



2020 FOREST TOWNSHIP ANNUAL MEETING MINUTES

<p>Date and Time of Meeting: March 10, 2020 6:30 p.m. Present: Tim Holzkamm, Lynn Lindow, Barb Christiansen; Supervisors, Donna Waliczek; Treasurer, Carol Peterson; Clerk Absent: Visitors: Rolf Christiansen, Steve Lindow, Ray Vlasak, Craig Lindstrom, Jay and Valentina Smukowski, John and Karen LaFondl, Lisa and Bill Jackson, Don and Ruth Wattenhofer, Jack Wattenhofer</p>		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in AGENDA: NOMINATION OF MODERATOR MEETING AGENDA <ul style="list-style-type: none"> • Review and approval of March 12, 2019 Meeting Minutes • Audit Report • Treasurer Report • Public Comment 	<ul style="list-style-type: none"> • Clerk opened the floor for nominations for Moderator for the Annual Meeting • The Forest Township Board conducted an audit of Treasurer's and Clerk's Books at the January 2020 meeting. It was determined that the financial data was accurate for the year 2019. The Board unanimously agreed and signed both sets of books. The 2019 Financial Report was sent to the MN State Auditor. • Report on breakdown of Expenses and Revenue • Jay Smukowski – Discussed the the law that doesn't allow the use of all types of ATVs on snowmobile trails and how that cuts off residents who use ATVs to travel within the township. He requested that the Township open discussion with DNR about opening the use of trails and clarify some of the regulations/language. There are DNR personnel in Park Rapids who works with these issues. • Don Wattenhofer – Discussed the ice chunks left on the road by the spring plowing when the roadways were thawing. He felt that that made it difficult to drive on. 	<ul style="list-style-type: none"> • Tim Holzkamm nominated John LaFondl. Second by Craig Lindstrom. Hearing no others the vote was called and passed unanimously. • Motion by Carol Peterson to accept the Agenda. Second by Tim Holzkamm. The motion passed unanimously • Motion by Ray Vlasak to accept the 2019 Minutes. Second by Rolf Christiansen. Motion passed unanimously • Motion by Jay Smukowski to accept the Annual Financial Report. Second by Don Wattenhofer. Motion passed unanimously

<ul style="list-style-type: none"> Website 	<ul style="list-style-type: none"> We are changing Website host but the web address will stay the same. There may be a short disruption in service and Minutes may be delayed in posting. 	
<ul style="list-style-type: none"> Old Business 	<ul style="list-style-type: none"> None 	
<ul style="list-style-type: none"> New Business 	<ul style="list-style-type: none"> 2021 Budget and Levy Tim presented past budgets and levies, 2019 summary of expense and revenue and balance of revenue to expense. Township goal is to have annual balance at about 150% of budget. The Board's 2021 Budget Recommendation: General Expenses -\$ 31,000.00 AIS 3,000.00 Roads 25,000.00 Gravel 5,000.00 Fire 14,500.00 Discussion – Need to do more extensive road work and the cost to accomplish that goal., Ray recommended workshops to better know how to maintain roads and gravel quality. <u>Formal definition of Class 5 gravel is crushed and graded sand and gravel mix which has a maximum grain size of 1 inch. Other definitions use clay, sand and gravel: max. grain of 1 inch. Lime dust 'vs' sand binder produces a harder surface less prone to erosion.</u> The Board's 2021 Levy Recommendation: \$55,000.00 Discussion: To Increase 2021 to match expense of road work 	<ul style="list-style-type: none"> Motion by Jay Smukowski to increase the Road Expense by \$25,000.00 and the Levy by \$25,000.00 Second by Craig Lindstrom. Motion carried unanimously. 2021 Budget: General Expense \$31,000.00 AIS 3,000.00 Roads 25,000.00 Gravel 5,000.00 Fire 14,500.00 \$103,500.00 2021 Levy \$ 80,000.00
<ul style="list-style-type: none"> Adjourn 	<ul style="list-style-type: none"> Amnesty Dates for 2020 White Earth Sanitation will allow tires, mattresses, computers and TVs. Township will rent 4 dumpsters for Spring Amnesty. Set Annual Meeting Dates for 2021 March 9, 2021 - Annual Meeting March 16, 2021 - Alternate Day Monday, March 8th, 2021 will be regular monthly meeting 	<ul style="list-style-type: none"> Craig Lindstrom made the motion to set May 23rd and August 29th as Amnesty Dates for 2020. Bill Jackson second. Motion carried unanimously
		<ul style="list-style-type: none"> Don Wattenhofer made the motion to adjourn. Second by Tim Holzmann. Motion carried unanimously..

