

## FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: February 14th, **2023 @ 6:30 p.m.**Present: Tim Holzkamm, Lynn Lindow, Barb Christiansen; Supervisors, Donna Waliczek; Treasurer, Lisa Jackson; Clerk

Absent:

Visitors: Lenard Thelen, Rolf Christiansen

Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed		
Pledge of Allegiance Visitor Sign in				
Consent agenda:  January 11 <sup>th</sup> , 2023, Minutes  Treasurers Report  Approval of Claims  Public Comment	<ul> <li>Review minutes</li> <li>Treasurer Summary for February 14<sup>th</sup>, 2023. Change misprint under Receipts: Becker County; General \$176017 to \$176.17 (zero to be period)</li> <li>Three additional invoices received since printing of claims list.</li> <li>Spring is coming</li> </ul>	<ul> <li>Motion by Tim to approve the consent agenda. Second by Lynn. Motion carried unanimously.</li> <li>Invoices added (on back) of claims list for approval.</li> </ul>		
Clerk's Report	<ul> <li>MN State-Request to resubmit 2021 W2's</li> <li>WC Audit completed/submitted before deadline.</li> <li>Lisa attended MAT training 1/24/23 in St. Michael's.</li> <li>MAT Spring Short Courses to be held in Mahnomen April 3<sup>rd</sup>.</li> <li>Letter/notification from MATIT on e-business theft.</li> <li>CTAS 2023 – Lisa has access as of 2/13/2023. Donna: Issues previously/current in downloading CTAS continue and have to call MAT once a year to enter computer to copy, download and submit so we are good to go. To upgrade CTAS software need to download Windows 11 software and currently have Windows 8.1. This is issue why MAT are unable to</li> </ul>	<ul> <li>Resubmit 2021 W2's</li> <li>Attendees to be determined.</li> <li>Motion by Lynn to authorize up to \$400.00 for Donna (treasurer) to purchase new computer/scanner similar to clerks. Tim second the motion. Motion carried unanimously.</li> </ul>		

Donal Marshar Davids	receive our files. Current computer purchased in 2015. Information from IT person, that if software purchased with current computer, current computer will not be able to support upgrade. Asking for motion for new computer with Windows 11 for treasurer.	
Board Member Reports  Town Hall  Trash/Recycle	<ul> <li>Sink – tbc</li> <li>Dumpster door – busted rod. Tim-recommendation to</li> </ul>	Tim-recommendation to empty, put tarp over with sign
	<ul> <li>empty, put tarp over with sign out of order until spring when it will be easier to work on it.</li> <li>Question/Discussion on savings by having garbage dumped every other weekend in winter. Possible need for more frequent dumps due to nice weather, more usage, and full dumpsters. Option - to keep all dumpsters operational. Discussion on warm weather and animals emerging.</li> </ul>	out of order until spring when it will be easier to work on it.  • Dumpsters to be added on agenda for annual meeting.
• Roads	Minimum maintenance road guidelines -     Doesn't appear that other townships have any guidelines.     Discussion:     Designate at road tour?     Review gravel needs every 5 years or whenever washout or emergency need? Rotating schedule?	Nothing required for minimum maintenance roads other than resolution designating as minimum maintenance road and signage. Township Board has done both so are compliant.
	Advertisements for road contracts; due dates for summer 2023 and winter 2023/2024. Barb to check-Contracts can be made for 3 years with fuel adjustments. Benefit to advertising multiple contract periods at same time.	Tim motion to put notice in Park Rapids paper on road maintenance contracts for summer 2023 and winter 2023-2024 seasons. Lynn second the motion. Motion carried unanimously.
	Talked/texted w/John Johnson on Calcium Chloride. Currently he did not have costs. Township clerk name/email address was sent for communication and to get on schedule. Waiting on communication/quote for annual meeting.	Barb to call John Johnson before next meeting.
	<ul> <li>Public question asked on tax exempt certificate for township.</li> <li>Flyer received on brushing from Knutson Brushing, LLC</li> </ul>	Townships tax exempt.
Planning Commission	<ul> <li>Nothing new on Permits:         Tschudi-looking to renew permit in summer.         Mike Johnson – on hold until spring.         Naloni Teal – on hold until spring.     </li> </ul>	
	Forest Township Zoning Ordinance-Definitions on Becker County ordinance. Discussion on	<ul> <li>Township automatically applies all definitions/rules of Becker County ordinance-no need to change anything.</li> </ul>

