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TOWNSHIP OF CLAY
CLAY TOWNSHIP BOARD MEETING
FEBRUARY 23, 2022, 6:00 PM
18650-290th STREET
PARK RAPIDS, MN

1. CALL TO ORDER: The February 23rd, 2022, 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, Supervisor Jeff Haukebo, Treasurer Del Holz, and Clerk Margie Vik. Absent: None. Others Present: Mike Lichter and Mark Vik.

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

4. APPROVAL OF MINUTES:

A. Clay Township Regular Meeting Minutes-January 26, 2022: A motion was made by Haukebo, seconded by Kietzman, and unanimously carried to approve the Clay Township Regular Meeting Minutes for January 26th, 2022, with the following changes: Page One, Line 46, change the words outdoor patio to bedroom, and on Line 49, change the words Big Mantrap to Bad Axe, and change patio to bedroom.

5. NEW BUSINESS:

A. Fire Contract with the City of Park Rapids: Kietzman stated the fire contract amount has gone down from the last time. The price is determined by a formula based on the cost of city operations, township usage, and the value of properties within the respective townships. A motion was made by Haukebo, seconded by Kietzman, and unanimously carried to approve the Fire Contract with the City of Park Rapids, and authorize its execution and payment.

B. Bingo Permit for Mantrap Valley Conservation Club: A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to approve the Minnesota State Gambling Permit (LBG240B) for the Mantrap Valley Conservation Club to conduct bingo sessions in July 2022.

C. US Census Boundary & Annexation Survey: Kietzman stated this is a voluntary survey regarding any recent boundary changes to the township, which there have been none. He added he would submit the requested information online.

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2 **D. Clerk Election Training:** Vik informed the board that a township clerk is
3 required to attend four hours of election training in each election cycle to maintain their election
4 certification. In the past, my previous employer, the City of Park Rapids, paid for my training. I
5 contacted the Minnesota Association of Townships to see if they offer training. They don't. They
6 suggested getting in touch with my county auditor. I've put in a call to Hubbard County Auditor
7 Kay Rave for a clarification from her on how her other township clerks maintain their election
8 certification, and if, because Clay Township is a mail in ballot precinct, I may not be required to
9 have any election training. I've been unable to reach her yet so a don't have a definite answer.
10 There is a possibility that I can attend the Minnesota Clerks and Finance Officers Association
11 Conference, which offers the required election training, which is held in March, if other avenues
12 fail to product results. The clerk training is in St. Cloud. There would be a cost for the
13 conference and travel expenses. At this point, I don't have a clear idea of how much it would be.
14 **A motion was made by Haukebo, seconded by Kietzman, and unanimously carried to**
15 **authorize Township Clerk Margie Vik to attend election training, if necessary, and to**
16 **reimburse her for any expenses incurred for the training and travel.**
17

18 **E. Local Board of Appeal & Equalization:** Vik stated Clay Township's Local
19 Board of Appeal and Equalization is scheduled for April 19th, 2022, at 2:00 p.m. and will be held
20 in the town hall.
21

22 **6. OLD BUSINESS:**

23 **A. Supervisor Resignation/Review Letters of Interest & Appointment of**
24 **New Supervisor:** Kietzman stated the township received one letter of interest from Mike
25 Lichter. The letter states Lichter is interested and would be honored if the board would consider
26 him for the position, in particular if the position would include road maintenance as part of his
27 duties. **A motion was made by Haukebo, seconded by Kietzman, and unanimously carried**
28 **to appoint Mike Lichter to fill the vacant Clay Township supervisor position until the end**
29 **of the term, which is December 31st, 2022.**
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33 **Clerk Vik administered the Oath of Office to Supervisor Mike Lichter. He joined the other**
34 **board members to participate in the rest of the meeting.**
35

36 **B. Town Hall Maintenance Issues:** Kietzman stated the top hinge of the front
37 door, of the town hall, has sprung due to ice buildup on the concrete, in front of and under the
38 outward swing of the door. After talking with the contractor, he suggested that we cut away the
39 concrete under the door, and put in a grid so the snow, ice, and dirt will accumulate in there and
40 away from the bottom of the door. This is just an example of working out all of the little bugs
41 that come up with a new facility. We also still need to install signs and to increase the size of the
42 parking lot.
43

44
45 **7. APPROVAL OF TREASURERS REPORT:** Holz presented his written treasurer's
46 report to the board (see attached). Lichter questioned if the township was going to send out

1 postcards this year to remind residents of the annual meeting. Kietzman stated there would not be
2 enough time to do that at this point. We did that in the past in an attempt to notify as many
3 residents as possible that there would be a discussion regarding the approval and the construction
4 of a proposed town hall.

5 **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried**
6 **to approve the treasurer’s report and to pay the outstanding invoices.**

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9 **8. ADJOURNMENT: A motion was made by Kietzman, seconded by Lichter, and**
10 **unanimously carried to adjourn the meeting at 6:35 p.m.**

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12
13 ATTEST:

14 _____
Chair Andy Kietzman

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16 _____
17 Margie M. Vik
18 Clay Township Clerk