


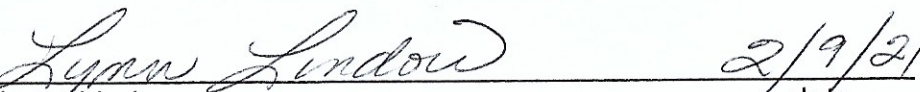
## FOREST TOWNSHIP MEETING MINUTES


Date and Time of Meeting: <b>January 12 , 2021, 6:30 p.m.</b>		
Present: Tim Holzkamm, Lynn Lindow, Barb Christiansen: Supervisors, Donna Waliczek; Treasurer, Carol Peterson; Clerk Absent: Visitors: none		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Reorganizational Meeting  Consent agenda: <ul style="list-style-type: none"> <li>• December 8, 2020 Minutes</li> <li>• Treasurers Report</li> <li>• Approval of Claims List</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer reported that PR Citizen Bank made an automatic withdrawal at the end of December for \$19.00 for Safety Deposit box rental that is part of December claims.</li> <li>• Annual Financial Report and Books will be presented in Feb.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion by Tim to approve the Consent Agenda with the correction to Andy Rodger's name. Second by Lynn. Motion carried unanimously</li> </ul>
<ul style="list-style-type: none"> <li>• Public Comment</li> </ul>	<ul style="list-style-type: none"> <li>• none</li> </ul>	
<ul style="list-style-type: none"> <li>• Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <li>• Ottertail Power Company-MN office of Admin. Hearing for rate increase. Reviewed and no action required.</li> <li>• MN Pollution Control Agency-Notice of Hearing February 4<sup>th</sup>. Tim will review.</li> <li>• 1099s, W2s &amp; 3 and Medicare reports sent out.</li> <li>• 2020 Bills and Zoning permits are on filed at Township.</li> </ul>	
Board Member Reports <ul style="list-style-type: none"> <li>• Town Hall</li> <li>• Trash/Recycle</li> <li>• Roads</li> </ul>	<ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• Dump Violation updates. One violation paid and one is pending.</li> <li>• Horseshoe Road cul de sac. Some concerns with the space for plow to make turn. Barb is following up.</li> </ul>	

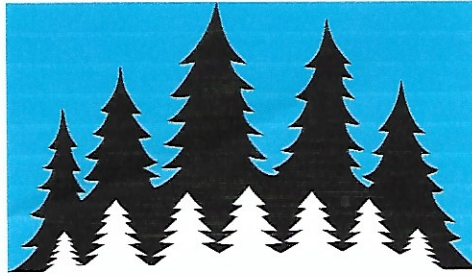
<ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• Weed Report</li> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up on Commercial Zoning Definition. Lynn reported that Lisa Marschall, assessor, identifies commercial property through claims on tax forms and allocations for office or shop space. Discussion followed reviewing zoning regs.</li> <li>• Planning Committee report. Lynn reported that Dennis Anderson's term on the Committee has expired. Discuss of possible replacement and Lynn reported that John LaFond is willing to service. Variance Committee has an opening for Citizen at Large member. Discuss followed and Lynn will ask Bill Jackson</li> <li>• Nothing to report</li> <li>• Email addresses- discussed option of setting up separate email Service for township and officials. No action recommended, Will ask Mark to update the number of Forest residents 93 as recorded as registered voters.</li> </ul>	<ul style="list-style-type: none"> <li>• .Decision – that the current Forest Zoning regulation for Commercial Property stay as written.</li> <li>• Motion by Tim to approve John LaFond to service on Planning Committee. Second by Barb. Motion carried unanimously.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>•</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>• Annual Meeting location/format. No internet service available to conduct Zoom/internet meeting. Will make plans in February.</li> </ul>	
Adjourn		<ul style="list-style-type: none"> <li>• Motion by Tim to adjourn. Second by Lynn. Motion carried unanimously</li> </ul>

  
 Tim Holzkamm 2/9/21  
 date

  
 Barb Christiansen 2/9/2021  
 date

  
 Lynn Lindow 2/9/21  
 date

  
 Carol Peterson/Clerk 2/9/21  
 date

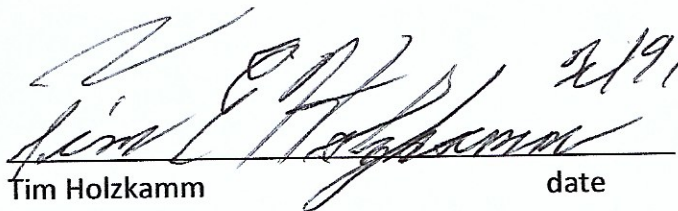
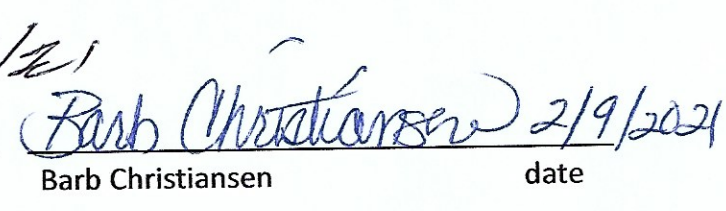


