

July 14, 2025

The Town Council of the Town of Oxford met for a Special Meeting on Monday, July 14, 2025, at 7:00 p.m. at the Town Hall. Tina Coffman, Cindy Millburg, and Terry Zink were present. Town employees, department heads and legal counsel present included Clerk-Treasurer Tina Porter, Marshal Aaron May, Fire Chief Justin Bice, and Attorney Ingrid Barce.

Meeting was called to order by Coffman at 7:00 p.m. – Quorum present.

Agenda: Coffman added Ingrid Barce to the agenda as a business guest.

Minutes: Millburg made a motion to accept June 16, 2025 minutes. Zink seconded. None opposed.

Claims: Millburg made a motion to accept claims in the amount of \$290863.49. Zink seconded. None opposed.

Clerk Treasurer's Report: Porter updated council on the following: received one quote for tree removal from storm damage, awaiting two more, otherwise insurance claim has been approved for the building repairs and tree damage. INDOT will again include town on correspondence regarding the 55/352 resurfacing project. Corrected billing letters were sent regarding trash collection for apartments that had not been billed correctly, with one business owner expressing concern. Still waiting for a meeting with commissioners about county loan. Informed council of IFA requirement for annual meeting and that Lafayette has one for October 29, 2025 open for registering. Porter also requested the following: approval to amend the purchase policy, approval of the revised co-location agreement with Midland Meals, and approval to change the billing dates for the utility billing.

Assistant Superintendent's Report: No report presented.

Marshal's Report: May reported to the council about a Benton County Community Foundation Grant that he put in for and received \$2,750 to get a new dashcam system. May requested council consider a one-time fee over the annual registration and new sticker decals that imprint the registration number rather than handwriting. Street light reporting had been done for the month. One junk car has been removed from town after a warning was received.

Fire Department's Report: Bice in response to earlier comments about burn barrels explained hazards the Fire Department has come across due to their use and recommended the town not service them. Information was provided about an issue with the garage door being stuck open. Update was provided on the annual golf outing, AFG and Safer grant. Bice also discussed the hazards of electric vehicles and products the department is looking to obtain to assist with disabling those vehicles when needed.

Business Guests: Ingrid Barce was added to the agenda to discuss new Ordinances for disconnect, collection of utilities, nuisances, and for summer sewer credit. Barce went through each ordinance and asked the council to make decisions to keep, remove, or amend certain issues that were outdated, not typical, or previously discussed as being something the council was interested in updating. Barce notated council requests and decisions and will provide final Ordinances for approval at a future meeting.

Public Comment: Residents questioned mobile homes in town that appear to not be taken care of.

New Business: Millburg made a motion to accept one payment arrangement request. Zink seconded. None opposed. Zink made a motion to allow the SRF Disbursement Forms #12 & #13 to be submitted. Millburg seconded. None opposed.

Millburg made a motion to accept the Quad County and Fire Penny quotes for the Fire Department. Zink seconded. None opposed.

Coffman stated she will be setting up a special meeting between Pine Village and Oxford.

Old Business: Millburg made a motion to approve the update of the Purchasing Policy to increase the threshold for quotes from \$500 to \$1000. Zink seconded. None opposed.

Millburg made a motion to accept the changes to the Co-Location agreement with Midland Meals. Zink seconded. None opposed.

The Mainstream contract, mowing of the school property and decision of an annual or one time golf cart registration were all tabled.

Council agreed to getting a formal contract for mowing of the golden property written up.

Millburg made a motion to change the utility billing dates to being sent out on the 1st of each month and due the 15th Zink seconded. Non opposed.

Millburg made a motion to adjourn the meeting. Zink seconded. None opposed. Meeting was adjourned at 8:19 p.m.

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

Submitted by Tina Porter
TINA PORTER, CLERK-TREASURER

Approved by Tina Coffman
TINA COFFMAN, COUNCIL PRESIDENT

Date Approved 8-4-2025