

PROCEEDINGS OF THE OXFORD VILLAGE BOARD

The Village Board of the Village of Oxford, Marquette County, Wisconsin met in regular session at 6:30 PM on Wednesday, April 9, 2025, in the Council Room of the Oxford Village Hall.

The meeting was called to order by President Meyer at 6:30 PM with the Pledge of Allegiance. The following Board Members were present: President Meyer; Trustees: L. Drinkwater, Holtz, Sorensen, Wastart, Zacharias, J. Drinkwater. Also in attendance were Police Chief Kowalski, Clerk-Treasurer Maier and Deputy Clerk-Treasurer Kongsli, Terry Berndt, Ivy Yanez, and Katy Terwelp.

Motion made by Wastart/Holtz to approve the agenda as printed. **Motion made by L. Drinkwater/J. Drinkwater** to accept the minutes of March 12, 2025, regular board meeting; **motion by Sorensen/Zacharias** to approve the minutes of the February 20, 2025, Finance Committee meeting. **Motion made by J. Drinkwater/Holtz** to approve the Treasurer's Reports for March 31, 2025. All above motions carried.

Citizen Inquiries: None

New Business:

Approval to Split divided Parcel# 165002400000 into Two Tax Keys: This property is zoned commercial, Kathy Terwelp is the owner and wants to sell the portion of the property that is 4.33 acres, but the County needs it split into two tax keys, which requires Board approval. **Motion by Wastart/J. Drinkwater** to split the property into two tax keys from a single tax key. Motion carried.

Ivy Yanez – Business Venture in the Village of Oxford: Iveliss (Ivy) Yanez handed out information regarding a salvage yard and auto sales in the Village, and discussed State of Wisconsin licensing requirements with the board. Brief discussion regarding the property she is wanting to purchase from Kathy Terwelp, the 4.33-acre parcel #165002400000. **Motion by Wastart/J. Drinkwater** to approve the new business venture of a salvage yard and auto sales in the Village of Oxford. Motion carried.

Board of Review: **Motion by Sorensen/J. Drinkwater** to set the Board of Review for Tuesday, May 13, 2025, from 6 – 8 PM; and Board of Review Training for board members for April 22, 2025, from 1:30 – 3:30 PM. Motion carried.

409 S. Miller St: The house at this address was recently removed and the sewer has been capped off per Public Works Director Mullens. **Motion by L. Drinkwater/Holtz** to approve the Sewer Billing Suspension beginning with April – June billing. Motion carried.

HCHY Committee: Former Village Trustee Carrie Rozek explained the request by the HCHY Board to have representation from the Village Board. After brief discussion, President Meyer appointed Trustee Holtz as the new representative for the Village. **Motion by Sorensen/Wastart** to accept the appointment by President Meyer. Motion carried.

Board Trustee Vacancy: Trustee Sorensen informed the board of the statutes and laws regarding board vacancies. Brief discussion with a **motion by Sorensen/Holtz** to follow the statutes and recommendations for the Clerk to post the vacancy and requirements of a Letter of Intent at the following locations: Village website, post office, Village Hall, both Royal and One Community banks, Frannie May's and the Laundromat. Motion carried.

Oaths of Office: The oaths of office are to take place the third Tuesday after elections. Oaths will be taken on Tuesday, April 15, 2025, at 3 PM.

Ordinances: Board Organization: Trustee Sorensen informed the board of the Village Ordinances regarding meeting day and time, and organization of the Board at meetings. **Motion by Wastart/J. Drinkwater to approve Resolution 2025-2** changing Ordinance 2-21 regarding Standing Committees and Board Organization, and Ordinance 2-22 regarding day and time for the regular monthly meeting of the Village Board to the second Wednesday of the month at 6:30 PM. Motion carried with a roll call vote and all members present voting AYE.

