



2019 ANNUAL MEETING AGENDA

Date and Time of Meeting: March 12 , 2019, 6:30 p.m. Alternate Date March 19,2019		
Present: Tim Holzkamm, Barb Christiansen, Lynn Lindow; Supervisors, Donna Waliczek; Treasurer and Carol Peterson; Clerk Absent: Visitors: John LaFond, Karen LaFond, Rolf Christiansen, Steve Lindow, Ray Vlasak, Don Wattenfafer, Ruth Wattenhofer, Jack Wattenhofer		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in Introduction of Township Officers		
AGENDA:		
<ul style="list-style-type: none"> • Nomination of Moderator • Meeting Agenda • Review of March 13, 2018 minutes. Copies are available • Audit Report • Treasurers Report Copies are 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's and Clerk's Books. It was determined that the financial data was accurate for the year 2018. The Board unanimously agreed and signed both sets of books. The 2018 Financial Report was sent to the MN State Auditor. • Donna reviewed financial report and comparisons of 2017 and 2018. 	<ul style="list-style-type: none"> • Lynn Lindow nominated John LaFond, second by Tim Holzkamm. Hearing no other nominations the vote was called and passed unanimously. • Motion by Tim Holzkamm, second by Lynn Lindow to accept the Agenda. Motion passed unanimously. • Motion by Ray Vlasak to approve the Minutes, second by Rolf Christiansen. Motion passed unanimously.
<ul style="list-style-type: none"> • Public Comment 	<ul style="list-style-type: none"> • Steve Lindow-Discussion AIS and Wake & Ballast Tank Boats and lake implications. AIS – 2019 had 800 inspection hours and 1300 inspections. They found a increase in the number of boats that had water and plants on the boat or in live wells. 12% of the boats inspected had come from lakes that are infested. There was no decontamination unit on the lake. 2019 Bad Medicine will have 1200 hrs for inspection which will provide for 2 – 40hr positions. There will not be a decontamination unit available this year. 	

One position is filled. Anyone interested in filling the other position should contact Karl Koenig. The position pays \$14.00/hr.

Ballast Tank Boats – Lake implications: because the lake is narrow and deep the large waves created by these boats don't dissipate. This causes damage to shoreline, docks, lifts and boats. Ballast tanks in these boats also allow invasive species to survive longer and tanks empty into the lake. Ray Vlasak shared that a wakeboard boat did \$500.00 damage to his dock system in 2017. The wakes from these boats create a danger to anyone on a floating dock system, boats on lifts or moored to docks. The wake is also dangerous to children who are swimming. Fishing boats and smaller boats leave the lake when ballast boats are out. MN Boating Guide regulations states that boat wash or wakes that endanger, harass or interfere with any person or property is illegal. Anyone engaging in such behavior should be reported to the Sheriff.

Township, as the governing board, could create the ordinance banning these boats. The County Commissioners would have to approve the ordinance and then Becker Water Patrol would enforce it. The issue would be with the property owners who own a boat, but they could use the boat as long as they didn't use the ballast tank. Big Sugar Bush Township is in the process of creating an ordinance so they could provide some guidance. Steve Lindow asked the Township Board to survey property owners for input and conduct public meeting. Ray Vlasak suggested that the Bad Medicine Lake Assn. be asked to conduct survey and bring results to the Township Board as this effects only Bad Medicine Lake property owners. Tim Holzkamm expressed in the interim that Becker County Sheriff should be asked to enforce the MN Boating regulation concerning boats damaging shoreline and personal property.

- Motion was made by Ray Vlasak requesting the Forest Township Board support a Bad Medicine Lake Association survey about the use and the control of the effect of ballast tank boats i.e. Wakeboard Boats, second by Steve Lindow. Motion carried unanimously.

Board Member Reports

- Town Hall
- Trash/Recycle
- Roads

- In good shape
- Several fines were assessed this year and seems to have had a positive effect.
- Amnesty Day – new regulations
Lynn reported that the township can no longer accept Hazardous Waste, as it would require someone to become certified in Hazardous Waste. The volume of tires, TVs, furniture, computers and mattresses has increased and will not be accepted at Osage Transfer as it exceeds the 4 yard limit. Board will investigate hiring someone to haul to Detroit Lakes or possibly not allow these items on Amnesty Day. Any changes will be posted to website and distributed through the Lake Association
- Input on speed limits and road signage
Township doesn't have the house density to allow township to make changes.

