

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

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

1. CALL TO ORDER: The March 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, Supervisors Jeff Haukebo and Mike Lichter, Treasurer Del Holz, and Clerk Margie Vik. Absent: None. Others Present: None.

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-February 23, 2022: A motion was made by Haukebo, seconded by Kietzman, and unanimously carried to approve the Clay Township Regular Meeting Minutes for February 23rd, 2022, as presented.

5. NEW BUSINESS:

A. Resolution Reestablishing Precincts and Polling Places for Clay Township, County of Hubbard, State of Minnesota: Vik presented the maps of the new Minnesota senate, congressional, and house districts, and the Hubbard County districts. She stated the township's responsibility is to reestablish its voting precinct and polling place. The resolution for consideration is as follows:

Resolution Reestablishing Precincts and Polling Places for Clay Township, County of Hubbard, State of Minnesota

WHEREAS, the Legislature of the State of Minnesota has been redistricted; and,
WHEREAS, Minnesota Statute Section 204B.14, Subd. 3 (d), requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first.
NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Clay Township, County of Hubbard, State of Minnesota, hereby reestablishes the boundaries of the voting precincts and polling places as follows:
Precinct 1: Clay Township
The precinct boundary is the entire Township of Clay.

1 All of Clay Township shall be known as Precinct 1.
2 Clay Township is a mail-in ballot precinct; therefore, Hubbard County Courthouse is the
3 township’s polling place.

4 **A motion was made by Kietzman, seconded by Lichter, and unanimously carried to**
5 **approve Resolution Reestablishing Precincts and Polling Places for Clay Township, County**
6 **of Hubbard, State of Minnesota.**

7
8 **B. Raffle Permit for United Foundation for Disabled Archers: A motion was**
9 **made by Haukebo, seconded by Lichter, and unanimously carried to approve the**
10 **Minnesota State Gambling Permit (LG220) for the United Foundation for Disabled**
11 **Archers to conduct a raffle on October 1st, 2022.**

12
13 **C. Road Maintenance Schedule:** Lichter questioned if there was an established
14 road maintenance schedule. Kietzman stated we don’t have a schedule, per say, we have an
15 agreement with Cumber’s Construction. They have a regular maintenance cycle for each road,
16 based on usage. It’s the same for snow removal. But if something special is needed, then they
17 need to be called. Jigsaw Drive has a steep hill, which has to be maintained and should be
18 checked regularly. If a road needs special attention, then the board will need to get bids on that if
19 it’s above a certain level of spending. You will need to work with Cumbers. I have told them you
20 are now responsible for road maintenance in the township and they are expecting a call from
21 you. In the spring, we can go out and look at the roads and discuss what needs to be done to each
22 one. Also, we have to maintain the road signs and check for their reflectivity. Any emergency
23 repairs can be dealt with right away. Lichter questioned as a township representative how much
24 can I do on my own? Kietzman stated the township does have a worker’s comp policy, so you’re
25 covered if you’d want to, as an example, remove a tree from the road, but Cumber’s will also do
26 that kind of thing too. You just need to call them.

27
28 **D. Rental Form:** Kietzman stated he put together a draft application form to use
29 for town hall rentals. The board reviewed/discussed it and suggested a few
30 alterations/corrections. Holz suggested that the final form be reviewed by the township attorney
31 to avoid any legal issues. Kietzman stated he would bring a revised draft application form to the
32 next meeting for further review.

33
34
35 **6. OLD BUSINESS:**

36
37 **A. Clerk Election Training:** Vik stated Hubbard County Auditor Kay Rave will
38 accept her election judge/head judge training as being sufficient for the township clerks to
39 conduct their elections, so no further training is required at this time.

40
41
42 **7. APPROVAL OF TREASURERS REPORT:** Holz presented his written treasurer’s
43 report to the board (see attached). He stated the township has never paid this much for snow
44 removal before as we have this year. Kietzman stated he believes he has now worked out a
45 method to turn the heat down in the town hall, so the electric bill should be lower next year.

1 Haukebo stated at the annual meeting the residents can approve contracts for services, but
2 are limited to a total of \$10,000.00 per year. The AIS contract between the townships and the
3 county, is with another governmental agency, so they fall under a different state statute. It's a
4 point to remember for next year.

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

7
8
9 **8. ADJOURNMENT: A motion was made by Kietzman, seconded by Lichter, and**
10 **unanimously carried to adjourn the meeting at 6:53 p.m.**

11
12
13
14
15 ATTEST:

16
17 _____
18 Chair Andy Kietzman

19
20 _____
21 Margie M. Vik
22 Clay Township Clerk