

Oxford Township Meeting Minutes  
Regular meeting  
January 9, 2024  
6:30 pm

Chairperson Jennifer Perkins led the pledge of allegiance, then called the hybrid zoom meeting to order. Roll call was taken with Harlan, Mike, Peggy, Jennifer, and Linnea present at the town hall. Mike Miller made a motion to approve the January 2024 agenda and Harlan Bellin seconded the motion. Mike Miller made a motion to accept the December regular meeting minutes and Chair Jennifer seconded the motion. Next, Peggy Nelson gave a treasurer's report including December account receipts and payables. Mike Miller made a motion to approve her report, and Harlan Bellin seconded that motion. All motions passed.

**Roads**

Mike Miller made a motion to get bids to finish blacktop on Pigeon Loft. Harlan Bellin seconded the motion. Chair Jennifer Perkins abstained from voting. Mike reported that he has been told by paving contractors that the best time to get bids is February/March timeframe. Our township would like to give Steve Winters from MSA a chance to advertise for bids within the recommended timeline. Mike has looked at the numbers and a conservative estimate to finish Pigeon Loft is about \$240,000 for prep work, shouldering, and paving. In addition to finishing Pigeon Loft, Mike feels there will be enough money in the budget to start paving Potomac from County Road 9 south for about ½ mile. Chairperson Jennifer spoke up to say she feels like paving Pigeon Loft is being railroaded and she talked about setting priorities. She has a concern that there won't be enough money left for general road maintenance. Mike Miller stated that looking at the numbers, Oxford will need to keep \$150,000 in our Road and Bridge fund for general maintenance. Following the board discussion, Steve Winters committed to advertise for bidding to pave Pigeon Loft and will work with the board over the next month as responses come in. There was a resident question about whether or not Oxford was continuing to pursue grant money for our roads. Chair Jennifer responded that we just submitted a joint grant with Linwood township to the Local Road Improvement program. Another Oxford resident asked if the data used to make decisions was available and if the board was using traffic study numbers from 2021. Mike Miller replied that we did not repeat the traffic study due to cost, and that Linnea will post the CTAS accounting summary on Oxford's website so our 2023 spending is transparent.

Next the supervisors discussed what the snowplow contract for Oxford township should look like. Mike Miller had a sample policy that is available on the Minnesota Association of township website that could be altered for our needs. Chair Jennifer presented a modified version of a contract that Couri and Ruppe had put together for Oxford township in December 2022. Mike asked Jennifer for an electronic copy that he will review and will have ready for approval at the February regular meeting.

**Old Business**

Harlan Bellin gave an update from the last Isanti fire district meeting and said there were no updates on the capital improvement plan. Chair Jennifer Perkins reported on the December 18<sup>th</sup> meeting with Linwood at their fire hall. Harlan and Jennifer were present and met with the Linwood fire department. Chair Jennifer asked if the board would like to continue with cost analysis and next steps since Linwood fire department does service Oxford township with mutual aid. The fire department does not respond to medical calls at this time, so the board discussed if there still a push to have Linwood serve the southern part of the township. Currently Oxford does not pay Linwood any money since it is mutual aid and they don't respond to all calls. Mike feels that fresh eyes on Oxford's fire service is a good thing, so Chair Jennifer will set up a joint meeting to find out more about cost, response time, and services that could be provided.

The board revisited Zoom recording of Township Meetings and equal access to the township meetings for residents. Chair Jennifer spoke with Dayna Borne and has gotten a lot of asks from other residents. The minutes are not posted until they are approved, so there is a month delay in the information, so residents are asking if a recording of the meeting can be available. Dayna gave a presentation over zoom summarizing some of her research findings and Chair Jennifer shared Dayna's data chart on the zoom screen. Linnea summarized information she received from Linwood township's chair, Pam Olson. Linwood has received similar requests from their township residents, and Pam shared her findings with Linnea. Things to consider if the board decides to record the meetings: Record retention rules have to be followed, Clerk's minutes will not be as extensive, town board has to make recordings available per request, and ADA laws apply to the recordings. Mike Miller did encourage people to talk to their legislator (Mark Koran) to ask for legislative change to make recording meetings less burdensome. Linnea asked if posting the unapproved minutes shortly after the regular meetings would be acceptable. Most residents at the hall were open to this, and the supervisors did not object, so Linnea will start posting unapproved meeting minutes within a couple of days of each regular meeting.

Linnea stated that adding a photo tab to the Oxford website will cost approximately \$100. Chair Jennifer asked if the board could just approve a website budget, so they wouldn't have to approve every change. Linnea will put website budget on the March annual meeting agenda for approval. In the meantime, Mike Miller made a motion to approve \$100 for Linnea to work with Gary to get a photo tab on Oxford's website. Harlan Bellin seconded the motion and the motion passed.

Contract for services awards for 2023 were discussed. Mike Miller explained what the contract for services are and how the board has handled distribution of funds in the past. Mike Miller made a motion to distribute 1% of Oxford's annual budget at clerk/treasurer discretion. Chair Jennifer Perkins seconded the motion. The motion passed. Peggy Nelson used the 2022 distributions to guide this year's dollar distribution amounts.

### **New Business**

For the budget discussion, board members were sent copies of the year end summary report Peggy prepared from CTAS. Although it took some time for everyone to get used to the report structure, the board is in agreement that the new system is very helpful. Mike talked about the fact that we lost money on our general fund this past year, and need to address this at the annual meeting. Chair Jennifer would like to propose a budget for the March annual meeting,

so after our February regular meeting the supervisors will work on a budget prior to the annual February audit.

Chair Jennifer Perkins made a motion to approve \$100 plus tax to renew Oxford's Microsoft 365 account. Harlan Bellin seconded the motion. Motion passed.

Harlan Bellin made a motion to approve election judges for February training to staff the 2024 Presidential Nominating Primary election and Mike Miller seconded the motion. Motion passed. Below is the list of election judges that are approved for February training:

Linnea Lentz, Peggy Nelson (head judge training),

Paula Bensen, Kathy Patterson, Lois Junker, Teresa Borowick, and Michelle Bellin (election judge training)

Peggy Nelson filled out Oxford township's Report of Indebtedness, and Chair Jennifer made a motion to approve the report. Mike Miller seconded the motion and the motion passed. The paperwork needs to be returned to the county by February 1, 2024.

Chair Jennifer made a motion to approve cost and set up of a Deputy clerk CTAS account and to discontinue claim check/ledger back-up accounting. Mike seconded the motion and the motion passed.

Linnea posted notice of upcoming LTAP classes offered:

- Salt symposium scheduled for Aug 6-7 2024
- Asphalt Pavement Rehabilitation classes (March 26 St. Cloud)
- Gravel Road Maintenance and Design classes (April 3 in St. Cloud)

The board had a discussion around township right to privacy which goes back to the survey. Mike made a request that in future if we are collecting information, the board is more careful about protecting personal information. If a survey is shared outside of the board, the board should be mindful and take steps to redact sensitive information from raw data before sharing.

2024 Minnesota Association of Township dues statement does not have to be paid until May 1<sup>st</sup>, so Mike requested that Oxford table this topic until our April meeting.

Chair Jennifer cancelled the Township Strategic Planning Task Force meeting at the Town Hall on January 11 at 6 p.m. Linnea will post a cancellation notice on the face page of Oxford's website.

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

Respectfully submitted,  
Linnea Lentz  
Oxford Clerk  
January 9, 2024