

Oxford Township Meeting Minutes  
Regular meeting  
February 14, 2023  
6:30 pm

Following the Pledge of Allegiance, the meeting was called to order by chairman Jen Perkins. Roll call was taken with Jen, Mike, Harlan, Peggy, and Linnea present. Minutes of the last meeting were read and Mike Miller made a motion to accept. Harlan Bellin seconded the motion. Peggy gave a treasurer's report and Mike made a motion to accept and Jen seconded the motion. In addition, Peggy asked the board if they would like to go back to multi-signature requirement for our checks (see discussion below).

### **Roads**

1. Steve Winter was on the zoom call to give MSA updates. He reported that they were able to reference road bids from a project in Harris. He is also working on a road information spreadsheet that will be ready for our next meeting discussion.
2. Regarding the Swanson Development developer's agreement, Mike Couri recommends that we have a letter of credit in place before allowing house construction to begin.
3. Mike Couri from Couri and Ruppe Law Office was on the zoom call to advise Oxford township on a number of issues:
  - a. Township bonding: He discussed considerations for the board if we were to change insurance companies. Oxford has a contract with MAT with that states it covers embezzlement, malfeasance, cheating, etc. up to \$100,000. MAT is regulated by the state and language is approved by the state, so Mike Couri feels we should be able to get standard language from any other company under consideration, and compare to MAT's language. Mike Miller will get a copy of our MAT insurance policy to Jen so she has it for comparison.
  - b. Number of signatures on checks: Oxford decided to use only 1 signature for our checks during COVID and the bank approved that. Our supervisors asked Mike Couri if he recommended going back to multiple signatures on the checks. Mike C recommended that more than one person sign, and that the bank has an understanding with our township that they do not cash a check unless it's signed by 2 or more people. His point is that from an accounting standpoint, it's best to have multiple signatures to guard against embezzlement. Moving forward, Oxford will require 2 signatures on our checks, and Peggy will contact First Bank and

Trust in Cambridge to inform them of this change. Jen Perkins made a motion to start requiring two signatures on each check, and Harlan Bellin seconded the motion. The motion passed. All board members will need to go to First Bank and Trust in Cambridge to get their signatures on file.

- c. Process for an appointed treasurer or an appointed clerk: Mike C stated that appointed positions are a ballot issue and we will need have township residents vote on that in the November election. If the residents approve an appointed position, then the board can appoint someone. He also stated that labor laws apply as the person would be a paid employee and not elected.
4. It was brought up by one of the Oxford residents in attendance that the condition of our roads is terrible. Bart Perkins mentioned that the timing for plowing and/or grading is critical this time of year. If clearing isn't done early, the snow is already packed down, and the roads become very slippery. Another aspect of the problem is that as the massive amount of snow is melting, the water has nowhere to go. Mike Miller made a motion for Bart to use his road grader to get the slush off the roads in the next few days. Harlan Bellin seconded the motion, and the motion passed. In addition, Mike will reach out to Rick Keller and ask if he can get his trucks out and plow Oxford sooner for the next snowfall.

#### **Old Business**

1. Peggy reported that our CTAS program needs so many updates that it will cost \$300 to update. Mike made a motion to approve spend on the upgrade for CTAS, Harlan seconded and the motion passed.
2. For our township Insurance discussion, Mike will get Jen our current insurance plan so that she can compare to what is offered by other companies (as mentioned above).
3. Fire District updates- Harlan reported that Oxford has received the new contract. Mike Miller made a motion to approve the new contract, and Harlan Bellin seconded the motion. The motion was approved, and Linnea will file the new contract.
4. Isanti County Board of Adjustments will review the Hesse plat (Meadow Grass Acres) on February 9, 2023.

5. Under Clerk/Treasurer wages, Mike did some benchmarking and we are about \$2,000/year lower than most townships. At the annual meeting, there is a standing item on the agenda for wages so Mike plans to bring this up for discussion. For Oxford's budget, he will recommend a cap for the fire budget. Our general levy needs to go up, and the R&B budget will need to be discussed, especially if the residents want to blacktop roads in 2024. Mike will get our budget from last year to Jen so she can review that prior to the annual meeting.
6. District 7 Election update: the Pine County representative won the recent District 7 Supervisor election.
7. Jen and Mike attended the Isanti County Township Officer's meeting where they elected Val Anderson as a new officer. In addition, Isanti County's comprehensive plan was discussed, and this is posted on the Imagine Isanti website. Jen took notes and these will be posted on the Oxford website.
8. 90 people attended Township Day at the Capital update, and it went well.
9. Jen will look into our Logitech plan as Oxford is choosing to continue to use hybrid meetings post COVID as this is a cost effective option for our lawyer and MSA partners.

### **New Business**

1. Mike Miller reported that our current county commissioner's husband is pushing for county ditch drainage. It's not a township issue now, but we will continue to monitor and be part of decisions about where the funding will come from.
2. One of residents in attendance asked about status of high speed internet in the township. Mike said that the county and the township have both looked into this, and that line of sight towers have been successful in some townships. The downside is that each tower is only good for 4-5 miles. Alternatively, ECE has right of way to every house so the infrastructure (except for the cable) is all there. Jen encouraged everyone to go on the county website and give feedback/make comments .
3. Peggy had questions for the supervisors regarding our contract for services donations. Based on our 1% budget criteria, the total we have available this year is \$4,011. Mike Miller made a motion to send checks similar to what was done last year. In addition, Peggy will forward to Jen our contract for services information from last year so she has visibility. Harlan Bellin seconded the motion, and Peggy will have the checks ready for approval next month.
4. Jen asked who would be moderating our annual meeting this year. Mike Miller made a motion to nominate Pat Davis to be moderator for Oxford's annual meeting. Harlan Bellin seconded the motion and the motion passed.

5. Sandy Hagan brought up to the board that he received a letter from the census bureau. Peggy said that MAT's recommendation to her was to throw away the census letter. Jen will confirm what needs to be done regarding information in the letter.

Mike Miller made a motion to adjourn and Harlan Bellin seconded the motion. The meeting was adjourned

Respectfully submitted,

Linnea Lentz  
Oxford Clerk  
February 14, 2023

Following the meeting, the Oxford Township Annual Audit was conducted by supervisors.