

**Township of Clay Board Meeting
February 24, 2021, at 6:00 p.m.
Via Telephone Conference
Park Rapids MN 56470**

1. **Call to Order:** The February 24th, 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: None.

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 January 27th, 2021, as presented.

5. **New Business:**
 - A. **Financial Records:** Holz stated he pushed hard to get Citizens Bank to share the township's bank records with Haukebo. They will charge our account \$1.50 per month to send duplicate records to Haukebo. **A motion was made by Kietzman, seconded by Leistikow, and unanimously carried to authorize and approve Jeff Haukebo receiving the township's financial statements from Citizens National Bank to enable him to set up a second set of books.**

 - B. **Annual Meeting Handouts:** Holz stated he arranged to have handouts of the township's annual reports printed at a cost of \$22.00. They will be available at Emmaville Store. The meeting notice will be posted at Mantrap Valley Conservation Club and at Emmaville Store, and published in the Enterprise.

6. **Old Business:**
 - A. **Helicopter Pad:** Kietzman stated he talked with Dustin Lof regarding the heli-pad. It's in good shape.

- B. **Audit Board Meeting:** Kietzman stated all of the supervisors reviewed the 2020 financial books on February 23rd. Everything was in order, and all boardmembers signed off on them.
- C. **Computers:** Kietzman stated he visited with Microtech about new computers. We'd purchase a laptop with the microsoft program, and a built in camera for video conferencing and training. Each laptop would be around \$500.00, and \$100.00 for the software. It makes sense to purchase the computers locally. Holz stated he would require a typewriter keypad, a 17" screen, plenty of memory, and would prefer not to work in the cloud. Kietzman stated we can set up a date to go and look at the computers and talk with their employees. **A motion was made by Kietzman, seconded by Leistikow, and unanimously carried to authorize the expense of up to \$1,500.00 for two (2) computers for the clerk and the treasurer.**
- D. **Road Improvement Grant Funding:** Kietzman stated the application for grant funding has been completed and submitted for Jigsaw Drive road improvements. Hubbard County has agreed to be our fiduciary sponsor. We need letters of support from residents living on Jigsaw. Now, we wait to see if the grant will be funded.
- E. **Township Hall Construction Updates:** Kietzman stated the sheetrock is up and has been mudded. They will be texturing it tomorrow, and then painting. The electric and plumbing fixtures have been installed. The floor is not done yet, and we are still shopping for furniture. The outside concrete is not finished yet. The building is close to being done.
7. **Approval of Treasurer's Report:** Holz read the report into the record. (See attached). He stated a check he mailed to Hubbard County for the Truth in Taxation statements was for an incorrect amount. The check was returned to him and he will reissue the check in the correct amount of \$71.88. **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to approve the treasurer's report and the pay the outstanding invoices.**
8. **Adjournment:** **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to adjourn the meeting at 6:32 p.m.**

ATTEST:

Chair Andy Kietzman

Township Clerk Margie M.Vik