

CAMBRIDGE TOWNSHIP MONTHLY MEETING

JANUARY 8, 2024

PRESENT: Board Supervisors: John Erlandson Sr., Chairman, Dale B. Anderson (Supervisor)
and Jim Fridstrom (Supervisor)
Treasurer: Carol Williams Kahring
Clerk: Darrell Vosika
Road Maintenance Supervisor: Rob A. Anderson (Employee)

LOCATION: Cambridge Township Hall located in the Isanti County Historical Society Building
(33525 FLANDERS ST. NE, CAMBRIDGE).

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: DALE B. ANDERSON / JIM FRIDSTROM (VOTE: 3-0) TO APPROVE.
M = OFFICER MAKING THE MOTION
S = OFFICER SECONDING THE MOTION
4. Approval of the **MINUTES** of the **December 11, 2023, MONTHLY BOARD MEETING.**
MOTION: TO APPROVE THE DECEMBER 11, 2023, MINUTES.
M/S: JIM FRIDSTROM / DALE B. ANDERSON (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) Isanti Co.: 2023 2 nd Half Property Tax Settlement	\$ 151,020.75
ii) State of Mn: Township Aid	\$ 742.00
MV Credit Agricultural	\$ 2,711.73
	\$ 3,453.73
iii) Utility Permit #2023-48 – East Central Energy	\$ 100.00
iv) Minnco Credit Union - 2 nd Payment of Settlement (Pike / crane Road Damage)	\$ 10,000.00
v) Isanti County Treasurer: Beer License	\$ 37.50
 - B. The following **FINANCIAL REPORTS:**
 - CLERK’S REPORTS:**
 - i) Bank Account Reports: December 31, 2023
 - ii) Interest & Dividend Reports: December 2023
 - iii) December 2023, Expenses = \$ 24,278.79
 - TREASURER’S REPORTS:**
 - i) CTAS REPORTS available are as follows:
 - a) 12/16/2023 – Payroll Register - Landscape
 - b) 12/16/2023 – Net Pay Account Distribution

- c) 12/22/2023 – Claims List for Approval
- d) 12/30/2023 – Net Pay Account Distribution
- e) 12/30/2023 – Payroll Register - Landscape
- f) 12/31/2023 – Payroll Register - Landscape
- g) 12/31/2023 – Net Pay Account Distribution
- h) 1/5/2024 – Claims List for Approval
- i) 1/8/2024 – Claims List for Approval

ii) **December 2023**, Expenses = \$ **24,278.79**

C. The Township received reports from First Bank & Trust showing a collateral insurance amount to cover 110% of the uninsured savings date on **12/29/2023**. They check the deposit balances every business day at 2pm CST and make pledge changes accordingly at that time.
(Minn. Stat. 118A.03)

D. FINANCIAL REPORTS:

MOTION: TO APPROVE FINANCIAL REPORTS AS PRESENTED AT THE JANUARY 8, 2024, MEETING.

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

5. SCHEDULED BUSINESS:

- A. **Filing Period for the Annual Township Officers Election is open 1/2/2024 – 1/16/2024 until 5pm** – John Erlandson Sr. filed for Township Supervisor.
- A. **LAND OPTION** – Jim O’Brien was unable to attend the meeting tonight. Kyle Roddy is working on getting the square footage of the land option. Jim will have the figures for the February 12, 2024, monthly meeting.

7. NEW BUSINESS AT PUBLIC REQUEST: None

8. ROAD BUSINESS

A. ROB’S REPORT:

- i) **2017 Ford F-450** – Rob reported that the windshield has been replaced and the township is still waiting for an invoice that can be submitted to MATIT (insurance).
- ii) **Snowplowing** – Rob has been distributing the doorknob hanger warning notices.
He reports a minimum of snowplowing and mainly salting intersections.
- iii) **Brush mowing** – Rob has contacted Tom Lundeen about brushing the right-of-way on a number of township roads. He has done the following:
Polk St North
Polk St. South
More roads yet to complete – Presently his equipment is broken and there is no known schedule as to when he can get the equipment fixed (getting parts is a problem).
Rob has contacted Bart of Perkins Enterprises (dba: Shermik Tree Farms, LLC) and he would brush mow town road right-of-way for \$145/hr. Rob stated that about 25 hours are left on the original motion approved by the Board at the 10/9/2023 monthly Board Meeting. The Board is okay with Perkins Enterprises completing the approved 25 hours on the right-of-way brush mowing project.

iv) **WORKERS' COMPENSATION INCIDENT:**

Employee: Todd Hanson

Action Taken: the clerk filed First Report of Injury

Minnesota Association of Townships Insurance
Trust was notified.

