

OXFORD TOWNSHIP
Regular Board Meeting Minutes

March 4, 2025

Pledge, Call to Order – 6:30pm, at Isanti Fire District Station 3

Town officers present: Supervisors Jennifer Perkins, Ryan Hondlik, & Mike Miller

Treasurer- Peggy Nelson, Clerk- Danielle Wiener

Public Forum

APPROVAL OF AGENDA

Ryan made a motion to approve the agenda as presented, seconded by Mike, motion carried unanimously.

APPROVAL OF PREVIOUS MONTH'S MINUTES

Jennifer made a motion to approve the February regular board meeting minutes as presented, seconded by Ryan, motion carried unanimously.

TREASURER'S REPORT

Peggy read the claims for approval:

General Fund

Isanti County Auditor-Treasurer (elections equipment maintenance)	\$1,592.89
Couri & Ruppe (attorney)	\$206.25
Federation Co-Ops (propane fill)	\$293.75
East Central Energy (electric service at town hall, siren) ESTIMATE	\$105
Charitable Contributions to Viking Vittles,	\$2,100
Seven County Senior Federation, & Cambridge Surplus Food Distribution	
Reimbursements & Mileage -Linnea L (Microsoft 365 yearly fee)	\$107.36
Mike M (mileage & batteries for hall)	\$54.09
Victor Lundeen Co (printed checks, clerk notary stamp)	\$140.31
24/7 Security (town hall security system monitoring Jan-March)	\$161.03
P.E.R.A. (retirement contributions, 1 st quarter)	\$479.32
Payroll, 1 st Quarter -Town officers Jennifer P, Ryan H, Mike M,	\$5,280.43
Peggy N, Danielle W; former clerk Laurie F, former deputy clerk Paula B)	

Road & Bridge

Quality Tree & Snow (salting, storm damage tree removal)	\$980.95
Astech Asphalt Surface Tech Corp. (254 th Court crack sealing)	\$2,595.00

Clerk's note: Astech forgot to invoice for this job after completion in 2024

Peggy read the receipts:

Money Market Interest	\$49.85
Century Link Internet Reimbursement	\$1,171.18
Driveway Permit	\$300.00
Road allotment	\$25,932.34

FUND TOTALS (before claims):

General:	\$31,146.72
Road & Bridge:	\$130,112.02
Fire:	\$123,339.52

Mike made a motion to approve the claims, and treasurer's report as presented, seconded by Ryan, motion carried unanimously.

CLERK'S REPORT

The town hall's security system was installed by 24/7 Security in 2022 and carries a monitoring charge of \$49.99/month. The alarm was disabled a few months ago, though the system components still work (and transmit updates/alerts through alarm.com & an app). Since the alarm is turned off, 24/7 isn't able to contact the police or alert town officers.

After some discussion, Ryan made a motion to cancel the monthly monitoring and unplug everything [cameras, control panel, motion sensor, door/window sensors, wireless thermostat, video control screen in utility room]; seconded by Mike, motion carried unanimously.

Annual Meeting Updates

The notice ran in the County News Review paper dated February 27, within the required 10 day's notice; it was also supposed to be in the March 2 Scotsman. Due to a scheduling error by the publisher, it will run in the March 9 Scotsman. There is a notice posted at town hall also, and on the website.

Postcards are being sent out to residents with reminders to attend the annual meeting on (March 11) and resident meeting for community event planning (March 29), along with a reminder to sign up for the email notification list for town updates.

The township has received 6 donation requests, including a contract for services request, and a representative from Isanti County Safety & Rescue will attend the annual meeting to speak about their efforts Senator Mark Koran will give a quick legislative update, and Isanti Fire District is also scheduled to share their 2024 report.

There was also some discussion of the annual meeting sign in options; sign in sheets will be available, and the county has a list the township can use to verify an elector's eligibility to vote at the annual meeting if there are questions.

ROAD REPORT

The supervisors drove their zones, Jennifer noticed garbage on the north corner of Typo Creek Drive.

Seasonal load limit signs need to be in place by Monday, March 10; Mike will put them up on the township's blacktop roads.

Gravel pricing for 2025 from three local companies will be presented at the April regular town board meeting.

FIRE REPORT

Isanti Fire District made 1 run to Oxford in January, response time was 11 minutes. They also hired 7 new firefighters.

The township's yearly cost for fire service decreased by \$865.80; in 2025, quarterly payments will be \$10,765.77, for a total of \$43,063.08. Isanti Fire District pricing is determined by a detailed algebraic formula factoring in valuation of a township's property valuation, past year's runs, and more.