<ul style="list-style-type: none"> • Planning Commission • Weed Report • Website 	<p>A state speed survey can be done at no cost but the township is required to institute changes that the state finds. Township could put up cautionary signs for pedestrian safety.</p> <ul style="list-style-type: none"> • Review of Road Maintenance and Assumption Policy. Reviewed expenses and policy. (included in Minutes) Barb shared that there has been more requests for road assumption information. Clerk will post to website. • Policy for Road Dust Control Barb presented a draft policy (included in Minutes) The Board is looking for input from residents and asks for comments to be emailed. Clerk will post to website. • Maintenance of Basswood Lake Rd, Basswood Rd. and 340th Av. These roads are shared with Pine Point Township and are often plowed or grading last. It was suggested the Forest work with Pine Point to either trade road sections or contract with Pine Point for maintenance of these roads. • No permits have been issued over the winter. Lynn Lindow reported the Planning Commission needs new members and she would like to have the Commission meet to do a review of the Zoning Ordinance. She will meet with Rolf Christiansen, a Commission member. • March Spring Meeting in Callaway. Marsha Watland, Becker County, has been responsible for county land. The newly logged areas will be problem. • Up to date 	<ul style="list-style-type: none"> • Barb Christiansen will contact MN Assn of Townships' attorney to see what options are available.
<p>Old Business</p>	<ul style="list-style-type: none"> • . 	
<p>New Business</p>	<ul style="list-style-type: none"> • 2020 Budget Reviewed past years' revenue and expenses. The Township has achieved an asset balance of approximately 150% of 2018 expenses. The Board's Budget recommendation: General Expense - \$31,000.00 Road and Bridges - \$30,00.00 Fire \$14,500.00 • Set Levy Board recommended a 2020 Levy of \$55,000.00 Discussion followed as to whether to continue to reduce savings. • Set Amnesty Dates for 2019 • Set Annual Meeting date for 2020 and alternate date 	<ul style="list-style-type: none"> • Motion by Ray Vlasak to accept the budget as proposed, second by Jack Wattenhofer. Motion passed unanimously. • Motion by Ray Vlasak to set the 2020 Levy at \$55,000.00, second by Barb Christiansen. Motion passed unanimously. • 2019 Amnesty Dates: May 25th and August 24th. • Motion by Carol Peterson to set the Annual Meeting date on March 10,

Forest Township Assumption of Road Maintenance Policy

It is the intent of this policy to define criteria and guidelines for Forest Township to assume maintenance responsibility on roads the Township does not presently maintain. Maintenance responsibility will include, snow removal, grading and gravel.

For the Township to assume this responsibility, the access road must first be brought to a "minimum maintenance" standard. The construction requirements necessary to meet this standard are:

1. At least 16 feet wide road surface
2. A five to six inch high crown in the center of the road, sloped for water drainage to ditching wherever possible, and brushed out.
3. No part of the roadway may exceed an 8% steep grade (a rise of more than 9 ½ inches every 10 feet of road length).
4. Overhead tree limbs removed to a height of 12 feet so as to not block passage of maintenance and emergency vehicles.
5. Stable road base to receive Township applied Class 5 gravel.

In addition to these above standards, the Township must be granted property easements from all land owners, whose property is traversed by the road, including any property required by the maintenance vehicle for turnaround purposes.

The initial costs for upgrading of access roads to the above standards, any alteration to the existing path of roads, the choice and employment of road building contractors, and the acquisition of all property easements will be at the expense and discretion of residents served from a given road as they decide how to proceed. Subsequent costs to gravel a road and maintain it to the above standards will then be paid by the Township.

Any residents requesting the Township to assume maintenance of their road must complete a petition signed by a majority of residents served from the given access road. This petition will be presented to the Township Board. At that time, the Planning Commission will promptly respond to resident requests to evaluate any Township road as a candidate for Township maintenance responsibility.

