

FOREST TOWNSHIP MEETING MINUTES

<p>Date and Time of Meeting January 14 , 2020, 6:30 p.m. Present: Tim Holzkamm, Barb Christiansen, Lynn Lindow; Supervisors, Donna Walizcek; Treasurer, and Carol Peterson; Clerk Absent: Visitors: Dan Bergstrom</p>		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
<ul style="list-style-type: none"> • Organizational Meeting and Board of Audit Consent agenda: <ul style="list-style-type: none"> • December 10 , 2019 Minutes • Treasurers Report • Approval of Claims List 	<ul style="list-style-type: none"> • CTAS claims report 	<ul style="list-style-type: none"> • See separate Minutes attached • Motion by Tim to approve consent agenda. Second by Lynn. Motion carried unanimously
<ul style="list-style-type: none"> • Public Comment 	<ul style="list-style-type: none"> • None 	
<ul style="list-style-type: none"> • Clerk's Report 	<ul style="list-style-type: none"> • W-2's, 1099's and federal tax – all completed and sent • March meetings – 2019 Minutes sent for review and will discuss at February 2020 meeting for 2020 Annual meeting • PNP election / judges – reviewed • White Earth Sanitation bill is under review with their bookkeeper. Bill will be paid in February • Reminder that Becker County will be responsible for Assessment and Equalization for Property Taxes this year. 	

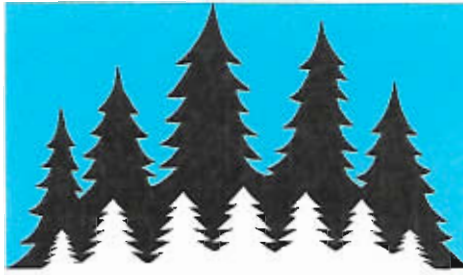
<p>Board Member Reports</p> <ul style="list-style-type: none"> • Town Hall • Trash/Recycle • Roads • Planning Commission • Weed Report • Website 	<ul style="list-style-type: none"> • Squirrel nest in bathroom vent • Reminder to open extra dumpster for Christmas break • Minimum Maintenance signs are \$65.00/ea. Plus shipping Barb has continued research on road designation as township easement for property access. Roads dedicated to the public plat are deemed: 1. A legal cartway, 2. Open for Public use upon dedication, even if the board chooses to not yet open and maintain as a public road,3. They are maintained by those who use them UNTIL the Board passes a resolution determining the public interest warrants it to take it over and maintain it as a town road. 4. Before the Board decides to open and maintain a platted road as a public road, the town electors can petition for a vote at the annual meeting on whether the town should spend public funds on the road. Barb is going to meet with Roy Smith, Becker Cty, He will assist Barb as she researches plat maps for the township. • Nothing new to report, Lynn still following several items. • Nothing to report • Up to date 	<ul style="list-style-type: none"> • Tim will remove.
<p>Old Business</p>	<ul style="list-style-type: none"> • Dolly's Trail Cul de sac – no change 	<ul style="list-style-type: none"> • Remove from agenda until spring
<p>New Business</p>	<ul style="list-style-type: none"> • Carsonville Fire/Rescue Meeting and Contract 2020- reviewed and paid. • Becker County Zoning Ordinance Amendments – discussed. Rolf Christiansen is on the Becker Cty Zoning Advisory Committee. • Presidential Primary appointment of election judges. 	<ul style="list-style-type: none"> • A motion was made by Tim to appoint Patty Morgan, Monette Lundquist, John LaFond and Ruby Anderson as election judges for the 2020 March Presidential Primary. Payment will be \$50.00 per judge plus mileage. The Township Clerk is given permission to seek and appoint alternate, certified election judges as a necessary to meet election requirements. Second by Barb. Motion carried unanimously
<p>Adjourn</p>		<ul style="list-style-type: none"> • A motion was made by Tim to adjourn the meeting. Second by Lynn. Motion carried unanimously

