Oxford Township Meeting Minutes

Regular Meeting  
October 8, 2024, 6:30 pm

CHANGE IN LOCATION MOVING FORWARD

Isanti Fire Station #3

4243 269th Ave NE, Isanti, MN 55040

Pledge of Allegiance

Call to order

**Public Forum**

Donna Setter apologize to board and stated her intentions with committee

Bart Perkins – Concerns by township governed

Tyler Pearson – Danube needs work

Barb Snee – take side conversions away from regular meeting so it is not disruptive. Would like residents to be able to have questions or responses.

Gloria – Responding to Bart’s comments about meeting at Anderson Park about 5 member board.

Cathy G – can board member lower taxes?

Kristi LaRowe – get along

Sandy Buckley - Roads seem to be the issue

**Oxford Board Business**

Approve agenda

* ***Action requested: Supervisor approval of the October 2024 agenda***
* ***Remove 5 member board discussion***
* ***Add zoom meeting issue***
* ***Add discussion on website***
* ***Add MAT training in Nov for clerk and treasurer***

***Mike motioned to approve the agenda with changes, Harlan seconded and all 3 approved***

Clerk’s report –

* ***Action requested: Approve the minutes of the August and September regular meeting.***

***Mike motioned to approve the minutes with Jennifer’s changes for both August and September minutes. Jennifer seconded and all 3 approved.***

Treasurer’s report –

* ***Action requested: Approve the accounts receipts and payables for September 2024***

***Mike motioned to approve the Treasurer's report. Jennifer seconded and all 3 approved.***

**Roads**

* Road Maintenance Planning – Jennifer
  + Marjie did presentation on how to maintain roads. Gave everyone handout
  + Jennifer suggested board work together to analyze roads and prioritize
* Monthly Road Report Jennifer/Mike
* Discuss road maintenance performed
  + Nebula was fixed
  + All roads on schedule to be graded
  + One house on 18 is missing fire number. Mike to follow up.
* Township Maintenance Tracker – Reminder to use this tracker on google docs
  + Mike motion to use this tracker. Harlan seconded and all 3 approved.
  + Set date and time to meet on 4:00 on 259th and Danube Nov 12
* What makes an emergency for road maintenance? Mike addressed examples of past emergencies. Danube is passable. Supervisors have taken training on road maintenance. Uncomfortable vs emergency. Minimum maintenance roads are not maintained in winter.

**Old Business**

* Isanti Fire District update Harlan
  + 175% increase in calls due to storm
  + October fire prevention month
  + Still looking for a new fire truck
* Public Meeting Rules Resolution Mike
  + ***Action Requested: Assign person to put together Resolution***
  + ***Mike would like to format similar to other resolutions.***
    1. ***No change in content***
    2. ***Jennifer motioned to approve public meeting rules resolution Mike seconded and all 3 approved.***
* Town Hall building Donna
* Committee update from meeting at 5:45 October 8, 2024 at fire station #3 (see notices)
* Donna is not taking additional committee members
* Residents requested to post minutes in addition to any updates in the regular meeting
* Oxford owns a portion of the fire station 3
* Harlan to confirm with Alan how long we can stay at FS3
* Insurance on building – MATIT Jennifer
  + ***Action Requested: Select the insurance option for 2025***
* From Sarah Turek: Oxford Township currently has the Town Hall listed at Replacement Cost in the amount of $259,512 with a $250 Deductible. The breakdown for the building at Replacement Cost is valued at $259,512/$882 annually with Personal Property in the amount of $10,000 for a total of $34 annually. There is an alternative option at an “Agreed Value”- maximum coverage limit selected for a “Total Loss”. In the event of a loss depreciation is factored into a loss as well.

* $50,000 Agreed Value
  + Deductible        $250     $500     $1,000     $2,500
  + Contribution     $179     $160     $156         $152
* $75,000 Agreed Value
  + Deductible        $250     $500     $1,000     $2,500
  + Contribution     $268     $252     $236         $229
  + ***Need to check amounts if we drop to 100,000 and 250 deductible Jen motion and seconded by Mike and all 3 approved***
* Harassment policy Mike
  + Resolution sent out with minimal change
    1. Jennifer asked how to investigate claims since there is board and not employer
    2. Need to add investigation on claims to approve.
* State Auditor’s Investigation Jennifer
  + ??
* Change polling place – Appendix 1024A (see attached) Laurie
  + Approved purchase of 20 polling booths
  + Lighting was determined to be adequate
* Resignation of Linnea Lentz and Paula Bensen Mike
  + ***Action Requested: Accept Linnea and Paula’s resignations***
  + ***Mike motioned to accept resignations***
    1. ***Harlan seconded***
    2. ***All 3 approved***
* Compensation for Interim Clerk Mike
  + ***Action Requested: Set wages for Interim Clerk***
  + $25 Mike motioned
    1. Harlan seconded
    2. All 3 approved

**New Business**

* Add action item tracker Laurie
  + The board agreed to use the action item tracker
  + Laurie agreed to post the tracker on the website monthly with agenda
* Zoom meetings for future regular meetings
  + Jennifer motioned to get WiFi at the fire station Harlan seconded and all 3 approved
  + Jennifer to follow up on WiFi options
* Discussion on Oxford Township website
  + Website is back up today
  + We should wait for election of new clerk to proceed
* MAT training for clerk and treasurer for year end reporting
  + Mike motioned to approve both interim clerk and treasurer attend
  + Jennifer seconded and all three approved
* Meeting to continue November 12, 2024, at 4:00 on 259th and Danube - Mike, Jennifer, Harlan, and interim clerk

The meeting continued and took place November 12, 2024 at 4:00 at Danube and 259th. Mike Miller, Harlan Belin, and Laurie Faust were present. Findings were shared at the November 12, 2024 meeting. Mike motioned for the meeting to adjourn and Harlan seconded it. Meeting was adjourned at 4:10.