



2021 FOREST TOWNSHIP ANNUAL MEETING AGENDA

Date and Time of Meeting: March 9, 2021, 6:30 p.m. Alternate date: March 16, 2021		
Present: Tim Holzkamm, Barb Christiansen, Lynn Lindow, Supervisors, Donna Waliczek; Treasurer, Carol Peterson; Clerk Absent: Visitors: John LaFond		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
AGENDA <ul style="list-style-type: none"> • Nomination of Moderator • Agenda • Review of March 12, 2020 Minutes • Audit Report • Treasurer's report 	<ul style="list-style-type: none"> • Clerk calls for nominations for Moderator. • The Forest Township Board conducted an audit of Treasurer's and Clerk's Financial Books. It was determined that the financial data was accurate for the year 2020. The Board unanimously agreed and signed both sets of Books. The 2020 Financial Report was sent to the MN State Auditor by the Treasurer. • Financial Reports shared and Donna reported that monthly financial reports are available on the Township website 	<ul style="list-style-type: none"> • Lynn Lindow nominated John LaFond as Moderator. Second by Barb Christiansen. Motion carried unanimously. • Motion by John LaFond to accept the 2020 Agenda, Second by Barb Christiansen. Motion carried unanimously. • Motion by Tim Holzkamm to accept the 2020 Minutes. Second by Lynn Lindow. Motion carried unanimously. • Motion by Carol Peterson to accept Treasurer's report. Second by Tim Holzkamm. Motion carried unanimously.
Public Comment	<ul style="list-style-type: none"> • None 	
Board Member Reports <ul style="list-style-type: none"> • Town Hall • Trash/Recycling • Roads 	<ul style="list-style-type: none"> • New handicapped toilet was installed and leak in roof was repaired. • Amnesty Days last summer went well. • Several dump fines were issued; one is still outstanding. • New road contractors are doing a good job with road maintenance. • More graveling planned for 2021 as levied. No sodium chloride will be applied because of environmental impact. (Road report attached) 	<ul style="list-style-type: none"> • Recommendation was made to add motion detection lights be placed on exterior of building.

<ul style="list-style-type: none"> • Planning Commission • Weed Report • Website 	<ul style="list-style-type: none"> • Planning Commission did some clarification of definitions for Commercial Properties for Zoning Regulations using Becker County Zoning. • Two building permits are in the zoning process. • Lynn reported that she had been spot spraying for invasive weeds in problem areas. • New site is working well and is up to date. 	<ul style="list-style-type: none"> • Recommendation by John LaFond a 5-gallon sprayer be purchased. 								
<p>Old Business</p>	<ul style="list-style-type: none"> • AIS. Steve Lindow is no longer working with AIS program. Becker County has not billed Township for any 2020 inspector services. Township will continue participation with the County as there is unspent money from previous year. 									
<p>New Business</p>	<ul style="list-style-type: none"> • 2022 Budget and Levy. • Budget Presentation 2022 <table border="0" style="margin-left: 20px;"> <tr> <td>General Expense</td> <td style="text-align: right;">\$31,000.00</td> </tr> <tr> <td>Roads</td> <td style="text-align: right;">30,000.00</td> </tr> <tr> <td>Fire</td> <td style="text-align: right;">14,500.00</td> </tr> <tr> <td><u>Total</u></td> <td style="text-align: right;"><u>\$75,500.00</u></td> </tr> </table> <p style="margin-left: 20px;">Levy Proposed for 2022 \$ 55,000.00</p> <p>Discussion: Looked at expectations for revenue and expenses. Reviewed annual carryover balance and goal of maintaining annual balance at 150% of budget.</p> • Internet Service for Town Hall- the Supervisors request input on installing phone & internet service to the Town Hall to give residents more options to participate in monthly and annual meetings. It would allow supervisors the opportunity to participate in meetings when they are unable to attend in person and may increase candidacy for elected positions from residents who otherwise are gone in the winter months. • Amnesty Dates • Set Annual Meeting dates for 2022. 	General Expense	\$31,000.00	Roads	30,000.00	Fire	14,500.00	<u>Total</u>	<u>\$75,500.00</u>	<ul style="list-style-type: none"> • Motion by John LaFond to approve 2022 budget of \$75,500.00. Second by Barb Christiansen. Motion carried unanimously. • Motion by Lynn Lindow to set the 2022 Levy at \$55,000.00. Second by Tim Holzmann. Motion carried unanimously. • Recommendation by John LaFond to investigate the cost of installing phone and internet services to the Town Hall. • John proposed dates of May 29th and August 28th, 2022 for Amnesty Days. Second by Carol Peterson. Motion passed unanimously. • Barb Christiansen proposed March 15th 2022 as Annual Meeting date with March 15th as alternate. Second by Tim Holzmann. Motion carried unanimously.
General Expense	\$31,000.00									
Roads	30,000.00									
Fire	14,500.00									
<u>Total</u>	<u>\$75,500.00</u>									
<p>Adjourn</p>		<ul style="list-style-type: none"> • Motion by Barb Christiansen to adjourn the meeting. Second by Lynn Lindow. Motion carried unanimously. 								

