

CAMBRIDGE TOWNSHIP MONTHLY MEETING

JANUARY 8, 2018

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 **DECEMBER 11, 2017 MONTHLY** BOARD MEETING.
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) ASSESSMENT PAY-OFF (4936 336 th LANE NE)	\$ 224.00
ii) MN DEPT. REVENUE:	
TOWNSHIP_AID	\$ 503.50
MVCREDIT_AGRIC	\$ 2,733.23
PERA_RATE_AID	\$ 117.50

B. THE FOLLOWING REPORTS WERE DISTRIBUTED TO THE BOARD:

- i) BANK ACCOUNTS REPORT AS OF DECEMBER 31, 2017
- ii) FUNDS SUMMARY REPORT (JANUARY THRU DECEMBER 2017)

MOTION: TO APPROVE THE ABOVE REPORTS AS PRESENTED.

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

6. SCHEDULED BUSINESS:

A. **TOWNSHIP ELECTION FILINGS:**

- i) **CAROL L. WILLIAMS** – FILED AN AFFIDAVIT OF CANDIDACY FORM FOR CAMBRIDGE TOWNSHIP TREASURER
- ii) **JOHN L. ERLANDSON SR.** – FILED AN AFFIDAVIT OF CANDIDACY FORM FOR CAMBRIDGE TOWNSHIP SUPERVISOR

THE FILING PERIOD FOR THE TOWNSHIP ELECTION IN MARCH IS OPEN FROM 1/2/2018 UNTIL 5PM ON 1/16/2018.

- B. **RAMONA NASTROM, CAMBRIDGE TOWNSHIP TREASURER**, GAVE THE BOARD HER LETTER OF RESIGNATION EFFECTIVE MARCH 31, 2018.

MOTION: TO ACCEPT RAMONA NASTROM'S RESIGNATION EFFECTIVE MARCH 31, 2018

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

THE BOARD WHILE ACCEPTING HER RESIGNATION WOULD LIKE TO THANK RAMONA FOR HER 31 YEARS OF SERVICE TO CAMBRIDGE TOWNSHIP.

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 IN FEBRUARY.
- ii) **SNOWPLOWING** – HAS BEEN GOING GOOD
- iii) **HIGHWAY 65 DETOUR** – ROB HAS SENT A BILLING TO MnDOT REGARDING THE EXTRA EXPENSE SPENT ON THE GRAVEL TOWNSHIP ROADS AS A RESULT OF THE DETOUR. A FINAL DECISION HAS NOT BEEN REACHED.
- iv) **ROAD SALT CONCERN** – THE DNR IS FINDING ROAD SALT IN STATE WATERS. THE STATE IS TRYING TO ELIMINATE THE USE OF SALT ON THE ROADS OR AT LEAST USE MINMIUM AMOUNTS OF SALT. THE PLAN IS TO EITHER USE MINMIUM AMOUNTS OR NONE BY THE YEAR 2020.
- v) **2018 ROAD PROJECTS (POSSIBLE)** – PRELIMINARY DISCUSSION
 - (a) **361ST AVE NE** – MUSKRATS DAMAGE BY BISMARK'S FIELD (SOUTH SIDE OF GRAVEL ROAD). ON NORTH SIDE (BISMARK'S FIELD SIDE) NEED TO TALK TO BRAD ABOUT POSSIBLE DITCH. THE BOARD GAVE PERMISSION FOR ROB TO START ON THIS ONE.
 - (b) **328TH AVE NE** – ROB DID TRAFFIC COUNTS THREE TIMES DURING THE 2017 SEASON. EACH COUNT INTERVAL WAS 3 DAYS AND THE AVERAGE FOR EACH INTERVAL APPROXIMATELY:
 - 128 CARS/DAY HIGHEST
 - 123 CARS/DAY LOWESTTHE BOARD RECOMMENDED THAT ROB GET A BALLPARK ESTIMATE FOR PAVING.
 - (c) **FANNY LAKE ROAD** – APPROXIMATELY THE FIRST 1,000 FEET OF FANNY LAKE ROAD OFF OF HIGHWAY 95 IS IN NEED OF REPAIR (ALLIGATOR CRACKING – THE CRACKING PATTERNS CAUSED ARE EXTREMELY DISTINCTIVE AND RESEMBLE THE SCALES ON A REPTILE'S BACK). THE AREA IN QUESTION WOULD NEED TO BE RECLAIMED – FABRIC LAYED – GRAVEL APPLIED & REPAVED. THE BOARD RECOMMENDED THAT ROB GET A BALLPARK ESTIMATE ON THE PROJECT.

