**Oxford Township Meeting Agenda
Regular Meeting
January 14, 2025, 6:30 PM**

**Ryan Hondlik Oath - Peggy, Oxford Township**

### 1. Call to Order

* Pledge of Allegiance

### 2. Public Forum

### 3. Oxford Board Business

#### a. Approve Agenda

* **Action Requested**: Supervisor approval of the January 2025 agenda

#### b. Supervisor and Clerk seats

* **Ryan Hodlik Supervisor**
	+ **Action Requested**: Welcome Ryan to the Board
* **Clerk-Elect Laurie Faust**
	+ **Action Requested**: Accept the resignation of Clerk-Elect Laurie Faust
* **Appoint Township Clerk**
	+ **Action Requested**: Appoint a new Township Clerk - set training wages and discuss capping hours per month.

#### c. Clerk’s Report

* **Action Requested**: Approve minutes of the December 2024 regular meeting

#### d. Treasurer’s Report

* **Action Requested**: Approve accounts, receipts, and payables for January 2025. Also approve motions to implement Claimsheet for board members in 2025 to accompany all payroll submissions by the board for supervisors to approve.

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### 4. Roads

#### a. Monthly Road Report – Jennifer/Mike

* Discuss road maintenance performed
* Resident plowing in front of their house

#### b. Road Costing Tool – Mike

* Discuss using the tool Gloria presented for cost comparisons

#### c. Road Planning Tool – Mike

* Discuss Mark Faust’s tool for road status and future planning

 **d. MNDOT Road Inventory Tool Review - Jennifer**

* **Action Requested**: Review data compiled and schedule a special meeting in March to Review and finalize the evaluation criteria, agree on road standards (e.g., gravel thickness, road width), confirm the accuracy of collected data and provide training on completing evaluations.

### 5. Old Business

#### a. Isanti Fire District Update

* Update from Harlan on answers from the fire department on relocating the Zoom TV and files to the fire station
* Update on options for cleaning the fire station

#### b. Old Town Hall Building - Mike

* Update from Mike on getting a quote from Kramer Mechanical for shutting down the old building
* **Action Requested**: Approve the quote for winterizing the building, ceasing future maintenance, and non-essential services to the town hall and approve plan for temporary housing of town hall files and equipment.

  **c. Town Hall Task Force – Donna**

* Update on the new folder for the New Building Committee documents on the Oxford website

#### d. Zoom Meetings for Future Regular Meetings – Jennifer

* Update on hotspot

#### e. New Website Update – Jennifer

* RFP has been posted and sent to vendors

#### f. CTAS Update – Peggy

* Update on year-end processing

### 6. New Business

#### a. New Board Organization – All

* Assign roles for Supervisors:
	+ Chair
	+ Vice Chair
	+ Fire Representative
	+ Town Hall Maintenance
	+ County Representative
	+ Technology (website, Zoom, email listserve, internet)
	+ Roads (suggested breakdown):
		- Snowplowing, trash removal, lawn mowing, brush mowing/cutting
		- Road grading
		- Permits (driveway and utility)
		- Signage
		- Invasive weeds
		- Road Zones for Supervisors (suggested 3 zones for monthly reporting)

#### b. Administrative Approvals- All

* Confirm regular meeting schedule (second Tuesday of the month)
* Approve newspaper for publishing (Isanti County Star)
* Approve document-sharing plan (Google Docs?)
* Set compensation and mileage rate (Peggy to review all current rates)
* Designate posting places (Town Hall)

#### c. 2025 Budget – All

* **Action Requested**: Assign Supervisor to draft the 2025 budget and obtain 2024 actuals

#### d. Workers’ Comp Audit – Peggy

* **Action Requested**: Review coverage document

#### e. 2025 Board Agendas – Jennifer

* **Action Requested**: Approve new agenda format for 2025 (posting community meeting notices, new business items, etc)

### 7. Adjourn