for better coverage during busy periods and the completion of 30 decontaminations. 25.75 hours were applied from a pool of "flex" hours that are reserved for holidays or special events.

At Bad Medicine Lake, 500 inspection hours and 1000 decontamination hours have been allocated for the 2018 season. If suitable staff can be recruited, a decontamination unit will again be assigned to Bad Medicine Lake. If staff cannot be recruited, decontamination hours can be applied to Level 1 inspection hours and/or carried over to future years.

Lake associations have been very helpful with finding paid inspectors, especially at Bad Medicine Lake. Tom Vlasec, Matt Lorenz and Steve Sinclair were excellent inspectors, and I very much appreciate your help in recruiting those individuals. This is a good opportunity for young adults or anyone else who is able to work outdoors on summer weekends. We will be hiring around 34 inspectors for the 2018 season, with interviews beginning in April.

Please contact me with any questions or comments. Feedback is always appreciated!

Karl Koenig

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2017 Forest Township Financial Report (prepared 3/8/2018)

	Jan. 1, 2016	Jan. 1, 2017
Checkbook	\$ 7,368.31	\$ 13,892.91
Money Market	\$115,903.35	\$104,245.22
CD's (General)	\$ 14,029.13	\$ 20,065.71
CD's (Gravel)	\$ 13,423.20	\$ 14,099.58
Total assets	\$150,723.99	\$152,303.42
Revenue	\$ 75,168.35	\$ 78,256.50
Interest	\$ 341.87	\$ 338.75
	(\$ market)	
	\$ 212.96	\$ 241.72
	(General & Gravel)	
Total Fund	\$226,447.17	\$231,140.39
Expenses	\$ 74,143.75	\$ 73,265.21
	\$152,303.42	\$157,875.18

	Dec. 31, 2016	Dec. 31, 2017
Checkbook	\$ 13,892.91	\$ 17,884.20
Money Market	\$104,245.22	\$105,583.97
CD's General	\$ 20,065.71	\$ 14,170.20
CD's Gravel	\$ 14,099.58	\$ 20,236.81
	\$152,303.42	\$157,875.18

2017 Summary Expenses

General	\$ 17,768.00		
Garbage	\$ 8,507.23		
Road & Bridges	\$ 29,177.22		
Fire	\$ 15,364.00	Heavy Trash	\$ 2,448.76

2017 Annual Road Maintenance/Repair/Plowing Costs

2011	\$22,827
2012	\$18,898
2013	\$24,070
2014	\$26,340
2015	\$27,747
2016	\$28,337
2017	\$29,177

Plowing - \$3170

Grading/Road Repairs/Gravel - \$19,761

Mowing - \$750

Calcium Chloride - \$5149

Zoning Easement - \$346

In **2017** the Black Bear Beach Road project was completed. Black Bear Beach Road was brushed/cut and gravel was added. Gravel/binder was also added to some cul-de-sacs, E. Bad Medicine Road and Sunset Drive. Calcium Chloride was put on E. Bad Medicine Road from Co. 129 to Sunset Drive. This area of the road has high traffic and is susceptible to washboard.

2018 Proposed Maintenance Costs

Gravel (1)	Where needed	\$7,000
All Roads (2)	Brushing	\$1,000
All Roads	Mowing/Spraying	\$1,000
All Roads	Normal Maintenance/Repair/Plowing	\$23,000
	Total	\$32,000

(1) The Township budgets graveling up to two miles of road per year. This allows the board to analyze and prioritize where gravel is needed on our roads. This decision is made with discussion between the road contractor and the board; with input from the residents. The term gravel includes Class 5 or just clay binder. Factors such as traffic load, the ability to reclaim gravel, and weather/erosion will be the main factors in the decision making process.

(2) The Township plan is to budget for brushing annually. Just like graveling, the board will analyze and prioritize where brushing is needed on our roads.

FOREST TOWNSHIP			
SUMMARY OF REVENUE - 2017			Levy +
		Levy	Other Sources
General	MN ACH		\$2,072.49
	2016-17 Tax Dist	\$19,017.81	
	Msc Permits & Cap Credits		\$271.69
	MAT Dividend		\$335.00
Garbage	Becker Co Recycling		\$2,162.53
	Key		\$5.00
Roads & Bridges	Becker Co Tax Dist	\$34,016.06	
	Becker Co Gas Tax Allot		\$5,566.82
Fire	Becker Co Tax Dist	\$14,809.10	
TOTAL		\$67,842.97	\$10,413.53
			\$78,256.50

SUMMARY OF EXPENSES - 2017	
General	\$17,768.00
Garbage	\$8,507.23
Heavy Trash	\$2,448.76
Road & Bridges	\$29,177.22
Fire	\$15,364.00
TOTAL	\$73,265.21

FOREST TOWNSHIP END OF YEAR			
Year	Balance	Expenses	Balance/Expenses
2008	\$80,991.69		
2009	\$82,411.19	\$55,507.52	148.47%
2010	\$79,096.94	\$78,002.80	101.40%
2011	\$88,670.43	\$61,879.64	143.29%
2012	\$98,833.83	\$60,033.88	164.63%
2013	\$119,603.21	\$68,376.87	174.92%
2014	\$127,487.68	\$72,017.15	177.02%
2015	\$150,723.99	\$73,056.18	206.31%
2016	\$152,303.42	\$74,143.75	205.42%
2017	\$157,875.18	\$73,265.21	215.48%

