

January 21, 2026

The Town Council of the Town of Oxford met on Wednesday January 12, 2026 at 7:00 p.m. at the Town Hall. Nate Foster, Tina Coffman, Terry Zink, and Cindy Millburg were present. Town employees and department heads present included Clerk-Treasurer Tina Porter and Public Works Superintendent Jordan Nern.

Meeting was called to order by Coffman at 7:00 pm – Quorum present

Agenda – Foster made a motion to approve the agenda as is. Millburg seconded. None opposed.

Claims – Millburg made a motion to accept claims in the amount of 42,886.27. Foster seconded. None opposed.

Minutes – Minutes were not presented at this meeting.

Department Reports – Clerk Treasurer: A new hire for the deputy clerk position was set to start on January 27, 2026 pending approval of an amended salary ordinance for that position. An update to the year-end process was provided, W2's and 1099's are ready to print once software glitch is resolved by vendor. Public hearing notices were sent for publication: Downtown Revitalization Plan for February 17, 2026 at 6:30pm, and three public hearings for the Fire Territory – February 9, February 18, and March 12, 2026 at 7:00pm. Porter also provided information on some of the agenda items up for discussion.

Public Works: Request to address complaints about leaf pickup and information about handling larger meter sizes for apartment buildings was presented by Porter. Coffman introduced Jordan Nern, the new Public Works Superintendent.

Marshal: Information was passed along that the Marshal would be working on street light list.

Fire: Information was passed along about a quote sent in from the Department requesting new bug treatment for the building. Foster was in contact with Chief Bice on proceedings with the Fire Territory Study and would relay more information as it comes available. Discussion about the waterline for the building was discussed.

Business Guests – Brook Sauter was present from Discover Oxford. Sauter informed the Council of the Town Square officially added to the Historic Registry on January 2, 2026, and explained the purpose behind that request being submitted. Discover Oxford was asking permission from the Council to allow them to explore getting a marker for this distinction. Sauter also informed the Council of Discover Oxford's annual meeting scheduled to take place February 18, 2026 and is open to the public. At that meeting one of the guests expected will be explaining what it means to be on the Historic Register.

Emily Albaugh, Executive Director of KIRPC, provided introduction and explained to the Council the EDA Reimbursement process. A request to approve a presented EDA Financial Report and EDA Reimbursement was made.

Rob Bellucci from Commonwealth provided an update to the water project stating work was wrapping up on 352 and restoration should be picking up. SRF Disbursements #22 (revised), #23, #24, and #25 were presented for approval with #23 and #25 including Atlas Pay Applications #6 and #7. Change Order #2 was also presented, explained and requested for approval.

Public Comment – Don Johnson with the Parks Committee spoke about working towards getting bids for the pickleball courts. Latisha Provo complimented the Council on the work being done for the Town of Oxford and the positive effect for Benton County.

Old Business – Discussion was had about solutions to picking up the larger piles of leaves that are throughout town as well as plans for leaf pickup in the future. Discussion also took place regarding larger meters with the possibility of allowing those to be changed out during the water project pending more information from the town attorney.

New Business – Millburg made a motion to allow Discover Oxford to explore a Historic Marker for the newly registered Town Square. Foster seconded. None opposed.

Foster made a motion to approve the quote from Mosquito Masters that was requested by the Fire Department for bug control for 2026. Millburg seconded. None opposed.

Discussion on shipping more of the water/wastewater samples was discussed.

Foster made a motion to accept the payment arrangement requested. Zink seconded. None opposed.

Foster made a motion to allow payment to EJP for the items received in the amount of 685.00. Millburg seconded. None opposed.

Foster made a motion to approve the amended 2026 Salary Ordinance 2026-0120A. Zink seconded. None opposed.

Foster made a motion to approve the Barce & Redlin, PC Fee Agreement & Office Policy for 2026. Millburg seconded. None opposed.

Foster made a motion to approve the EDA Reimbursements 1, 2, and 3. Millburg seconded. None opposed.

Foster made a motion to approve the Water Utility Project Change Order #2. Millburg seconded. None opposed.

Millburg made a motion to approve SRF disbursements #22 (revised), #23, #24, and #25 which included Pay Apps #6, and #7. Zink seconded. None opposed.

Foster made a motion to approve payment of Benton County Water Project Invoice #3 as soon as funds are received from EDA. Zink seconded. None opposed.

Around the Table Concerns: Foster provided update on new Town Hall of work being done though a couple of the doors order were needing adjustments made by the vendor.

Foster made a motion to adjourn the meeting. Millburg seconded. None opposed. Meeting was adjourned at 7:43 p.m.

The next regular meeting is Monday February 2, 2026, at 7:00 p.m. at the Oxford Town Hall. The public is welcome and invited to attend.

Submitted by Tina Porter
TINA PORTER, CLERK-TREASURER

Approved by Nate Foster
NATE FOSTER, COUNCIL PRESIDENT

Date Approved 2-17-2026