



AGENDA

City of Oxford

Board of Aldermen

Recess Meeting

Wednesday, October 01, 2025 at 01:00 PM

City Hall Courtroom

Notice that certain aldermen may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. You may also call (662) 234-2453 (voice) or (662) 232-2300 (voice/TTY).

1. Opening the Meeting

- 1.a. Call to Order.
- 1.b. Adopt the agenda for the meeting.

2. Consider the consent agenda:

- 2.a. Human Resources:
 - i. Request permission to hire Andy Linder as a Zoning Inspector in the Development Services-Planning Department, with an annual salary of \$43,000.00. (Braxton Tullos)
 - ii. Request permission to hire Justin Staggs and Kevin Henson as Water/ Wastewater Technicians in the Oxford Utilities- Water & Sewer Division, each with an annual salary of \$41,371.20. (Braxton Tullos)
 - iii. Request permission to accept the resignation of Charles Moore in the Oxford Fire Department, effective September 18, 2025. (Braxton Tullos)
 - iv. Request permission to hire Gracie Sherman, as a Concessionaire, in the mTrade Park Department, with an hourly rate of \$10.00. (Braxton Tullos)
 - v. Request permission to accept the resignation of Abby McHenry, an intern in the Development Services Department, effective October 7, 2025. (Braxton Tullos)

3. Regular Agenda: New Business

- 3.a. Update from O-L, Inc. (Ryan Miller)
- 3.b. Request permission to approve a claims docket for FY 2024-2025. (Ashley Atkinson)
- 3.c. Request permission to approve a claims docket for FY 2025-2026. (Ashley Atkinson)
- 3.d. Request permission to approve and authorize the Mayor to sign a new National Opioids Settlement: Secondary Manufacturers, Reference #CL-1767352. (Ashley Atkinson)

Attachments

1. [Opioid Settlement #CL1767352.pdf](#)

- 3.e. Discuss health insurance. (Braxton Tullos)
- 3.f. Request permission to apply for an MOHS Grant, in the amount of \$50,000.00, for the purchase of a generator for City Hall. (Shane Fortner)
- 3.g. Request permission to advertise for bids for "Pay-by-Plate" Parking Meters. (Shane Fortner)
- 3.h. Consider a contract for professional services for an Annexation Assessment for the City of Oxford. (Ben Requet)

Attachments

1. [Oxford Annexation Assessment Memo.pdf](#)

- 3.i. Request permission to accept the reverse auction bids received and authorize the purchase of a directional boring machine for the Oxford Utilities-Electric Division. (Rob Neely)

Attachments

1. [Reverse auction OU.pdf](#)

- 3.j. Request permission to reject the bids received for the Stone Center Pickleball Courts, and advertise for rebid. (Mark Levy)

Attachments

1. [Memo-Permission to reject bids for the Stone Center Pickle Ball courts.pdf](#)
2. [AS.01_G801-2017_Form Rev.pdf](#)

- 3.k. Discuss a building use policy for all city properties. (Mark Levy)

Attachments

1. [Memo-Discuss use policy for city properties.pdf](#)
2. [Building Use Guidelines-Draft for Review-09.26.2025.pdf](#)

- 3.l. Discuss the extension of revocable license for outdoor dining. (Mark Levy)

Attachments

1. [Memo-Consider four year outdoor seating licenses.pdf](#)

- 3.m. Consider Change Order No. 2 from Century Construction for the Oxford City Hall Renovation Project. (Mark Levy)

Attachments

1. [Consider Change Order No 2 from Century Construction for the Oxford City Hall Renovation.pdf](#)

- 3.n. Consider a request to close the sidewalk on East Jackson Avenue in front of the Lafayette County Detention Center, to facilitate construction in that area. (John Crawley)
- 3.o. Request permission to approve a quote for an emergency sewer repair at Avent and Chandler Avenue. (John Crawley)

Attachments

1. [Memo-Approve Quotes for Emergency Sewer Repair Avent and Chandler Streets.pdf](#)
2. [Avent St Sewer - C.1 - Layout.pdf](#)
3. [M&N-Sisk Ave-Avent St..pdf](#)
4. [MC-Sisk Ave-Avent St..pdf](#)

- 3.p. Consider a request for Sunday work at the Magnolia Collection on non-ballgame weekends. (John Crawley)

4. Closing the Meeting

- 4.a. Consider an executive session.
- 4.b. Adjourn.

