

CAMBRIDGE TOWNSHIP MONTHLY MEETING DECEMBER 11, 2017

PRESENT: BOARD SUPERVISORS: JOHN ERLANDSON SR., CHAIRMAN, DALE B. ANDERSON AND JIM FRIDSTROM
TREASURER: RAMONA NASTROM, CAROL WILLIAMS, DEPUTY TREASURER
CLERK: DARRELL VOSIKA
ROAD MAINTENANCE SUPERVISOR: ROB ANDERSON (EMPLOYEE)

LOCATION: CAMBRIDGE TOWNSHIP HALL LOCATED ON THE ISANTI COUNTY FAIRGROUNDS

1. CHAIRMAN JOHN ERLANDSON SR. CALLED THE MONTHLY BOARD MEETING TO ORDER AT 7:00PM
2. THE PLEDGE OF ALLEGIANCE TO THE FLAG WAS RECITED.
3. APPROVAL OF THE AGENDA
MOTION: TO APPROVE THE AGENDA AS PRESENTED
M/S: JIM FRIDSTROM / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE.
4. APPROVAL OF THE **MINUTES OF THE NOVEMBER 13, 2017** MONTHLY BOARD MEETING.
M/S: DALE B. ANDERSON / JIM FRIDSTROM (VOTE: 3-0) TO APPROVE
- 4A. APPROVAL OF THE MINUTES OF THE **NOVEMBER 21, 2017** SPECIAL BOARD MEETING TO APPROVE CAMBRIDGE TOWNSHIP'S SHARE (10%) OF FISH LAKE TOWNSHIP'S MnDOT LOCAL ROAD IMPROVEMENT PROGRAM FUNDING APPLICATION (GRANT) FEE (\$3,500).
M/S: JIM FRIDSTROM / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE
5. **TREASURER'S REPORT** WAS PRESENTED BY RAMONA NASTROM
 - A. MISC. INCOME:
 - i) ISANTI COUNTY (BEER LICENSES-TWP PORTION) \$ 179.38
 - ii) ISANTI COUNTY (2ND HALF SETTLEMENT) \$ 169,441.75
 - iii) CITY OF CAMBRIDGE (2ND HALF SETTLEMENT) \$ 13,491.75
 - B. THE FOLLOWING REPORTS WERE DISTRIBUTED TO THE BOARD:
 - i) BANK ACCOUNTS REPORT AS OF NOVEMBER 30, 2017
 - ii) FUNDS SUMMARY REPORT (JANUARY THRU NOVEMBER 2017)**MOTION: TO APPROVE THE ABOVE REPORTS AS PRESENTED.**
M/S: JIM FRIDSTROM / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE REPORTS
6. SCHEDULED BUSINESS: NONE
7. NEW BUSINESS AT PUBLIC REQUEST: NONE
8. ROAD BUSINESS
 - A. ROB'S REPORT
 - i) **ANNUAL ROAD REVIEW NOTES (APRIL 15, 2017)** – DALE WILL REVIEW THE

TRAFFIC SIGN REPORT FROM THE CONSULTANTS REGARDING THE SIGNS THAT WERE IDENTIFIED DURING THE ANNUAL ROAD REVIEW AS EITHER SIGNS TO BE ADDED OR REMOVED. THIS IS SCHEDULED TO BE REVIEWED LATER THIS FALL OR WINTER.

- ii) **HIGHWAY 65 RECONSTRUCTION EFFECT ON TOWNSHIP ROADS** – ROB HAS TALKED TO MnDOT REGARDING THE EXTRA GRADING OF CERTAIN TOWNSHIP ROADS AS A RESULT OF THE HWY 65 RECONSTRUCTION DETOUR. ROB HAS SENT AN ITEMIZED BILL TO MnDOT FOR THE AMOUNT OF \$6,300.

PRESENTLY HE HAS RECORDED 42 HRS OF EXTRA GRADING AT \$150.00 PER HOUR = \$ 6,300.00.

