

# **CAMBRIDGE TOWNSHIP MONTHLY MEETING**

## **DECEMBER 12, 2022**

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

**LOCATION:** CAMBRIDGE TOWNSHIP HALL LOCATED IN THE ISANTI COUNTY HISTORICAL SOCIETY BUILDING (33525 FLANDERS ST. NE, CAMBRIDGE).

1. CHAIRMAN JIM FRIDSTROM 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: DALE B. ANDERSON / JOHN ERLANDSON SR. (VOTE: 3-0) TO APPROVE.**

**M = OFFICER MAKING THE MOTION**

**S = OFFICER SECONDING THE MOTION**

4. APPROVAL OF THE **MINUTES** OF THE **NOVEMBER 14, 2022, MONTHLY** BOARD MEETING.

**MOTION: TO APPROVE THE NOVEMBER 14, 2022, MINUTES AS WRITTEN.**

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

5. **FINANCIAL REPORTS** WERE PREPARED BY CAROL WILLIAMS KAHRING, TOWNSHIP TREASURER AND DARRELL VOSIKA, TOWNSHIP CLERK.

A. MISC. INCOME:

i) UTILITY PERMIT #2022-09 – CENTER POINT ENERGY \$ 100.00

ii) UTILITY PERMIT #2022-07 – TELCOM CONST. \$ 100.00

B. THE FOLLOWING FINANCIAL REPORTS:

CLERK’S REPORTS:

i) BANK ACCOUNT REPORTS (NOVEMBER 30, 2022)

ii) INTEREST & DIVIDEND REPORT (NOVEMBER 2022)

TREASURER’S REPORTS:

i) PRESENTLY THE REPORTS AVAILABLE ARE AS FOLLOWS:

a) 12/12/2022 – CLAIM LIST FOR APPROVAL

b) 12/3/2022 – PAYROLL REGISTER – LANDSCAPE

c) 12.13/2022 – CLAIM LIST FOR APPROVAL

C. THE TOWNSHIP RECEIVED REPORTS FROM FIRST BANK & TRUST SHOWING A COLLATERAL INSURANCE AMOUNT GREATER THAN THE UNINSURED SAVINGS DATED 11/30/2022. THEY CHECK THE DEPOSIT BALANCES EVERY BUSINESS DAY AT 2PM CST AND MAKE PLEDGE CHANGES ACCORDINGLY AT THAT TIME.

D. **REVIEW ARPA ACCT** - TRANSFER OF \$200,000.<sup>00</sup> FROM THE ARPA ACCT TO THE CAMBRIDGE TOWNSHIP CHECKING ACCT. **CHAIRMAN TO RESIGN TRANSFER FORM #2022-103 – THE**

**ARPA FUND NEEDED TO BE ASSIGNED A SEPARATE FUND # FOR THE CTAS SYSTEM.**

**\*\*THE CLERK REQUESTED THAT HE BE ALLOWED TO TRANSFER THE REMAINING BALANCE IN THE ARPA FUND ACCT (#0919) INTO THE CAMBRIDGE TOWNSHIP CHECKING ACCT AND THEN CLOSE THE ARPA ACCT (#0919). THE ARPA FUNDS HAVE BEEN TOTALLY EXPENSED ON THE 343<sup>RD</sup> AVE RECONSTRUCTION PROGRAM. THE TREASURER CAN NOW USE THE ARPA FUND #226 TO EXPENSE OUT THE INVOICES FOR THE VARIOUS EXPENSES IN THE 343<sup>RD</sup> AVE RECONSTRUCTION PROJECT. THIS SHOULD GIVE THE TOWNSHIP A PAPER TRAIL FOR BOTH RECEIVING THE ARPA GRANT AND THE SPENDING OF THE ARPA GRANT FUNDS.**

**MOTION: TO TRANSFER THE BALANCE OF ARPA FUNDS IN THE ARPA ACCT #0919 AT FIRST BANK & TRUST INTO THE TOWNSHIP CHECKING ACCT. THEN TO CLOSE THE ARPA ACCT (#0919).**

**M/S: DALE B. ANDERSON / JOHN ERLANDSON SR. (VOTE: 3-0) TO APPROVE**

- E. **REISSUE OF CHECK** – DW CO. NOTIFIED THE TOWNSHIP THAT THEY DID NOT RECEIVE PAYMENT FOR THE LAST INVOICE ON THE 343<sup>RD</sup> AVE RECONSTRUCTION PROJECT BILLING. THE CLERK CHECKED WITH THE BANK AND CHECK #13134 HAD NOT BEEN CASHED.

