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**TOWNSHIP OF CLAY  
CLAY TOWNSHIP BOARD MEETING  
FEBRUARY 27, 2013, 7:00 PM  
MANTRAP VALLEY CONSERVATION CLUB  
PARK RAPIDS, MN**

**1. CALL TO ORDER:** The February 27<sup>th</sup>, 2013 Meeting of the Clay Township Board was called to order at 7:00 p.m. by Chair Andy Kietzman, and those present recited the Pledge of Allegiance.

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

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

**4. APPROVAL OF MINUTES:**

**A. Clay Township Regular Meeting Minutes-January 23, 2013:** A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to approve the Clay Township Regular Meeting Minutes for January 23<sup>rd</sup>, 2013, with the following change: page 1, line 46, should be changed from “Has he been doing that?”, to “Has he been keeping up with the maintenance?”.

**5. NEW BUSINESS:**

**A. Fire Contract:** Vik stated the fire contract amount went down this year to \$2,287.22. There will also be a reduction in the 2014 amount, to \$2,279.73. **A motion was made by Kietzman, seconded by Haukebo, and unanimously carried to approve the Fire Contract with the City of Park Rapids, and to authorize its execution.**

**B. Township Short Courses:** Kietzman stated the Township Officer’s Spring Short Course will be held on April 3<sup>rd</sup>, 2013 in Walker for anyone on the board that is interested in attending.

**C. Local Board of Appeal & Equalization:** Vik informed the board that the Local Board of Appeal & Equalization meeting has been scheduled for Wednesday, April 24<sup>th</sup>, 2013 at 1:30 p.m. At least one trained supervisor has to attend the meeting.

1                   **6. OLD BUSINESS:**  
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3                   **A. Public Hearing:** Vik questioned if she should publish and mail notice of the  
4 public hearing for the rezoning request as was discussed at the board’s last meeting. She  
5 wondered if anyone had heard from Scott Forbes. She also pointed out that the board needed to  
6 be concerned about the sixty day rule and that any delays in this rezoning process could possibly  
7 have future consequences. Haukebo stated he hadn’t heard anything and thought that the board  
8 shouldn’t schedule the meeting yet.

9                   Leistikow stated he received a phone call from Mr. Kingsley with the DNR. He wants to  
10 be notified and would attend a public hearing since he is concerned about how a development  
11 would affect the lake. According to him, the board can be as strict as they want to regarding the  
12 imposition of conditions on the development. Mr. Forbes should be required to inform us of how  
13 many units he plans on putting in. We don’t know anything at this point. Kietzman questioned if  
14 we have the ability to ask for all of the particulars. Leistikow stated we do. We need a plan on  
15 paper. If he doesn’t submit one, then he can do anything.

16                   Holz stated he sent Forbes an email outlining the costs to hold a public hearing, yet  
17 received no response from him. Kietzman suggested contacting him, and telling him the specific  
18 things that we need when he comes to the hearing so as not to waste anybody’s time. Leistikow  
19 stated it would be appropriate to ask him if he will be prepared for that meeting in March, or not.  
20 We don’t want to spend his money on publications if he’s not ready.

21                   **A motion was made by Leistikow to deny the rezoning request at this time and to**  
22 **rescind the motion to begin the process to amend the zoning ordinance for property known**  
23 **as PID #04.10.00100, 04.10.00200, and 04.09.00100, due to the lack of the submission of**  
24 **written information.**

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26 **The motion died for lack of a second.**  
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28 **Discussion:** The board was concerned about how the sixty day rule may effect this request, and  
29 therefore contacted Clay Township Attorney John Masog via cellphone to discuss the situation  
30 with him. He advised the board that they have options. They can ask Mr. Forbes if he wants to  
31 continue, if the answer is no, then he needs to tell the board when he wants the public hearing  
32 scheduled, or they can rescind the original motion. Regardless of what was said to Mr. Forbes,  
33 the township must follow their zoning ordinance procedures. He also advised that the timeframe  
34 for the sixty day rule doesn’t start until the date of the public hearing for administrative issues  
35 like conditional use permits and variances. It does not apply to rezoning issues.

36                   Kietzman stated we need to contact Mr. Forbes to see if he wants to continue, and that he  
37 must notify us in writing. We will identify the costs of what he will owe for this process, and that  
38 the fees would be due when he officially requests the rezoning. We need to tell him what we  
39 expect of him. Leistikow stated he also needs to get his plans to us so that we, and the other  
40 individuals that are concerned, have a chance to study them. Haukebo added he also needs prior  
41 knowledge of the publication deadlines.

42                   **A motion was made by Kietzman, seconded by Leistikow, and unanimously carried**  
43 **to rescind the motion to begin the process to amend the zoning ordinance for property**  
44 **known as PID #04.10.00100, 04.10.00200, and 04.09.00100, because the board did not**  
45 **receive the payment of fees (as outlined in Del Holz’s email to Scott Forbes), and because**

1 **the date for the meeting was not confirmed by Scott Forbes, in addition, on advise of**  
2 **Consul, we will also require a site plan, and a written formal application.**

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5 **7. APPROVAL OF TREASURERS REPORT:** Holz stated \$58.81 was received for  
6 the January tax settlement, and \$2,663.04 was received for the road tax. The checking account  
7 balance is \$1,837.06, and the money market balance is \$55,207.04. The total funds are  
8 \$57,044.10. The outstanding invoices for this month are \$2,188.50 for Cumber Construction,  
9 \$54.20 for the Enterprise, \$805.00 for the Township Group Life Insurance, \$2,287.22 for the fire  
10 contract, and \$180.00 for John Masog for zoning issues regarding the Val Chatel property. Total  
11 payables are \$5,514.92.

12 Holz stated the last time that the salaries for the township officers were adjusted was in  
13 2008. That is a long time to go without a change. He recommended that the clerk's and the  
14 treasurer's fixed stipend be increased by \$100.00 per quarter, the per diems be increased by  
15 \$10.00 per meeting, and the hourly rates be increased by \$4.00.  
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OFFICE	RECOMMENDED INCREASE	CURRENT	NEW RATE
Clerk	\$100.00 per quarter	\$1,700.00 per year	\$2,100.00 per year
Treasurer	\$100.00 per quarter	\$1,300.00 per year	\$1,700.00 per year
Meeting Rate	\$10.00 per meeting	\$50.00 per meeting	\$60.00 per meeting
Hourly Rate	\$4.00 per hour	\$10.00 per meeting	\$14.00 per hour

17  
18 **A motion was made by Leistikow, seconded by Haukebo, and unanimously carried**  
19 **to accept and approve the recommendation of the treasurer regarding the wage increases**  
20 **as outlined above, effective January 1<sup>st</sup>, 2013.**

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

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26 **8. ADJOURNMENT:** A motion was made by Kietzman, seconded by Leistikow,  
27 **and unanimously carried to adjourn the meeting at 8:49 p.m.**

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31 ATTEST:

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Chair Andy Kietzman

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36 Margie M. Vik  
Township Clerk