Resolution to Close Village Books for 2024: Brief discussion regarding Year End 2024 Accounting with a **motion by Wastart/J. Drinkwater to approve Resolution 2025-1** Closing the General Fund and Sewer Accounting for Year End 2024. Motion carried with a roll call vote with all members present voting AYE.

Records Management: Brief discussion regarding excess of old outdated records in the attic in the Community Room, and in the clerk's closet. **Motion by Wastart/Sorensen** to purge vouchers and invoices as allowed per State Statute of Records Management. Motion carried.

Building Permits: None for March 2025

Operator's Licenses: **Motion by L. Drinkwater/Zacharias** to approve an Operator's License for Gabriel Allen Landers. Motion carried. **Motion by L. Drinkwater/J. Drinkwater** to deny an Operator's License for Bianca Rodriguez until she confers with Chief Kowalski. Motion carried.

Committee Reports: Public Safety: Chairman Sorensen requested a Public Safety meeting at 4 PM on Friday, April 11, 2025, with a Closed Session for Personnel matters. **Municipal Court** – the next Municipal Court meeting is on Wednesday, May 21, 2025, at 6 PM. **Police Report** – Chief Kowalski's monthly report was distributed to the Board. Chief Kowalski informed the board of various matters regarding new vests for officer's grant possibility, Village of Westfield purchase of Officer A. Mayer's vest, and he stated Officer Cuttrell's last official day is May 31, 2025. **Parks & Recreation Report** – Chairman L. Drinkwater states there is no business to report. **Library Board Report** – Chairman L. Drinkwater reported that the library had 2 new cards issued in March. Tutoring and Tech Help is continuing well. Library Assistant Peter Eichstaedt is doing a great job helping Director Kongsli. **Public Works** – Chairman Zacharias gave Director Mullens' report: An inspection was recently completed on the Village's railroad crossings. Signs needed to be ordered and tree trimming needs to be completed within 30 days which is required by the railroad. DLD Tree Service is working on an estimate and will do the work in about a week. They also will be doing the Ash trees on Ormsby Street that has already been approved. There is a dead Elm tree on Chauncey Street that is cracked and hollow. If it falls, it will land on a resident's house. DLD will be quoting this as well. Director Mullens will inform the railroad commissioner when completed. The construction on the sidewalk in front of One Community Bank will start in April. The speed sign on Ormsby Street has been fixed. All fire extinguishers have been inspected and filled in the police car, dump truck, cold storage building and the village hall. The board should consider replacing the floor in the community room at some point in the future. The tiles are curling and peeling in several areas. This is something to consider for budget time 2025. The welcome sign on the East side of town will need to be replaced in the future as well. It is in too bad of shape to repair. It has been coated in polyurethane to help protect it, but this no longer will do the job. Public Works had a young student in this week for community service. He repainted the outfield signs at the park and picked up garbage and sticks in the park as well.

Motion by L. Drinkwater/J. Drinkwater to approve payment of the vouchers. Motion carried.

Motion by Zacharias/J. Drinkwater to adjourn at 8:45 PM. Motion carried.



Amy J. Maier, Clerk-Treasurer
Village of Oxford
Marquette County, Wisconsin

PROCEEDINGS OF THE FINANCE COMMITTEE

The Finance Committee of the Village of Oxford, Marquette County, Wisconsin met on Thursday, April 22, 2025 in the Council Room of the Oxford Village Hall, 129 S. Franklin Avenue.

The meeting was called to order by President and Committee Chair J. Drinkwater at 12:32 PM. The following Committee Members were present: Public Safety Chair Sorensen, Park & Rec Chair L. Drinkwater, and Public Works Chair Zacharias. Also in attendance was Trustee Wastart, Clerk-Treasurer Maier, and Deputy Clerk-Treasurer Kongsle.

Motion made by Sorensen/L. Drinkwater to approve the agenda as printed. Motion carried.