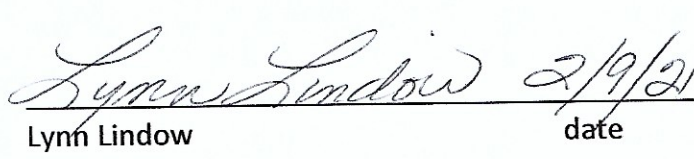

**Forest Township  
37121 Red Top Road,  
Ponsford, MN 56575**

**FOREST TOWNSHIP RE-ORGANIZATIONAL MEETING  
January 12, 2021**

- A. Swearing in new and re-elected officers  
Completed.
- B. Select Township Board Chairperson  
Lynn nominated Tim, Second by Barb. Nomination carried.
- C. Post Schedule of Meetings  
Meeting dates were reviewed at December meeting and approved. Dates will be posted at Town Hall and on Township website by the clerk.
- D. Designate Official Newspaper  
Park Rapids Enterprise
- E. Set Compensation for town officers and employees:  
\$50.00 for meetings lasting up to 4 hrs.  
\$100.00 for meetings lasting more than 4 hrs.  
Hourly compensation for all township officials and contract service- \$20.00  
Clerk and Treasurer annual salary - \$1,000.00 and \$20.00/hour for extra required meetings  
Consecutively scheduled meetings for differing responsibilities are charged as separate 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 and correct.
- K. Confirm the Township financial reporting form has been completed and returned to MN auditor's office.  
Year-end financials were reviewed on Treasurer report. The CTAS final report and reporting to MN Auditor will be at February's meeting.
- L. Identify upcoming training opportunities:  
MAT is planning short courses and working on meeting format and Covid requirements.
- M. Confirm list of officers:  
Tim Holzkamm – chairperson  
Lynn Lindow – vice-chairperson  
Lisa Jackson – deputy clerk  
John LaFond – deputy treasurer.

	2/9/21		2/9/2021
Tim Holzkamm	date	Barb Christiansen	date

	2/9/21		2/9/2021
Lynn Lindow	date	Carol Peterson/Clerk	date

Date Range : 1/1/2021 To 1/12/2021

<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>
01/12/2021	Becker CO Assoc. of Township	MAT and Becker Cty Assoc. of Township dues 2021 MAT-\$297.20 becker cty- \$118.30	2684	\$415.50	100-41980-433-	County and township dues	\$415.50
01/12/2021	Itasca Mantrap Co-op Elec. Assoc	electricity	2685	\$63.00	100-41940-381-	General Government Buildings and Plant	\$63.00
01/12/2021	PERA	2020 salary/employer deductions report	2686	\$665.00	100-41115-120- 100-41115-173-	Supervisors Supervisors	\$332.50 \$332.50
01/12/2021	Karen LaFond	cleaning 12/6/2020 2.5 hrs	2687	\$50.00	100-49001-100-	miscellaneous	\$50.00
01/12/2021	United States Treasury	2020 Medicare wage	2688	\$192.85	100-41115-171-	Supervisors	\$192.85
01/12/2021	Carsonville Vol Fie & Rescue	2021 Fire and First Responder Contract	2689	\$15,722.00	225-42210-305-	Fire Administration	\$15,722.00
01/12/2021	Thelen's Excavating	grading-11/19 Plowing 12/23 & 12/26	2690	\$895.00	201-43122-400-	Unpaved Streets	\$895.00
<b>Total For Selected Claims</b>				<b>\$18,003.35</b>			<b>\$18,003.35</b>

Date Range : 1/1/2021 To 1/12/2021

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	<i>Barb Christiansen</i>					<u>1/12/2021</u>	
	Barb Christiansen	Town Supervisor				Date	
	<i>Lynn Lindow</i>					<u>1/12/2021</u>	
	Lynn Lindow	Vice Chair, Town Supervisor				Date	
	<i>Tim Holzmann</i>					<u>1/12/21</u>	
	tim Holzmann	Chair, Town Supervisor				Date	