

Regular Meeting Minutes

Hybrid Zoom Meeting

October 13, 2020

The Hybrid Zoom meeting was called to order by Sandy Hagan. Roll call was taken with Sandy, Mike, Peggy, and Linnea present. Minutes of the last meeting were read with Mike Miller approving them, and Sandy Hagan seconding them. Peggy gave a treasurer's report with an itemized list of bills paid. In addition, Peggy gave a breakdown of CARES expenses and got clarification on which items could be submitted for CARES and which should go to general. Mike made a motion to accept the treasurer's report, and Sandy seconded it.

Roads

1. Typo Creek Drive update- James Watters
 - a. The middle portion of surcharge has settled about 3 inches, and even though the settlement is slowing down, the surcharge will stay on over the winter. Dressl is planning to finish the stump grinding in the near future.
 - b. With respect to widening the south end of the road, the plan will be to use the material being used for surcharge for widening which means that won't happen until next year.
 - c. The contractor is waiting until the shoulders are done before they submit payout number 4. A data logger was stolen from the site, so James asked us to please increase police presence on the road. Luckily the data logger box was a backup system, so they can still sufficiently monitor the surcharge. Sandy will put in a call to the sheriff to make the request for increased patrol
 - d. MSA Master Service contract needs to be signed once everyone has had a chance to review it.
2. Emergency ID signs- Nate had a conflict so was not at the meeting, but Sandy reported that we have 2 emergency signs to put up. Nate has a rough idea of what new township signs will cost- about \$27,258 including the posts.
3. Rick wanted to discuss his snow plowing rates because the numbers are too low for him to make any money. He detailed an itemized list of his expenses and has worked the numbers so that he won't be losing money. He is requesting \$150.00/hour to keep plowing for Oxford. Mike said it will be hard to find

someone else at this late date and that increasing the rate by \$60.00/hour is a lot, which may put a burden on our budget. Mike would like to do some benchmarking and reach out to Linwood to see if they will be willing to service our roads. Mike is going to call an emergency meeting for next week to discuss maintenance of Oxford's roads. Linnea will post notice at the hall and on the website.

4. Mark Robbins from High Plains Technology/Conference Room Solutions is online so we skipped to that item on the agenda so he could go over the quote and answer any questions our supervisors have. Skip to #2 New business.

Old Business

1. IAJFD updates
 - a. City and Fire District are working out a deal for the district to buy Fire Station 1.
 - b. Applications from 3 potential new firefighters.
 - c. 13 firefighters took training on how to operate the new drone
 - d. Hand sanitizer available for people to refill their bottles
 - e. Joint powers agreement amendment came up and Sandy got an earful. However, Oxford township can't make a vote on the amendment tonight without Harlan.
2. CARES money discussion
 - a. Linnea needs to call Century Link to bury the cable.
 - b. Zoom account- Should we keep using established account or set up an Oxford account? Tim is running the account from our home as the meeting host now. It would make more sense if Oxford sets up their own account, the sign on password can then go to all members of the board. Fees would go to the CARES act. Linnea will set up an account before the November meeting.
 - c. Cleaning services for hall- 1 year pre-pay would be \$1500. \$125/month for 12 months to include cleaning before each regular meeting and disinfecting after each meeting. This also includes cleaning for the

General election. Mike Miller moved that we accept the bid as presented. SH seconded the motion.

- d. Mike and Sandy approved the purchase of an Oxford township computer for the clerk.
3. Election preparation discussion
 - a. Judges- Peggy has 5 for the morning and 5 for the afternoon. We are unsure how crazy it will get. Earlier today, Peggy and Mike had a discussion about mask use at election. We will provide masks and hand sanitizer at the door, and if a resident won't wear a mask, we have to document names, and put in the incident report.
 - b. How to handle the overflow. At this point once the hall is at full safe occupancy, people will have to wait in line outside the door until there is room in the hall to enter. There will be a person at the door to help coordinate the flow through the hall.

New Business

1. Cares Election Grant Information- Email from Chad Strauss
 - a. Oxford must approve the draft resolution. Mike Miller approved the resolution, and Sandy Hagan seconded the motion. Linnea will scan and send the approved resolution to Chad.
 - b. Oxford Default allocation of Secretary of State CARES grants is \$672.85. CARES 2 election judge funding. There is a reimbursement form that will be submitted to the county to receive election related CARES funds.
2. Town hall audio plan- Tim Mattsson
 - a. Supervisors to review Conference Room Solutions options and authorize installation. Mark Robbins presented a conference room solution that he discussed with Tim Mattsson and Mike Miller. They have narrowed it down to Logitech combined for use with Zoom. We discussed that there is a lot of echo in the hall and the audio is very bad for those online. They can't easily hear anyone in the room. Mark will supply enough microphones to make it easier for those online to hear those at the hall. As

for the monitor, rolling it into the furnace room seems the most secure option. An added benefit is that we can roll the monitor close to the audience. The system is user friendly so Linnea doesn't have to come in with computers every month. The microphone solution offers disks that are omnidirectional and can be spread out. Mark feels 3 microphones would be optimal for our hall, so audio and video quality will improve the audio acoustics in the room greatly. Mike asked Mark to add 3 computers, one for each of the supervisors. Mike made a motion to spend the rest of the CARES funding to accept Mark's bid. Sandy seconded the motion. Mike authorized Tim to work with Mark to get this hooked up correctly. Mark will work right away in the morning to let his vendor know we have purchased a system. However, many schools and businesses are switching to the same type of system, so there may be a delay in some or all of the parts. He hopes we could have it installed by our November meeting, but no guarantees. Mark will update the quote in the morning and send to township.

3. Isanti County Planning Commission Public Hearing September 10, 2020 request of Dean Fischer for an interim use permit for a manufactured home was approved. Sandy will order an extra emergency sign for the new home
4. Other- Rick Keller was no longer on the call, but Mike wanted to discuss the topic a bit more with the board. Mike is disappointed that Rick is just bringing this up now because it puts the township in a bit of a bind. Mike asked Peggy to put together all of Rick's bills including the town hall plowing to get an idea of total spend last year and how the rate increase might affect our budget. Mike will send Linnea date and time for a special road meeting so she can post the information.

Sandy Hagan made a motion to adjourn, and Mike Miller seconded the motion.

Respectfully submitted,

Linnea Lentz

Oxford Clerk

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