SFM Risk solutions – the work comp experts were
notified.

v) **TURNAROUND AGREEMENTS** – Jim will see that the clerk gets the signed
turnaround agreements for filing.

vi) **Fanny Lake Road** – Rob reports that approximately 30 jugs with unknown
liquid contents were found in the roadside ditch. Authorities were
notified.

vii) **2017 Ford F-450** – Rob consulted with Don Ramberg to construct an
aluminum ladder (portable) to be used for getting in and out of
the truck's contractor box (Safety feature).

viii) **North Pine Lake Road** – Rob notified the Board that Fish Lake Township is
looking into getting a bond to reconstruct and pave North Pine
Lake Road. Cambridge Township has about 1800' of North Pine
Lake Road that is in the Township.
No action was taken at this time.

ix) **SPECIAL ASSESSMENT (2019):** Rob asked if the township had heard if any
payment for the special assessment for a culvert in the driveway
at 34299 Hupp St NE had been received. The clerk will check with
the Isanti County Auditor-Treasurer Office regarding the special
assessment.

B. **Pike/crane road damage incident** – update

Date of Incident: October 10, 2021

Location: On township road Palisade Drive NE (paved portion) which
originates at the point of intersection with State Hwy 65 and
proceeds North.

Damage to the road: \$29,850.00

(invoice 10/29/2021: Prefer Paving & Ready-Mix, Inc)

Settlement Reached: 12/13/2022

The Township has received the following payments:

1st payment on 12/15/2022 \$10,000.00

Promissory Note: \$19,850.00 (due: 12/31/2023)

2nd payment on 12/22/2023 \$10,000.00

Balance due: \$9,850.00

C. **TOWNSHIPS MEETING (BRADFORD HALL) TO ADDRESS REVISIONS TO ISANTI COUNTY**

ZONING – Jim is our representative to the committee.

They are trying to work together with zoning on issues.

UPDATE: Nothing new (waiting for Commissioners to get closer on the
new Imagine 2045 Comprehensive Plan).

D. **ROAD ORDINANCE REVIEW-** The Board will continue to work on reviewing & updating
the Cambridge Township Road Ordinance 101 once the Imagine 2045
Comprehensive Plan is approved by the County Commissioners.

- E. **Utility Permits** – The clerk reported that the township has issued 48 Utility Permits for the fiscal year 2023.

9. OLD BUSINESS

- A. **BROADBAND (EAST CENTRAL ENERGY'S FIBER INTERNET PROJECT) –**
One of the contractors that ECE is using is **National Rural Telecommunications Cooperative (NRTC) Broadband Solutions**
Bob Lyons, NRTC Director of Engineering, is working on the Utility Permits.
ECE FIBER UPDATE: To review information: www.ecefiber.com

10. NEW BUSINESS

- A. **ELECTIONS:**
PRESIDENTIAL PRIMARY ELECTION (MARCH 5, 2024)
Election Judges that were certified for the last General Election (2022) will need to take a refresher training course sometime scheduled in February.
ANNUAL CAMBRIDGE TOWNSHIP OFFICER ELECTION (MARCH 12, 2024)
Published Notice in Isanti-Chisago County Star on 12/13 & 12/20/2023.
Filing Dates: 1/2/2024 – 1/16/2024 until 5PM
Positions: Supervisor (3yrs) & Clerk (2yrs)
The Clerk has sent notice to the County Auditor of the Annual Township Election in March
**Received from Isanti County the 2023 Township Election Expense that is reimbursed to the County (\$321.35). The charges include the cost of ballots, the programming charges and the county election administration fee.

- B. **IMAGINE 2045 ISANTI COUNTY COMPREHENSIVE PLAN** – No Update
- C. **DONATIONS FOR 2024** – The Board reviewed the advisory vote taken at the 2023 Annual Meeting regarding donations for fiscal year 2024. The following action was taken by the Board:

MOTION: TO CONTRIBUTE DONATION AMOUNTS FOR FISCAL YEAR 2024 THE SAME AS IN FISCAL YEAR 2023.

SEVEN COUNTY SENIOR FEDERATION	\$ 250.00
ISANTI COUNTY 4-H PROGRAM	\$ 250.00
ISANTI COUNTY AG SOCIETY (FAIR BOARD)	\$ 500.00
ISANTI COUNTY HISTORICAL SOCIETY	\$ 500.00
ISANTI COUNTY SAFETY/RESCUE	\$ 500.00
ISANTI COUNTY COMMISSION ON AGING	\$ 500.00
(SAC'S)	_____

TOTAL: \$2,500.00

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

The checks will be paid out at the February monthly meeting.