Board Member Reports

- Town Hall
- Trash/Recycle

- Ray Vlasak gave the Township historical pictures from the construction of the Townhall.
Building is in good shape and been well maintained.
- Hazardous Waste – Township can no longer take these as it requires a license to handle. Property owners have to dispose of these on their own. There are posted signs at the dump that define these materials.
The current number of dumpsters seems to meet our needs and people are doing a good job of following the rules
UPS will take packing styrofoam to recycle

• Roads

- Barb presented a year end summary of expense and work done. Road contract is up for bidding this spring and Barb requested names of contractors and to encourage bids.
- Gravel – Discussion: Jay Smukowski feels the roads need a lot more gravel/binder and to be worked deeper to get rid of washboard. Craig Lindstrom also felt the need for more frequent grading in the busy months. Don Wattenhofer suggested that the residents could meet with Road contractor to discuss areas of concern.
- Calicum Chloride - The question of using Calicum Chloride on the road was discussed. There is a growing concern with the use close to waterbodies as it doesn't breakdown and the concentration in the water is detrimental. The consensus was to avoid wide spread use but E. Bad Medicine Lake Road would be safe as its far enough away from lake. Calicum Chloride is applied after gravel application and grading then there shouldn't be any further grading for the season.
Findings : Road work would be a 2 year project. First year would be graveling and grading all roads. 2nd year would be limited application of Calicum Chloride. Residents encouraged to attend monthly Township Meeting to talk to Road Contractor .

• Planning Commission

- Lynn reported that Becker County has gone to a webbased building permit process that has made viewing building permits for Forest Township more difficult. The Township has adopted a new building application that requires additional information that we used to get from county permit. The fee schedule was also changed and will be posted at Town Hall. There were no increases.
She was unaware of any zoning changes coming from Becker County

• Weed Report

- Lynn spot sprays areas that contain invasive species and the roadsides are mowed at least once a summer. Private landowners are required to maintain their property and Lynn is available for assistance.

John LaFond

John LaFond; Moderator

3/20/20

date

Carol Peterson

Carol Peterson; Clerk

3/20/20

date

2019 Forest Township Financial Report (prepared 1/10/2020)

Present at March 2020 Annual Forest Township Meeting

	Jan. 1, 2018	Jan. 1, 2019
Checkbook	\$ 17,884.20	\$ 6,983.66
Money Market	\$105,583.97	\$ 92,992.19
CD's (General)	\$ 14,170.20	\$ 14,282.92
CD's (Gravel)	\$ 20,236.81	<u>\$ 20,426.88</u>
Total assets	\$157,875.18	\$134,685.65
Revenue	\$ 68,069.10	\$ 45,246.58
Interest	\$ 408.22	\$ 307.89
	(\$ market)	
	\$ 302.79	\$ 449.55
	(General & Gravel)	
Total Fund	\$226,655.29	\$180,689.67
Expenses	\$ 91,969.64	\$ 62,183.10
	\$134,685.65	\$118,506.57
	Dec. 31, 2018	Dec. 31, 2019
Checkbook	\$ 6,983.66	\$ 10,047.14
Money Market	\$ 92,992.19	\$ 73,300.08
CD's General	\$ 14,282.92	\$ 14,465.47
CD's Gravel	\$ 20,426.88	<u>\$ 20,693.88</u>
	\$134,685.65	\$118,506.57

2019 Summary Expenses

General	\$ 17,399.86		
Garbage	\$ 8,846.74		
Road & Bridges	\$ 18,247.50		
Fire	\$ 14,319.00	Heavy Trash	\$ 3,370.00