Change from 2018 to 2019				
Reduction in Levy	2018 Proposed Levy	Levy Income	Other Income (?)	Total Revenue
\$10,000.00	\$49,000.00	\$39,000.00	\$10,000.00	\$49,000.00
\$20,000.00	\$49,000.00	\$29,000.00	\$10,000.00	\$39,000.00
\$30,000.00	\$49,000.00	\$19,000.00	\$10,000.00	\$29,000.00

Township Objective is to Reduce Annual Balance to 150% of the Budget
\$79,500 X 1.5 = \$119,250

FOREST TOWNSHIP - BUDGET & LEVY SUMMARY
FISCAL YEARS 2007-2019

YEAR		General	Garbage	Solid Waste	AIS	Road	Gravel	Fire	TOTAL
2007	Budget	\$26,500.00				\$20,000.00	\$5,000.00	\$10,000.00	\$61,500.00
	Levy	\$26,500.00				\$20,000.00		\$10,000.00	\$56,500.00
	Actual	\$14,192.37	\$7,380.64	\$1,910.63		\$19,685.21		\$9,603.00	\$52,771.85
2008	Budget	\$24,000.00				\$23,000.00	\$6,500.00	\$11,000.00	\$64,500.00
	Levy	\$22,000.00				\$25,000.00		\$11,000.00	\$58,000.00
	Actual	\$17,866.17	\$6,849.60	\$1,514.93		\$26,765.85		\$9,012.00	\$62,008.55
2009	Budget	\$24,000.00				\$25,000.00	\$6,500.00	\$10,000.00	\$65,500.00
	Levy	\$20,000.00				\$28,000.00		\$9,000.00	\$57,000.00
	Actual	\$12,985.51	\$6,844.14	\$1,400.00		\$37,825.79		\$10,192.00	\$69,247.44
2010	Budget	\$25,000.00				\$26,000.00	\$6,500.00	\$12,000.00	\$69,500.00
	Levy	\$19,000.00				\$32,500.00		\$11,000.00	\$62,500.00
	Actual	\$14,976.03	\$7,623.00	\$1,400.00		\$44,215.77		\$9,788.00	\$78,002.80
2011	Budget	\$25,000.00				\$27,000.00	\$6,500.00	\$12,000.00	\$70,500.00
	Levy	\$8,000.00				\$43,500.00		\$11,000.00	\$62,500.00
	Actual	\$15,890.20	\$7,269.90	\$2,067.47		\$26,647.07		\$10,005.00	\$61,879.64
2012	Budget	\$25,000.00				\$27,000.00	\$6,500.00	\$11,000.00	\$69,500.00
	Levy	\$8,000.00				\$43,683.00		\$10,000.00	\$61,683.00
	Actual	\$16,489.33	\$9,529.55	\$2,300.00		\$21,504.00		\$10,211.00	\$60,033.88
2013	Budget	\$25,000.00				\$25,000.00	\$6,500.00	\$11,000.00	\$67,500.00
	Levy	\$15,000.00				\$45,977.00		\$11,000.00	\$71,977.00
	Actual	\$23,515.02	\$6,860.70	\$1,520.00		\$24,070.15		\$12,414.00	\$68,379.87
2014	Budget	\$15,000.00				\$43,634.00		\$11,000.00	\$69,634.00
	Levy	\$12,657.00				\$45,977.00		\$11,000.00	\$69,634.00
	Actual	\$19,965.99	\$10,609.61	\$1,580.60		\$26,339.55		\$13,522.00	\$72,017.75
2015	Budget	\$20,000.00			\$5,000.00	\$35,440.00	\$6,500.00	\$13,522.00	\$80,462.00
	Levy	\$20,000.00			\$5,000.00	\$36,000.00		\$13,522.00	\$74,522.00
	Actual	\$21,587.37	\$7,988.75	\$1,821.00		\$27,747.06		\$13,912.00	\$73,790.44
2016	Budget	\$22,000.00			\$2,500.00	\$35,440.00	\$6,500.00	\$13,522.00	\$79,962.00
	Levy	\$2,000.00			\$2,500.00	\$36,000.00		\$13,522.00	\$54,022.00
	Actual	\$20,222.99	\$9,222.46	\$1,580.00		\$28,337.30		\$14,781.00	\$74,143.75
2017	Budget	\$25,000.00			\$5,000.00	\$50,000.00	\$6,500.00	\$14,000.00	\$100,500.00
	Levy	\$5,000.00			\$5,000.00	\$34,000.00		\$15,000.00	\$59,000.00
	Actual	\$17,699.15	\$8,576.08	\$2,448.76		\$29,177.22		\$15,364.00	\$73,265.21
2018	Prop Budget	\$25,000.00				\$45,000.00	\$6,500.00	\$14,000.00	\$90,500.00
	Levy	\$5,000.00				\$30,000.00		\$14,000.00	\$49,000.00
2019	Prop Budget	\$25,000.00			\$2,500.00	\$32,000.00	\$5,500.00	\$14,500.00	\$79,500.00
	Prop Levy	\$1,500.00			\$2,500.00	\$5,000.00	\$5,500.00	\$14,500.00	\$29,000.00