

**TOWNSHIP OF CLAY  
CLAY TOWNSHIP BOARD MEETING  
APRIL 24, 2019, 6:00 PM  
MANTRAP VALLEY CONSERVATION CLUB  
PARK RAPIDS, MN**

**1. CALL TO ORDER:** The April 24<sup>th</sup>, 2019, Meeting of the Clay Township Board was called to order at 6:00 p.m. by Chair Andy Kietzman, and those present recited the Pledge of Allegiance.

**2. ROLL CALL:** Present: Chair Andy Kietzman, Supervisors Jeff Haukebo and Norm Leistikow, Treasurer Del Holz, and Clerk Margie Vik. Absent: None. Others Present: Willie Hagen.

**3. APPROVAL OF AGENDA:** A motion was made by Leistikow, seconded by Kietzman, and unanimously carried to approve the agenda as presented.

**4. APPROVAL OF MINUTES:**

**A. Clay Township Regular Meeting Minutes-March 27, 2019:** A motion was made by Kietzman, seconded by Leistikow, and unanimously carried to approve the Clay Township Regular Meeting Minutes for March 27<sup>th</sup>, 2019, with the following change to page one, line 40, the sentence: **The township would not have to pay anything, will be changed to: He will try to save the township money, but they may have some costs.**

**5. NEW BUSINESS:**

**A. Thank You Cards:** Holz reported he received thank you cards from Hubbard County Life Long Learning, North Country Food Bank, Hubbard First Responders, and Hubbard County Historical Society. Vik reported she received two donation letters too late for them to be processed at the annual meeting.

**B. Property Taxes:** Vik informed the board she received the property tax statement, which is still listing Citizens Bank as the owner, for the township's land and there are taxes due on May 15<sup>th</sup>, 2019, in the amount of \$65.00. The statement is showing there is a split classification on the property. Kietzman questioned if Citizens Bank is still listed as the owner, therefore the property is still taxable? Haukebo stated the classification was split because the assessor didn't feel that 40 acres of land is required to build a town hall. If they considered that the bank owned it, it would all be taxable.

**A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to authorize the payment of \$65.00 for property taxes, if necessary, pending an explanation of the tax statement by the assessor.**

**C. Review of Invoices:** The board discussed what would be the proper procedure for processing the township's invoices. After several options were discussed, the board decided to leave things status quo and to continue to examine every invoice at the audit meeting.

**D. Straw Vote:** Holz stated he conducted a straw poll of the people present at the annual meeting. Three out of the seventeen people present didn't want to build a new town hall no matter how cheaply it could be done. Fourteen were in favor, so that speaks to the voice of the people.

## **6. OLD BUSINESS:**

**A. Levy Report:** Holz presented the board with a Levy Report from March 12, 2019. He added that the board has not raised the levy for the past ten years and that they have done a good job of managing the finances of the township.

**B. Town Hall Update:** Kietzman stated based on information received at the short course the township board can call a special meeting at anytime to raise the question of building a new town hall. Only residents of the township are allowed to vote on the issue. If the citizens approve the project for \$100,000.00, the board has the ability to say no to the project in the future. The township can spend public money to enhance private property if there is a benefit to the public, as long as there is no conflict of interest involved. A written lease and a contract would be required. A specific building plan is not required, but a knowledgeable person has to create the plan to avoid creating litigation after the fact and possibly getting sued in the process. An architect is not required. Holz suggested using the person who built the Clover Town Hall. Kietzman stated he would check on that.

Kietzman stated it was suggested that the township store their documents/records in a gun safe. They are not waterproof if involved in a flooding situation. If the safe reaches 200 degrees there is glue in the door that will release and glue the door shut. If it doesn't get hot, there is no glue and no waterproofing.

Kietzman suggested getting the building committee together to get an accurate estimate for the building, but that he personally wouldn't be available until August.

**7. APPROVAL OF TREASURERS REPORT:** Holz stated \$93.97 in interest from the Edward Jones CD, \$501.89 in interest from the Citizens Bank CD, and \$115.05 in interest from the money market fund was received. \$50,000.00 from the redeemed CD was deposited in the money market fund. Total deposits are \$50,710.91. The checking account balance is \$11,742.97, and the money market balance is \$215,909.77. There's an Edward Jones CD in the amount of \$50,000.00 which matures on 9-16-19. The total funds are \$277,652.74. There's \$171,865.53 in the building fund. There are outstanding checks in the amount of \$11,444.96. The outstanding invoices for this month are \$82.18 for the Enterprise, \$1,161.00 for Cumber Construction, and

\$65.00 for property taxes. Total payables are \$1,308.18. The operating balance after expenses is \$93,140.27.

**A motion was made by Kietzman, seconded by Leistikow, and unanimously carried to approve the treasurer's report and to pay the outstanding invoices.**

**A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to authorize the purchase of a six (6) month CD from Edward Jones in the amount of \$150,000.00.**

**8. ADJOURNMENT: A motion was made by Kietzman, seconded by Leistikow, and unanimously carried to adjourn the meeting at 7:43 p.m.**

ATTEST:

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Chair Andy Kietzman

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Margie M. Vik  
Township Clerk