Summary of Revenue 2019

General Total = \$12,456.31

MN ACH	\$ 2,383.24
Becker Co. Tax Dist. 2017-18	\$ 9,571.60
Misc. building permits & capital credit	\$ 501.47

Garbage Total = \$ 943.85

Becker Co. Recycle	\$ 933.85
Misc. Key, Dump Fees, Sold Dumpsters	\$ 10.00

Road & Bridges Total = \$ 27,089.51

Becker Co. Tax Distr.	\$ 20,761.61\
Becker Co. Gas Tax Allot.	\$ 6,327.90

Fire Total = \$ 4,756.91

Becker Co. Tax Distr.	\$ 4,756.91
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FOREST TOWNSHIP - BUDGET & LEVY SUMMARY - Draft 11 February 2020

FISCAL YEARS 2007-2021

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	\$6,500.00	\$13,522.00	\$80,462.00
	Levy	\$20,000.00			\$5,000.00		\$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	\$6,500.00	\$13,522.00	\$79,992.00
	Levy	\$2,000.00			\$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	\$6,500.00	\$14,000.00	\$100,500.00
	Levy	\$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	Budget	\$25,000.00			\$2,500.00	\$5,500.00	\$14,500.00	\$79,500.00
	Levy	\$6,500.00			\$5,000.00	\$5,500.00	\$14,500.00	\$34,000.00
	Actual	\$17,399.86	\$8,846.74	\$3,370.00	\$18,247.50		\$14,319.00	\$62,183.10
2020	Budget	\$31,000.00			\$30,000.00		\$14,500.00	\$75,500.00
	Levy							\$55,000.00
	Prop Budget	\$31,000.00			\$3,000.00	\$5,000.00	\$14,500.00	\$78,500.00
Prop Levy				\$3,000.00	\$5,000.00	\$14,500.00	\$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

of 103,500.00
\$0,000.00

FOREST TOWNSHIP

SUMMARY OF REVENUE - 2019			
	Levy	Other Sources	Levy + Other Sources
General			
MIN ACH		\$2,383.24	
2016-17 Tax Dist	\$9,571.60		
Misc Permits & Cap Credits		\$501.47	
MAT Dividend			
Garbage			
Becker Co Recycling		\$933.85	
Misc		\$10.00	
Roads & Bridges			
Becker Co Tax Dist	\$20,761.61		
Becker Co Gas Tax Allot		\$6,327.90	
Fire			
Becker Co Tax Dist	\$4,756.91		
TOTAL	\$35,090.12	\$10,156.46	\$45,246.58

SUMMARY OF EXPENSES - 2019	
General	\$17,399.86
Garbage	\$8,846.74
Heavy Trash	\$3,370.00
Road & Bridges	\$18,247.50
Fire	\$14,319.00
TOTAL	\$62,183.10

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	\$91,969.21	146.45%
2019	\$118,506.57	\$62,183.10	190.58%

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

NB: 2019 had very low expenses for roads, assuming average expenses for 2009-2019, the Balance / Expenses would have been 169.2%

2019 Annual Road Maintenance/Repair/Plowing Costs

2014	\$26,340
2015	\$27,747
2016	\$28,337
2017	\$29,177
2018	\$47,057
2019	\$18,247

Plowing - \$7862.50

Grading/Road Repairs - \$8847.50

Brushing - \$1537.50

In **2019** the township had scheduled to complete some spot graveling on the roads but this was not completed. The 2020 road tour will be done when the snow/frost is gone but the board has already discussed adding additional gravel on the south end of E. Bad Medicine Road.

The board is also considering the installation of cul-de-sacs on roads that it currently maintains that do not have them. We have also established a process for residents to petition the township for road maintenance.

The township's road contracts will be renewed in the spring. In the past we have only had one contractor bidding on the work and if possible, we would like to have multiple bids. If you know of anyone that might be interested in submitting bids for grading and snow plowing, please give them Barb's number (218-573-3931) or give Barb their contact information and she will contact them. Thank you.

2020 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

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