



FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: January 9th, 2024 6:30 p.m.

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

Absent:

Visitors:

Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
<p>Re-Organizational Meeting – Review organization plan.</p> <p>Consent agenda:</p> <ul style="list-style-type: none"> • December 12th, 2023, Minutes • Treasurers Report • Approval of Claims 	<ul style="list-style-type: none"> • Reviewed organization plan, minor word changes suggested. • Review Minutes. • Submit report. Information on receipts and CD's. • Submit expense claim report. • Submit payroll claim report. 	<ul style="list-style-type: none"> • Motion by Tim. to approve the re-organization plan as amended. Second by Barb C. Motion carried unanimously. • Motion made by Tim to adjourn re-organizational meeting. Second by Lynn. Motion carried unanimously. • The board signed 2023 books on receipts and claims/payroll register. • Motion by Tim. to approve the consent agenda. Second by Lynn. Motion carried unanimously.
<ul style="list-style-type: none"> • Public Comment 		
<ul style="list-style-type: none"> • Clerk's Report 	<ul style="list-style-type: none"> • Workman's Compensation – Premium Notice in claims list. Figure out workman's compensation audit reports. • PERA Information • W-2's & W-3's, 1099's discussion on forms. • SSA BSO Registration-completed. • List of 2024 Township Officers – send to Becker County 	<ul style="list-style-type: none"> • Due February 15, 2024 • Correction in employee information in CTAS. • Corrections in CTAS on employee and contractor information for printing. • SSA BSO – Cannot get logged back in. Not required at this time. • No changes. Look for document to fill out for 2024 Township Officers.

	<ul style="list-style-type: none"> • Mail Ballots processed as Absentee Ballots for Township. • Received meeting invitation – Becker County Hazard Mitigation Plan Update (by Zoom video), February 20,2024 1:00pm – 2:30pm. Link submitted for registration. 	<ul style="list-style-type: none"> • Mail Ballot form completed and emailed to Becker County.
<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"> • Thermostat – Malfunction • Camera • Investigate small kids' tractor left outside dumpster area. Some negligence in proper latching of dumpsters. Address closer to spring. • 12/29/23 Grading done on washboard area between Cty 129 and Sunset Dr. on EBM. • Planning Commission Committee: (Terms are 2 yrs, 4 at large members - appointed by board members, 1 member from town board) John LaFond - serve second half of term until 2025. Patty Morgan – second term up. Carol Peterson – serve second half of term until 2025. Rolf Christiansen – second term up. Discussion on limitations to consecutive terms. • Ray Vlasak – asked about permits. • Form from Becker County not received. • 	<ul style="list-style-type: none"> • Working properly again. Thank you to Rolf for cleaning bugs out of the thermostat. • Barb and Tim continue to investigate more options/pricing. • Motion by Tim to ask existing members if they are willing to serve again. Second by Barb. Motion carried unanimously. • Received information. No permit needed.
Old Business	<ul style="list-style-type: none"> • Discussion on property assessments in township. 	<ul style="list-style-type: none"> • Questions. Lynn to email and ask Lisa M. for copies of 2023 & 2024 liability insurance.
New Business	<ul style="list-style-type: none"> • Carsonville Volunteer Fire & Rescue Department Contract for Fire Protection and Emergency Medical Response (EMR) 	
Adjourn		<ul style="list-style-type: none"> • Motion made by Tim to adjourn. Second by Lynn. Motion carried unanimously. (Meeting end 7:52 PM)

Tim Holzmann 2/13/24
Date

Barb Christiansen 2/13/24
Date

Lynn Lindow 2/13/24
Date

Lisa Jackson 2/13/24
Date

Date Range : 12/13/2023 To 1/9/2024

<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>
01/09/2024	PERA	2023 salary/employer deductions report	4057	\$701.00			
					100-41115-120-	Supervisors	\$350.50
					100-41115-173-	Supervisors	\$350.50
01/09/2024	MATIT	1/01/2024 Insurance Premium Notic Inv.#6444 \$279.00 WC from 1/1/2024 through 12/31/2024	4058	\$279.00			
					100-41426-160-	Insurance	\$279.00
01/09/2024	Thelen's Excavating	Grade roads: 12/29/23 Inv#6526	4059*	\$195.00			
					201-43122-400-	Unpaved Streets	\$195.00
01/09/2024	Carsonville Vol Fie & Rescue	2024 Fire and First Responder Contract Inv.#202406 Cust ID#007	4060	\$17,336.30			
					225-42210-305-	Fire Administration	\$17,336.30
01/09/2024	Itasca Mantrap Co-op Elec. Assoc	Electric service 11/28/23 - 12/31/23	4061	\$146.00			
					100-41940-381-	General Government Buildings and Plant	\$146.00
01/09/2024	White Earth Sanitation	2023 December Ordered: 32.00 Item: BCD-4 Unit Price: \$12.00 Ext. Price: \$384.00	4062	\$384.00			
					100-43230-384-	Waste (Refuse) Collection	\$384.00
01/09/2024	MAT	MN Assoc of Townships, 2024 Township Dues for \$325.36	4063	\$325.36			
					100-41980-433-	County and township dues	\$325.36
01/09/2024	Lisa Jackson	reimbursement for office supplies: 1/9/24 copier ink-TC#5348 8299 9791 4821 2895 65XL BL	4064*	\$132.57			

Date Range : 12/13/2023 To 1/9/2024

<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>
					100-41425-201-	Clerk	\$132.57
Total For Selected Claims				\$19,499.23			\$19,499.23

Barb Christiansen

Barbara Christiansen

Town Supervisor

1/9/24

Date

Lynn Lindow

Lynn Lindow

Vice Chair, Town Supervisor

1/9/24

Date

Tim Holzmann

Tim Holzmann

Chair, Town Supervisor

1/9

Date