BOARD ACTION: i) HAVE THE BANK ISSUE A CHECK STOP-PAYMENT ORDER FOR CHECK #13134.

ii) ISSUE A REPLACEMENT CHECK TO DW COMPANY LLC.

- F. **INFORMATION:** ON 12/1/2022 THE TOWNSHIP RECEIVED THE 2022 2<sup>ND</sup> HALF TAX SETTLEMENT FROM ISANTI CO. = \$153,731.13

**\*\*\*THIS MONEY IS NOT INCLUDED IN THE BANK ACCOUNT REPORTS FOR NOVEMBER.**

- G. FINANCIAL REPORTS:

**MOTION: TO APPROVE FINANCIAL REPORTS AS PRESENTED AT THE DECEMBER 12, 2022, MEETING.**

**M/S: DALE B. ANDERSON / JOHN ERLANDSON SR. (VOTE: 3-0) TO APPROVE**

6. SCHEDULED BUSINESS: NONE

7. NEW BUSINESS AT PUBLIC REQUEST:

- A. **RUSS VAVRA** – CAME BEFORE THE BOARD WITH QUESTIONS PERTAINING TO THE POSSIBILITY OF A DRIVEWAY INTO THE ELAINE ASHFORD PROPERTY OFF OF THE INTERSECTION OF LEVER ST NE AND 327<sup>TH</sup> AVE NE. THERE ARE A NUMBER OF POSSIBLE EASEMENT CONCERNS THAT MR VAVRA WILL NEED TO ADDRESS PRIOR TO ANY DRIVEWAY BEING CONSIDERED.

8. ROAD BUSINESS

- A. ROB'S REPORT:

i) **SNOWPLOWING** – IS GOING GOOD

**MARCH 2023** – ROB REPORTED THAT HE MAY BE SHORT EMPLOYEES FOR MARCH SNOWPLOWING. BOTH DON R. AND CHARLIE O. HAVE PRIOR COMMITMENTS IN MARCH.

ii) **VACATION:** ROB WILL BE ON VACATION 4-5 DAYS IN JANUARY (25<sup>TH</sup> – 29<sup>TH</sup>).

iii) **TOM LUNDEEN** HAS NOTIFIED ROB THAT HIS BOOM MOWER IS IN NEED OF

SOME FIXING. IF HE CAN GET IT FIXED SOON, THERE IS STILL A POSSIBILITY TO DO THE WORK FOR THE TOWNSHIP IF THE SNOWFALL IS LESS THAN 5-6 INCHES. OTHERWISE, HE CAN DO IT NEXT SPRING.

iv) **2017 FORD F450 TRUCK** – ONE OF THE ENGINE LIGHTS CAME ON AND THE TRUCK WAS TAKEN TO HAYFORD FOR DIAGNOSIS. IT HAD TO DO WITH TRUCK’S DEF (DIESEL EXHAUST FLUID) SYSTEM. THE TRUCK ALSO DID HAVE A RECALL THAT WAS ADDRESSED BUT DID NOT COVER THE DEF.

**B. 343<sup>RD</sup> AVE RECONSTRUCTION PROJECT: UPDATE**

i) **SPECIAL BOARD MEETING** – THE TOWNSHIP CHAIRMAN HAS CALLED A SPECIAL BOARD MEETING TO ADDRESS THE BNSF MODIFICATIONS THAT NEED TO BE MADE AT THE 343<sup>RD</sup> AVE NE RAILROAD CROSSING. CONCERNS: CROSS ARMS OF THE SIGNAL GATE NEED TO BE UPDATED. THE SIGNAL GATE BASE IS TOO CLOSE TO THE ROAD.