B. **UTILITY PERMITS** – THE BOARD WILL CONTINUE TO BE WORKING ON A RIGHT OF WAY UTILITY PERMIT POLICY.

C. **MnDOT LOCAL ROAD IMPROVEMENT PROGRAM FUNDING**

- i) **NORTH PINE LAKE ROAD (aka 329TH AVE NE)** GRANT APPLICATION. THE TOWNSHIPS WILL NEED TO WAIT TO SEE IF THE APPLICATION WAS

ACCEPTED FOR 2018. THE TOWNSHIPS INVOLVED ARE FISH LAKE TOWNSHIP (LEAD GRANT APPLICATION), NORTH BRANCH TOWNSHIP AND CAMBRIDGE TOWNSHIP.

- ii) **343RD AVE NE** – TO RECONSTRUCT AND REPAVE THAT PORTION OF 343RD AVE BETWEEN XYLITE STREET AND OLD MAIN STREET. GOVERNMENT UNITS BESIDES CAMBRIDGE TOWNSHIP THAT COULD HAVE A STAKE IN THE PROJECT ARE THE STATE (MnDOT), CAMBRIDGE CITY & THE RAILROAD. DALE WILL TALK TO LYNDA WOULFE, CITY OF CAMBRIDGE ADMINISTRATOR, ABOUT THE CITY’S VIEW OF THE PROJECT.

D. **ROB’S EMPLOYMENT PERFORMANCE REVIEW**

THE BOARD WAS VERY PLEASED WITH ROB’S PERFORMANCE AS CAMBRIDGE TOWNSHIP ROAD SUPERVISOR. HIS PR SKILLS ARE VERY PROFESSIONAL.

MOTION: TO INCREASE ROB’S HOURLY RATE BY \$0.75/HR AND TO PAY THE MONTHLY EMPLOYEE HEALTH INSURANCE CONTRIBUTION OF \$33.98.

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

E. **PART-TIME EMPLOYEE WAGE**

ROB HAS BEEN VERY PLEASED WITH THE PART-TIME EMPLOYEES PERFORMANCE

MOTION: THE PART-TIME EMPLOYEE WAGE RATE TO REMAIN AT \$23.00 PER HOUR.

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

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 AN INDEXED PACKET WITH COPIES OF ALL MATERIALS WHICH COMPRISED THE VACATION PROCESS OF THE **VACATION OF PORTION OF 341ST AVENUE NE**. THE VACATION PROCESS IS FULLY COMPLETE, AND NO ADDITIONAL ACTION NEED BE TAKEN. (JACOB G. PETERSON – MCKINNIS & DOOM, P.A.)

10. **OTHER NEW BUSINESS**

- A. **BUILDING PERMITS (DECEMBER 2017)** – THE TOWNSHIP RECEIVED FROM THE ISANTI COUNTY ZONING DEPARTMENT A LISTING OF ALL NEW HOME BUILDING PERMITS ISSUED FOR ISANTI COUNTY IN DECEMBER 2017. THERE WAS NONE FOR CAMBRIDGE TOWNSHIP.

- B. **PEOPLES BANK MERGER** 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
 - i) **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. THE TOWNSHIP DOES RECEIVE SO FAR APPROXIMATELY EVERY 2 WEEKS THE FOLLOWING REPORT:

MEMBER SECURITIES AND SAFEKEEPING SERVICES JOINT CUSTODY RECEIPT BY PUBLIC UNIT WHICH SHOWS THE AMOUNT OF COLATERAL BONDING.

ii) **INTEREST ON CHECKING & SAVINGS ACCTS:** BOTH ACCOUNTS HAVE THE SAME INTEREST RATE (0.05%) AT THIS TIME.

MOTION: TO COMBINE THE TWO ACCOUNTS INTO ONE ACCOUNT

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

iii) **CAMBRIDGE TOWNSHIP FUND ACCOUNTS:** REDUCE THE FUND ACCOUNTS TO THREE MAIN ACCOUNTS: REVENUE FUND ACCOUNT (GENERAL)
ROAD & BRIDGE FUND ACCOUNT
FIRE FUND ACCOUNT

MOTION: TO REDUCE THE FUND ACCOUNTS TO THREE (REVENUE, ROAD & BRIDGE & FIRE FUND ACCOUNTS)

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

iv) **ESCROW ACCOUNT**

MOTION: PURCHASE A CERTIFICATE OF DEPOSIT (CD) FOR THE AMOUNT OF THE ESCROW ACCOUNT.