New National Opioids Settlement: Secondary Manufacturers
Opioids Implementation Administrator
opioidsparticipation@rubris.com

Oxford city, MS
Reference Number: CL-1767352

TO LOCAL POLITICAL SUBDIVISIONS:

THIS PACKAGE CONTAINS DOCUMENTATION TO PARTICIPATE IN THE NEW NATIONAL OPIOIDS SECONDARY MANUFACTURERS SETTLEMENTS. YOU MUST TAKE ACTION IN ORDER TO PARTICIPATE.

Deadline: October 8, 2025

A new proposed national opioids settlement ("*Secondary Manufacturers Settlements*") has been reached with eight opioids manufacturers: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus ("*Settling Defendants*"). This *Combined Participation Package* is a follow-up communication to the *Notice of National Opioids Settlement* recently received electronically by your subdivision.

You are receiving this *Combined Participation Package* because Mississippi is participating in the Secondary Manufacturers Settlements.

If a state is not eligible to or does not participate in the settlement with a particular manufacturer, the subdivisions in that state are not eligible to participate in that manufacturer's settlement.

This electronic envelope contains:

- A *Combined Participation Form* for the *Secondary Manufacturers Settlements* that your subdivision is eligible to join, including a release of any claims.

The *Combined Participation Form* must be executed, without alteration, and submitted on or before October 8, 2025, in order for your subdivision to be considered for initial participation calculations and payment eligibility under the *Secondary Manufacturers Settlement*.

Based upon *Combined Participation Forms* received on or before October 8, 2025, the subdivision participation rate will be used to determine whether participation is sufficient for each settlement to move forward and whether a state earns its maximum potential payment under each settlement. If a settlement moves forward, your release will become effective. If a settlement does not move forward, that release will not become effective.

Any subdivision that does not participate cannot directly share in the settlement funds, even if the subdivision's state is settling and other participating subdivisions are sharing in settlement funds. Any subdivision that does not participate may also

reduce the amount of money for programs to remediate the opioid crisis in its state. Please note, a subdivision will not necessarily directly receive settlement funds by participating; decisions on how settlement funds will be allocated within a state are subject to intrastate agreements or state statutes.

You are encouraged to discuss the terms and benefits of the *Secondary Manufacturers Settlements* with your counsel, your Attorney General's Office, and other contacts within your state. Many states are implementing and allocating funds for this new settlement the same as they did for the prior opioids settlements but states may choose to treat this settlement differently.

Information and documents regarding the *Secondary Manufacturers Settlements*, implementation in your state, and how funds will be allocated within your state can be found on the national settlement website at <https://nationalopioidsettlement.com/>. This website will be supplemented as additional documents are created.

This *Participation Packet* is different than the participation packet you recently received from Rubris concerning a settlement with Purdue Pharma, L.P, and the Sackler Family. The *Secondary Manufacturers Settlements* discussed in this *Participation Packet* are different than the settlement with Purdue and the Sacklers, and you may participate in the *Secondary Manufacturers Settlements* regardless of whether you join the Purdue and Sackler settlement.

How to return signed forms:

There are three methods for returning the executed *Combined Participation Form* and any supporting documentation to the Implementation Administrator:

- (1) *Electronic Signature via DocuSign*: Executing the *Combined Participation Form* electronically through DocuSign will return the signed form to the Implementation Administrator and associate your form with your subdivision's records. Electronic signature is the most efficient method for returning the *Combined Participation Form*, allowing for more timely participation and the potential to meet higher settlement payment thresholds, and is therefore strongly encouraged.
- (2) *Manual Signature returned via DocuSign*: DocuSign allows forms to be downloaded, signed manually, then uploaded to DocuSign and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with electronic signature, returning a manually signed *Combined Participation Form* via DocuSign will associate your signed forms with your subdivision's records.
- (3) *Manual Signature returned via electronic mail*: If your subdivision is unable to return an executed *Combined Participation Form* using DocuSign, the signed *Combined Participation Form* may be returned via electronic mail to opioidsparticipation@rubris.com. Please include the name, state, and

reference ID of your subdivision in the body of the email and use the subject line Combined Settlement Participation Form – [Subdivision Name, Subdivision State] – [Reference ID].

