



FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: February 13, 2024, 6:30 p.m.

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

Visitors: Leonard Thelen Sr., Leonard Thelen Jr., Matt Hanson, Kyle Vareberg

| Agenda Item | Discussion Points/Notes | Actions/Follow-up Needed |
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| Pledge of Allegiance Visitor Sign in | | |
| Consent agenda: <ul style="list-style-type: none"> • January 9th, 2024, Minutes • Treasurers Report • Approval of Claims | <ul style="list-style-type: none"> • Review minutes. • Submit report – show \$891.85 deposited, have not received letter yet from Becker County on what amount is for but assume it is recycling. • Year-end CTAS reporting has not been submitted due to state issues. • Submit claims – addition of Thelen’s billing to claim list. Ck#4072 Amount \$410.00 | <ul style="list-style-type: none"> • Motion by Tim. to approve the consent agenda. Second by Lynn. Motion carried unanimously. • Donna will continue trying to submit CTAS report to state. • Motion by Tim to amend claims list for road plowing, Ck#4072 in the amount of \$410.00. Second by Lynn. Motion carried unanimously. |
| <ul style="list-style-type: none"> • Public Comment | <ul style="list-style-type: none"> • Matt H./Kyle V. - Notice given in email of proposed property line adjustment - asking township board if any information /discussion needed on property line adjustment. No new tract of land is being made. Payment for permit submitted to begin building sometime in 2024. Township – Any building put on property must stay with property and cannot be divided. Determined that the road next to the building is a private road. • Thelen’s – discussion on increased expenses, workforce, seasonal road maintenance and contract. Discussion of payment of \$1,500 a month plus any snow removal date amounts from December through April for retainment of workforce/services through good and bad years. Discussion of a straight contracted fee per year whether good or bad year. Discussion on figuring out average cost/payment per year. • Thelen’s mentioned new contact for Durablend product. Andy – Tel.#651-319-1121, Tel.#952-679-3577. | <ul style="list-style-type: none"> • Lynn to look at the building area when it is marked out. • Donna to mail out receipt. • Address at contract renewal date in October. • Address at Annual Meeting. |

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| | <ul style="list-style-type: none"> • Discussion: notification timetable on gravel purchase for placement on roads. | |
| <ul style="list-style-type: none"> • Clerk's Report | <ul style="list-style-type: none"> • Workman's Comp Audit – Due Feb. 15th, 2024. (If late fine of \$250.) • PERA-Membership Election • Taxes/SSA BSO Registration • Forest Township Re-Organizational – Signatures • List of 2024 Township Officers-send to Becker County. • US Treasury/Medicare payment voucher – forms complete. • 1099's completed and mailed before Jan.31st. • Carsonville Volunteer Fire & Rescue Department Contract for Fire Protection and Emergency Medical Response (EMR) – Signature needed on contract. • Corrected W-2's. • Notification from SSA that 2022 tax information is not the same as the IRS information. • MN Benefit Association Letter received on Group Term Life Insurance for Township Board Members. • Informational flyer given on proposed Veteran's Village by Osage. | <ul style="list-style-type: none"> • To be completed electronically by Feb. 15th, 2024. • Signature from Tim on Membership Election by Public Officials form completed for Clerk. • SSA BSO Registration – Clerk to contact SSA for login assistance and start the process over again for next year's tax filing online as not utilized this year. Still allowable to mail in forms as under 10 forms. • Signatures completed on updated document. • Bi-Annual – not needed for November 2023. Submit list in November 2024. • Mail with check. • Signature completed/mail. • Distributed • EIN number correction made and mailed in. • No actions required. • No actions required. |

