

***Clinton Township***  
***Regular Board Meeting***

***October 22, 2024***

# AGENDA

## TOWN OF CLINTON REGULAR BOARD MEETING

October 22, 2024

Call meeting to order –

Prior months meeting minutes –

Treasurers Report/Financial Review –

Review and pay bills –

Fire Department Report –

EMS/First Responders Report –

Recreation Board Report –

Community Building Report –

Roads and Bridge Report –

Old business –

New Business –

Public Comment-

Adjourn -

## TOWN OF CLINTON REGULAR BOARD MEETING

September 17, 2024

The regular meeting of the Town of Clinton was called to order by Chairman Peter Ramfjord at 6:00 PM with Supervisors Cal Warwas, Peter Ramfjord, Robert Butler, Treasurer Elaine Santi, Fire Chief Jim Theodore, EMR Coordinator Kyle Tomczyk and Clerk Brian Mayry. All in attendance recited the Pledge of Allegiance.

The minutes of the last regular meeting were distributed by the Clerk. Supervisor Butler motioned to wave reading the minutes and accept the minutes as distributed, second by Chairman Ramfjord. Motion carried unanimously.

The Treasurer's Report was provided and read by Treasurer Santi. Supervisor Butler motioned to accept the financial report, second by Chairman Ramfjord and unanimously carried.

Supervisor Butler motioned to pay the submitted bills and claim forms. The motion was second by Chairman Ramfjord and prevailed unanimously.

Fire Chief Theodore stated the Department responded to two department alarms. Chief Theodore addressed the Township Board stating NFPA training has begun. The new 2025 OSHA standards were touched on briefly. The Board addressed a request for the old pump from the old tender be donated to another fire department. Waste Managements contract will be terminated at the end of the year. Chief Theodore requested permission to attend the annual fire chiefs conference in Duluth. Chairman Ramfjord motioned to grant fire department personal to attend the conference. The motion was second by Superior Butler and prevailed unanimously. The Board was presented with an Interim Guidance / Policy plan. Supervisor Butler motioned adopt the interim plan. The motion was second by Chairman Ramfjord and prevailed unanimously.

EMR Coordinator Kyle Tomczyk stated that the EMRs received 10 alarms. The group is working on staying current and providing quality service.

Chairman Ramfjord briefly discussed placement of the concrete wheel stops. The Board discussed the need for a turnaround on Harju Road. The clerk will send a letter to the residents explaining the need for a turnaround and to contact the Board regarding it.

Chairman Ramfjord motioned that the meeting be adjourned until the next regular meeting on October 22, 2024, beginning at 6:00 PM. Supervisor Warwas second and the meeting adjourned at 6:53 PM.

Respectfully submitted,

Brian Mayry, Clerk

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# CLINTON TOWNSHIP

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• PO Box 147 • Iron, MN 55751 • 218-744-5591 •

## **Clinton Township Purchasing and Reimbursement Policy**

Clinton Township employees, volunteers and elected officials purchase items for the township. This policy describes procedures and expectations for purchasing items and reimbursement for expenses incurred.

- 1) **Charge Accounts:** Whenever possible, use established vendor charge accounts. Contact the Township Clerk or Treasurer for a list of vendors or to establish a new account if needed.
  - a. **Approval:** Upon Fire Chief or Township Board approval, gas, minor repair items and food may be purchased from Crossroads & Thirsty Moose. Authorized personal may use the charge account at Menard's & L&M and other vendors .
  - b. **Receipt:** Always obtain a receipt and provide it to the treasurer (except for Crossroads, they provide the slips to us). Make sure the receipt states what was purchased, place of purchase, a date and your name. Tape the receipt to a piece of paper if it is not clear what it was for: Example: "Pizza'a bought for 1/21/24 house fire event from Thirsty Moose"
  - c. **Accountability:** If you sign off on a charge account and the purchase is not approved by your supervisor or the township board, you will be responsible for paying for the item(s).
  
- 2) **Reimbursements:**
  - a. **Mileage:**
    - i. The township will pay for mileage incurred for travel required for Clinton township business. This includes travel for business and to approved events such as conferences, trainings and meetings and outside of the township.
    - ii. Mileage is paid at the current Federal rate.
    - iii. Fill out a Clinton Township Claim Form for reimbursement (see Attachment A). Include date(s) of travel, location(s) of travel and miles to be reimbursed. Only direct mileage to and from points of business will be reimbursed.
    - iv. Mileage to locations within the township is not reimbursable.
  - b. **Purchases for reimbursement:**
    - i. Purchases must be for Fire Department or Township business only and approved by the Fire Chief or Township Board before reimbursement is made.
    - ii. Whenever possible, use pre-approved vendors.
    - iii. The township Clerk has the township credit card and may be able to use it for purchases requiring a credit card purchase.

- iv. The township does not pay sales tax and a Minnesota ST-3 tax-exempt form can be provided to vendors not on the vendor list. Please contact the Clerk or Treasurer for the form and to establish an account if necessary.
- v. The Township Board has the final approval of all purchases – if the board does not approve a purchase, the person making the purchase will be responsible to pay the bill.

**c. Request for Reimbursement:**

- i. Fill out the Clinton Township Claim for Reimbursement Form<sup>A</sup> and sign it.
- ii. Include dates, item purchased and reason for purchase (example: pizza's for 3/20/2021 Fire fighting training)
- iii. Attach Receipt(s)
  - 1. Receipts must list all items purchased. Credit Card receipts or statements are not acceptable unless the actual items purchased are included on the receipt.
  - 2. If a receipt is lost and cannot be re-issued, a notarized receipt may be made using a notary form (Form B). Ask the Clerk to notarize the form.
- iv. Submit the Claim Form<sup>A</sup> and receipt to the Treasurer 5 days prior to the next Town Board meeting where it may be approved and a check written for the reimbursement.

Attachment A: Clinton Township Claims Form

Attachment B: Notary Reimbursement form