THE MEETING WAS SET AS FOLLOWS:

DATE: DECEMBER 20, 2022 (TUESDAY)

TIME: 12N

LOCATION: CAMBRIDGE TOWNSHIP OFFICE

3568 337<sup>TH</sup> AVE NE

CAMBRIDGE, MN 55008

THE CLERK WILL POST THE SPECIAL BOARD MEETING NOTICE.

ii) **BILLING WAS SENT TO CAMBRIDGE CITY FOR THEIR SHARE (22%) OF THE RECONSTRUCTION COSTS FOR 343<sup>RD</sup> AVE NE. (\$75,764.24)**

**C. ROAD CRANE INCIDENT ON PALISADE DR. (SUNDAY 10/10/2021) – UPDATE (JIM)**

RECEIVED AN EMAIL FROM THE TOWNSHIP ATTORNEY REGARDING THIS INCIDENT. THE ATTORNEY IS TRYING TO FINALIZE THE SETTLEMENT DOCUMENTS, BUT HE SHOULD BE RECEIVING THE FIRST \$10,000 CHECK IN THE MAIL THIS WEEK. HE’LL LET US KNOW AS SOON AS HE RECEIVES IT.

**D. TOWNSHIP MEETING REGARDING ISANTI COUNTY ZONING** – JIM VOLUNTEERED AT THE LAST ISANTI COUNTY TOWNSHIP OFFICERS ASSOCIATION MEETING TO BE INCLUDED WHEN STANFORD AND BRADFORD TOWNSHIPS MEET TO DISCUSS REVISIONS TO THE ISANTI COUNTY ZONING ORDINANCE AND RELATED TOPICS. THE MEETING WAS HELD: DECEMBER 8, 2022 @ 7PM

LOCATION: BRADFORD TOWNSHIP TOWN HALL

JIM GAVE THE BOARD SOME BACKGROUND TO WHAT INCIDENT(S) CAUSED THE NEED TO DISCUSS REVISIONS.

THE ISANTI COUNTY TOWNSHIP OFFICERS ASSOCIATION IS INTERESTED IN THE TOWNSHIPS GETTING TOGETHER AND FORMULATING A COMMON ROAD ORDINANCE.

**E. RELIABLE LAND & TRUST** – PRELIMINARY PLAT (TUCKER MEADOWS) WAS BEFORE THE ISANTI COUNTY PLANNING COMMISSION ON 9/8/2022. THE TOWNSHIP HAS NOT HAD AN OPPORTUNITY TO REVIEW THE PLAT. THE TOWNSHIP BOARD WILL HAVE AN OPPORTUNITY TO REVIEW THE PLAT PRIOR TO THE PLAT BEING FINALIZED BY THE COUNTY BOARD – THE PLAT HAS YET TO BE PRESENTED TO THE TOWNSHIP BOARD AS OF THEIR DECEMBER 12, 2022, MEETING.

**F. CITY OF ISANTI (MATT SYLVESTER, PUBLIC SERVICES DIRECTOR)** – INVITED THE BOARD TO THE CITY OF ISANTI WELLHEAD PROTECTION MEETING.

NOTICE: PUBLIC INFORMATION MEETING  
MONDAY – JANUARY 9, 2023 @ 6PM  
LOCATION: ISANTI CITY HALL, CHAMBER ROOM

- G. **SEPTIC SYSTEM @ 1992 338<sup>TH</sup> LANE NE CAMBRIDGE**  
A NEW SEPTIC SYSTEM WAS INSTALLED THAT ENCROACHES ONTO TOWNSHIP ROAD RIGHT-OF-WAY. THE TOWNSHIP HAS HEARD NOTHING REGARDING ANY ACTION ADDRESSING THIS INCIDENT.
- H. **PETERSBURG ST NE – ACCESSORY DWELLING UNIT WAS CONSTRUCTED WITHOUT TOWNSHIP ACKNOWLEDGMENT.**  
THE TOWNSHIP HAD REQUESTED THAT THE TRAILER THAT HAULED THE UNIT IN BE REMOVED FROM ITS PRESENT LOCATION AND THAT ONLY ONE DRIVEWAY BE PRESENT (ROAD ORDINANCE 101).  
ROB REPORTED THAT THE TRAILER HAS BEEN MOVED AND THE DITCH CLEANED UP. IN THE SPRING ROB WILL CHECK TO SEE IF THE DITCH HAS BEEN SEEDED.

9. OLD BUSINESS

- A. **BROADBAND – ECE HAS MISSED ON ONE GRANT. THERE STILL ARE 2-3 GRANT APPLICATIONS THAT ECE HAS PENDING.**
- B. **GENERAL ELECTION (NOV 8<sup>TH</sup>) – UPDATE ON CARPET CLEANING**
  - i) CARPET – THE TOWNSHIP HIRED PREMIER CLEAN & RESTORE TO CLEAN THE CARPET IN THE POLLING ROOM. THE CARPET HAS BEEN CLEANED AT THE TOWNSHIP EXPENSE OF \$570.00.

