



## FOREST TOWNSHIP MEETING MINUTES

**Date and Time of Meeting: February 11, 2025, 6:30 p.m.**

**Present:** Tim Holzkamm, Barb Christiansen, Lynn Lindow, Donna Waliczek, Treas.

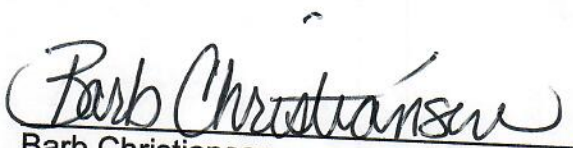
**Absent:**

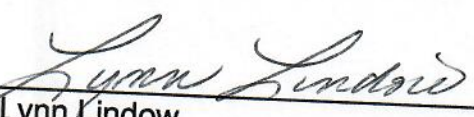
**Visitors:** Karen Hefner, new clerk

Agenda Item	Discussion Points/Notes	Actions/Follow-up Needed
Pledge of Allegiance Visitor Sign in		
Consent agenda: <ul style="list-style-type: none"> <li>January 14th, Minutes</li> <li>Treasurers Report</li> <li>Approval of Claims</li> <li>Public Comment</li> </ul>	<ul style="list-style-type: none"> <li>Review minutes.</li> <li>Submit reports.</li> <li>Submit claims.</li> </ul>	Motion to approve – Lynn Second - Barb
<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>, Mahnomen</li> <li>Township Assessments notice</li> <li>Becker County Township Meeting, March 27, 7:00pm</li> <li>Sign Carsonville Fire contract</li> <li>Email from LEER Title Services re: specials</li> <li>MATIT Worker Compensation Audit Report</li> <li>Microsoft Subscription Payment needed</li> <li>Supervisors sign books</li> </ul>	Barb, Lynn  Completed Completed Donna will secure a Township debit card for payment Completed
Board Member Reports <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: Robert and Rachel Mack Parcel # 12063000 Wood and Wheels Grant In Aid Trail</li> <li>County Weed Meeting, March 13, 8:30, Callaway</li> <li>Clean up NEWS section of 2023 items.</li> </ul>	Everything OK  Everything OK; will look into fixing lids in the spring  Roads OK  Letter sent to request a permit application/fees  Lynn will attend  Need to work on

Old Business	<ul style="list-style-type: none"> <li>• Update metal plates on wall.</li> <li>• Town Hall back door exit.</li> <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> </ul>	<p>Need to work on Spring project</p> <p>Will contact Mark- authorize him to move forward on this change</p>
New Business	<ul style="list-style-type: none"> <li>• Nominate and swear in new clerk</li> <li>• Budget and Levy Proposal for Annual Mtg</li> <li>• Annual Mtg Agenda</li> </ul>	<p>Completed</p> <p>Will have ready for March Mtg.</p>
Adjourn		<p>Motion to adjourn by Barb, second by Lynn</p>

  
 Tim Holzkamm  
 Date 3/10

  
 Barb Christiansen  
 Date 3/10/25

  
 Lynn Lindow  
 Date 3/10/25

Karen Hefner/Clerk  
 Date



Township of Forest

Claims List for Approval

3/10/2025

Date Range : 3/10/2025 To 3/10/2025

<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>
03/10/2025	Karen LaFond	Cleaning 2/7/25 & 3/9/25, Invoice #83, 3 hours at \$20.00	4163	\$60.00	100-49001-100-	MISCELLANEOUS	\$60.00
03/10/2025	Itasca Mantrap Co-op Elec Assoc	Electric service 01/29/2025 - 02/25/2025	4164	\$166.00	100-41940-381-	General Government Buildings and Plant	\$166.00
03/10/2025	Column Software PBC	Park Rapids Enterprise, General Public Notice Invoice ADE20222-0001	4165	\$9.92	100-49001-320-	MISCELLANEOUS	\$9.92
03/10/2025	Barb Christiansen	***VOID\$17.99***Reimbursement for purchase of Township camera system. Corrected payment	4166	\$17.99	100-41115-810-	Supervisors	\$17.99
Total For Selected Claims				\$253.91			\$253.91

*Barb Christiansen*  
Barb Christiansen  
Town Supervisor  
Date 3/10/25

*Lynn Lindor*  
Lynn Lindor  
Vice Chair, Town Supervisor  
Date 3/10/25

*Tim Holzkamm*  
Tim Holzkamm  
Chair, Town Supervisor  
Date 3/10