Brief discussion regarding the computer in the Clerk's office, and recommendation by Daniel Buchholz from Marquette County IT Department on the purchase of a new one. The computer is 7 years old and issues are occurring as of the last couple months more frequently.

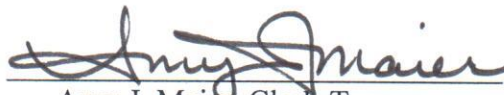
Motion by Sorensen/L. Drinkwater to recommend to the full board at the May meeting to follow Daniel Buchholz advice to purchase a new computer and printer. Motion carried.

Discussion held regarding the current QuickBooks program and future use, or switching to a Municipal Accounting/Payroll system. Work-Horse is highly recommended by the village auditors Johnson Block. Trustee Sorensen phoned Work-Horse during the meeting and left a message to return his call regarding the program. The company did phone in and discussion was had with more information received by the Finance Committee. **Motion by L.**

Drinkwater/Zacharias to recommend the new accounting/payroll system to the full board at the May meeting.

UBMax, the sewer billing program, will be replaced by gWorks between June and September 2025. Discussion regarding keeping UBMax Read Only Access for 1 year so we have the information in the old system. **A motion was made by L. Drinkwater/Sorensen** to approve the ordering document to keep UBMax Read Only Access at \$360.00 for 1 year. Motion carried.

Motion by L. Drinkwater/Sorensen to adjourn at 1:30 PM. Motion carried.



Amy J. Maier, Clerk-Treasurer
Village of Oxford
Marquette County, Wisconsin

**VILLAGE OF OXFORD
GENERAL FUND ACCOUNTS**

Account 1 - OCB General Fund				
Balance as of	3/31/2025		\$	31,549.47
RECEIPTS:				
		Amount	Deposit Total	
4/1/2025	Sewer to General Fund - March 2025	\$ 5,256.84	\$ 5,256.84	
4/10/2025	Dog License Tag#s: 15650-15660	\$ 41.00	\$ 41.00	
4/15/2025	Library Patron Donation	\$ 50.00		
	Winnefox LS - Reimb Scholarship Libr Director	\$ 423.00		
	Winnefox LS - Marq Co. 2025 Library Funding	\$ 17,218.00	\$ 17,691.00	
4/28/2025	Community Room Rental	\$ 25.00		
	Marq. Joint Municipal Court	\$ 1,090.06		
	Marq. Co. Treasurer-Delinquent Sewer & Interest	\$ 1,722.86		
	WP&L - March Generation	\$ 1,513.56	\$ 4,351.48	
4/9/2025	Transfer from RBMM Acct	\$ 40,000.00	\$ 40,000.00	
4/30/2025	One Community Now Account Interest - 0.10%APY	\$ 4.42	\$ 4.42	
	Total Receipts	\$ 67,344.74	\$ 67,344.74	\$ 67,344.74
DISBURSEMENTS:				
	Vouchers April 2024 Total:		\$	(37,146.81)
One Community Bank -NOW Checking Acct. Balance			4/30/2025	\$ 61,747.40

Account 2 - Royal Bank MM Account				
Balance as of:	3/31/2025		\$	212,177.61
RECEIPTS:				
		Amount	Deposit Total	
4/7/2025	State of WI DOT-Hwy Aids 2nd QTR	\$ 4,654.63	\$ 4,654.63	
4/30/2025	Interest 1.50%	\$ 231.66	\$ 231.66	
	Total Receipts:		\$	4,886.29
DISBURSEMENTS:				
4/9/2025	Ck#1988 Transfer to OCB Gen Fund	\$ (40,000.00)		
	TOTAL DISBURSEMENTS		\$	(40,000.00)
Royal Bank - MONEY MARKET Account Balance			4/30/2025	\$ 177,063.90

Account 3 - OCB - CDBG Account				
Balance as of:	3/31/2025		\$	63,167.22
4/30/2025	Interest 0.10%	\$ 5.19	5.19	
One Comm. Bank - CDBG Account Balance			4/30/2025	\$ 63,172.41