- D. **IRS STANDARD MILEAGE RATES FOR 2024:**
\$0.67 per mile driven for business use.
\$0.21 per mile driven for medical
\$0.14 per mile driven in service of charitable organizations

MOTION: TO APPROVE IRS 2024 STANDARD MILEAGE RATES REIMBURSEMENT.

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

E. MATIT – WORKERS’ COMPENSATION INSURANCE SURVEYS

Key Dates: 1/1/2024: Township UNIQUE LINKS for WC Surveys being sent via email to the Clerk and Chair.

*2/15/2024: All WC Surveys are due.

F. REPORT OF OUTSTANDING INDEBTEDNESS – The Clerk will complete the form, sign and return it to the Isanti County Auditor-Treasurer by **2/1/2024.**

G. OFFICIAL NEWSPAPER – The Township received a quote from the Isanti-Chisago County Star for the 2024 official newspaper designation for Cambridge Township.

MOTION: TO ACCEPT THE ISANTI-CHISAGO COUNTY STAR’S QUOTE FOR 2024 TO BE THE OFFICIAL NEWSPAPER DESIGNATION FOR CAMBRIDGE TOWNSHIP.

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

11. ISANTI COUNTY BOARD OF COMMISSIONERS REPORT – Bill Berg District 2 County Commissioner, was available to answer any County related questions. Among his commons were that he had talked to the Sheriff’s Dept. regarding when the old radios’ would be available for purchasing. They hope to be able to have them ready by spring.

Court Date: The Hilary Circle house (in Cambridge Township) that was destroyed by an internal explosion a number of years ago had a court date scheduled for today. Bill will keep the Township informed.

12. MAILINGS AND OTHER COMMUNICATIONS RECEIVED:

A. Holiday Greeting Card was received from McKinnis & Doom, P.A.

13. OFFICERS BUSINESS

A. CLERK:

i) The MAT dues will be increasing (3%) starting 2025.

ii) Current Audit Revenue thresholds

Towns: Population >2,500 & Revenue > \$1,215,000

iii) CTAS: ESST Update sometime in January (to payroll section)

2024 Tax Tables are available for download from CTAS Website.

& Backup instructions available Chapter 10 – Administration in CTAS Manual

B. TREASURER:

i) Will be doing W-2’s & 1099’s

C. SUPERVISORS:

i) Dale talked to the Isanti Co. Attorney (Edblad) about the land that a township resident was interested in purchasing. The land (ID#03.051.0130) was part of the Meadowood Subdivision platted by Ken Nastrom. Presently the land is titled to Isanti County and does have a covenant on it.

14. REPORT OF ISANTI COUNTY PLANNING COMMISSION – JIM – Nothing or the Township

15. REPORT OF **ISANTI COUNTY BOARD OF ADJUSTMENT – JIM** – Nothing for the Township

16. REPORT OF **NORTH TH 65 CORRIDOR COALITION – JOHN** – Nothing for the Township
They are updating their membership list for 2024

17. NOTICES: **January 2 – 16, 2024 until 5pm – Filing Dates for March Township Election**
 January 25, 2024 – ISANTI COUNTY TOWNSHIP OFFICERS ASSOCIATION MEETING
 @ 7PM – Isanti Co. Government Center
 February 12, 2024 @ 7pm – next monthly Board Meeting
 March 5, 2024 – National Township Day (Tuesday)
 Annual Officers Election: Poll Hours: 10am – 8pm
 2024 Annual Meeting: 8:05pm
 April ?, 2024 – Board of Appeal and Equalization (Date yet to be set)

18. OTHER BUSINESS:

- A. **Website:** Gary Larson, web designer, would like new pictures of the Town Board.
 Need to bring a camera to the February monthly meeting.
- B. Personnel Policy reviewed:
 - i) **POLICY #103-2024 – CAMBRIDGE TOWNSHIP PART-TIME EMPLOYEE
 COMPENSATION POLICY**
 MOTION: DALE B. ANDERSON / JIM FRIDSTROM (VOTE: 3-0) APPROVED
- C. **ESST - EARNED SICK AND SAFE TIME – starts January 1, 2024**
- E. Rob reported a concern regarding a driveway or reconstruct driveway on 331st Ave NE.

19. **MOTION MADE TO PAY THE BILLS AS PRESENTED FOR PAYMENT ON JANUARY 8, 2024.**
M/S: JIM FRIDSTROM / DALE B. ANDERSON (VOTE: 3-0) TO APPROVE

20. **MOTION MADE TO ADJOURN AT 8:15PM.**
M/S: DALE B. ANDERSON / JIM FRIDSTROM (VOTE: 3-0) TO ADJOURN

DARRELL VOSIKA, CAMBRIDGE TOWNSHIP CLERK