

Oxford Township Meeting Minutes  
Regular Meeting  
December 10, 2024, 6:30 pm

Pledge of Allegiance  
Call to order

**Public Forum**

Gloria McDonnell – Glorida presented information on road budget comparison for gravel vs pavement.

Paula Bensen – Paul explained why she and Linnea resigned and how we need to share the truth and be kind.

**Oxford Board Business**

Approve agenda

- ***Action requested: Supervisor approval of the December 2024 agenda. Harlan motioned to approve the agenda and Jennifer seconded it. Motion carried.***

Clerk's report

- ***Action requested: Approve the minutes of the October 2024 regular meeting and the November 2024 regular meeting. Harlan motioned to approve the October clerks report and Jennifer seconded it. Motion carried.***
- ***Harlan motioned to approve the November clerks report and Jennifer seconded it. Motion carried.***

Treasurer's report –

- ***Action requested: Approve the accounts receipts and payables for December 2024 Harlan motioned to approve the treasurer's report and Jennifer seconded it. Motion carried.***

**Roads**

- Monthly Road Report [Jennifer/Mike](#)
  - Discuss road maintenance performed – see grading logs on website under road agendas. Jennifer requested the roads to be graded Nov 14 and Mike requested they be graded again Nov 24/25
- Driveway permit 9110 254<sup>th</sup> Court [Mike](#)

- **Action requested: Approve the request for permit. Jennifer motioned to approve the permit and Harlan seconded. Motion carried.**
- Right of way permit Service Drop R/W of 265<sup>th</sup> Ave [Jennifer](#)
  - **Action requested: Approve the request for permit Jennifer motioned to approve and Harlan seconded. Motion carried.**

### Old Business

- Isanti Fire District update [Harlan](#)
  - Harlan to find out if we can move the zoom TV and 3 files to the fire station.
  - Mike Miller stated that the fire department did a great job responding to the fire on Pigeon Loft.
  - Options for cleaning the fire station
    - Hiring a professional cleaner with insurance
      - Cathy Glatzel is the existing cleaner and she will get insurance. She said her rates will need to increase to cover the cost of insurance.
- Old town hall building
  - Peggy terminated Wi-Fi at old building. Water was leaking into the building. Jennifer got an incident report to complete if we want to submit
  - Any other actions to close building? Electric, water, cleaning, plowing, etc...
  - Mike will reach out to Kramer Mechanical to get quote on shutting down the old building.
- New Town Hall building Update [Donna](#)
  - December new building meeting to report more information on bonding and site layout
    - Gloria presented information on bonding costs
    - Bob was not able to present as he was not able to attend the meeting.
  - Future building updates will be given at regular meeting.
- Harassment policy update [Mike](#)
  - Resolution sent out with minimal change
    - Jennifer asked how to investigate claims since there is board and not employer
    - Need to add investigation on claims to approve.
    - No updates in December 2024 provided.
- Zoom meetings for future regular meetings update [Jennifer](#)
  - **Action Requested: Board to approve buying a hotspot for internet to host zoom meetings. Jennifer to confirm the hotspot will work at Fire Station and will**

***purchase the hotspot. Mike motioned to approve and Harlan seconded it. Motion carried.***

- Digitalize documents – upload in bulk or using search and sort functionality [Jennifer](#)
  - ***Action Requested: Do we want to upload documents in bulk or with sort functionality? Action taken: Board deferred until website plan is completed.***
- Website option to have backup or security
  - *Action Requested: Do we want to add SSL to website for \$159 per year or wait on new website? Wait on website decision.*
  - *WAF to website for \$239 per year? See email forwarded from Gary Wait on website decision.*
  - *Action taken: The board directed Jennifer to get bids on creating a new website.*

### **New Business**

Property identification number 08.017.0803 (20.08 acres) is owned by Stephen and Ann-Marie Hosch and 08.058.0010 (15.96 acres) is owned by Harold Bauer. Mr. Hosch presented a preliminary plat needed to complete a purchase of 5.95 acres from Harold Bauer that incorporates both properties into 36.04-acre Hosch-Bauer Hills Addition which will consist of Lot 1, Block 1 of 10.01 acres to be retained by Harold Bauer and Lot 2, Block 1 of 26.03 acres to be owned by the Hosch's. Mr. Hosch also presented a re-plat of 26.03-acre Lot 2, Block 1, Hosch-Bauer Hills Addition into Lots 1 and 2, Block 1, Hosch-Bauer Hills 2nd Addition to split the lot and transfer Hosch's additional building right on to the 3.68-acre Lot 1, Block 1, Hosch-Bauer Hills 2nd Addition. Both preliminary plat drawings were presented by Mr. Hosch for the township's review and discussion.

Ø Steve and Ann Hosch are purchasing 5.95 acres from Harold Bauer

Ø Harold Bauer's 15.96-acre property from which the 5.95 acres is being purchased has already been platted and will need to be re-platted along with Hosch's 20.08-acre homestead into two-lot Hosch-Bauer Hills Addition to complete the sale.

Ø Hosch's and Bauer's properties will need to be platted to consist of 2 lots

- Lot 1 (10.01 acres) - Retained by Harold Bauer after purchase

- Lot 2 (26.03 acres) - owned by Hosch (including 5.95 acres to be purchased from Harold Bauer)

Ø Steve and Ann Hosch will then re-plat their 26.03 acre lot 2, Block 1, Hosch-Bauer Hills Addition into two-lot Hosch-Bauer Hills 2nd Addition to split the property and transfer their remaining building right on to a new 3.68 acre lot on the north side.

Ø Action Requested: Approve plat request for initial Hosch-Bauer Hills Addition and the re-plat of Lot 2, Block 1, Hosch-Bauer Hills Addition into Hosch-Bauer Hills 2nd Addition as presented by Mr. Hosch

▪ **Mike Miller motioned to approve the 2 requests and Jennifer Perkins seconded it. Motion carried.**

- CTAS update – A version of CTAS was installed on Clerk’s laptop but it’s not working
  - ***Action Requested: Assign Paula as contractor at \$25 per hour to complete year-end processing with Peggy. Mike motioned to approved and Jennifer seconded it. Motion carried.***
  
- The meeting was adjourned
  - ***Jennifer motioned to adjourn the meeting and Harlan seconded it. Motion carried.***