

FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: October 8th, 2024, 6:30 p.m.

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

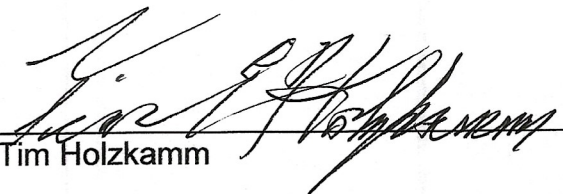

Absent:

Visitors: Leonard Thelen, Rolf Christiansen


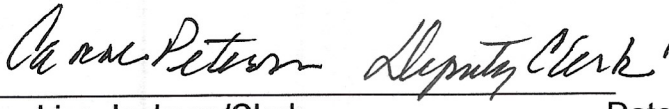
Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Consent agenda: <ul style="list-style-type: none"> September 10th, 2024, Minutes Treasurers Report Approval of Claims 	<ul style="list-style-type: none"> Review minutes Submit report. – Reminder that the \$50 for safety deposit box at beginning of year was never taken out of checking by bank. Adjustments will need to be made for the year end. Submit claims 	<ul style="list-style-type: none"> Change in September notes: word closer to closure under Old Saw-Mill Road. Motion by Lynn to approve consent agenda. Second by Barb. Motion carried unanimously.
<ul style="list-style-type: none"> Public Comment 	<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> Clerk's Report 	<ul style="list-style-type: none"> September 20th – October 22nd, 2024 – Initial mailing for mail ballots to be mailed to registered voters in mail ballot precincts. October 11th, 2024 – Last day to appoint election judges for General Election. October 17th, 2024 – Becker County Township Association Meeting at 7:00pm. Location: Becker County Courthouse-3rd floor Jury Assembly Room, 915 Lake Ave, Detroit Lakes, MN. New Business: Discussion of a 2% increase in township dues for 2025. Comprehensive Land Use Plan (defines the vision, goals and aspirations for the future growth and development of the community.) Draft can be found at: www.co.becker.mn.us. Steve Lindow attended the meeting at Becker County Courthouse. MAT – notice received of fall training sessions for clerk/treasurer in November at offices in St. Michael. \$30 registration fee for materials/refreshments. Hubbard County Abstract and Closing Inc. – received notice of pending real estate transaction (James Luttrell & Linda Luttrell, Thomas Lorentzen & Margaret Lorentzen.) Asking for both levied and pending special assessments if any by Forest 	<ul style="list-style-type: none"> Becker County to mail out ballots by October 22nd, 2024, for the General Election. Tim and Lynn will try to attend. Lisa to fill out and mail Levied & Pending Special Assessment Search paperwork to HCAC.

	Township. Board supervisors found no levies or special assessments against property.	
<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"> Town Hall – more caulking and bug strips added by John LaFond due to extreme number of flies/bugs again this fall. May need to fog building. Town Hall grounds looking good due to locks being used on dumpsters and bears not able to get in. Also tree trimming and mowing completed. Contact WE Sanitation to reduce waste removal pick up over winter months due to less volume. Arvig and Itasca Mantrap are trenching lines/cable for Verizon tower site. Roads are dry, need rain. (Discussion on trees down from high winds and controlled burns.) Gravel to roads being applied by Thelen in areas as needed. A new driver for Thelen will be grading roads. Thelen's Monthly Township Stand-By Fee Agreement for Snow Removal Services (December 1st thru April 1st will require townships to pay a minimum of \$1,500 a month stand by fee). Thelen would like renewal of the contracts on April 1st, 2025 for next year. Machine (grader) parked in gravel area on north end of East Bad Medicine. 2023 Township Road Mileage Certification completed by Barb. Permits - no new permits. Heitmann – final inspection on project to be completed this weekend. Robert R. – project will not be completed this fall. Don S. – project should be close to completion. Becker County Board of Adjustment – two properties asking for a variance: Kevin & Lynett Johnson – Tim and Lynn inspected area - All within shoreline, not township jurisdiction, no township concerns. George & Janice Johnson – Township has interest/questions on how county is addressing lot lines and set back from bluff. (2 residences on one parcel, guest house square footage and bluff not hardship as plenty of land) Township has no jurisdiction on lot lines. Lynn will draft an email and send to the Becker County Board of Adjustment on questions. Spraying – Continue as needed. 	<ul style="list-style-type: none"> Tim to call WE Sanitation. Motion by Barb to accept Stand-By Fee Agreement and Contract for Snow Removal. Second by Lynn. Motion carried unanimously. Lisa to mail in. Tim and Lynn to attend the next county meeting.
Old Business	<ul style="list-style-type: none"> AIS Payment for 2024 – Invoice received from BMLAA for \$3,375.00. January Township Supervisor Meeting – add to agenda to update metal plates on wall. Town Hall back door exit. 	<ul style="list-style-type: none"> Motion by Tim to follow recommendation at 2024 Annual Meeting to approve \$3,200.00

