

December 1, 2025

The Town Council of the Town of Oxford met for a regular meeting on Monday December 1, 2025, at 7:00 p.m. at the Town Hall. Tina Coffman, Nate Foster, Cindy Millburg, Terry Zink, 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 7:00 p.m. – Quorum present

Business Guest: Simeon Ehm, present via speakerphone, provided council with updates on current water project and went over the presented SRF disbursement forms, Atlas pay applications, amendment, change orders as well as the Benton Street project and closeout for that. Also discussed was the upcoming construction meeting for the main water project which SRF representatives will be present on site for.

Agenda: Foster made a motion to approve the agenda as is. Rennick seconded. None opposed

Claims: Millburg made a motion to accept claims in the amount of \$178,026. Foster seconded. None opposed.

Minutes: Foster made a motion to accept the minutes for the November 3rd & 17th regular meetings as well as from the November 3rd, 10th, 14th, 17th, and 24th executive sessions. Zink seconded. None opposed.

Disconnects/Extensions: Foster made a motion to approve disconnects. Rennick seconded. None opposed.

Department Reports: Porter discussed and/or updated the council on the following: letter received for continuing contract for space on water tower, discussed issues still arising with burn barrels and charging for future requests but only for those not containing prohibited items, 2025 salt bid and purchasing process and current status, IDEM inspection scheduled for December 18, 2025, and issue with utility building shop heater not working. Porter also provided more information on agenda items listed.

May updated council on deputy marshal training, maintenance done on the Durango, and end of year department spending.

Foster updated council on community and employee efforts getting spreader and plows on vehicles and first run of snow removal for the season.

Public Comment: Resident asked about new town hall updates which Foster stated contractor is hopeful to have work completed by the end of the year. Concern about trashcans being left at and on the roadways especially when plows need to come through were brought up.

Old Business: Millburg made a motion to approve payment of the Fire Department Compensation in the amount of \$20,000 contingent upon the Oak Grove Township agreeing to pay out the full \$20,000 for 2025. Foster seconded. None opposed.

Council requested that options for picking up yard waste and bulk items be added to the request for new sanitation services and to remove the spring and fall cleanup.

Rennick made a motion to approve the Tier II Basic Course invoice outside of claims as it will be due before the next meeting. Foster seconded. None opposed.

Millburg made a motion to grant permission to the Park Committee to continue with the project efforts. Foster seconded. None opposed.

Millburg made a motion to approve payment to Kimley Horn for the Downtown Revitalization. Foster seconded. None opposed.

New Business: Foster made a motion to approve SRF Disbursement #18. Rennick seconded. None opposed. The update to Pay Application was not needed.

Foster made a motion to approve Amendment to the Owner/Engineer Agreement #5 – Soils. Millburg seconded. None opposed.

Millburg made a motion to approve Change Order No. 1 – Project W21101, with the included Work Change Directives 1 through 4. Foster seconded. None opposed.

Foster made a motion to approve the Rod Green contract closeout which included change order #4. Millburg seconded. None opposed.

Rennick made a motion to accept the quote from Boyce for the meter replacement software programming update. Foster seconded. None opposed.

Foster made a motion to accept the quote from Brouillette to repair the wellhouse heater. Millburg seconded. None opposed.

Foster made a motion to approve the public works superintendent job description and to formally offer Jordan Nern the position. Rennick seconded. None opposed. Foster called Nern and asked him via speaker phone if he would like to accept the offer. Nern accepted.

Millburg made a motion to accept the 2025 salary ordinance amendment 2025-1201A. Foster seconded. None opposed.

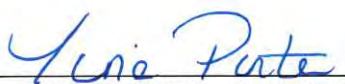
Rennick made a motion to accept the quote for work from C.M construction to install a new meter pit contingent on finding out what if any portion would be the owner's financial responsibility. Foster seconded. None opposed.

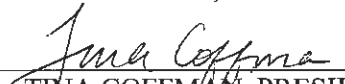
Millburg made a motion to accept the quote for the SIM card and monthly service needed for the water tower mere read system. Foster seconded. None opposed.

Around the Table Concerns: Porter requested a special meeting with council on December 29, 2025, for final 2025 claims and transfers. Notice to be posted as required.

At 8:14 pm Rennick made a motion to adjourn the meeting. Foster seconded. None opposed.

The next regular meeting is Monday December 15, 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, PRESIDENT

Date Approved 12-15-25