

## FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: August 12th, 2024, 6:30 p.m.

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

Visitors: Karen LaFond

Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Consent agenda: <ul style="list-style-type: none"> <li>July 09th, 2024, 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.</li> <li>Submit claims – Addition of \$50.00 to claims list for June cleaning of Township Hall along with July's billing of \$30.00 – Karen LaFond.</li> </ul>	<ul style="list-style-type: none"> <li>Motion by Lynn to approve 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></li> </ul>	
<ul style="list-style-type: none"> <li>Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <li>Candidate Filing – Last day to file August 13<sup>th</sup>, 2024, for November Election. Filing Fee \$2.00. Three offices: Supervisor A, Supervisor B, and Treasurer.</li> <li>Last day for candidates to withdraw – August 15<sup>th</sup>, 2024, 5:00pm.</li> <li>Last day to provide written Notice of Election to Auditor – August 23<sup>rd</sup>, 2024.</li> <li>Last day to give Notice of mail ballot procedures for General Election – August 27<sup>th</sup>, 2024.</li> <li>MAT District 9 Meeting – August 21, 2024, 6:00pm, Thumper Pond Resort, 300 Thumper Lodge Rd, Ottertail, MN.</li> <li>Hubbard County Abstract and Closing, Inc. – Letter received on special assessment search on pending transaction.</li> <li>Notice received from IRS on 2021 tax period.</li> </ul>	<ul style="list-style-type: none"> <li>Affidavits of Candidacy received – clerk emailed documents to Becker County Auditor-Treasurer for November ballot.</li> <li>Lynn to possibly attend MAT meeting.</li> <li>The township board found no levied/pending special assessments to property from Township. Form filled out by clerk and emailed/mailed to Hubbard County Abstract.</li> <li>Carol P. has already sent documentation and will be responding to notice.</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>Copier for Town Hall – Tim purchased copier/printer, additional toner cartridge, USB cable and surge protector for Town Hall.</li> <li>Town Hall gate key.</li> <li>Town Hall Mowing – completed June and July. Alan Hefner contractor.</li> <li>Signs up on dumpsters/posting on bulletin board helping with reminder of no animal carcass so less flies and no bears getting into dumpsters.</li> <li>Amnesty Day – August 24th, 2024</li> <li>Mowing of township roads – completed by Ray Ball.</li> <li>Permits: No new permits received. No updates on approved permits.</li> <li>Verizon – Letter completed/sent to Verizon per motion in last month's supervisor meeting.</li> <li>Spraying – will be completed depending on the weather.</li> <li>Amnesty Day guidelines added to website.</li> </ul>	<ul style="list-style-type: none"> <li>Tim installed copier at Town Hall.</li> <li>Tim to make copies when he goes to town.</li> <li>Barb to get contract completed.</li> <li>Tim to call WE Sanitation and follow up on dumpsters needed. (3). Bill J. to monitor dumpsters during Amnesty Day.</li> </ul>
Old Business	•	
New Business	<ul style="list-style-type: none"> <li>January Township meeting – add to agenda to update <del>plack</del>/metal plates on wall. <i>plaque</i></li> </ul>	
Adjourn	•	<ul style="list-style-type: none"> <li>Motion by Barb to adjourn. Second by Tim. Motion carried unanimously. (Meeting end 7:10 pm.)</li> </ul>

Tim Holzkamm

Date

Barb Christiansen

Date

Lynn Lindow

Date

Lisa Jackson/Clerk

Date

Date Range : 7/10/2024 To 8/12/2024

<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>
08/12/2024	Donna Waliczek	6.12.24 Office DePot/Office Max - Office Supplies	4101	\$12.29			
					100-41510-200-	Treasurer	\$12.29
08/12/2024	Lisa Jackson	Reimbursement for Operating/Office Supplies - black ink 7.8.24	4102	\$54.76			
					100-41425-200-	Clerk	\$54.76
08/12/2024	Karen LaFond	07/07/24 Cleaning Services Inv.# 78 1.50 hours at \$20.00 per hour = \$30.00	4103	\$30.00 <i>July</i> <i>+ 50.00 June</i> <i>80.00</i>			
					100-49001-100-	miscellaneous	\$30.00
08/12/2024	Ray Ball	Mowing of Township Ditches 7.28.24	4104	\$1,300.00			
					201-43102-403-	mowing	\$1,300.00
08/12/2024	John LaFond	Election Judge Training for Primary and General Elections 2024	4105	\$86.90			
					100-41960-310-	Election expense, not clerk related	\$40.00
					100-41960-331-	Election expense, not clerk related	\$46.90
08/12/2024	Column Software PBC	General Public Notice Inv.#0AFF07F2-0001 Date Issued 7.12.24 Election x2 Amount: \$55.67	4106*	\$55.67			
					100-41410-351-	Elections	\$55.67
08/12/2024	Monette Lundquist	Election Judge Training for Primary and General Elections 2024	4107	\$109.58			
					100-41960-310-	Election expense, not clerk related	\$60.00
					100-41960-331-	Election expense, not clerk related	\$49.58



## Township of Forest

## Claims List for Approval

8/11/2024

Date Range : 7/10/2024 To 8/12/2024




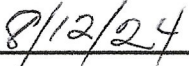


<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
08/12/2024	Itasca Mantrap Co-op Elec. Assoc	Electric service 6/30/2024 - 7/30/2024	4108	\$47.00			
					100-41940-381-	General Government Buildings and Plant	\$47.00
08/12/2024	Thelen's Excavating	Inv.# 8054 for July 2024 Blading of Forest Township Roads. Total = \$1,105.00	4109*	\$1,105.00			
					201-43122-400-	Unpaved Streets	\$1,105.00
08/12/2024	Alan Hefner	Mowing Town Hall	4110	\$90.00			
					100-41940-220-	General Government Buildings and Plant	\$90.00
08/12/2024	Tim E. Holzkamm	Reimbursement for copier purchased for Forest Township Town Hall.	4111	\$217.83			
					100-41115-240-	Supervisors	\$217.83
08/12/2024	White Earth Sanitation	2024 July Services Ord 132.00 BCD-4 Unit Price \$12.00 Ext Price \$1,212.00 Total \$1,584.00	4112	\$2,011.68			
					100-43230-384-	Waste (Refuse) Collection	\$2,011.68
08/12/2024	Town Law Center PLLP	2024-Draft letter to Verizon	4113*	\$390.00			
					100-41610-304-	City/Town Attorney	\$390.00

Total For Selected Claims

\$5,510.71  
+ 50.00  
5560.71

\$5,510.71  
+ 50.00  
5,560.71

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<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>
							
	Barbara Christiansen	Town Supervisor				Date	
							
	Lynn Lindow	Vice Chair, Town Supervisor				Date	
							
	Tim Holzkamm	Chair, Town Supervisor				Date	