ONE COMMUNITY BANK - CD				ROYAL BANK - CD			
	CD AMT.	INT. RATE	MATURITY		CD AMT.	INT. RATE	
MEMORIAL TRUST	\$ 12,580.50	4.70%	10/22/2024	MEMORIAL TRUST	\$ 11,883.13	4.25%	
10/31/2024 Int. Dep	\$ 294.83			Int Earned 2/16/25	\$ 410.64		
End Balance:	\$ 12,875.33			Renewed 2.24.25	\$ 12,293.77	3.85%	
11/1/2024 Renewal	\$12,875.33	4.26%	MATURITY 2/1/2026			MATURITY 9/16/2025	

Treasurer Initials:  5/7/2025

VILLAGE OF OXFORD-GENERAL FUND

Purchases by Vendor Summary

April 2025

ALLIANT	1,310.23
BETTY WARREN	150.00
BP	250.95
CATALIS TAX & CAMA, INC.	762.98
CINTAS CORPORATION	105.00
FIRE & SAFETY EQUIPMENT, INC.	81.67
FIRSTNET	31.99
HOLLIDAY SHOPPING CENTER	70.16
KIMMIE KONGSLIE	53.60
LRS HOLDINGS, LLC	5,001.75
MARQUETTE ADAMS TELEPHONE	413.39
MILLER, SPANKOWSKI & WALDINGER, LLC	493.50
MYRA J. WASTART	140.00
NAPA AUTO PARTS	107.79
ONE COMMUNITY BANK	11,000.00
POSTMASTER - LIBRARY PO BOX	100.00
RICHARD BOHRINGER	140.00
SONDALLE	116.15
TACTICAL SOLUTIONS	84.00
U.S. CELLULAR	111.90
VILLAGE SEWER DEPT	300.00
VISA ONE COMMUNITY BANK - Clerk	755.73
VISA ONE COMMUNITY BANK - Library	454.18
WE ENERGIES	495.30
WINNEFOX AUTOMATED LIBRARY SERVICES	761.53
STATE OF WISCONSIN - COURT FINES	342.10
PAYROLL	9,663.09
PAYROLL LIABILITIES - TAXES	3,443.81
PAYROLL LIABILITIES - RETIREMENT	272.63
PAYROLL LIABILITIES - LIFE INSURANCE	108.38
BANK CHARGE-STOP PAYMENT (CATALIS)	25.00
TOTAL	<u>37,146.81</u>

Local Government Investment Pool (LGIP)

General Fund Accounts

Street Improvement Account			\$	6,284.29
Interest	4/30/2025	4.39%	\$	22.67
Total Street Improvement			\$	6,306.96
Park Improvement Account			\$	1,096.60
Interest	4/30/2025	4.39%	\$	3.96
Total Park Improvement			\$	1,100.56
Recreation Fund from Concession Stand			\$	3,600.41
Interest	4/30/2025	4.39%	\$	12.99
Total Recreation Fund			\$	3,613.40
Library Improvement Fund			\$	56,814.87
4/7/2025	Transfer from General Fund Surplus:	2024 YE Account Effects	\$	335.35
Interest	4/30/2025	4.39%	\$	205.92
Total Improvement Fund			\$	57,356.14
Street Equipment Account			\$	23,154.03
Interest	4/30/2025	4.39%	\$	83.53
Total Equipment Account			\$	23,237.56
Police Account			\$	21,524.70
4/7/2025	Transfer to GF Surplus (Overage on Police Car 2024)		\$	(1,943.94)
Interest	4/30/2025	4.39%	\$	72.04
Total Police Account			\$	19,652.80
Sidewalk/Storm Sewer Account			\$	4,679.98
4/7/2025	Transfer from General Fund Surplus:	2024 YE Account Effects	\$	1,900.00
Interest	4/30/2025	4.39%	\$	22.37
Total Storm Sewer			\$	6,602.35
Hydro-Plant Account			\$	9,230.57
4/7/2025	Transfer from General Fund Surplus:	2024 YE Account Effects	\$	3,000.00
Interest	4/30/2025	4.39%	\$	41.96
Total Hydro-Plant			\$	12,272.53
General Fund Surplus			\$	73,875.42
4/7/2025	Transfer: From Police Account	2024 YE Account Effects	\$	1,943.94
4/7/2025	Transfer: To Hydro-Plant Account	2024 YE Account Effects	\$	(3,000.00)
4/7/2025	Transfer: To Library Account	2024 YE Account Effects	\$	(335.35)
4/7/2025	Transfer: To Sidewalk/Storm Account	2024 YE Account Effects	\$	(1,900.00)
Interest	4/30/2025	4.39%	\$	257.00
Total General Fund Surplus			\$	70,841.01
General Fund Balance:			\$	200,983.31

