



**Forest Township**  
Rice County  
3625 Millersburg Boulevard  
Faribault, Minnesota

**Wednesday, February 3, 2021  
6:00 PM**

**Monthly Township Meeting minutes and Forest Township Board of Audit**

**1. CALL MEETING TO ORDER**

Chairman Ron Gernandt called the meeting to order at 6:10 pm.

**Members Present:** Ron Gernandt, Charlie Peters, William Malecha, Elaine Trnka, Ashley Anderson

**2. APPROVE BOARD OF AUDIT MEETING MINUTES FROM FEBRUARY 5, 2020.**

Ashley read the minutes from the 2020 Board of Audit meeting.

*Bill Malecha made a motion to approve the minutes. Charlie seconded the motion. All voted in favor and the motion carried.*

**3. BUSINESS**

The following 2020 reports were presented to the Town Board Supervisors:

- Disbursements Ledger
- Receipts Ledger
- Statement of Receipts, Disbursements and Balances (Schedule 1)
- Statement of Receipts, Accrued Interest, Disbursements, and Balances (Schedule 1a)
- Cash Control Statement
- Receipts Register
- Disbursements Register

Elaine and Ashley have balanced all clerk and treasurer funds and accounts, and all match and each receipt and disbursement is accounted for. Elaine walked the supervisors through each report and explained how all monies received and disbursed from the township is reported.

The supervisors each chose a receipt and a disbursement; Elaine and Ashley verified they each had documentation for each chosen receipt and claim.

The 2020 receipts, claims, and statements were examined, audited, and approved.

The Lonsdale Fire District will have a 9% increase for 2022 and the Northfield District will stay the same.

The board discussed the levy for 2022.

The board proposes the following levies for 2022:

Fire District 1: Lonsdale – \$32,000, which is the same as 2021.

Fire District 2: Northfield – \$18,000, which is the same as 2021.

General: \$60,000.00, which is the same as 2021.

Road and Bridge: \$175,000, which is the same as 2021.

*Charlie made a motion proposing the Forest Township levy for 2022 as follows: \$32,000 for Fire District 1, \$18,000 for Fire District 2, \$60,000 for the General Fund, and \$175,000 for the Road and Bridge Fund. Bill seconded the motion. All voted in favor and the motion carried.*

#### **4. APPROVE THE MEETING MINUTES FROM JANUARY 6, 2021.**

Ashley read the minutes from the January 6 meeting.

*Bill Malecha made a motion to approve the minutes. Charlie Peters seconded the motion. All voted in favor and the motion carried.*

#### **5. TRESURER'S REPORT**

The treasurer's report was presented with a township balance of \$326,264.22. This is the balance with the SSD and Tri-Lakes accounts removed.

The final 2020 property tax distribution was made in January.

*Charlie made a motion to accept the treasurer's report. Bill seconded the motion. All voted in favor and the motion carried.*

#### **6. BUSINESS**

Tom Wirtzfeld gave the board copies of his business license and insurance certificate. Tom gave the Township copies of the Annual Report and new service contracts. The board reviewed and signed a 3-year service contract with Advanced Septic for all four septic systems. Tom replaced

floats at Circle Lake. Tom recommends waiting to install new panels, which would allow for residents not to carry a phone line, until the new models are released.

Ashley presented a resolution appointing election judges for the 2021 Township Election.

*Charlie made a motion to appoint Jan Gillen, Ashley Anderson, Ronald Germandt, and Charlie Peters as election judges to serve at the Township Election on March 9, 2021. Bill seconded the motion. All in favor and the motion carried.*

Charlie updated the board about two Board of Adjustment variances. One in Circle Lake Bluffs and one on old Circle Lake. The board has no issue with either request.

The board has no questions currently for Rice County Property Tax & Elections.

Due to the Township transferring the Local Board of Appeal and Equalization meeting to Rice County in 2020, per statute, power is transferred for a minimum of 2 years. Therefore, Rice County will handle any appeals at the County Assessor's Office in an Open Book Format for 2021. There is a procedure for the Township to reinstate Local Board of Appeal and Equalization meetings. The township must reinstate by resolution and proof of compliance. The township would like to reinstate for 2022. This must be in place by February 2022.

Ashley will report that there are no changes on the U.S. Census Boundary and Annexation Survey.

The group discussed Group Life and Group Disability Income Program. The Township will continue to cover the Town Board with Group Life but declined the Group Disability Income Program.

The board reviewed and signed the 2021 Northfield Rural Fire Protection District Contract for Fire Protection Services.

Ashley certified the 2021 special assessments with Rice County.

Forest Township will hold the annual Reorganization meeting on Wednesday, March 17 at 6:00 pm at the Forest Town Hall.

The Town Board declined to participate in the annual MAT Legislative & Research Committee meeting via Zoom.

Forest Township was awarded the 2021 Noxious Weed and Invasive Plant Grant from the Minnesota Department of Agriculture in the amount of \$5,000. The grant will provide funding for education, reporting, and spraying. Ashley will investigate the reporting mechanism Rice County recommended.

The Town Board prepared the 2021 Annual meeting agenda.

7. ADJOURN

*Charlie made a motion to adjourn. Bill seconded the motion. All voted in favor and the motion carried. 7:20*