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| <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"> • Discussion on camera options/pricing. Options: Wi-Fi/internet wireless, Bluetooth (less distance), security firm (need quote), or upgrade current system with newer base and cameras with higher resolution and nighttime color (would not have to rewire). Cost between \$400 to \$2,000. • Tim received a second reminder to fill out the boundary annexation/US Census which was already completed online. • No issues with trash/recycling. • Discussion under public comment. • Cellular tower – Discussion on information presented at county board meeting. Discussion on any safety issue. Lynn drafted a letter to Herzog Engineering on Forest Township zoning ordinance and variance information. Board approved letter. • Planning commission board – Lynn spoke with members on renewal of terms, and they have accepted. • Weed report received/completed by Lynn. March 21st meeting to be held in Callaway. | <ul style="list-style-type: none"> • Agenda item for Annual meeting. • Tim completed and sent it again online. • Lynn to mail letter and information on variances to Herzog. Also mail copy to Becker County Zoning. • Motion made by Lynn to appoint members listed. Second by Tim. Motion carried unanimously. • Tim to sign and Lynn to mail out. Copy given for records. |
| <p>Old Business</p> | <ul style="list-style-type: none"> • Township Property Assessments – Barb emailed Lisa M. asking if errors were corrected before Lisa W. left office. Lisa M. stated she only knew of one error and would check into it. | |
| <p>New Business</p> | <ul style="list-style-type: none"> • MAT's 2024 Spring Short Courses March 18th through April 4th. (Mahnomon Shooting Star – April 1st.) Notice of Proposed Bylaw Changes. • Hubbard County Food Shelf Consideration Letter • Safety Deposit Box in Park Rapids. • Annual meeting - Revision of summary. • Becker County Hazard Mitigation Plan Update – Meeting Invitation by email (zoom meeting) - Reminder. | <ul style="list-style-type: none"> • Attendees - TBD. Voting to be held at Spring Courses on Bylaw changes. • Add to Annual Meeting agenda. • Motion by Tim to close the safety deposit box at Citizens National Bank. Second by Lynn. Motion carried unanimously. • Tim to send out to supervisors for review. • Board members to attend-TBD. |
| <p>Adjourn</p> | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Motion made by Tim to adjourn. Second by Barb. Motion carried unanimously. (Meeting end 7:38 PM) |

Tim Holzmann
Tim Holzmann

Date

Barb Christiansen
Barb Christiansen

Date

Lynn Lindow
Lynn Lindow

Date

Lisa Jackson
Lisa Jackson/Clerk

Date

Date Range : 1/10/2024 To 2/13/2024

| <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> |
|-------------|------------------------------------|--|----------------|--------------|------------------|--|---------------|
| 02/13/2024 | Donna Waliczek | 1.5.24 Office DePot/Office Max - Office Supplies | 4065 | \$41.92 | | | |
| | | | | | 100-41510-210- | Treasurer | \$41.92 |
| 02/13/2024 | Becker Soil and Water Conservation | Watercraft Inspection Hours for 2023 Invoice#1 | 4066 | \$2,000.00 | | | |
| | | | | | 100-41001-810- | General Government | \$2,000.00 |
| 02/13/2024 | Karen LaFond | 01/06/24 Cleaning Services Inv.# 73 2.25 hours at \$20.00 per hour = \$45.00 | 4067 | \$45.00 | | | |
| | | | | | 100-49001-100- | miscellaneous | \$45.00 |
| 02/13/2024 | White Earth Sanitation | 2024 January Ordered: 41.00 Item: BCD-4 Unit Price: \$12.00 Ext. Price: \$492.00 | 4068 | \$624.84 | | | |
| | | | | | 100-43230-384- | Waste (Refuse) Collection | \$624.84 |
| 02/13/2024 | Itasca Mantrap Co-op Elec. Assoc | Electric service 12/31/23 - 1/29/24 | 4069 | \$183.00 | | | |
| | | | | | 100-41940-381- | General Government Buildings and Plant | \$183.00 |
| 02/13/2024 | Lisa Jackson | reimbursement for Operating/Office Supplies | 4070* | \$232.37 | | | |
| | | | | | 100-41425-200- | Clerk | \$41.88 |
| | | | | | 100-41425-200- | Clerk | \$49.31 |
| | | | | | 100-41501-104- | Financial Administration | \$53.73 |
| | | | | | 100-41425-322- | Clerk | \$12.30 |
| | | | | | 100-41425-433- | Clerk | \$75.15 |
| 02/13/2024 | United States Treasury | 2023 Medicare wage | 4071* | \$203.30 | | | |
| | | | | | 100-41115-171- | Supervisors | \$203.30 |
| 02/13/2024 | Bell Bank | 2023 Safety Deposit Box Fee | 4072A | \$50.00 | | | |
| | | | | | 100-41501-311- | Financial Administration | \$50.00 |

2/13/2024 Thelen's Excavating, Septic & Logging
 Report Last Updated: 08/29/2014

4072
 \$410.00
 201-43122-400

\$410.00

Date Range : 1/10/2024 To 2/13/2024

| <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> |
|---------------------------|--------------------------|-----------------------------|----------------|-----------------------------------|------------------|---------------------|-----------------------------------|
| Total For Selected Claims | | | | \$3,380.43 3,790.43 | | | \$3,380.43 3,790.43 |
| | <i>Barb Christiansen</i> | | | | | <i>2/13/24</i> | |
| | Barbara Christiansen | Town Supervisor | | | | Date | |
| | <i>Lynn Lindow</i> | | | | | <i>2/13/24</i> | |
| | Lynn Lindow | Vice Chair, Town Supervisor | | | | Date | |
| | <i>Tim Holzmann</i> | | | | | <i>2/13/24</i> | |
| | Tim Holzmann | Chair, Town Supervisor | | | | Date | |