Detailed instructions on how to sign and return the *Combined Participation Form*, including changing the authorized signer, can be found at <https://nationalopioidsettlement.com/additional-settlements/>. You may also contact opioidsparticipation@rubris.com.

The sign-on period for subdivisions ends on October 8, 2025.

If you have any questions about executing the *Combined Participation Form*, please contact your counsel, the Implementation Administrator at opioidsparticipation@rubris.com, or Tricia L. Beale, Deputy Director and Special Assistant Attorney General, Mississippi Attorney General's Office, 1141 Bayview Avenue, Biloxi, Mississippi 39530, Telephone: 228-386-4404, Email: tricia.beale@ago.ms.gov.

Thank you,

Secondary Manufacturers Settlements Implementation Administrator

The Implementation Administrator is retained to provide the settlement notice required by the Secondary Manufacturers Settlements and to manage the collection of the Combined Participation Form.

EXHIBIT K**Secondary Manufacturers' Combined Subdivision Participation and Release Form**
("Combined Participation Form")

Governmental Entity: Oxford city	State: MS
Authorized Official: <i>Robyn Tannehill, Mayor</i>	
Address 1: <i>107 Courthouse Square</i>	
Address 2:	
City, State, Zip: <i>Oxford MS 38655</i>	
Phone: <i>662-232-2340</i>	
Email: <i>robyn@oxfordms.net</i>	

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to each of the settlements which are listed in paragraph 1 below (each a "Secondary Manufacturer's Settlement" and collectively, "the Secondary Manufacturers' Settlements"), and acting through the undersigned authorized official, hereby elects to participate in each of the Secondary Manufacturers' Settlements, release all Released Claims against all Released Entities in each of the Secondary Manufacturers' Settlements, and agrees as follows.

1. The Participating Entity hereby elects to participate in each of the following Secondary Manufacturers' Settlements as a Participating Entity:
 - a. Settlement Agreement for Alvogen, Inc. dated April 4, 2025.
 - b. Settlement Agreement for Apotex Corp. dated April 4, 2025.
 - c. Settlement Agreement for Amneal Pharmaceuticals LLC dated April 4, 2025.
 - d. Settlement Agreement for Hikma Pharmaceuticals USA Inc. dated April 4, 2025.
 - e. Settlement Agreement for Indivior Inc. dated April 4, 2025.
 - f. Settlement Agreement for Viartis Inc. ("Mylan") dated April 4, 2025.
 - g. Settlement Agreement for Sun Pharmaceutical Industries, Inc. dated April 4, 2025.
 - h. Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. dated April 4, 2025.
2. The Governmental Entity is aware of and has reviewed each of the Secondary Manufacturers' Settlements, understands that all capitalized terms not defined in this Combined Participation Form have the meanings defined in each of the Secondary Manufacturers' Settlements, and agrees that by executing this Combined Participation Form, the Governmental Entity elects to participate in each of the Secondary Manufacturers' Settlements and become a Participating Subdivision as provided in each of the Secondary Manufacturers' Settlements.
3. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed against any Released Entity in each of the Secondary Manufacturers' Settlements. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity



authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice for each of the manufacturers listed in paragraph 1 above substantially in the form found at <https://nationalopioidsettlement.com/additional-settlements/>.

