

FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: July 09th, 2024, 6:30 p.m.

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

Absent:

Visitors: 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"> June 11th, 2024, Minutes Treasurers Report Approval of Claims 	<ul style="list-style-type: none"> Review minutes Submit report - Becker County first half of tax distribution received. Discussion on town hall gate keys. Receipt \$5 for gate key replacement-Eileen B. Receipt permit fee for Robert R. storage shed. Submit claims – Note: Double billing from Thelen as received bill for May and June work. Double billing from WE Sanitation - receiving electronic billing now. 	<ul style="list-style-type: none"> Motion by Lynn to approve consent agenda. Second by Barb. Motion carried unanimously. Tim to make more copies of gate key.
<ul style="list-style-type: none"> Public Comment 	<ul style="list-style-type: none"> None 	
<ul style="list-style-type: none"> Clerk's Report 	<ul style="list-style-type: none"> Election Judge Training at Becker County Courthouse June 17th through July 16th, 2024. Discussion on Election Judges as needed. Need motion for 2024 Election Judges for Primary and General Elections. 	<ul style="list-style-type: none"> 2024 Election Judges Motion for Primary and General Elections – Motion by Lynn: The appointment of Monette Lindquist, John LaFond, Carol Peterson and Lisa Jackson, Clerk, as election judges for the 2024 August Primary and November General Election. Payment will be \$50.00 per judge, if needed, for township services/ per election. The Township Clerk is given authorization to seek and appoint alternate certified election judges as necessary to meet election requirements. Second by Barb. Motion carried unanimously.

	<ul style="list-style-type: none">• Forest Township offices to be filled: Candidate Filing Dates, July 30th - August 13th (Townships with November elections). The last day to publish and post this information is July 16, 2024. Candidate filing fee is \$2.00. Three offices to be filled: Supervisor A, Supervisor B, and Treasurer. Clerk sent Notice to County Auditor-Treasurer and Park Rapids Enterprise Newspaper on Election of Officers. Public Notice Posted at Forest Township Town Hall, website and emailed to: enterprise@parkrapidsenterprise.com July 3rd, 2024. Follow up and email sent July 11th, 2024, to: forumlegals@column.us when no confirmation received or notice published in July 10th, 2024 newspaper.• Mail Ballot Procedures for Voters in Becker County received from Becker County Auditor-Treasurer.• Mail ballot form from Becker County Auditor-Treasurer.• Resolution template received from Becker County Auditor-Treasurer governing write-in vote counting. Discussion held on resolution options.	<ul style="list-style-type: none">• Notice given to Becker County Auditor-Treasurer by email from clerk of Forest Township on offices to be filled at November election. Posting at Forest Township Hall.• Clerk posted procedures for voters in Becker County at Forest Township Town Hall• Motion made by Barb for Forest Township to accept offer from Becker County to process township as absentee ballots. Second by Lynn. Motion passed unanimously. Mail Ballot Form returned to Becker County Auditor/Treasurer by email from township clerk.• Motion for resolution by Tim: Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office. Second by Barb. Motion for resolution passed unanimously.
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Board Member Reports

• Town Hall

- Copier for Town Hall – Tim looked into copiers. Costs range from \$160 to \$200 with discussion on laser (dry toner) versus ink toner (that dries out), with after-market toner for \$30 each and good for about 3,500 pages. The standard copier comes with a toner good for about 2,500 pages. Recommendation to buy one toner to go with copier. Discussion was held on surge protectors or interruptible power supply.
- Mowing of Town Hall – Discussion on contract for person or persons interested in position.

- Motion by Lynn for Tim to purchase copier, toner and surge protectors for town hall up to \$300. Second by Barb. Motion passed unanimously.
- Barb to bring contract to interested party for completion.

• Trash/Recycle

- Amnesty Day/Free Flea Market Policy drafted by Tim and recommending it be voluntary for now with option to change it in future to formal policy. Accepted by township board as current guidelines and to be posted at townhall, website, gate during Amnesty Day and on Next Door.
- Signage on proper disposal of fish guts put up for township. Reminder of household garbage only – no animal carcasses.

- Policy for Forest Township Amnesty Day/Free Flea Market posted on web site and at town hall.

• Roads

- Calcium Chloride – Barb received two calls from township residents requesting application of calcium chloride. First caller asked for application to EBM road all the way up to Marilou Drive. Second caller asked for application to Red Top Road. Discussion held – incorporate same policy as used before on Red Top. The township will pay half the cost of application and resident responsible to collect cost of other half from neighbors/residents along road before application. Information was given to callers that calcium chloride is used as binding agent to road area with highest traffic and the cost of product. Discussion on previous traffic count done on EBM road.
- Call received on road maintenance. Definition given for Minimum Maintenance Road: the road is kept sufficiently passable to accommodate the occasional/intermittent traffic. Horseshoe Road has been graded however contractor stated some areas had to be passed as equipment will drag mud onto road from edges if used. Previously after extreme heavy rainfall – slight washout fixed with contractor grading.

- Tim made/placed signs on dumpsters/gate.