- iii) **SNOWPLOWING** – HAS BEEN GOING GOOD

- B. **ROAD RECONSTRUCTION** UPDATES - THE TOWNSHIP IS BASICALLY DONE WITH ALL ROAD RECONSTRUCTION PROJECTS THAT WERE SCHEDULED IN 2017.
- C. **UTILITY PERMITS** – THE BOARD WILL CONTINUE TO BE WORKING ON A RIGHT OF WAY UTILITY PERMIT POLICY.
- F. **MnDOT LOCAL ROAD IMPROVEMENT PROGRAM FUNDING** – NORTH PINE LAKE ROAD (aka 329TH AVE NE) GRANT APPLICATION. FISH LAKE TOWNSHIP CONTACTED CAMBRIDGE TOWNSHIP REGARDING THEIR DESIRE TO APPLY FOR A MnDOT GRANT TO RECONSTRUCT/PAVE 329TH AVE NE. CAMBRIDGE TOWNSHIP HAS APPROXIMATELY 1400 FEET (10%) OF THE ROAD IN QUESTION. THE APPLICATION FEE WAS \$3,500 OF WHICH CAMBRIDGE TOWNSHIP'S SHARE (10%) WOULD BE \$350. THE APPLICATION DEADLINE WAS DECEMBER 1, 2017 AND THE DEADLINE WAS MET BY FISH LAKE TOWNSHIP. NOW THE TOWNSHIPS WILL NEED TO WAIT TO SEE IF THE APPLICATION WAS ACCEPTED FOR 2018.
- I. **NOXIOUS WEEKS** - THE TOWNSHIP RECEIVED A NUMBER OF E-MAILS FROM DARRICK WOTACHEK, COUNTY AG. INSPECTOR, WITH THE FOLLOWING INFORMATION AND REQUESTS:
 - i) **DECEMBER WEED OF THE MONTH:** AMUR MAPLE
 - ii) **ANNUAL WEED REPORT** – TO BE FILLED OUT AND RETURNED BY THE DEADLINE DATE OF JANUARY 3, 2018.
 - iii) **INFORMATION REGARDING A NOXIOUS WEED GRANT APPLICATION.** DARRICK WOTACHEK, WETLAND SPECIALIST/WATER PLANNER/CAI, WILL BE PUTTING TOGETHER A GRANT APPLICATION.

9. OLD BUSINESS

- A. **CENSUS 2020** – THE CHAIRMAN WILL FOLLOW-UP ON THIS PROJECT.
- B. **PARTIAL VACATION OF 341ST AVE NE** – THE TOWNSHIP ATTORNEY HAS SENT COPIES OF THE **RELEASE OF DAMAGES** DOCUMENTS TO THE TOWNSHIP. WE ARE WAITING FOR THE ATTORNEY TO SEND THE TOWNSHIP A COPY OF THE FINAL LEGAL PACKET OF THE VACATION PROCEDURE.
- C. **SIGNATURE CARD** – THE CLERK RECEIVED NEW CHECK SIGNATURE CARDS FOR THE TOWNSHIP OFFICERS TO SIGN FOR CAMBRIDGE PEOPLES BANK OF COMMERCE. ONCE ALL THE OFFICERS HAVE SIGNED THE SIGNATURE CARDS THE CLERK WILL RETURN THEM TO THE CAMBRIDGE PEOPLES BANK OF COMMERCE.

- D. **MIDCO** – MINNESOTA STATUTES CHAPTER 238 PROVIDES FOR THE REGULATION OF CABLE TELEVISION SYSTEMS WITHIN POLITICAL SUBDIVISION IN THE STATE OF MINNESOTA. THE TOWNSHIP BOARD OF CAMBRIDGE TOWNSHIP HAS DETERMINED IT IS IN THE BEST INTERESTS OF ITS CONSTITUENTS AT THE PRESENT TIME TO DECLINE TO REGULATE ANY CATV SYSTEM TO BE BUILT BY MIDCONTINENT COMMUNICATIONS WITHIN THE TOWNSHIP BOUNDARIES. MIDCO IS STILL REQUIRED TO CONTACT THE TOWNSHIP FOR A UTILITY PERMIT WHEN APPLICABLE.

RESOLUTION #17-16: RESOLUTION DECLINING TO REGULATE CABLE TELEVISION SYSTEM IN CAMBRIDGE TOWNSHIP, MINNESOTA.

M/S: DALE B. ANDERSON / JIM FRIDSTROM (VOTE: 3-0) TO APPROVE

- E. **HASS SEPTIC PUMPING SERVICE** – THE CLERK NOTIFIED HASS SEPTIC SERVICE REGARDING PREVIOUS UNPAID BILLS. THE PROBLEM TURNED OUT TO BE THE BILLING ADDRESS WAS A POSTAL BOX NUMBER THAT THE TOWNSHIP HAD A NUMBER OF YEARS AGO. THE POST OFFICE WOULD RETURN THE BILLS TO HASS SEPTIC SERVICE. THE CLERK CALLED HASS SEPTIC SERVICE AND WAS TOLD THAT THEY ARE NOW AWARE OF THE PROBLEM AND WILL REBILL THE TOWNSHIP.

