



FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: April 11th, 2023 6:30 p.m.

Present: Tim Holzkamm, Lynn Lindow; Supervisors, Donna Waliczek; Treasurer, Lisa Jackson; Clerk

Absent: Barb Christiansen

Visitors: Lisa Marschall, 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"> • March 13th, 2023, Minutes 	<ul style="list-style-type: none"> • Review Minutes. 	<ul style="list-style-type: none"> • Motion by Lynn to approve the consent agenda. Second by Tim. Motion carried unanimously.
<ul style="list-style-type: none"> • Treasurers Report 	<ul style="list-style-type: none"> • March 30th change in banks. (Citizens Bank in Park Rapids to Bell Bank in Detroit Lakes) CDs closed out at Citizens- withdrawal penalty applied to all CDs (\$92.39 loss) Bell Bank CD's (Gravel/General) – total from 3 CDs split to 2 CDs. Options were 7 and 14 months at rate of 3.90. Safety box remains at Citizens as Bell does not have one available. When moved to Bell Bank will need motion in meeting minutes notes. Checking account to earn interest of .3. 	<ul style="list-style-type: none"> • Signatures applied.
<ul style="list-style-type: none"> • Approval of Claims 	<ul style="list-style-type: none"> • New checks cost \$207.99 – checks arrived April 10th. 	<ul style="list-style-type: none"> • Temporary checks used for this month's claims.
<ul style="list-style-type: none"> • Public Comment 	<ul style="list-style-type: none"> • Lisa Marschall inquiring about any reports of damage to buildings (fire/snow load) in township. • Discussion on letter of classification. 	<ul style="list-style-type: none"> • No reports currently.
<ul style="list-style-type: none"> • Clerk's Report 	<ul style="list-style-type: none"> • Training – Attending MAT Spring Short Courses April 3rd, 2023, at Mahnomen. • Form – Township Taxes Voted to Becker County. • Requested increase in cost to hosting/updating website from Mark Tellefson. Discussion on website. 	<ul style="list-style-type: none"> • Donna attended. Information/handouts given to clerk. See New Business. • Form filled – sent to Becker County Auditor-Treasurer. • Motion by Tim to approve increase to annual compensation from \$700 to \$850 for 2024. Second

	<ul style="list-style-type: none"> Becker County Township Association Annual Meeting – April 27th, 2023, 7:00pm 	<p>by Lynn. Motion carried unanimously.</p> <ul style="list-style-type: none"> Lynn will try to attend.
<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"> Dumpsters – Bears are coming. Gate damaged. Geographic Information and Mapping Section (GIM) at the Minnesota Department of Transportation (MnDOT) along with the Minnesota Association of Townships - updating township information and current list of county communities for the public to utilize the maps and update annual Status Report. Discussion on visibility and accuracy of map/legend and corrections needed. Dust control – Quote’s received from Enirotech (Durablend) and Becker County. The Enirotech quote is good for one month. Becker County request due by May 19th, 2023. Discussion held on grading savings, leaching of chloride and previous discussion held at annual meeting. Road Tour Date – Proposal for May 9th before monthly township meeting provided roads are dry. Suggestion to start the tour at 4:00pm from town hall with discussion in town hall at 6:00pm to follow. Discussion on removal of trees along roads. Township Supervisors to contact property owners as needed. Permits: Tschudi – Renew permit in summer. Mike Johnson – On hold until spring. Naloni Teal – On hold until spring. Variance information/guideline additions/changes. 	<ul style="list-style-type: none"> Dumpster to be fixed when the snow is gone. Gate damages to be fixed/paid for by White Earth Sanitation when snow and ground frost are gone. Tim received paper copy from MnDOT for better review/visibility for submitting corrections. Poor legend. Supervisors to review. Motion by Tim to approve Durablend application. Second by Lynn. Motion carried unanimously. Barb to schedule with Enirotech and notify Thelen’s when application is to be done. Road Tour Posting on website and town hall board. Road Tour May 9th, 2023, 4:00pm from town hall with discussion to follow at 6:00pm. Documents updated on website.
Old Business	<ul style="list-style-type: none"> Treasurer’s old computer. 	<ul style="list-style-type: none"> Tim to wipe out information.
New Business	<ul style="list-style-type: none"> Donna - Record retention: File cabinets should be locked and fire/rodent proof. Suggestion in training to check with banks for old ones. Vendor list received. Discussion on record retention, archiving and destruction of documents. The speaker at training on record retention was Nicole Schulter from Osage, MN. Other topics at training: organization, broadband and 	<ul style="list-style-type: none"> Look into cost of cabinets.

ge : 3/15/2023 To 4/11/2023

	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
023	Karen LaFond	12/11/22 & 3/12/23 Cleaning Services 3.50 hours at \$20.00 per hour = \$70.00	3001*	\$70.00	100-49001-100-	miscellaneous	\$70.00
023	Thelen's Excavating	Plow 3/1/23, 3/8/23, 3/12/23, 3/13/23, 3/15/23, 3/20/23, 3/22/23 All roads, Inv.#5245	3002*	\$3,190.00	201-43122-400-	Unpaved Streets	\$3,190.00
023	Itasca Mantrap Co-op Elec. Assoc	Electric service 02/27/23 - 3/28/23	3003	\$145.00	100-41940-381-	General Government Buildings and Plant	\$145.00
023	White Earth Sanitation	2/2023 - BCD-4 C Commercial Solid Waste MGMT Rate: 17.000000% F Set Fuel Surcharge Rate:10%	3004	\$742.95	100-43230-384-	Waste (Refuse) Collection	\$742.95
023	Mark Tellefson Media, LLC	Annual Hosting/Updates 5/1/2023	3005	\$700.00	100-41001-309-	General Government	\$700.00
023	Bad Medicine Lake Area Association	2022 Watercraft Inspection (343 hrs @ \$14/hr.) Township Reimbursement Share \$2,000.00	3006	\$2,000.00	100-41001-810-	General Government	\$2,000.00

Date Range : 3/15/2023 To 4/11/2023

<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>
Total For Selected Claims				\$6,847.95			\$6,847.95

Barbara Christiansen

Town Supervisor

Date



4/11/23

Lynn Lindow

Vice Chair, Town Supervisor

Date



4/17/23

tim Holzkamm

Chair, Town Supervisor

Date