• Planning Commission

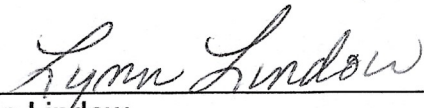
- Permits:
Verizon Tower – Lynn followed up with Troy Gilchrist, Town Law Center, and circulated emails sent/received. Discussion held on township jurisdiction, FCC regulations, limitations, private company, public benefit, variance if needed, conditional use permit from Becker County, liability and discussion on submitting letter through township lawyer to Verizon.
Forest Township Supervisors Statement: Regarding the required variance for the

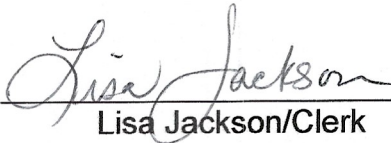
- Motion by Lynn: to waive variance, that variance not required. Recommended amendment to motion by Tim: that township put forward/send amended version of this and we

<ul style="list-style-type: none"> • Weed Report • Website 	<p>construction of the Verizon Tower in Forest Township, the Forest Township supervisors voted to not require a variance from Verizon. The Verizon Tower will provide cell service to all constituents in Forest Township which is different from a private party requesting construction of a structure for private use. This cell service will benefit the constituents of Forest Township as well as all individuals visiting the area. The cell tower will provide access to communications needed to provide a safe environment to all who recreate in our area. Federal regulations also appear to limit the township's authority.</p> <p>Robert Ritzschke – Storage Shed. Permit fee received. Lynn observed the site and board approved permit.</p> <p>Nothing new on all other approved building sites/permits currently.</p> <ul style="list-style-type: none"> • Weeds – spraying has not been completed due to the number of days with wind or rain. Try to complete after ditches are mowed. (Eight wild parsnips plants did get sprayed.) • Mowing ditches – Steve Wright inquired when ditches were to be mowed. Responses given by Lynn, Tim and Lisa. • Discussion on whether contract is needed for mowing ditches. Contract not needed as it is a one-time offer same as brushing. Only a quote and copy of liability insurance are required. May need to mow twice this year due to growth, with second cutting minimal. • Lynn met with Ray Ball on mowing ditches. A road tour was completed of areas to cut and gave him a map. Ray will not do Horseshoe due to lack of space for passing vehicles. Quote received of \$1,300.00. Mowing to be completed by end of next week. 	<p>agree that variance should not be required because of unique situation posed by federal legislation and community need, also to have lawyer draft response for \$300. "Tim: I would propose to allow up to \$300 for legal fees for drafting letter response to Verizon." Second by Barb. Motion passed unanimously. Copy of letter on file.</p>
Old Business	•	
New Business	•	
Adjourn	•	<ul style="list-style-type: none"> • Motion by Barb to adjourn. Second by Lynn. Motion carried unanimously. (Meeting end 7:44 pm.)


Tim Holzkamm
Date 8/12


Barb Christiansen
Date 8/12/24


Lynn Lindow
Date 8/12/24


Lisa Jackson/Clerk
Date 8/12/24

Date Range : 6/12/2024 To 7/9/2024

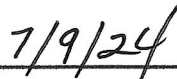
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
07/09/2024	Barb Christiansen	Reimbursement for purchase of Township Camera System.	4094	\$305.98			
					100-41115-810-	Supervisors	\$305.98
07/09/2024	White Earth Sanitation	2024 May Services Ord 82.00 BCD-4 Unit Price \$12.00 Ext Price \$984.00 Total \$1,249.68	4095	\$1,249.68			
					100-43230-384-	Waste (Refuse) Collection	\$1,249.68
07/09/2024	MATIT	6/24/2024 Insurance Premium Notic Inv.#8638 \$1,260.00 CLC from 7/1/2024 through 06/30/2025	4096	\$1,260.00			
					100-41426-160-	Insurance	\$1,260.00
07/09/2024	Thelen's Excavating	Inv.# 7862 for June 2024 Blading of Forest Township Roads. Total = \$1885.00	4097*	\$1,885.00			
					201-43122-400-	Unpaved Streets	\$1,885.00
07/09/2024	Itasca Mantrap Co-op Elec. Assoc	Electric service 5/28/2024 - 6/30/2024	4098	\$44.00			
					100-41940-381-	General Government Buildings and Plant	\$44.00
07/09/2024	White Earth Sanitation	2024 June Services Ord 101.00 BCD-4 Unit Price \$12.00 Ext Price \$1,212.00 Total \$1,539.24	4099	\$1,539.24			
					100-43230-384-	Waste (Refuse) Collection	\$1,539.24
07/09/2024	Thelen's Excavating	Inv.# 7657 for May 2024 Blading of Forest Township Roads. Total = \$975.00	4100*	\$975.00			
					201-43122-400-	Unpaved Streets	\$975.00

Date Range : 6/12/2024 To 7/9/2024

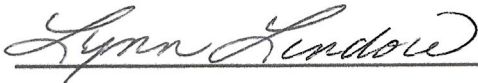
<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
Total For Selected Claims				\$7,258.90			\$7,258.90



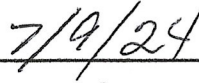
Barbara Christiansen Town Supervisor



Date



Lynn Lindow Vice Chair, Town Supervisor



Date



Tim Holzkamm Chair, Town Supervisor



Date