10. OTHER NEW BUSINESS

- A. **BUILDING PERMITS (NOVEMBER 2017)** – THE TOWNSHIP RECEIVED FROM THE ISANTI COUNTY ZONING DEPARTMENT A LISTING OF ALL NEW HOME BUILDING PERMITS ISSUED FOR ISANTI COUNTY IN NOVEMBER 2017. THERE WERE NONE FOR CAMBRIDGE TOWNSHIP .
- B. **PEOPLES BANK MERGE** WITH FIRST BANK & TRUST, BROOKINGS, SD IN LATE DECEMBER (2017). (NOTE NAME CHANGE: **FIRST BANK & TRUST**). WITH THE MERGE, PEOPLES BANK OF COMMERCE'S CURRENT INVESTMENT PORTFOLIO WILL TRANSFER FROM US BANK, NA TO FEDERAL HOME LOAN BANK OF DES MOINES
NEW **SECURITIES CUSTODIAL AGREEMENT** WITH FEDERAL HOME LOAN BANK WAS SIGNED ON 11/30/2017 BY CHAIRMAN JOHN ERLANDSON SR. THE BOARD APPROVED THE SIGNING OF THE SECURITIES CUSTODIAL AGREEMENT WITH THE UNDERSTANDING THAT ALL FUNDS IN EXCESS OF THE \$250,000 (FDIC LIMIT) ARE COVERED BY COLATERAL INSURANCE.
- C. **MATIT INSURANCE** – THE PROPERTY VALUATION UPDATE FORM ON BUILDINGS CURRENTLY HAS THE GARAGE/OFFICE INSURED @ \$236,864. MATIT'S RECALCULATED VALUE OF INSURANCE = \$ 250,957 (UPDATED AMT). AFTER REVIEWING THE DESCRIPTIONS OF THE BUILDINGS ON THE INSURANCE POLICY, THE CLERK CONTACTED MATIT (MINNESOTA ASSOCIATION OF TOWNSHIPS INSURANCE TRUST). THE BEST SOLUTION THAT MATIT SUGGESTED WAS TO HAVE OVERLAND SURVEYS (OSI) DO AN EVALUATION SURVEY OF CAMBRIDGE TOWNSHIP BUILDINGS. THIS WILL GIVE THE BOARD A MORE ACCURATE DESCRIPTION AND UPDATED VALUATION OF THE BUILDINGS. THE SURVEY WILL BE DONE AT NO COST TO THE TOWNSHIP. THE CLERK WILL BE NOTIFIED BY

OSI TO DO THE SURVEY SOMETIME IN DECEMBER.

- D. **OFFICE OF TRANSPORTATION SYSTEM MANAGEMENT, MnDOT** – THE CLERK RECEIVED FROM MnDOT A OLD MAP OF CAMBRIDGE TOWNSHIP AND WAS REQUESTED TO UPDATE THE ROADS. THE CLERK AND ROB UPDATED THE MAP AND RETURNED IT TO MnDOT. THE TOWNSHIP SHOULD BE RECEIVING A UPDATED COPY OF THE MAP IN THE FUTURE.
- E. **FEDERATED CO-OPS INC.** – THE CLERK PRESENTED TO THE BOARD THE FEDERAL TAX EXEMPTION CERTIFICATE FOR FUEL USED BY LOCAL GOVERNMENTS FOR THE YEAR OF JANUARY 1, 2018 THRU DECEMBER 31, 2018. THE FORM WAS FILLED OUT BY THE CLERK AND WILL BE RETURNED TO FEDERATED CO-OPS, INC.
- F. **WORKER’S COMP AUDIT** – DUE 1/31/2018 TO MATIT
WORKER’S COMP INSURANCE PREMIUM FOR 2018 – IS DUE ON 1/1/2018
THE INSURANCE PREMIUM FOR 2018 IS \$5,370.00.

11. REVIEWED MAILINGS AND OTHER COMMUNICATIONS RECEIVED - NONE

12. OFFICERS BUSINESS

A. **CLERK:**

- i) THE CLERK WILL NEED TO UPDATE HIS **COMPUTER** PRIOR TO INSTALLING CTAS – THE BOARD WAS OKAY WITH HIS REQUEST TO PURCHASE A NEW ONE.
- ii) **2018 TWP ELECTION** – THE CLERK PRESENTED A COPY OF THE FILING NOTICE TO THE BOARD.
- iii) **CTAS TRAINING** – THE CLERK AND DEPUTY TREASURER WILL ATTEND A BOARD APPROVED MAT TRAINING SESSION FOR CTAS AT BECKER TOWNSHIP HALL LATER IN DECEMBER.
- iv) **TOWNSHIP OFFICE:** THE MODEM/ROUTER HAD TO BE REPLACED BY CENTURYLINK.
- v) **ISANTI COUNTY NEWS** – THE TWP RECEIVED A QUOTE FOR THE YEAR 2018 AS FOLLOWS:
PER COLUMN INCH RATE: \$7.25
LINES PER INCH: 9

MOTION: TO ACCEPT THE QUOTE FOR 2018

M/S: JIM FRIDSTROM/DALE B.ANDERSON

(VOTE: 3-0) TO APPROVE

B. **TREASURER:** NOTHING

C. **SUPERVISORS:** SUPERVISOR DALE REVIEWED THE POSSIBLITY OF APPLYING FOR A MnDOT LOCAL ROAD IMPROVEMENT PROGRAM GRANT FOR 343RD AVE NE (BETWEEN OLD MAIN STREET AND XYLITE ST NE) FOR 2019. THE PROJECT COULD POSSIBLY INCLUDE THE TOWNSHIP, CAMBRIDGE CITY AND MnDOT.

13. REPORT OF ISANTI COUNTY PLANNING COMMISSION – JIM FRIDSTROM – WILL BE ATTENDING THE PLANNING COMMISSION MEETING ON 12/14/2017

14. REPORT OF ISANTI COUNTY BOARD OF ADJUSTMENT – RAMONA NASTROM – NOTHING FOR TWP