4. The Governmental Entity agrees to the terms of each of the Secondary Manufacturers' Settlements pertaining to Participating Subdivisions as defined therein.
5. By agreeing to the terms of each of the Secondary Manufacturers' Settlements and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through each of the Secondary Manufacturers' Settlements solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court and agrees to follow the process for resolving any disputes related to each Secondary Manufacturer's Settlement as described in each of the Secondary Manufacturers' Settlements.¹
8. The Governmental Entity has the right to enforce each of the Secondary Manufacturers' Settlements as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in each of the Secondary Manufacturers' Settlements, including without limitation all provisions related to release of any claims,² and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in each of the Secondary Manufacturers' Settlements in any forum whatsoever. The releases provided for in each of the Secondary Manufacturers' Settlements are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities in each of the Secondary Manufacturers' Settlements the broadest possible bar against any liability relating in any way to Released

¹ See Settlement Agreement for Alvogen, Inc. Section VII.F.2; Settlement Agreement for Apotex Corp. Section VII.F.2; Settlement Agreement for Amneal Pharmaceuticals LLC Section VII.F.2; Settlement Agreement for Hikma Pharmaceuticals USA Inc. Section VII.F.2; Settlement Agreement for Indivior Section VI.F.2; Settlement Agreement for Mylan Section VI.F.2; Settlement Agreement for Sun Pharmaceutical Industries, Inc. Section VII.F.2; Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. Section VII.F.2.

² See Settlement Agreement for Alvogen, Inc. Section XI; Settlement Agreement for Amneal Pharmaceuticals LLC Section X; Settlement Agreement for Apotex Corp. Section XI; Settlement Agreement for Hikma Pharmaceuticals USA Inc. Section XI; Settlement Agreement for Indivior Section X; Settlement Agreement for Mylan Section X; Settlement Agreement for Sun Pharmaceutical Industries, Inc. Section XI; Settlement Agreement for Zydus Pharmaceuticals (USA) Inc. Section XI.



Claims and extend to the full extent of the power of the Governmental Entity to release claims. Each of the Secondary Manufacturers' Settlements shall be a complete bar to any Released Claim against that manufacturer's Released Entities.

10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in each of the Secondary Manufacturers' Settlements.
11. In connection with the releases provided for in each of the Secondary Manufacturers' Settlements, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims in each of the Secondary Manufacturers' Settlements, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in each of the Secondary Manufacturers' Settlements.

12. The Governmental Entity understands and acknowledges that each of the Secondary Manufacturers' Settlements is an independent agreement with its own terms and conditions. Nothing herein is intended to modify in any way the terms of any of the Secondary Manufacturers' Settlements, to which Governmental Entity hereby agrees, aside from the exceptions in paragraph 13 below. To the extent this Combined Participation Form is interpreted differently from any of the Secondary Manufacturers' Settlements in any respect, the individual Secondary Manufacturer's Settlement controls.
13. For the avoidance of doubt, in the event that some but not all of the Secondary Manufacturers' Settlements proceed past their respective Reference Dates, all releases and other commitments or obligations shall become void *only as to* those Secondary Manufacturers' Settlements that fail to proceed past their Reference Dates. All releases and other commitments or obligations (including those contained in this Combined Participation Form) shall remain in full effect as to each Secondary Manufacturer's Settlement that proceeds past its Reference Date, and this Combined Participation Form need not be modified, returned, or destroyed as long as any Secondary Manufacturer's Settlement proceeds past its Reference Date.



I have all necessary power and authorization to execute this Combined Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: Robyn Tannehill

Title: Mayor

Date: 10/7/2025





Memorandum

To: Mayor and Board of Aldermen
From: Benjamin Requet, AICP; Director of Planning
Date: October 01, 2025
Re: Request Approval Professional Services Contract for Orion Planning & Design for an Annexation Assessment.

The Planning Department is requesting the approval of Orion Planning and Design as a consultant to conduct an annexation assessment for the City of Oxford. With sustained growth in our community, it is important that Oxford proactively prepares for potential expansion of its city limits. The analysis will guide the Mayor and Board in determining which areas are best suited for future annexation, ensuring that Oxford remains ahead in planning for continued responsible development.

The proposed scope for Orion Planning and Design includes a Phase I Annexation Assessment, which will deliver a comprehensive profile of the study area. This Assessment covers land use, utility services, regulatory context, demographics, environmental factors, mobility, and basic fiscal/economic considerations. The assessment will reference the 12 indicators of justifiable annexation under Mississippi law and will feature consultations with City staff, technical analysis, and strategic recommendations. The deliverables are a summary memorandum and preliminary annexation boundary recommendations, providing essential tools for future annexation discussions and positioning Oxford for thoughtful, managed growth.

