

FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: December 10th, 2024, 6:30 p.m.

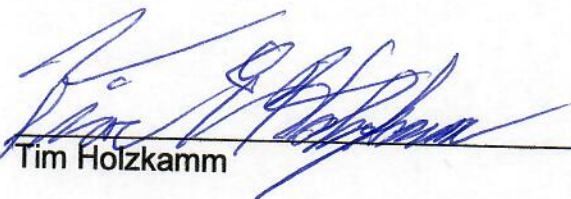
Present: Tim Holzkamm, Lynn Lindow, Barb Christiansen: Supervisors, Donna Waliczek: Treasurer, Lisa Jackson: Clerk

Absent:

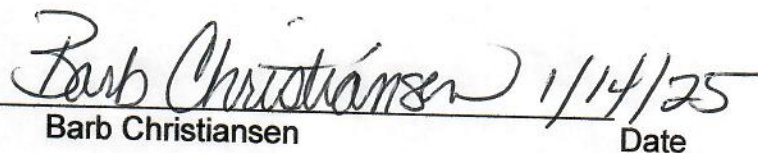
Visitors:

Agenda Item		
Discussion Points/Notes		Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Consent agenda: <ul style="list-style-type: none"> November 12th, 2024, Minutes Treasurers Report Approval of Claims 	<ul style="list-style-type: none"> Review minutes Submit report. Under Disbursements Safety Deposit Box fee removed from earlier this year as bank did not take out automatic withdrawal. On Treasurer's report shows a refund. Submit claims 	<ul style="list-style-type: none"> Motion by Barb to approve consent agenda. Second by Lynn. Motion carried unanimously.
<ul style="list-style-type: none"> Public Comment 	<ul style="list-style-type: none"> Area comments have been made on Verizon Tower. 	
<ul style="list-style-type: none"> Clerk's Report 	<ul style="list-style-type: none"> W2's, W3, 1099's, 944, etc... – Year End forms to be purchased/completed. 2025 Forest Township Meeting Calendar. 2024 MAT Annual Conference December 13-14th. River's Edge Convention Center, St. Cloud, MN. Registration is open on Friday 12:00 PM. Pre-Registration Form available. 2025 Township Day at the Capitol, Monday, January 27th, 10:30 AM to 5:00 PM in St. Paul, MN. MAT Reminder: Township Supervisors are required to be certified every 4 years, for the Local Board of Appeals and Equalization held in the Spring for townships. The training is on-line and closes before February 1st of each year. Board of Appeal and Equalization Training Minnesota Department of Revenue (state.mn.us) 	<ul style="list-style-type: none"> Ordered documents and should arrive this Saturday. 2025 Meeting calendar reviewed/updated and posted to website. Township no longer does the Board of Appeals and Equalization. Conducted by Becker County.
Board Member Reports		
<ul style="list-style-type: none"> Town Hall Trash/Recycle Roads 	<ul style="list-style-type: none"> Gate lock frozen – Barb opened. Illegal dumping of chair. Discussion held. Lynn received a complaint about the corner of County 129 & EBM not being plowed to edge of road. Barb will contact Thelen. 	

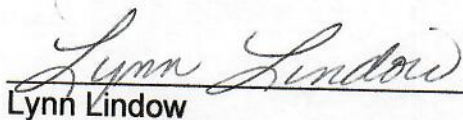
<ul style="list-style-type: none"> Planning Commission Weed Report Website 	<ul style="list-style-type: none"> Permits - Lynn reviewed site/documents: Don T. permit completed. Peter J. permit completed. N/A New MN.GOV Website Law – (Statute 471.3422) 2024 Legislative Session requiring townships (that administer absentee voting) to use a .gov domain for their website address by June 1, 2026. It needs to be fully transitioned to the .gov by June 1, 2028. 	<ul style="list-style-type: none"> Motion by Tim to approve completed permit by Don T. Second by Barb. Motion carried unanimously. Motion by Barb to approve completed permit by Peter J. Second by Tim. Motion carried unanimously. Address at Re-Organizational Meeting in January.
Old Business	<ul style="list-style-type: none"> January Township Supervisor Meeting – add to agenda to update metal plates on wall. Town Hall back door exit. 	<ul style="list-style-type: none"> Tim to get list of names/dates of service.
New Business	<ul style="list-style-type: none"> Contract renewal in March 2025 – Lisa Marschall, Assessor. Verbal resignation – Lisa Jackson, Clerk. 	<ul style="list-style-type: none"> Township Board to receive written notice and appoint new clerk.
Adjourn		<ul style="list-style-type: none"> Motion by Barb to adjourn. Second by Lynn. Motion carried unanimously. (Meeting ended at 7:28 pm.)


Tim Holzkamm

Date


Barb Christiansen

Date


Lynn Lindow

Date

Lisa Jackson/Clerk

Date

Township of Forest

Claims List for Approval

1/7/2025

Date Range : 12/11/2024 To 1/14/2025

<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>
1/14/2025	PERA	2024 salary/employer deductions report	4145	\$668.00	100-41115-120-	Supervisors	\$668.00
1/14/2025	MAT	MN Assoc of Townships, 2025 Township Dues of \$326.00	4146	\$326.00	100-41980-433-	County and township dues	\$326.00
1/14/2025	Internal Revenue Service	Annual Medicare 2024 Form 944 Payment	4147	\$193.72	100-41115-171-	Supervisors	\$193.72
1/14/2025	Lisa Marschall	Assessment work - 2024 first billing - \$1,000.00	4148	\$1,000.00	100-41950-300-	Assessing fee	\$1,000.00
1/14/2025	Karen LaFond	12/08/24 Cleaning Services Inv.# 82 3.00 hours at \$20.00 per hour = \$60.00	4149	\$60.00	100-49001-100-	miscellaneous	\$60.00
1/14/2025	Itasca Mantrap Co-op Elec. Assoc	Electric service 11/30/2024-12/29/24	4150	\$152.00	100-41940-381-	General Government Buildings and Plant	\$152.00
1/14/2025	White Earth Sanitation	2024 December Ord 37.00, BCD-4 Unit Price \$12.00 Ext Price \$444.00 Total: \$731.52	4151	\$563.88	100-43230-384-	Waste (Refuse) Collection	\$563.88
1/14/2025	Thelen's Excavating	Inv.# 8740 for Dec 2024 Stand by Fee for Forest Township Roads. Total = \$1,500.00	4152	\$1,500.00	201-43122-400-	Unpaved Streets	\$1,500.00

Date Range : 12/11/2024 To 1/14/2025

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
1/14/2025	Carsonville Vol Fire & Rescue	2025 Fire and First Responder Contract Inv.#202506 Cust ID#007	4153	\$19,992.00			

1/14/2025	Lisa Jackson	Reimbursement for Operating/Office Supplies - black ink 12.12.24 and tax forms for 2024.	4154	\$70.38	225-42210-305-	Fire Administration	\$19,992.00
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1/14/2025 Barbara Revenue Permit Service 4155 1,400.00 100-41425-200- Clerk 100-41115-171 Supervisors \$70.38 1,400.00

Total For Selected Claims 25925.98 \$24,525.98 25925.98

Barb Christiansen Town Supervisor 1/14/25 Date
Lynn Lindow Vice Chair, Town Supervisor 1/14/25 Date
Tim Holzkamm Chair, Town Supervisor 1/14/25 Date