

April 7, 2025

The Town Council of the Town of Oxford met for a regular meeting on Monday April 7, 2025 at 7:00 p.m. at the Town Hall. Tina Coffman, Nate Foster, Terry Zink, Cindy Millburg and Austin Rennick were present. Town employees and department heads present included Clerk-Treasurer Tina Porter and Marshal Aaron May.

Meeting was called to order by Coffman at 7:04 pm – Quorum present

Minutes: Millburg made a motion to accept minutes from the March 3, 2025 and March 13, 2025 meetings. Rennick seconded. None opposed.

Claims: Claims in the amount of 282,140.90 were presented. Porter explained two of the charges within claims did not have proper receipts, totaling 123.94. Rennick made a motion to accept claims with the known discrepancies. Zink seconded. None opposed.

Disconnects: Disconnects for two non-payment and one request for an extension was presented. Foster made a motion to approve the disconnects and extension. Millburg seconded. None opposed.

Clerk Treasurer's Report: Porter presented the following items for the council's consideration: A request to remove the "No Pet" signage in the square and to place animal waste stations, a request for the square to be blocked off during the Great Dan Patch Day celebration along with signage and vendors for that event, to close the local bank safe deposit box, to approve a lease agreement with Midland Meals, Inc for the space at the new town hall building, a request from Joink LLC for space to place a telecom cabinet, an event space rental agreement, an ordinance to establish and enforce a purchasing policy as well as a purchasing policy for town funds, missing fuel receipts from claim items, service charges from a vendor from prior years, determine an amount that might be needed for the new town hall upgrades, and quotes for rekeying of new town hall. Notice of a Public Hearing to take place April 21 was presented for new trash rates to be published in the Benton Review.

Assistant Superintendent's Report: Porter presented quotes for new bathroom fixtures at the town parks that were obtained by Lord and relayed information about heating the facilities pothole repairs and street sign replacement that is being planned to take place.

Marshal's Report: May updated the council on recent training topics and how his training requirements for the year have been met. May stated he will still attend other training courses throughout the year. Discussion took place on handling ordinance violations.

Fire Department Report: Rennick presented information from the Fire Department's monthly meeting to include their achievements with personnel and run information. Information was provided regarding discussion held to work towards creating a new contract between the Town and the Fire Department.

Public Comment: Resident comments and concerns included; a petition that is going around town asking for the county to setup animal control for the stray animal problem, concerns about brown water within residents homes outside of time when hydrant flushing, a rebuttal toward the request to allow pets on the square due to a previous attempt that did not work out, as well as a request to consider painting the roof of the shelter at Rommel park.

New Business: A motion to leave the "No Pet" sign and continue to not allow pets on the square was made by Rennick and seconded by Zink. None opposed.

Foster made a motion to close the Alliance Bank Safe Deposit Box. Millburg seconded. None opposed.

Millburg made a motion to accept the lease agreement with Midland meals, Inc. Foster seconded. None opposed.

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Council requested that a representative from Joink LLC attend the next council meeting to discuss their request for the space needed for a telecom cabinet.

A motion to approve the Event Space Rental Agreement was made by Rennick. Seconded by Foster. None opposed.

Foster made a motion to move forward in requesting an additional \$75,000 to the budget for improvements needed to move into the new town hall. Rennick seconded. None opposed.

Quotes for the doors and rekeying of the new town hall building were tabled.

Millburg made a motion to accept the quote for new bathroom fixtures. Rennick seconded. None opposed.

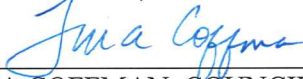
Rennick made a motion to accept Ordinance 2025-0407 Establishing Purchase Policy Requirements & Enforcement. Foster seconded. None opposed.

Millburg made a motion to accept the Purchasing Policy. Rennick seconded. None opposed.

Foster made a motion to adjourn the meeting. Millburg seconded. None opposed. Meeting was adjourned at 7:56 pm.

The next regular meeting is Monday April 21, 2025, at 7:00 p.m. at the Oxford Town Hall. The public is welcome and invited to attend.

Submitted by 
TINA PORTER, CLERK-TREASURER

Approved by 
TINA COFFMAN, COUNCIL PRESIDENT

Date Approved 4-21-2025