



FOREST TOWNSHIP MEETING MINUTES


Date and Time of Meeting: February 8, 2022 6:30 p.m.		
Present: Tim Holzkamm, Barb Christiansen, Lynn Lindow; Supervisors, Donna Waliczek; Treasurer, Carol Peterson; Clerk Absent: Visitors: Lisa Jackson		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance <ul style="list-style-type: none"> • Visitor Sign in 		
Township Re-organizational Meeting. Consent agenda: <ul style="list-style-type: none"> • January 11, 2022 Minutes • Treasurers Report • Review of 2021 Financial Report and signing of Township Books • Approval of Claims List 	<ul style="list-style-type: none"> • The Financial Books, CTAS Financial Statement, Claims and Disbursements Ledgers and Monthly Banking statements were presented to the Supervisors to review and discuss 	<ul style="list-style-type: none"> • Motion by Lynn to approve the Consent Agenda . Second by Barb. Motion carried unanimously • All documents and Books were signed by Supervisors
<ul style="list-style-type: none"> • Public Comment 		
<ul style="list-style-type: none"> • Clerk's Report 	<ul style="list-style-type: none"> • Correspondence – Information from MN Benefits Ass on insurances available for Township Personnel 	

<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"> • Entrance door – nothing done • Dump violations: Niemi - Tim has the letter and will get it sent. • Minimum Maintenance Roads – Barb presented the costs of signs: • 36”X30” - \$69.00, 30”X18” \$39.00, 24”X18 - \$35.00 • Black Bear Rd cul-de-sac – Barb had phone conversation with John about road concerns and he was agreeable to Township’s requests. Barb will send a follow up letter with items and solutions. • Horseshoe Rd.- someone got a plow and started plowing some of the road. Barb wants to assure road residents that the Township will continue to plow the road. • Ray Valsik wants to inform the Township that he is going to apply for an DNR road easement for his property on Sockeye Trail. The DNR will want the request to come to the Township first. • Permit Haney- nothing new Permit Altenburg-nothing new Permit Tschudi-nothing new • Lynn called Patty Morgan and Bill Jackson about doing 2nd terms on their respective committees. Patty serves 2 yr. and Bill’s is 1 yr. term. • Annual Weed Meeting scheduled March 24th in Callaway • Nothing new 	<ul style="list-style-type: none"> • Motion by Tim to purchase 4 24”X18” signs and ask Rolf to install. Second by Lynn Motion carried unanimously
<p>Old Business</p>	<ul style="list-style-type: none"> • 	
<p>New Business</p>	<ul style="list-style-type: none"> • Annual Meeting – Tim will put together the Financial Comparisons for the levy discussion Supervisors reviewed financial information and discussed levy options. Final proposal will be made at the March 7th meeting. • Boundary and Annexation Survey – Tim completed the survey on line. No boundary changes. 	
<p>Adjourn</p>		<p>Motion by Lynn to adjourn. Second by Barb. Motion carried unanimously.</p>

 3/7/22
 Tim Holzkamm Date

 3/7/2022
 Barb Christiansen Date

 3/7/22
 Lynn Lindow Date

 3/7/22
 Carol Peterson / Clerk Date

Date Range : 2/1/2022 To 2/8/2022

<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>
02/08/2022	Itasca Mantrap Co-op Elec. Assoc	electricity	2764	\$227.00	100-41940-381-	General Government Buildings and Plant	\$227.00
02/08/2022	Thelen's Excavating	Plow all roads jan. 6. Jan.22 Plow EBM from 129 to townhall, Jan. 31 scrape EBM and Sunse	2765	\$600.00	201-43122-400-	Unpaved Streets	\$600.00
02/08/2022	Karen LaFond	cleaning 1/9	2766	\$40.00	100-49001-100-	miscellaneous	\$40.00
02/08/2022	White Earth Sanitation	Dec	2767	\$594.36	100-43240-384-	Waste (Refuse) Disposal	\$594.36
02/08/2022	Benson, leitheiser & Soberg	Blank W-2s and 1099 forms	2768	\$11.00	100-41501-104-	Financial Administration	\$11.00
Total For Selected Claims				\$1,472.36			\$1,472.36

Barb Christiansen

Barbara Christiansen Town Supervisor

2/8/2021

Date

Lynn Lindow

Lynn Lindow Vice Chair, Town Supervisor

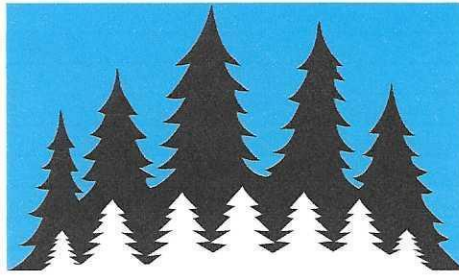
2/8/2021

Date

Tim Holzkamm

tim Holzkamm Chair, Town Supervisor

Date



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

**FOREST TOWNSHIP RE-ORGANIZATIONAL MEETING
January 11, 2022**

- A. Swearing in new and re-elected officers
No elections
- 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.
- 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 – automatic, motion detector lights installed at gate entry and building door.
- 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 will be a part of February Agenda
- L. Identify upcoming training opportunities
MAT Short Courses as posted
- M. Confirm list of officers
Tim Holzkamm – Chair
Lynn – Vice Chair
Lisa Jackson – Deputy Clerk
John LaFond – Deputy Treasurer

Motion by Tim to approve updates to Forest Township Organization. Second by Barb.
Motion carried unanimously.

Motion by Tim to adjourn Organizational Meeting at 6:45pm. Second by Lynn.
Motion carried unanimously

		
Tim Holzkamm	Date	Barb Christiansen Date

			
Lynn Lindow	Date	Carol Peterson/Clerk	Date