



## 2023 FOREST TOWNSHIP ANNUAL MEETING MINUTES

Date and Time of Meeting: March 14 <sup>th</sup> , 2023 6:30 p.m.		
Present: Tim Holzkamm, Lynn Lindow, Barb Christiansen; Supervisors, Donna Waliczek; Treasurer, Lisa Jackson; Clerk		
Absent:		
Visitors: John LaFond, Carol Peterson, Monette Lundquist, Don and Ruth Wottenhofer, Lenny Thelen, Bill Jackson		
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in	Meeting start time: 6:35pm	
<b>AGENDA:</b> <b>NOMINATION OF MODERATOR</b>  <b>MEETING AGENDA</b> <ul style="list-style-type: none"> <li>• Review and approval of March 8<sup>th</sup>, 2022 Annual Meeting Minutes</li>             <li>• Audit Report</li>             <li>• Treasurer Report</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk call for nominations for Moderator. Carol Peterson nominated John Lafond, Second by Bill Jackson. No other nominations heard, clerk called for vote.</li>       <li>• Correction to Agenda: date of meeting minutes to review March 8<sup>th</sup>, 2022 Annual Meeting Minutes.</li>             <li>• The Forest Township Board conducted an audit of Treasurer's and Clerk's 2022 books at the January 2023 meeting. It was determined that the financial data was accurate for the year 2022. The Board unanimously agreed and signed both sets of books. The 2022 Financial Report was submitted January 30th, 2023 to MN State Auditor and was accepted.</li>       <li>• Report on breakdown of expenses and revenue. Reviewed with discussion on fluctuations to expenses/income in trying to maintain balance close to 150% of the budget per recommendation from state.</li>      <li>• Bank accounts being moved from Citizens National in Park Rapids to Bell Bank in Detroit Lakes. Discussion on interest rates and CD's.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>John LaFond elected Moderator unanimously.</b></li>             <li>• <b>Correction made. Motion to approve updated agenda by Barb Christiansen. Second by Lynn Lindow. Motion carried unanimously.</b></li>      <li>• <b>Motion by Carol Peterson to approve minutes. Second by Barb Christiansen. Motion carried unanimously.</b></li> </ul>
<ul style="list-style-type: none"> <li>• Public Comment</li> </ul>	<ul style="list-style-type: none"> <li>• Clearing roads: Discussion on early plowing, pushing back/making wider passage, using grader with teeth in past and slush removal in spring. Roads in good shape.</li> </ul>	

<p>Board Member Reports</p> <ul style="list-style-type: none"> <li>• Town Hall</li>   <li>• Trash/Recycle</li>   <li>• Roads</li>   <li>• Planning Commission</li>   <li>• Weed Report</li>   <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Tim set off two bug bombs this fall due to terrible insect problem (flies this year). Look into caulking around building. Checking sink for small leak. "Thank you" to John and Karen LaFond for cleaning town hall.</li>   <li>• Dumpsters: Few violations. Large/heavy items not allowed catching/damaging dumpsters. One door needing fixing will be looked at in spring after snow melt. "Thank you" to Rolf Christiansen for engineering new ways to improve lids and latch's on dumpsters. "Thank you" to volunteers and Township Board for clean up of garbage around town hall/wood area. Discussion on bears in spring and gopher bounty.</li>   <li>• Barb presented a handout on 2022 Annual Road Maintenance Costs. Report attached. Roads in good condition. Discussion: Dust control and product called Durablend. Durablend; Environmental factors-oil base, amount of usage – less (every other year), cost -get quote, recommendations/area usage and performance. Estimate for either gravel or dust control and expense increases in budget for 2024. Discussion: Road contracts – good until fall. Road trimming/brushing – talked about on road tour. "Thank you" to everyone helping after storms with downed tree removal. "Thank you" to Barb for trimming/tree removal. Discussion: companies in area that can be hired by property owners for personal tree removal. "Thank you" to Thelen's for very good job maintaining roads.</li>   <li>• Lynn reported; Planning Commission have not met as no issues brought forward. Working on clarifying what the application process is by taking items from ordinance and adding guidelines/information to variance application. All shoreline monitored by county. Township monitors conservation area beyond 267'. Discussion: restrictions to businesses in township. Commercial restriction's to conservation area. No new businesses.</li>   <li>• Lynn met with county – weed inspection meeting. No new weed concerns in area. Mowing and spraying of township road ditches – mostly deal with Spotted Knapweed and Tansy. Notify Lynn if those weeds spotted on township roads. County takes care of 129 and DNR takes care of fire roads.</li>   <li>• Updated regularly. Can find: zoning applications, explanations, meeting agendas and minutes, treasurer reports, amnesty dates, etc.. Discussion: Amnesty procedures.</li> </ul>	
<p>Old Business</p>		

New Business

- AIS – motion from 2022 Annual meeting read. Township received no bill in 2022 from BMLAA. Discussion/clarification on separate billing would come from BMLAA to Forest Township for 2022 contribution match. BMLAA received 2022 billing from county December of 2022 and will submit bill to Forest Township to be paid in 2023. Budgeted amount of up to \$2,000 in 2023 would be payable in 2024.