10. NEW BUSINESS

- A. **AMERICAN RESCUE PLAN ACT: UPDATE – THE FUNDS RECEIVED HAVE BEEN DEDICATED TO THE 343<sup>RD</sup> AVE RECONSTRUCTION PROJECT. THE CLERK PROVIDED THE BOARD WITH A REPORT SHOWING THE ARPA INCOME AND THEN THE DISPERSAL (EXPENSES) OF THE FUNDS ON THE RECONSTRUCTION PROJECT.**
- B. **DISTRICT 7 DIRECTOR UPDATE – OFFICIAL SPECIAL ELECTION DATE SET:**  
DATE: JANUARY 31, 2023 (IN-PERSON VOTING ONLY)  
TIME: 8PM  
THE LOCATION: CORINNA TOWNHALL  
9801 IRELAND AVE NW  
ANNANDALE, MN  
**THE FILING PERIOD FOR THIS OFFICE WAS NOVEMBER 3, 2022, AND ENDED DECEMBER 3, 2022.**
- C. **ANNEXATION ISSUES**
  - i) CAMBRIDGE CITY – ORDINANCE 760  
HEARING DATE: HAS BEEN CHANGED TO DECEMBER 19, 2022 @ CITY COUNCIL MEETING (6PM)  
PROPERTY: MORE OR LESS 57.26 ACRES  
PARCELS:       03.028.3100               03.028.3900  
                  03.028.3400               03.028.4300  
                  03.028.3402               03.028.4400  
  
THE REASON FOR THE PROPOSED ANNEXATION OF THESE PARCELS IS THAT THE PROPERTY OWNER PETITIONED THE CITY FOR ANNEXATION

AND THE PARCELS ABUTS THE MUNICIPAL BOUNDARY.  
(MINNESOTA STATUTES 414.033, subd. 2 subsection 3)

- D. **MATIT – WORKERS’ COMP AUDIT REPORT**  
**\*\*STARTING IN 2023 THE TOWNSHIP MUST COMPLETE AND SUBMIT THEIR ANNUAL WORKERS’ COMPENSATION PAYROLL AUDIT ELECTRONICALLY. REPORT IS DUE: JANUARY 31, 2023**  
**WORKERS’ COMP 2023 PREMIUM DUE 1/1/2023 = \$4,742.00**
- E. **MAT-U – A NEW ONLINE TRAINING MODEL**  
CONTENT WILL BE GEARED TOWARDS NEW MATIT SYSTEMS, CLERK AND TREASURER DUTIES, AND GENERAL TOWNSHIP OPERATIONS.  
OPEN TO OFFICERS: JANUARY 2023  
LOGIN CREDENTIALS WILL BE SENT TO THE TOWNSHIP  
**THE SUBSCRIPTION FEE FOR THE ENTIRE 2023 MAT-U CALENDAR YEAR WILL BE COMPLIMENTARY, THANKS TO MATIT.**
- F. **TOWNSHIP DAY AT THE CAPITOL – FEBRUARY 1 AND 2, 2023**  
MAT EVENT REGISTRATION: <https://bit.ly/TownshipDay2023>
- G. **MEETING DATES FOR 2023 – THE CLERK PROVIDED THE BOARD WITH A LIST OF DATES FOR MEETINGS IN 2023.**  
**MOTION: TO APPROVE THE CAMBRIDGE TOWNSHIP MEETING LIST FOR 2023.**  
**M/S: DALE B. ANDERSON / JOHN ERLANDSON SR. (VOTE: 3-0) TO APPROVE**
- H. REVIEW OF 2023 QUOTE FOR OFFICIAL NEWSPAPER DESIGNATION FOR CAMBRIDGE TOWNSHIP: ISANTI-CHISAGO COUNTY STAR  
**MOTION: TO APPROVE THE ISANTI-CHISAGO COUNTY STAR AS THE OFFICIAL NEWSPAPER DESIGNATION FOR CAMBRIDGE TOWNSHIP IN 2023.**  
**M/S: JOHN ERLANDSON SR. / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE**
- I) **TOWNSHIP ANNUAL ELECTION (MARCH 14, 2023)**  
FILING NOTICE: JANUARY 3 – JANUARY 17, 2023 (CLOSES @ 5PM)  
POSITIONS UP FOR ELECTION: 1 – SUPERVISOR (3YR TERM)  
1 – TREASURER (2YR TERM)

