

**Township of Clay Board Meeting  
January 27, 2021 at 6:00 p.m.  
Via Telephone Conference  
Park Rapids MN 56470**

1. **Call to Order:** The January 27th, 2021, 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: Andy Kietzman, Supervisors Jeff Haukebo and Norm Leistikow, Treasurer Del Holz, and Clerk Margie Vik. Others Present: Brian Livingston.
  
3. **Approval of Agenda:** A motion was made by Kietzman, seconded by Leistikow, and unanimously carried to approve the agenda as presented.
  
4. **Approval of the Minutes:** A motion was made by Haukebo, seconded by Kietzman, and unanimously carried to approve the Clay Township Regular Meeting minutes from November 18th, 2020, as presented.
  
5. **New Business:**
  - A. **AIS Inspections:** Brian Livingston stated the Mantrap Lake Association has been working with the AIS coordinator to do inspections. The lake has had a previous infestation so it's important to continue to monitor the situation.

**A motion was made by Kietzman, seconded by Leistikow, to support AIS monitoring at the Mantrap Lake access in the amount as the same level as the previous year, of \$2,850.00.**

Haukebo stated the township has tried to increase the monetary amount every year and suggested a 10% increase of \$300.00.

**Haukebo amended the motion to increase the amount for AIS support to \$3,100.00. The amended motion was seconded by Kietzman, and carried unanimously.**

Haukebo suggested a cover letter accompany the check and service agreement, to inform the county that the funds are to be designated for Mantrap Lake, and that the letter must be postmarked by January 29th, 2021.
  
  - B. **Fire Contract:** A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to authorize the execution of the Fire Contract with the City of Park Rapids and to approve the payment in the amount of \$3,311.79.

C. **Property Taxes:** Kietzman stated the property taxes for 2021 will be \$130.00 after credits.

D. **Annual Meeting:** A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to hold the annual meeting via telephone at the regular date and time as set by state statutes.

A motion was made by Haukebo, seconded by Leistikow, and unanimously carried to authorize township officials to prepare annual reports and have them at Emmaville Store the Friday prior to the Annual Meeting for public distribution.

E. **Helipad:** Haukebo questioned if someone was snowplowing the helipad. Kietzman stated Lof was supposed to be doing it and that he would check with him about it.

F. **Audit Board:** Haukebo questioned when would the audit board meeting be held. Holz stated he doesn't have all of the information yet. The board will address the issue in February.

G. **Computers:** Leistikow suggested the township consider purchasing a computer for the treasurer's business. Kietzman stated he had no issue with that and that since Vik is retiring from the city she would also need a computer to do her duties. Ha added he would check on prices and would bring some information to the next meeting.

## **6. Old Business:**

A. **Amended Motion for Land Exchange in Clay Township:** Haukebo stated the township could not change the motion as requested by the environmental services officer without holding a new meeting. **A motion was made by Haukebo, seconded by Kietzman, and unanimously carried to amend the township motion regarding a land exchange as follows: We the Clay Township Board of Supervisors, County of Hubbard, State of Minnesota, hereby approve the Administrative Subdivision Application, submitted by Hubbard Count NRM, to subdivide the Southeast Quarter of Section Five (5), Township 142 North, Range 34 West (PID 04.05.03000) into two parcels. Parcel One (1) will be described as the East one-half of the Southeast one-quarter and the East one-half of the West one-half of the Southeast one-quarter. Parcel two (2) will be described as the West one-half of the West one-half of the Southeast one-quarter. We further understand that parcel two will be exchanged with private land located in Section 7 of Clay Township and that parcel two will be joined with PID 04.05.00200 as part of the Administrative Subdivision process.**

**B. Road Improvement:** Kietzman stated there is a funding opportunity with the legislature for road improvements through Hubbard County. There are too many projects and not enough funding so there is no guarantee we would get any funding. The county has said they will sponsor our application to improve Jigsaw Drive. They are looking for the projects that will serve the most people. **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to apply for road improvement funding with County Engineer Jed Nordin.**

**C. Township Hall Project:** Kietzman stated due to covid related issues materials needed for the completion of the town hall have been delayed. The exterior is done. The sheet rocking and wainscoting is done. Once the mudding is done the walls can be painted. The heat will be turned on to get the sheet rock plastered. We are looking for furniture and will be getting some numbers for that. A mid-March move in date is anticipated.

**D. CARES Act Funding:** Haukebo stated he checked with the county regarding any available funding. The county contracted with the Heartland Lakes Development Commission to distribute the funds. They determined where the money was sent. Kietzman stated the township didn't have any expense related to COVID so we are not eligible for compensation.

7. **Approval of Treasurer's Report:** Holz read the report into the record. (See attached). **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to approve the treasurer's report and the pay the outstanding invoices.**

**Discussion:** Haukebo stated he would start the second set of financial records as of January 1st, 2021, by developing his own spreadsheet. It doesn't need to be as detailed as the books kept by the treasurer.

8. **Adjournment:** **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to adjourn the meeting at 7:24 p.m.**

ATTEST:

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Chair Andy Kietzman

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Township Clerk Margie M.Vik