

Regular Meeting
Oxford Township
November 14, 2017

The meeting was called to order by Sandy Hagan. Roll call was taken with Sandy, Mike, Harlan, Peggy, and Linnea present. Minutes of the last meeting were read with Mike approving them, and Harlan Bellin seconding them. Peggy gave a treasurers report with an itemized list of bills paid. Mike made a motion to accept, and Harlan seconded it.

Roads

1. Typo Creek Drive Project update- An archaeologist performed a survey on Monday, and there were no findings of significance. This report will be sent to the DNR for final acceptance, then we can move forward with the easement.
2. Linnea sent in the Oxford Road Mileage Certification paperwork, and will file Oxford's copy.
3. Oxford has not taken over the road for Tamarack Acres. One more house is needed before we take it over, so the developer is responsible for plowing as needed. Once there are 6 houses on the road, Steve will come to the board for transfer of responsibilities.
4. Minnesota Department of Transportation sent Oxford a request for status of township land. The paperwork is due November 30, 2017. We need to mark the location of any parks, cemeteries, town halls, etc before returning to MN DOT. Sandy will fill out after this meeting.
5. Supervisor information is being sent out by the county with driveway permits. Currently Sandy's information is what is being shared, so Sandy will review and let the county know if he is ok with that information being handed out with the permits.

Old Business.

1. IAJFD update- Station 1 work is still being discussed. Vicki reported that at the end of December IAJFD is losing 2 firefighters. Currently there are 19 firefighters at station 1, 7 at station 2, and 5 at station 3. Alan is interviewing now for new hires.
2. LUCA update- Using the Geographic Update Partnership Software to update new addresses in Oxford township requires IT expertise for the Title 13 security requirements (listed below):
 - 4.1 Protecting Digital Title 13 Materials – Password Guidelines
 - The IT systems must use logon routines that require a user-ID and password that conform to the following guidelines:
 - Unique user-ID and password required for the LUCA liaison, the LUCA reviewers, and anyone who has signed the Confidentiality Agreement.
 - Must consist of at least twelve, nonblank characters consisting of at least one alphabet letter and either one number or one special character (for example: \$, *, or &).

- Reject passwords that are the same as the user-ID or that have been used within the last six months.
- Encrypt passwords.
- Disable passwords after three failed attempts.
- Mask passwords.
- Require password changes every 90 days or immediately, if compromised.
- Require user to change an assigned password to a unique password the first time the user accesses a new account.

Linnea called the Census Bureau to express concerns about our township's IT security. The recommendation from them was to see if Isanti county would include our jurisdiction for their LUCA updates. So far, there has been no response to an email request sent to Isanti County Zoning.

3. Resolution 17-04, Designating a Polling Place was signed by Sandy Hagan, and Linnea will send to the Isanti County Auditor Treasurer
4. LGIA awards were announced and Oxford was in the top 5 winners for the township category. The award ceremony is December 7th at 5 pm at the Humphrey School for Public Affairs

New Business

1. The supervisors discussed prices for mailbox swing away posts and emergency signs. Mike Miller made a motion to charge \$200.00 if both post and sign are needed. If only Emergency signs are needed the fee will be \$100.00, and if only Swing away posts are needed, the fee will be \$100.00. Harlan Bellin seconded the motion and the motion passed.
2. The supervisors approved ordering a new sign for the town hall. Peggy will call Char from Gateway Sign, to get an estimate. Vicki Nielson requested that we add the year established which is 1878 according to research Vicki has done..
3. Mike has called an electrician to fix the outside security lights at the hall.
4. Kyle Harnett from Kennedy and Graven attended our meeting to discuss options for the new Whispering Pines development. The supervisors explained that the road is not in good enough shape to handle the additional traffic that 4-6 houses would bring to that road. The supervisors will put together information on what upgrades would be needed for that road to be able to accommodate additional traffic. Mike asked Kyle to find case reports or prior legal precedent on road improvements.

Mike Miller made a motion to adjourn and Harlan Bellin seconded the motion.

Respectfully submitted,
 Linnea Lentz
 Oxford Township Clerk
 November 14, 2017