The professional services fee for the assessment is proposed on a not-to-exceed basis of \$20,000, plus reasonable reimbursement of travel expenses. This professional service is a budgeted item for the current fiscal year. We ask the Board of Alderman to authorize the Mayor to sign a contract with Orion Planning & Design for these services.

September 29, 2025

Ben Requet, AICP, Director of Planning
107 Courthouse Square
Oxford, Mississippi 38655

RE: Proposed Scope and Budget - Annexation Assessment, City of Oxford, Mississippi

Orion Planning + Design is pleased to submit the following scope of services to assist the City of Oxford in evaluating the feasibility of potential municipal annexation. This memo sets forth the scope of services and budget for a **Phase I: Annexation Assessment**.

Phase I: Annexation Assessment Scope

The assessment will provide a profile for the area to include the following:

- Land use
- Utility services
- Regulatory context
- Demographic
- Environmental
- Mobility
- Basic fiscal and economic considerations.

In addition, the assessment will be conducted with reference to the **12 indicators of justifiable annexation** under Mississippi law.

Area of Study

The study area extends generally south from the existing city limits, along the Highway 7 corridor, to the Highway 7/Highway 9 split. The assessment will provide strategic, technical, and legal insights into potential annexation configurations.

Methodology

The assessment will utilize the methods and techniques of standard planning practice, including:

- Consultations with City staff, the Mayor, and the Board of Aldermen to ensure alignment with community values and long-term goals.
- Technical analyses of land use, service capacity, and fiscal conditions.
- Strategic evaluation of annexation opportunities and challenges.

The outcome was intended to equip decision-makers with technical and strategic guidance needed to support anticipated annexation discussions.

Phase I Budget

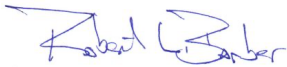
The professional fee for Phase I is proposed on a not-to-exceed basis of \$20,000, plus reasonable reimbursable travel expenses.

Deliverables

The outcome of Phase I will be a summary memorandum of findings and recommending and a preliminary annexation boundary configuration. Based on the results of Phase I, the City may choose to proceed to Phase II: Formal Annexation Study and Proceedings, to be scoped and authorized separately.

We look forward to supporting Oxford as it evaluates opportunities for thoughtful and responsible growth. Please let me know of any discussion points or questions you may wish to review.

Sincerely,



Robert L. Barber, FAICP
Founding Partner

RLB/bb



MEMO:

DATE: 09-29-25
TO: MAYOR TANNEHILL & BOARD OF ALDERMEN
CC: ASHLEY ATKINSON
FROM: ROB NEELY
RE: AGENDA ITEMS

I have the following agenda items for the Tuesday, October 1, 2025 Board Meeting.

1. Request permission to accept the reverse auction bid for a Horizontal Directional Drill in the Oxford Utilities – Electric Division. (Rob Neely)

Please find a description for each agenda item on the following page. If you have any questions, please feel free to contact me.

Thanks

Robert M. Neely III, P.E., C.P.E.
General Manager

1. Request permission to accept the reverse auction bid for a Horizontal Directional Drill in the Oxford Utilities – Electric Division. (Rob Neely)

With the assistance of Central Bidding Auction House, Oxford Utilities conducted a reverse auction on Thursday, September 25, 2025 for a Horizontal Directional Drill (Boring Machine) for the Electric Division. This equipment is will replace a 20+ year old machine that no longer operates reliably and is included in the FY2026 OU-ED budget. We only had one bidder, VermeerFN, submit specifications and bid on the item. The cost (\$285,974.00) is included in the FY2026 budget and I recommend approval.

Title:	Horizontal Directional Drill System
Agency:	Mississippi > City of Oxford
Start date:	25-Sep-2025 2:00:00 PM CDT
End date:	25-Sep-2025 3:00:00 PM CDT

BidID	Username	Bid Amount	Bid Submittal Date/Time	First Name	Last Name	Company name	Email Address	Phone Number
113253	VermeerFN	285974.0000	25-Sep-2025 2:30:00 PM CDT	Forest	Nabors	Vermeer MidSouth, Inc.	forest@vermeermidsouth.com	9016348408



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MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: September 1, 2025
Re: Discuss Use Policies for City Properties

The draft Public Use of City Property Policy is presented for review and comment by the Board of Aldermen. The policy is intended to serve as a general framework governing the public use of city-owned properties and facilities. It is understood that the policy will require periodic updates as new properties are acquired or brought into service and as other properties are retired from active use.