11. MAILING AND OTHER COMMUNICATIONS RECEIVED:

- A. CHRISTMAS CARD FROM McKINNIS & DOOM
- B. SEASON’S GREETINGS CARD FROM ISANTI CO. HISTORICAL SOCIETY

12. OFFICERS BUSINESS

- A. CLERK: NOTHING
- B. TREASURER: PERA NEED NOT BE TAKEN OUT OF TODD HANSON’S PAYROLL CHECKS – CAME FROM PERA (TELEPHONE CALL)
- C. SUPERVISORS: NOTHING

13. REPORT OF ISANTI COUNTY PLANNING COMMISSION – JIM – NOTHING TO REPORT

14. REPORT OF ISANTI COUNTY BOARD OF ADJUSTMENT – JIM – NOTHING TO REPORT

15. REPORT OF **NORTH TH 65 CORRIDOR COALITION – JOHN – NOTHING TO REPORT**

16. NOTICES: **JANUARY 3, 2023 – JANUARY 17, 2023 (CLOSES 5PM)**

FILING PERIOD FOR OFFICES BEING VOTED ON AT THE TOWNSHIP ELECTION IN MARCH 2023

\*\*\*THE CLERK WILL BE IN THE TOWNSHIP OFFICE FROM 1-5PM ON 1/17/2023 FOR RESIDENTS INTERESTED IN FILING FOR OFFICE.

**JANUARY 9, 2023 @ 7PM – TOWNSHIP MONTHLY BOARD MEETING**

**JANUARY 31, 2023 @ 8PM – MAT DISTRICT 7 SPECIAL ELECTION TO FILL**

**THE REPRESENTATIVE VACANCY ON THE BOARD OF DIRECTORS**

**FEBRUARY 13, 2023 – TOWNSHIP MONTHLY BOARD MEETING**

17. OTHER BUSINESS:

A) FULL TIME EMPLOYEE **ANNUAL REVIEW**: THE BOARD FELT THAT ROB DOES AN ABOVE AVERAGE WORK PERFORMANCE FOR THE TOWNSHIP. HE HAS EXCELLENT PR SKILLS AND DOES A GOOD JOB OF MAINTAINING THE EQUIPMENT. THE BOARD WAS ALSO AWARE THAT THE HEALTH INSURANCE PROGRAM COST FOR ROB WAS GOING UP APPROXIMATELY 5% IN 2023. THE FOLLOWING ACTION WAS TAKEN:

**MOTION: TO INCREASE ROB'S HOURLY RATE BY \$1.50 AND TO PAY THE TOTAL INCREASED HEALTH INSURANCE COST FOR 2023.**

**M/S: JOHN ERLANDSON SR. / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE**

B) PART TIME EMPLOYEES **ANNUAL REVIEW**: THE PART TIME EMPLOYEES PLAY AN IMPORTANT PART IN THE PROPER FUNCTIONING OF THE TOWNSHIP. THE BOARD FELT THAT THE PRESENT HOURLY RATE OF \$25.00 FOR SNOWPLOWING (11/1 – 3/31) IS ADEQUATE AND THAT THE RATE SHOULD BE EXPANDED TO INCLUDE THE \$25.00 HOURLY RATE FOR THE ENTIRE YEAR (1/1/2023 – 12/31/2023).

**MOTION: TO HAVE THE HOURLY RATE REMAIN AT \$25.00 FOR THE ENTIRE YEAR (2023).**

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

18. MOTION MADE TO PAY THE BILLS AS PRESENTED FOR PAYMENT ON DECEMBER 12, 2022.

**M/S: DALE B. ANDERSON / JOHN ERLANDSON SR. (VOTE: 3-0) TO APPROVE**

19. MOTION MADE TO ADJOURN AT 8:25PM.

**M/S: JOHN ERLANDSON SR. / DALE B. ANDERSON (VOTE: 3-0) TO ADJOURN**

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**DARRELL VOSIKA**  
**CAMBRIDGE TOWNSHIP CLERK**