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

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 OVERLAND SURVEYS REPRESENTATIVE IS SCHEDULE FOR JANUARY 16, 2018.

D. **LIST OF CAMBRIDGE TOWNSHIP MEETING AND ELECTION DATES FOR 2018**

MOTION: TO APPROVE THE LIST OF CAMBRIDGE TOWNSHIP MEETING AND ELECTION DATES FOR 2018

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

THE CLERK WILL POST THE LIST AND SEND A COPY TO KEN HARDER, CARETAKER AT THE ISANTI COUNTY FAIRGROUNDS.

NOTE: BECAUSE VETERANS DAY (FEDERAL HOLIDAY) FALLS ON MONDAY THE 12TH OF NOVEMBER (TOWNSHIP'S NORMAL MEETING DATE), THE MONTHLY BOARD MEETING DATE WILL NEED TO BE CHANGED TO TUESDAY THE 13TH OF NOVEMBER.

E. **WORKER'S COMP AUDIT** – DUE 1/31/2018 TO MATIT

F. **REPORT OF OUTSTANDING INDEBTEDNESS** – THE FORM WAS FILLED OUT AND WILL BE RETURNED TO THE ISANTI COUNTY AUDITOR'S OFFICE BY FEBRUARY 1, 2018.

G. AWARDING OF 2018 DONATIONS:

AT THE MARCH 14, 2017 ANNUAL CAMBRIDGE TOWNSHIP MEETING, THE ELECTORS PASSED THE FOLLOWING MOTION REGARDING THE 2018 DONATIONS:

MOTION: TO CAP THE DONATIONS FOR THE YEAR 2018 AT UP TO \$7,000 AND TO HAVE THE CAMBRIDGE TOWNSHIP BOARD DECIDE WHICH ORGANIZATIONS AND HOW MUCH EACH SHOULD RECEIVE.

M/S: RAMONA NASTROM / FRED SANDQUIST – THE TOWNSHIP RESIDENTS IN ATTENDANCE VOTED TO ACCEPT THE MOTION.

****NOTE: THE DONATIONS APPROVED BY THE ELECTORS AT THE ANNUAL MEETING (2017) ARE FOR THE BUDGET YEAR 2018 AND ARE ADVISORY TO THE TOWNSHIP BOARD. THE BOARD DECIDED ON THE FOLLOWING 2018 DONATION DISTRIBUTION:**

<u>SEVEN COUNTY SENIOR FEDERATION</u>	\$ 300.00
<u>ISANTI COUNTY 4-H PROGRAM</u>	\$ 500.00
<u>ISANTI COUNTY AGRICULTURAL SOCIETY</u>	\$ 1,000.00
<u>ISANTI COUNTY HISTORICAL SOCIETY</u>	\$ 1,000.00
<u>ISANTI COUNTY SAFETY/RESCUE</u>	\$ 1,000.00
<u>ISANTI COUNTY COMMISSION ON AGING</u>	\$ 500.00
<u>5TH/6TH GRADE CONSERVATION FIELD DAY</u>	\$ 700.00
TOTAL:	\$ 5,000.00

MOTION: TO ISSUE A 2018 DONATION CHECK TO THE ABOVE SEVEN (7) ORGANIZATIONS FOR THE AMOUNTS SPECIFIED.

M/S: JIM FRIDSTROM / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE THE DONATION CHECKS WILL BE ISSUED AT THE FEBRUARY 13, 2018 MONTHLY TOWNSHIP BOARD MEETING.

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.
- ii) **CENTURYLINK** –THE TELEPHONE/INTERNET CONTRACT WAS RENEWED: 3 YR EXTENSION & 30% DISCOUNT
- iii) **CTAS TRAINING** – THE CLERK AND DEPUTY TREASURER ATTENDED A MAT TRAINING SESSION FOR CTAS AT THE BECKER TOWNSHIP HALL ON 12/21/2017.

B. TREASURER: NOTHING

C. SUPERVISORS: SUPERVISOR JIM IS CHECKING INTO UPDATING THE SECURITY SYSTEM.

13. REPORT OF ISANTI COUNTY PLANNING COMMISSION – JIM FRIDSTROM – NOTHING FOR TWP

14. REPORT OF ISANTI COUNTY BOARD OF ADJUSTMENT – RAMONA NASTROM – NOTHING FOR TWP
JIM FRIDSTROM WILL BE REPLACING RAMONA ON THE BOARD

15. REPORT OF **THE NORTH TH65 CORRIDOR COALITION** – JOHN – NOTHING TO REPORT