Sewer Fund Account

Sewer Expense Investment Account			\$	166,068.71
Interest	4/30/2025	4.39%	\$	599.07
Total Sewer Investment Account			\$	166,667.78

LGIP Total Account Balance: 4/30/2025 **\$ 367,651.09**

Treasurer's Initials:  **5/7/2025**

**VILLAGE OF OXFORD
SEWER FUND ACCOUNTS**

<u>Account 1- OCB SEWER Maint & Operation Fund</u>			
Balance as of:	3/31/2025		\$ 17,067.97
RECEIPTS:			
		Amount	Deposit Total
4/15/2025 All Individual payments		\$ 11,073.00	\$ 11,073.00
4/28/2025 All Individual payments		\$ 6,462.00	\$ 6,462.00
4/29/2025 All Individual payments		\$ 1,086.00	\$ 1,086.00
4/30/2025 All Individual payments		\$ 636.00	\$ 636.00
4/30/2025 Interest Earned		\$ 1.73	\$ 1.73
TOTAL RECEIPTS			\$ 19,258.73
DISBURSEMENTS:			
Date:	Check #	Amount	
4/8/2025	4422	Diggers Hotline	\$ 9.00
4/8/2025	4423	Solarus - WiFi for Sewer Ponds	\$ 30.00
4/8/2025		B & M Technical	\$ -
4/8/2025	4424	SpeedDee Delivery	\$ 57.59
4/8/2025	4425	Virch's True Value	\$ 3.58
		Adams Columbia Electric-January late billing	\$ -
		Davy Labs	\$ -
4/17/2025 Stop PMT		Individual Customer - Stop Pmt	\$ 75.00
		Village of Oxford - March 2025 Due from Sewer	\$ 5,256.84
TOTAL DISBURSEMENTS		\$ 5,432.01	\$ (5,432.01)
One Community Bank-Checking Acct. Balance		4/30/2025	\$ 30,894.69

<u>Account 2: OCB Equipment Replacement MM Account</u>			
Balance as of:	3/31/2025		\$ 173,287.09
RECEIPTS:			
		Amount	Deposit Total
4/30/2025 OCB Interest Earned	1.91%	\$ 269.19	\$ 269.19
TOTAL RECEIPTS:			\$ 269.19
DISBURSEMENTS		\$0.00	\$0.00
One Community Bank MM Fund Balance		4/30/2025	\$ 173,556.28

<u>Account 3: LGIP - SEWER EXPENSE INVESTMENT</u>			
Balance as of:	3/31/2025		\$ 166,068.71
RECEIPTS:			
		Amount	Deposit Total
4/30/2025 Interest Income	4.39%	\$ 599.07	\$ 599.07
TOTAL RECEIPTS:			\$ 599.07
DISBURSEMENTS:		\$0.00	\$0.00
LGIP BALANCE:		4/30/2025	\$ 166,667.78

Treasurer Initials: WJM 5/7/2025