State Disaster Relief Update

Jennifer compiled a report using the information and photos provided by Peggy regarding the ditch clean up of fallen trees from last August's storms. Oxford could receive up to 75% reimbursement for the approximately \$8,000 in clean up costs from 2024, and more for future clean up if the board decides. After some discussion, Mike made a motion to approve submitting the report as presented, seconded by Ryan, motion carried unanimously.

Oxford Township Road Maintenance Tool Discussion

The MNDOT assessment tool adopted by the board in late 2024 has multiple components for supervisors to use while creating a standard for township road maintenance (*described in detail at January 2025 meeting*). The road inventory section will be updated to reflect the correct length of 277th Ave NE (*west of Furman/Co. Rd. 18*) as 0.9 miles.

Resident Margie T gave a brief presentation on using statistical analysis of road conditions & previous work done to make more transparent, objective decisions.

After some discussion, it was agreed more data of prior road maintenance, including grading, dust suppressant, and graveling, would help create a baseline. Danielle will work with Margie to populate the tool with this information, which the supervisors can use when discussing their individual assessments of township roads this spring. Margie also suggested the board begin to track resident comments (anonymously) on road conditions, to compare with actual road maintenance schedules.

Each township road varies, and those with varying conditions along their length can be further “segmented” for analyzing how the road surface is wearing. Some roads run through low areas with higher moisture, for example.

The tool can also be used to track yearly weather patterns, dry and wet spells which impact the gravel roads. There was much discussion on establishing standards for existing township gravel roads, and it was suggested the board wait on deciding specifics until the assessment tool is filled in.

The road assessment tool has categories for the supervisors to observe on each road. Gravel roads in particular may be graded on the presence of washboards, ruts or potholes; loose aggregate; & roadside ponding. Jennifer requested the supervisors also note whether the ditches have debris or brush in need of mowing.

Culverts can be noted and checked for debris; the tool could be used to track installation/lifespan to aid in budgeting for replacement culverts. There was continued discussion and a few questions from residents in attendance.

Jennifer made a motion to adopt the Oxford Township road inventory, maintenance tracker, & MNDOT Road Assessment tool for future use in evaluating township roads; based on criteria identified in these tools, supervisors will independently assess all Oxford Township roads between April 19-May 11 and compare results at the May regular board meeting; Ryan seconded, motion carried unanimously.

2025 Budget and 2026 Levy Proposal for Annual Meeting

The board was given an overview of the budget Ryan drafted for 2025, and used those numbers to determine how much to ask for each fund.

There was a lengthy discussion among town officers and residents; board agreed to provide a handout for residents at the annual meeting with the budget and proposed levy amounts.

The 2025 budget allows for at least one gravel project this year, and all necessary expenses will be covered; the 2023 & 2024 financial reports and 2025 budget documents will be posted on the website before the annual meeting for residents to review.

Jennifer made a motion to adopt the proposed budget as presented and use as baseline to compare projected income/expenses to monthly actuals; Ryan seconded, motion carried unanimously.

Ryan made a motion to recommend moving the 2026 Fire levy down to \$10,000 and increasing the 2026 General levy the same amount that is taken from the Fire levy; keeping the Road and Bridge levy amount the same; seconded by Mike, motion carried unanimously.

2026 Levy Proposal: \$284,000 (total)

General:	\$83,000
Road & Bridge:	\$191,000
Fire:	\$10,000

Town Hall Committee

The committee invited Brad S to join, as he had an idea to discuss a future multi-purpose building at Anderson Park with Isanti County Parks board. The Anderson Park updated Master Plan includes reference of an interpretative nature center at the Stamm farm addition as part of a 3-10 year plan, with estimated cost of \$1-\$3 million.

The process of getting approval from the county & park board, pursuing grant opportunities, planning and construction would take a few years; he suggested the township could sell the current property and rent long term until that time. The residents discussed the idea at length.

Oxford is still waiting for general contractor quotes on refurbishing the interior of the current town hall; Jennifer suggested the board discuss these quotes and other town hall options in more detail.

Mike made a motion to send a committee member to a future park board meeting to learn more about partnering in a building with Anderson Park; there was more discussion, and a resident suggested a supervisor attend the park board meeting too.

Mike repeated his motion and offered to go to the next park board meeting, prompting further discussion and a request from Jennifer to dedicate a regular town board meeting to discuss the hall.

Motion was made for Mike (and any other interested residents) to attend the March 25 park board meeting to get more information on a future nature center at Anderson park [which could function as a town hall]; seconded by Ryan, motion passed unanimously.

ADJOURN 8:48pm

After some additional discussion, Mike made a motion to adjourn, seconded by Ryan, motion carried unanimously.

Respectfully submitted,

Danielle Wiener, Oxford Township Clerk