Tim Holzmann 2/11/2020
Tim Holzmann date

Barb Christiansen 2/11/2020
Barb Christiansen date

Lynn Lindow 2/11/20
Lynn Lindow date

Carol Peterson 2/11/2020
Carol Peterson/Clerk date



**Forest Township
37121 Red Top Road,
Ponsford, MN 56575**

**FOREST TOWNSHIP RE-ORGANIZATIONAL MEETING
January 14, 2020**

- A. Swearing in new and re-elected officers
Completed
- B. Select Township Board Chairperson
Lynn nominated Tim, second by Barb, nomination closed. Nomination carried.
- C. Post Schedule of Meetings
Meeting dates were set. Will be posted at Town Hall and Website by clerk. Copy attached.
- D. Designate Official Newspaper – Park Rapids Enterprise.
- E. Set Compensation for town officers and employees;
\$50.00 for meetings lasting up to 4hrs.
\$100.00 for meetings lasting more than 4hrs.
Hourly Compensation for all township officials and contracted services - \$20.00/hr
Clerk and Treasures annual salary - \$1,000.00 and \$20.00/hr for extra required meetings
Consecutively scheduled meetings for differing responsibilities are charged as separated meetings.
Mileage reimbursement will be the prevailing Federal mileage reimbursement rate.
- F. Designate duties for each Officer
Town Hall – Tim
Garbage- Tim
Roads- Barb
Zoning-Lynn
Website-Lynn
Weeds-Lynn
- G. Designate Bank as depository – Citizens National Bank; Park Rapids, MN.
- H. Consider Conflict of Interest issues – Policy Reviewed and no conflicts noted by Supervisors

- I. Review township's AWAIR plan – accident and injury reduction plan. Nothing noted.
- J. Inventory of Town Ordinance and Resolution Book – reviewed and found up to date.
- K. Confirm the Township financial reporting form has been completed and returned to MN auditor's office. Review Township Books and Reporting. Board reviewed CTAS year-end financial report, sets of books kept by Treasurer and Clerk and found them in agreement. Supervisors signed each set of books. Donna will send final 2019 report to MN Auditor office.

- L. Identify upcoming training opportunities
MAT Short Course – March 30th in Mahnomen and April 1st Bemidji.

- M. Confirm list of officers
Tim Holzkamm – Chair
Lynn – Vice Chair
Lisa Jackson – Deputy Clerk
John LaFond – Deputy Treasurer

Motion by Tim to adjourn the Organizational Meeting
Second by Barb. Motion carried unanimously

Date Range : 1/3/2020 To 1/14/2020

<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>
01/14/2020	PERA	2019 salary/employer deductions report	2608	\$622.00			
					100-41115-120-	Supervisors	\$311.00
					100-41115-173-	Supervisors	\$311.00
01/14/2020	United States Treasury	2019 Medicare wage	2614	\$180.38			
					100-41115-171-	Supervisors	\$180.38
01/14/2020	Carsonville Vol Fire & Rescue	2020 Fire and First Responder Contract	2615	\$15,742.00			
					225-42210-305-	Fire Administration	\$15,742.00
01/14/2020	Itasca Mantrap Co-op Elec. Assoc	electricity	2616	\$188.00			
					100-41940-381-	General Government Buildings and Plant	\$188.00
01/14/2020	Becker CO Assoc. of Township	MAT and Becker Cty Assoc. of Township dues 2020 MAT-\$296.88 becker cty- \$118.40	2617	\$415.28			
					100-41001-300-	General Government	\$415.28
1/14/2020 Dan Bergstrom							
Total For Selected Claims							

~~\$2620.00~~
~~\$17,447.66~~
~~20,117.66~~
19,767.66

Barb Christiansen

Barb Christiansen Town Supervisor

1/14/20

Date

Lynn Lindow

Lynn Lindow Vice Chair, Town Supervisor

1/14/20

Date

Tim Holzmann *1/14/20*

tim Holzmann Chair, Town Supervisor

1/14/20

Date