- **2024 Budget and Levy**

**Budget proposal:**

<b>General Fund</b>	<b>\$31,000.00</b>
<b>AIS</b>	<b>2,500.00</b>
<b>Roads</b>	<b>34,000.00</b>
<b>Fire</b>	<b>16,000.00</b>

**Levy Proposal for 2024**                    **\$60,000.00**

**Discussion:**

Reduction of current fund balance due to fluctuating revenues.

Township's objective is to have an annual balance close to 150% of the budget.

Road expenses vary due to season, road condition and gas increases.

- **Amnesty Dates for 2023**  
4 dumpsters will be available in May and 3 dumpsters in August. Discussion: last few years have not maxed out capacity in dumpsters. Keeping dumpsters at acceptable heights by highway department for transport. Dates/guidelines to be posted at the dump/Townhall and on website. Encourage people to do more recycling and donating of goods.
- **Set Annual Meeting Dates for 2024.**

- **Motion by Monette Lundquist to recommend the following motion to the Township Board: If AIS inspection hours expended for Bad Medicine Lake should exceed the Becker County budgeted amount during 2024 inspection period, Forest Township will match the amount contributed by the Bad Medicine Lake Area Association to cover the excess with the total amount contributed by Forest Township not to exceed a maximum of \$2,500. It is understood that any Forest Township share would be payable in 2025. Second by Carol Peterson. Motion Passed: Unanimously**

- **Motion by Barb Christiansen to set the 2024 Budget at \$83,500.00 and the 2024 Levy at \$60,000.00. Second by Carol Peterson. Motion carried unanimously; 11 yes, 0 no**

- **Motion by Carol Peterson to set May 27<sup>th</sup> and August 26<sup>th</sup> as 2023 Amnesty Days. Second by Bill Jackson . Motion carried unanimously.**

- **Motion by Carol Peterson to set the 2024 Annual meeting date for March 12<sup>th</sup> with March 19<sup>th</sup> 2024 as alternative date. Regular March meeting will be held on Monday, March 11<sup>th</sup>. Second by Bill Jackson. Motion carried unanimously.**

Adjourn

- **Motion by Monette Lundquist to adjourn the meeting. Second by Bill Jackson. Motion passed unanimously. Meeting end time: 7:48pm.**

  
John LaFond/ Moderator

3/17/23  
Date

1   
Lisa Jackson/ Clerk

3/17/23  
Date

## 2022 Annual Road Maintenance Costs

2018	\$47,057
2019	\$18,247
2020	\$38,784
2021	\$44,657
2022	\$31,046

Plowing/Grading/Road Repairs - \$18,485

Class 5 - \$5600

Dust Control (EBM by town hall) - \$6007

Mowing - \$804

Signs - \$149

In 2022 there was 580 yards of Class 5 gravel put on the roads.

Black Bear Beach	40 yds
E. Bad Medicine	214 yds
Horseshoe	20 yds
Sunset Drive	255 yds
Basswood	51 yds

**Upcoming projects:** Dust Control? Discussing the option of applying a new dust control product (Durablend) on the south end of East Bad Medicine Road. At this time, the town board does not have a cost for this product.

Minimum maintenance road signs were installed on all township minimum maintenance roads this summer.

There has been some discussion of the amount of work that the township does on minimum maintenance roads before requiring that the road be brought up to a Class C road. The town board reserves the right to require residents to upgrade the road if they want more services.

**Thank you** to everyone who has helped keep our roads clear of trees. If you see a tree down across a township road or have issues with snow drifts across the roads, **call Barb a call at 218-573-3931.**

## 2023 Proposed Maintenance Costs

Gravel (1)	Where needed	\$8,000
All Roads (2)	Brushing	\$1,000
All Roads	Mowing/Spraying	\$1,000
All Roads	Normal Maintenance/Repair/Plowing	\$24,000
	Total	\$34,000