



## FOREST TOWNSHIP MEETING MINUTES

Date and Time of Meeting: January 14, 2025, 6:30 p.m.

Present: Tim Holzkamm, Lynn Lindow, Barb Christiansen, John LaFond: Deputy Treasurer

Absent: Lisa Jackson: Clerk

Visitors:


Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
<b>Re-Organizational Meeting –</b> Swearing in New elected Officers Review organization plan.  Consent agenda: <ul style="list-style-type: none"><li>December 10<sup>th</sup>, 2024, Minutes</li><li>Treasurers Report</li><li>Approval of Claims</li></ul>	Oath of Office- Tim Holzkamm, Lynn Lindow take Oath Chair-Tim Holzkamm Co-chair-Lynn Lindow Schedule of Meetings approved and posted Park Rapids Enterprise designated official newspaper Compensation: \$50.00 for supervisory meetings up to 4 hours; \$100 for over. \$20/hour for hourly compensation for officials, contracted service Clerk and Treasurer annual salary- \$1,000 and \$20.00 for required meetings/training Mileage reimbursed at set federal rate for 2025 Duties of each Officer: Town Hall-Tim Holzkamm Garbage-Tim Holzkamm Roads-Barb Christiansen Zoning-Lynn Lindow Weeds-Lynn Lindow Website-Clerk and all supervisors Bank Designate-Bell Bank 920 Lake Ave. Detroit Lakes, MN No Conflict of Interested noted by Supervisors Inventory of Town Ordinance and Resolution Book Confirm Township Financial Reporting List of Officers: Chairperson-Tim Holzkamm Co-Chair-Lynn Lindow Supervisor-Barb Christiansen Treasurer-Donna Waliczek Deputy Treasurer-John LaFond Clerk- will appoint a new clerk Deputy Clerk- Carol Peterson Motion to approve and adjourn Organization Meeting-Lynn Lindow, Second by Barb Christiansen. 7:02 pm <ul style="list-style-type: none"><li>Appoint a new clerk for township.</li></ul>	Looking for new clerk



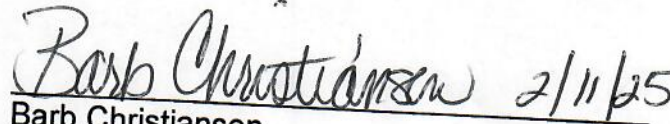
	<ul style="list-style-type: none"> <li>Website-New MN.GOV Website Law – (Statute 471.3422) 2024 Legislative Session requiring townships (that administer absentee voting) to use a .gov domain for their website address by June 1, 2026. It needs to be fully transitioned to the .gov by June 1, 2028.</li> <li>Review minutes.</li> <li>Submit reports.</li> <li>Submit claims.</li> </ul>	<p>Will have our website contractor make appropriate changes</p> <p>Added IRS penalty to claims. Will call before send. Motion to approve consent agenda-Tim. H. Second-Lynn L.</p>
<ul style="list-style-type: none"> <li>Public Comment</li> </ul>		
<ul style="list-style-type: none"> <li>Clerk's Report</li> </ul>	<ul style="list-style-type: none"> <li>MAT Spring Short Courses – March 31<sup>st</sup>, Mahnomon</li> <li>2025 Township Day at the Capitol, Monday, January 27<sup>th</sup>, 10:30 AM to 5:00 PM in St. Paul, MN.</li> <li>Workman's Comp Audit</li> <li>PERA Salary Deduction Report, Annual Exclusion Report</li> <li>W-2's and W-3, 944 and 944-V</li> <li>1099 NEC, 1096</li> <li>SSA BSO Registration</li> <li>List of 2025 Township Officers-sent to Becker County.</li> </ul>	<ul style="list-style-type: none"> <li>Completed</li> <li>Completed</li> <li>Completed /Distribution</li> <li>Incomplete</li> <li>Incomplete</li> <li>Update/resend with appointment of new clerk.</li> </ul> <p>All information reviewed and submitted.</p>
<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></li> <li></li> <li></li> <li>Permits:</li> <li></li> <li>Clean up NEWS section of 2023 items.</li> <li>Contact information/address for clerk.</li> </ul>	<p>Look into water pressure in the town hall.</p> <p>No other issues brought forward.</p> <p>New building structure on ATV trail.</p> <p>Supervisors will review the website to clean up old postings.</p> <ul style="list-style-type: none"> <li>Contact Mark with update.</li> </ul>
Old Business	<ul style="list-style-type: none"> <li>January Township Supervisor Meeting – add to agenda to update metal plates on wall.</li> <li>Town Hall back door exit.</li> </ul>	To be completed.
New Business		None

Adjourn

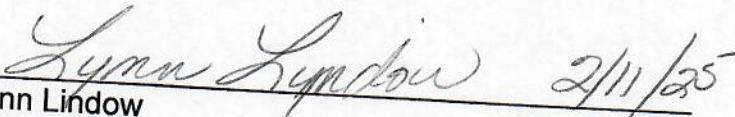
Motion to adjourn-Lynn L.  
Second -Tim H.

  
Tim Holzmann

Date

  
Barb Christiansen

Date

  
Lynn Lindow

Date

Karen Hefner/Clerk

Date



Date Range : 1/15/2025 To 2/11/2025

<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>
02/11/2025	Barb Christiansen	Reimbursement for purchase of Township camera system	4157	\$52.55			
02/11/2025	Lisa Jackson	Reimbursement for operating/ office supplies	4158	\$17.90	100-41115-810-	Supervisors	\$52.55
02/11/2025	Thelen's Excavating	Invoice #8908 for Dec 2024, Jan & Feb 2025 snow plow	4159	\$1,630.00	100-41425-200-	Clerk	\$17.90
02/11/2025	White Earth Sanitation	2025 January	4160	\$670.56	201-43122-400-	Unpaved Streets	\$1,630.00
02/11/2025	Itasca Mantrap Co-op Elec Assoc	Electric service 12/29/24 - 1/29/2025	4161	\$207.00	100-43230-384-	Waste (Refuse) Collection	\$670.56
02/11/2025	Bell Bank	Fee for Safe Deposit Box	4161A	\$50.00	100-41940-381-	General Government Buildings and Plant	\$207.00
					100-41501-311-	Financial Administration	\$50.00
<b>Total For Selected Claims</b>				<b>\$2,628.01</b>			<b>\$2,628.01</b>