



## 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: <ul style="list-style-type: none"> <li>• January 11<sup>th</sup>, 2023, Minutes</li> <li>• Treasurers Report</li> <li>• Approval of Claims</li> <li>• Public Comment</li> </ul>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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>
<ul style="list-style-type: none"> <li>• Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <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 Mahnomon 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 style="list-style-type: none"> <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>







Date Range : 1/12/2023 To 2/14/2023

<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>
02/14/2023	Lisa Jackson	1/9/2023 Clerk Training \$65.00, Mileage to 385 miles @ .65 = \$252.17, stamp \$33.62	2842	\$350.79	100-41115-331-	Supervisors	\$350.79
02/14/2023	White Earth Sanitation	Invoice #WESINV 104415, Dec. 2022	2843	\$548.64	100-43230-384-	Waste (Refuse) Collection	\$548.64
02/14/2023	Thelen's Excavating	Snow plow	2844	\$1,010.00	201-43122-400-	Unpaved Streets	\$1,010.00
02/14/2023	Lynn Lindow	Becker Co. mail box post \$255.00, Cert. letter \$4.60	2845	\$259.60	100-41001-210-	GENERAL GOVERNMENT	\$259.60
<b>Total For Selected Claims</b>				<b>\$2,169.03</b>			<b>\$2,169.03</b>

*Barb Christiansen*

Barb Christiansen

Town Supervisor

*2/14/23*

Date

*Lynn Lindow*

Lynn Lindow

Vice Chair, Town Supervisor

*2/14/23*

Date

*Tim Holzmann*

Tim Holzmann

Chair, Town Supervisor

*2/14/23*

Date

see back

2846 white Earth Sanitation \$ 251.46

2847 Itasca Mantrap \$ 165.00

2848 Becker Co. Assoc. of Townships. \$ 326.00

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Total \$ 2911.49