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<ul><li>Weed Report</li><li>Website</li></ul>	permanent/conditional use structures (section 8). Occupied structures. Forest Township Site Permit Application for Non-Commercial Building-length of permit. Rules come out of Becker County. Information sheet for site permits used. Discussion on permit responsibilities between owner/contractor. Forest Township Application for Zoning Variance	<ul> <li>Length of permit information added at top of site permit for approval.</li> <li>Lynn – submit Draft 1 for Variance Guidelines added to informational sheet on "What is a Variance?" on website. Variance still needed at 267'. Information/guidelines used from Becker County and MN Townships. Ordinance not changed.</li> </ul>
Old Business	For Bell Bank to transfer accounts; Motion needed in minutes for authority/access to bank accounts.	Motion made by Barb:The following Forest Township board members: Tim Holzkamm, Chairperson; Lynn Lindow, Deputy Chairperson; Donna Waliczek, Treasurer; Lisa Jackson, Clerk; Carol Peterson, Deputy Clerk have authority to sign checks and have access to the following accounts: Checking, Money Market, and CD's at Bell Bank in Detroit Lakes, MN. Motion second by Tim. Motion carried unanimously.
New Business	Annual Meeting	Tim sent updated Financial Comparisons for levy discussion.
7	AlS inspections at public landings	<ul> <li>Recommendation to follow motion/resolution by John LaFond from last year's annual meeting by Lynn.</li> </ul>
Adjourn	•	<ul> <li>Motion made by Barb to adjourn, Motion second by Tim. Motion carried. (Meeting end 7:41PM)</li> </ul>
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Tim Holzkamm

Barb Christiansen

3/13/23 Date

Lindow Lynn Lindow

3/13/23 Date

Date	Range :

1/12/2023 To 2/14/2023

Date	Vendor	Description	Claim #	<u>Total</u>	Account #	Account Name	<u>Detail</u>
02/14/2023	Lisa Jackson	1/9/2023 Clerk Training	2842	\$350.79			
		\$65.00, Mileage to 385 miles @ .65_5 = \$252.17,					
		stamp \$33.62					
					100-41115-331-	Supervisors	\$350.79
02/14/2023	White Earth Sanitation	Invoice #WESINV 104415, Dec. 2022	2843	\$548.64			
		104413, Dec. 2022			100-43230-384-	Waste (Refuse) Collection	\$548.64
6							
02/14/2023	Thelen's Excavating	Snow plow	2844	\$1,010.00			
760 80					201-43122-400-	Unpaved Streets	\$1,010.00
02/14/2023	Lynn Lindow	Becker Co. mail box post	2845	\$259.60			
02, 14, 2023	Lynn Lindon	\$255.00, Cert. letter	2013	<b>Q233100</b>			
		\$4.60					
					100-41001-210-	GENERAL GOVERNMENT	\$259.60
Total For Selecte	ed Claims			\$2,169.03			\$2,169.03
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Rosh Chri	ationsa	2/14/23
Barb Christiansen	Town Supervisor	Date
Lyan Di	en dow	2/14/23
Lynn Lindow	Vice Chair, Town Supervisor	Date

Tim I Halfrann

Chair, Town Supervisor

2/14/23

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See back

2846 white Earth Sanitation # 251.46

2847 Itasca Mentrap \$ 165.00

2848

Bocker Co. Assoc. of Town ships. \$326.00

Total # 2911. 49

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