2/13/07 Accepted by township board

3/12/19 – Additional public review

3/12/19 - DRAFT presented for input

Forest Township Road

Dust Control Application Policy

It is the intent of this policy to define criteria and guidelines for Forest Township to administer and apply dust control on township roads. This will include both township roads and private roads.

The criteria for which Forest Township will fund 100% of the cost for dust control to township roads will be within the parameters as follows:

1. The route must be projected to carry a relatively heavier traffic volume (generally 150+ daily auto traffic/DAT)
2. The section of road must connect to County road, State road, high DAT Township road or high volume traffic generator and must be done in its entirety.
3. High maintenance areas (intersections, isolated high traffic areas). These areas are generally 1,000 ft. or less.

Forest Township will participate in dust control improvements at a rate of 50% Township and 50% requesting party for township roads under the following parameters:

1. The route must be projected to have an DAT above 100.
2. The section of road must connect to Township road, State road, high DAT Township road or high volume traffic generator and must be done in its entirety.

Forest Township will also administer and apply dust control suppressant on township roads as requested by the party. On township roads the requesting party will pay 70% of the cost and the township will pay 30% of the cost for and application length from 500' to 1320'. However, if the requested application length is 1320' or more, the township will pay 50% of the costs.

All Forest Township funded dust control will be dependent on available funding. All roads that fit the criteria may not have dust control applied, all decisions will be made by the Forest Township Board.

Private areas will be funded entirely by the requesting party. Township approval needed?

We would like input from you so please email Barb at supervisor2@foresttownshipmn.net, Tim at chairperson@foresttownshipmn.net, or Lynn at supervisor1@foresttownshipmn.net.

2018 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
2018	\$47,057

Plowing - \$5280

Grading/Road Repairs - \$10,040

Gravel - \$26,255

Mowing - \$400

Calcium Chloride - \$5082

In **2018** the township applied a total of 3808 yards of gravel. Most of this was applied to East Bad Medicine Road (3784 yds). Black Bear Beach Road received 24 yds. Horseshoe road was scheduled to be brushed but this was not completed. It will be done in the spring of 2019. Calcium Chloride was put on E. Bad Medicine Road from Co. 129 to Sunset Drive.

2019 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	\$21,000
	Total	\$30,000

- (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 - BUDGET & LEVY SUMMARY - Draft 19 February 2019
FISCAL YEARS 2007-2020

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	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
	Actual	\$17,395.15	\$9,943.02	\$3,174.97		\$47,057.50		\$14,399.00	\$91,969.64
2019	Prop Budget	\$25,000.00			\$2,500.00	\$32,000.00	\$5,500.00	\$14,500.00	\$79,500.00
	Levy	\$6,500.00			\$2,500.00	\$5,000.00	\$5,500.00	\$14,500.00	\$34,000.00
2020	Prop Budget	\$31,000.00				\$30,000.00		\$14,500.00	\$75,500.00
	Levy								\$55,000.00

Levy set at \$62,683 in minutes

Levy set at \$62,683 in minutes

The minutes set the General portion of the levy at \$15,000, however, that amount was reduced to \$12,657 because the road payment from MN was actually higher than what was presented at the actual meeting

Budget not specified in minutes

Levy not specified in minutes

Budget not specified in minutes

Levy not specified in minutes

FOREST TOWNSHIP			
SUMMARY OF REVENUE - 2018			Levy +
		Levy	Other Sources
General	MN ACH		\$2,120.53
	2016-17 Tax Dist	\$13,532.92	
	Msc Permits & Cap Credits		\$179.62
	MAT Dividend		
Garbage	Becker Co Recycling		\$967.35
	Key		\$468.50
Roads & Bridges	Becker Co Tax Dist	\$30,390.76	
	Becker Co Gas Tax Allot		\$6,264.52
Fire	Becker Co Tax Dist	\$14,144.90	
TOTAL		\$58,068.58	\$10,000.52
			\$68,069.10

SUMMARY OF EXPENSES - 2018	
General	\$17,395.15
Garbage	\$9,943.02
Heavy Trash	\$3,174.97
Road & Bridges	\$47,057.50
Fire	\$14,399.00
TOTAL	\$91,969.64

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%
2018	\$134,685.65	\$91,969.64	146.45%

Township Objective is to have Annual Balance at about 150% of the Budget