	<ul style="list-style-type: none"> File cabinets for town hall. Tim presented information on prices of fire proof file cabinets - \$3,500 for 2 drawer system weighing 600 lbs., \$6,800 for 4 drawer system weighing 980 lbs. Cabinets rated 1700 degrees for 1 to 2 hours. After discussion, the township will not be purchasing cabinets due to the cost. Look into scanning all documents to USB port and put in safety deposit box for back up. Yet to be decided: how, when and who will scan documents. 	<p>for AIS payment in 2024 to BMLAA. Second by Barb. Motion carried unanimously.</p> <ul style="list-style-type: none"> Remove file cabinets from agenda.
New Business	<ul style="list-style-type: none"> Septic Letter – Mark Myhre. Becker County is having Mark request a letter from township board releasing the owner from 10 foot setback regulation on septic from road. The location is in the shoreline district and exempt from Forest Township zoning regulations. 	<ul style="list-style-type: none"> Barb to draft and send letter.
Adjourn		<ul style="list-style-type: none"> Motion by Lynn to adjourn. Second by Barb. Motion carried unanimously. (Meeting ended at 7:45 pm.)

Tim Holzkamm Date 11/12 Barb Christiansen Date 11/12/24

Lynn Lindow Date 11/12/24 Lisa Jackson/Clerk Date 11/12/24

Township of Forest

Claims List for Approval

10/6/2024

Date Range : 9/11/2024 To 10/8/2024

<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>
10/08/2024	Karen LaFond	09/09/24 Cleaning Services Inv.# 79 3.00 hours at \$20.00 per hour = \$60.00	4121	\$60.00			
					100-49001-100-	miscellaneous	\$60.00
10/08/2024	Alan Hefner	Township Hall Mowing for Aug/Sept 2024	4122*	\$50.00			
					100-41940-220-	General Government Buildings and Plant	\$50.00
10/08/2024	Thelen's Excavating	Inv.# 8402 for Sept 2024 Blading/gravel of Forest Township Roads. Total = \$20,505.00	4123*	\$20,505.00			
					201-43122-400-	Unpaved Streets	\$20,505.00
10/08/2024	Itasca Mantrap Co-op Elec. Assoc	Electric service 8/28/2024 - 9/29/2024	4124	\$46.00			
					100-41940-381-	General Government Buildings and Plant	\$46.00
10/08/2024	White Earth Sanitation	2024 September Ord 74, BCD-4 Unit Price \$12.00 Ext Price \$888.00 Total: \$1127.76	4125*	\$774.54			
					100-43230-384-	Waste (Refuse) Collection	\$774.54
Total For Selected Claims				\$21,435.54			\$21,435.54

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	<u>Barbara Christiansen</u>					<u>10/8/24</u>	
	Barbara Christiansen	Town Supervisor				Date	
	<u>Lynn Lindow</u>					<u>10/8/24</u>	
	Lynn Lindow	Vice Chair, Town Supervisor				Date	
	<u>Tim Holzmann</u>					<u>10/8/24</u>	
	Tim Holzmann	Chair, Town Supervisor				Date	