

## 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, December 10, 2025, in the Council Room of the Oxford Village Hall.

The meeting was called to order by President Drinkwater at 6:30 PM with the Pledge of Allegiance. The following Board Members were present: President J. Drinkwater; Trustees: L. Drinkwater, Holtz, Sorensen, Zacharias, Martin, and Wastart. Others in attendance were Police Chief Kowalski, Public Works Director Mullens, Clerk-Treasurer Maier, Deputy Clerk-Treasurer Flohr. Public Works Director Mullens was not present due to snow removal.

**Motion made by Zacharias/Martin** to approve the agenda as printed. **Motion made by L. Drinkwater/Zacharias** to accept the minutes of November 5, 2025, regular board meeting. **Motions made by L. Drinkwater/Sorensen** to accept the minutes of the Finance Committee Meeting, **Wastart/Holtz** to accept the minutes of the Public Hearing, and **L. Drinkwater/Sorensen** to accept the minutes of the Special Board meeting, all of which were on November 18, 2025. All the above motions were carried.

The Treasurer's Report for November 30, 2025, was reviewed by the board, with a **motion to approve by Wastart/Zacharias**. Motion carried.

**Citizen Inquiries:** None

**Committee Reports:**

**Finance & Business Affairs / Clerk/Treasurer's Office** – Clerk Maier reported that she has been collaborating with the Workhorse Sewer Utility Lite program team. We had a training this Tuesday and it went well. Deputy Clerk-Treasurer Flohr has been entering Accounts Payable Vendors. The new laptop for the Clerk's office is in, and Danny Buchholz will be setting up a time to coordinate with Chief Kowalski to bring it and update his firewall.

**Public Works** - Public Works Committee Chair Zacharias reported that Public Works Director Mullens has finished the road ratings for the D.O.T., and that he is waiting for them to add Driscoll Subdivision to submit by December 15, 2025. Clerk-Treasurer Maier and he are also working with Davy Laboratories to reduce some testing for the new Wastewater Permit. The County Hwy Dept. has salted one time in November. Director Mullens and Camerson Klump removed snow on the last snowfall and did not use any contract work. He is also working with Marquette/Adams Telephone Company. They are going to submit a grant for any funding the Lions Club cannot cover for the Food Stand building in the park. They are very excited to help. Director Mullens will keep the board informed of the progress as it becomes available. DLD Trees LLC are currently working on tree removal around the school. The yellow dump truck needs a tune-up that will be done this month – it needs an oil change, plugs, wires, etc. Siren Proposals will be gone over at the January 2026 meeting.

**Parks & Recreation** – The park is officially closed - nothing to report.

**Library Board** – Jackson Township pulled their funding to the Oxford Library in the amount of \$2,500.00 – that's not good news. Clairelyn Sommersmith, Director from Winnefox, was at the meeting to explain our options for dealing with Jackson patrons of the library as they are out of network and we could charge them a fee, so the Library Board is discussing the issue and will decide in January. The Jackson Township has 252 registered patrons in our library. She also advised and answered questions on various other issues, so we appreciated her attending our meeting. Our Library director discovered some Historical Books about Oxford and has created a reference only section in the library. They cannot be checked out as they are irreplaceable. A "Monster Jam" and "Disney on Ice" promotion has been implemented by the library, whereas if a student reads five (5) books, they get a ticket to the program, but an adult ticket needs to be purchased.

**Public Safety – Municipal Court:** Chairman Sorensen clarified that the Marq. County Joint Municipal Court has paid the Village back in full for the startup costs, and that there is an amount still owed to the Village for a smaller operating loan. **Police Report** – The November Police Report was distributed to the Board. Chief Kowalski reported: The Holiday Parade was a success! He came in on Friday and worked with Steve to set the barricades up, and Steve picked them up afterwards. He mentioned that he attended the School Board Meeting in Westfield where they were discussing Law Enforcement Safety and School Safety. The School Survey that was conducted recently produced great results with a 14-16% survey returned. This is very high. The top 5 areas of concern amongst respondents were School Safety. The D.A.R.E Graduation in on Tuesday, December 16, 2025, at 1:30 PM at the Elementary School. The pit bull bite was mentioned again. The owner has been notified that the dog is not allowed in the Village and is not licensed for 2025. They were given a 10-day Notice to remove the animal, were invited to the November and December meetings to discuss the situation and were not at either meeting. Two (2) citations will be mailed to the owner. Snow Ordinance: Chief Kowalski mentioned maybe a Flyer for officials to put on doors regarding the snow ordinance and letting residents know they have two (2) hours to finish removing snow; the parking in front of KD's Pub and the Green building are the responsibility of the Village to clear; there should be a Public Safety Committee meeting asap.

**Old Business:**

**Previously approved:** None

**Items held over from previous meeting:** None

**New Business:**

- a. **Review and Possible Action on 2026 Insurance Quote:** The quote was reviewed with a **motion by L. Drinkwater/Wastart** to approve the quote. Motion carried.
  - b. **Set Finance Committee Meeting: RE: Updating the Employee Handbook** – tabled with a **motion by Wastart/L. Drinkwater** to put on the agenda as soon as the updates are completed. Motion carried.
  - c. **Deputy Clerk/Treasurer Updates:** Deputy Clerk/Treasurer Flohr began employment on December 1, 2025, and is doing quite well.
  - d. **gWorks Sewer Program Updates:** Discussion regarding the 2025 cost of the gWorks program that the Village never used. A **motion by Wastart/Holtz** to have Clerk Maier refer the issue to council. Motion carried.
  - e. **CDBG Loan Program:** More information is needed as to what the services required are for the costs. Clerk Maier will inquire about MSA regarding the CDBG Program.
  - f. **Resolution 2025-10:** Changing the price of dog tags in the Village to comply with Marquette County fees. **With a motion by L. Drinkwater/Zacharias** to approve the Resolution. Motion carried with a roll call vote and all members voting “aye”.
  - g. **Appointment and Approval of 2026-2027 Election Inspectors:** Brief discussion with a **motion by Wastart/Holtz** to approve the Election Inspectors and Poll Worker list for 2026-2027. Motion carried.
- Operator License** – Operator License application for Audrea Mack, approved by Chief Kowalski. **Motion by L. Drinkwater/Holtz** to approve her license. Motion carried.
- Building Permits** – None
- Motion by L. Drinkwater/Martin** to pay the bills. Motion carried.
- Motion to Adjourn by L. Drinkwater/Holtz** at 7:43 PM. Motion carried.

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