

## FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: November 14th, 2023 6:30 p.m.

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

Absent:

Visitors: Rolf Christiansen, Lisa Marschall, Kari Marschall

Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Consent agenda: <ul style="list-style-type: none"> <li>• October 10<sup>th</sup>, 2023, Minutes</li> <li>• Treasurers Report</li> <li>• Approval of Claims</li> </ul>	<ul style="list-style-type: none"> <li>• Review Minutes.</li> <li>• Submit report. Two CD's maturity date completed for 7 months. Gravel CD earned \$242.78; General CD earned \$169.40. Rollover to the next mature date of April 2024 at an interest rate of 4.0. At bottom of report under General - \$100 that was in total now shown in account also.</li> <li>• Submit claims report.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion by Lynn to approve the consent agenda. Second by Barb. Motion carried unanimously.</li> </ul>
<ul style="list-style-type: none"> <li>• Public Comment</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa Marschall, Assessor – still completing area. Travel trailers done, two more days to complete assessments.</li> </ul>	
<ul style="list-style-type: none"> <li>• Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <li>• Voting Operations, Technology and Election Resources Grant – Document received from Becker County Oct. 16<sup>th</sup>, 2023.</li> <li>• Official Notice of Presidential Nomination Primary (PNP) – Letter received Oct. 23<sup>rd</sup>, 2023. Notice: PNP to be held Tuesday, March 5<sup>th</sup>, 2024. Clerk training – 5 hours required - December 7<sup>th</sup>, 5-6pm, Basic Judge 6-8pm, Head Judge 8-9pm. Additional clerk training on December 14<sup>th</sup>, 1:00pm. PNP Mail Ballot, Basic and Head Judge training January 9<sup>th</sup>, 9am – 12:00pm. Training is held at Becker County Courthouse.</li> <li>• Discussion on election judges, training, and processes.</li> <li>• Resolution Form Designating Polling Place for Forest Township 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion by Tim that the Township of Forest do not accept Grant Allocation and designate the portion amount to Becker County, MN. Second by Lynn. Motion carried unanimously.</li> <li>• Lisa to attend all training at Becker County Courthouse.</li> <li>• Motion by Lynn to accept Resolution. Second by Tim. Motion carried unanimously. Resolution signed by Tim/Lisa and sent to Becker County, MN</li> </ul>

	<ul style="list-style-type: none"> <li>Information received from MAT: New CDL Requirements; Proposed MAT Bylaw Changes and Informational Session; Educational Conference and Annual Meeting.</li> <li>Email request from The Claims Center LLC asking if we have copy of liability insurance for ICON LLC, coverage date 6/7/23.</li> <li>Thelen liability insurance for 2024 contract.</li> </ul>	<ul style="list-style-type: none"> <li>No information on file for company.</li> <li>Barb to contact Thelen's for copy.</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>Camera – discussion on upgrades to townhall cameras.</li> <li>Forest Township Contract for roadwork. Barb contacted Thelen's for continuation of roadwork/contract. Cost \$130.00 an hour for grading/plowing and \$16.50 per yard for more gravel. Discussion on condition of roads and limited grading due to current shortage of staff for Thelen's.</li> <li>Review Permits: Mike Johnson – extension approved.  Katherine Blohm – another two weeks will be complete, and Lynn will do inspection.</li> <li>Lynn has not received reports/information from Becker County.</li> <li>Review website in December.</li> </ul>	<ul style="list-style-type: none"> <li>Barb to check into options/prices.</li> <li>Motion by Barb to accept the contract with Thelen's. Second by Lynn. Motion carried unanimously.</li> <li>Remove from agenda.</li> <li>Lynn will give Becker County a call.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>The fall meeting of the Becker County Township Association was October 19th, 2023, at 7:00pm at Becker County Courthouse.</li> </ul>	<ul style="list-style-type: none"> <li>All Supervisors attended.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>Barb reported on a meeting that she had with the county assessor regarding decreases on some land values on Bad Medicine Lake. Prior to this meeting, Tim, Donna, and Barb had a meeting with the township assessor to have some questions answered about this same issue. The reason given for 6 out of the 8 land value decreases was because the land category was changed from fair to poor. The other 2 parcels were errors that need to be corrected. The county assessor recommended having another meeting with the township assessor to clarify the reasons for the changes in the land category.</li> </ul>	
Adjourn		<ul style="list-style-type: none"> <li>Motion made by Barb to adjourn. Second by Lynn. Motion carried unanimously. (Meeting end 7:30 PM)</li> </ul>

*Tim Holzmann*  
Date

*Barb Christiansen* 12/12/23  
Date




*Lynn Lindow* 12/12/23  
Date

*Lisa Jackson* 12/12/23  
Date

Date Range : 10/11/2023 To 11/14/2023

<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>
11/14/2023	White Earth Sanitation	2023 September Ordered: 78.00 Item: BCD-4 Unit Price: \$12.00 Ext. Price: \$936.00	4037	\$1,188.72			
					100-43230-384-	Waste (Refuse) Collection	\$1,188.72
11/14/2023	Lisa Jackson	reimbursement for office supplies: 10/9/23 copier ink-TC#8649 6452 6443 4902 9619	4038	\$36.49			
					100-41425-201-	Clerk	\$36.49
11/14/2023	Thelen's Excavating	Grade roads: 10/20/23, 10/27/23 Inv#6608	4039	\$520.00			
					201-43122-400-	Unpaved Streets	\$520.00
11/14/2023	Itasca Mantrap Co-op Elec. Assoc	Electric service 9/27/23 - 10/29/23	4040	\$72.00			
					100-41940-381-	General Government Buildings and Plant	\$72.00
11/14/2023	Lisa Marschall	Assesment work - 2023 first billing - \$1,000.00 Sections 4-6 & 19, permit properties	4041	\$1,000.00			
					100-41950-300-	Assessing fee	\$1,000.00
11/14/2023	Barb Christiansen	Reimbursement for purchase of Township Tree Trimmer.	4042	\$272.71			
					100-41115-810-	Supervisors	\$272.71
<b>Total For Selected Claims</b>				<b>\$3,089.92</b>			<b>\$3,089.92</b>

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						11/14/23	
	Barbara Christiansen	Town Supervisor				Date	
						11/14/23	
	Lynn Lindow	Vice Chair, Town Supervisor				Date	
						11/14/23	
	tim Holzkamm	Chair, Town Supervisor				Date	