John LaFond
John LaFond - Moderator

3/10/21
Date

Carol Peterson
Carol Peterson - Clerk

3/10/21
Date

2020 Annual Road Maintenance/Repair/Plowing Costs

2014	\$26,340
2015	\$27,747
2016	\$28,337
2017	\$29,177
2018	\$47,057
2019	\$18,247
2020	\$38,784

Plowing - \$5508

Grading/Road Repairs - \$10,101

Class 5 - \$18,425

Build Cul-de-sac - \$4150

Mowing - \$600

In the Spring of 2020 our road contracts were renewed and Thelen's Excavating won the bid for the road grading and plowing. This contract is in affect through 2023. In June we installed a cul-de-sac on Dolly's trail and 1343 yards of Class 5 gravel was put on the roads this past year. Our road tour will probably be in May and we do plan to put down more Class 5 this summer again. We will be working with the contractor to determine where this is needed.

Please be aware that when you plow or have someone plow your driveways do NOT push the snow out onto the township road or ditches. Thank you.

2021 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

SUMMARY OF REVENUE - 2020

SUMMARY OF REVENUE - 2020				Levy +	
		Levy	Other Sources	Other Sources	
General	MN ACH		\$2,557.26		
	2017-18 Tax Dist	\$66,252.87			
	Msc Permits & Cap Credits		\$189.08		
	MAT Dividend				
Garbage	Becker Co Recycling		\$908.24		
	Msc		\$550.00		
Roads & Bridges	Becker Co Tax Dist	\$16,297.11			
	Becker Co Gas Tax Allot		\$6,538.54		
Fire	Becker Co Tax Dist	\$2,474.18			
Investments			\$690.01		
TOTAL		\$85,024.16	\$11,433.13		\$96,457.29

SUMMARY OF EXPENSES - 2020

General	\$20,864.46
Garbage	\$7,120.89
Heavy Trash	\$3,324.00
Road & Bridges	\$38,797.24
Fire	\$15,742.00
TOTAL	\$85,848.59

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%
2020	\$129,115.27	\$85,848.59	150.40%

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

FOREST TOWNSHIP - BUDGET & LEVY SUMMARY - Draft 8 March 2021
FISCAL YEARS 2007-2022

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	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
	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
	Actual	\$21,022.95	\$7,120.89	\$3,324.00		\$38,638.75		\$15,742.00	\$85,848.59
2021	Budget	\$31,000.00			\$3,000.00	\$50,000.00	\$5,000.00	\$14,500.00	\$103,500.00
	Levy								\$80,000.00
2022	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

PROPOSED

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Forest Township Balance Roll Forward

3/9/21

2019 Actual Balance **\$118,500**

Plus 2020 Actual Revenue **\$96,500**

Less 2020 Actual Expenses **(\$85,800)**

2020 Actual Balance **\$129,200**

Plus 2021 Projected Revenue **\$90,000** **\$80,000 Levy plus \$10,000 Other Revenue**

Less 2021 Budgeted Expenses **(\$103,500)**

2021 Projected Balance **\$115,700**

Plus 2022 Proposed Revenue **\$65,000** **\$55,000 proposed Levy plus \$10,000 Other Revenue**

Less 2022 Proposed Expenses **(\$75,000)**

2022 Projected Balance **\$105,700**