Staff further recommends that a formal period for public comment, including a public hearing, be established prior to final adoption.

The accompanying Public Use of City Property Resolution sets forth the purpose and intent of the proposed guidelines.

Enclosure (1)

Draft City Property Use Resolution and Guidelines



City of Oxford

City Property Use Guidelines

(Adopted by the Mayor and Board of Aldermen, [insert date])

Public Use of City Property Resolution

Whereas, all municipal facilities are owned by the citizens of Oxford and exist to serve the public; and,

Whereas, the Mayor and Board of Aldermen, as stewards of these facilities, are entrusted with ensuring their safe, efficient, and responsible use; and,

Whereas, while public ownership is fundamental, certain facilities and operations must be restricted in order to protect the health, safety, and welfare of the public and to safeguard critical city functions; and

Whereas, these guidelines are intended to balance open access with necessary limitations, ensuring that taxpayer resources are used in the most efficient and effective manner possible.

Therefore, be it resolved that the Mayor and Board of Aldermen of the City of Oxford adopts this policy in the best interest of the public, to clarify the levels of access within city facilities, and to promote transparent and consistent use of municipal property.

Glossary of Terms

- **Full Access**
Public areas that are open to all individuals during posted hours. These areas must comply with all local, state, and federal codes, including accessibility requirements. Examples include public lobbies, meeting chambers, and community spaces.
- **Limited Access**
Areas open only to authorized individuals or groups, subject to rules or conditions set by the City. Public access may be granted under specific circumstances, but is not guaranteed. Examples include recreation fields by reservation, multipurpose rooms requiring permits.
- **Restricted Access**
Areas primarily intended for city operations or staff functions, where public entry is



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limited and controlled. Access may be granted on a case-by-case basis, with staff escort or prior approval. Examples include staff offices, file storage areas, or utility rooms.

- **No Access**

Areas that are closed to the public at all times due to safety, security, or operational necessity. Examples include mechanical rooms, IT server rooms, and evidence storage facilities.

Policy Provisions

1. **Appendix A – Allowable Uses of City-Owned Property**

Appendix A provides a listing of allowable uses for City-owned properties. This list is not exhaustive, as properties may be added or removed over time. Any City property not specifically identified in Appendix A shall be deemed **No Access** until such time as it has been reviewed and designated for use by the Mayor and Board of Aldermen. Appendix A may be amended as necessary to reflect the current status and availability of public property.

2. **Conflict Clause**

In the event of a conflict between these guidelines and any existing ordinance, regulation, or departmental policy, the stricter definition or standard shall apply.

3. **Public Availability**

These guidelines shall be made publicly available on the City's website and in hard copy at City Hall. Updated copies will be distributed to department heads and made available upon request.

4. **Contest of Use**

Any individual or organization wishing to contest an access determination or building use restriction may submit a written request to the City Clerk. The request will be scheduled for review by the Mayor and Board of Aldermen at a regular or specially called meeting. The decision of the Board shall be final.

5. **Authority to Amend**

The Mayor and Board of Aldermen reserve the right to amend, update, or repeal this policy at their discretion, whenever necessary to protect the public interest, promote efficient operations, or comply with changes in law

6. **Enforcement**

Any individual who violates the provisions of this policy will be issued a written warning and directed to leave the premises immediately. Failure to comply with this directive will result in prosecution for trespassing in accordance with Section 74-4 of the Code of Ordinances of the City of Oxford and applicable provisions of the



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Mississippi Annotated Code. A second violation of this policy by the same individual shall constitute an immediate trespassing offense, subject to enforcement without the issuance of an additional warning.

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APPENDIX A
CITY PROPERTY ACCESS

DRAFT

Appendix A
City Property Access

City Property	Address	Full Access	Limited Access	Restricted Access	No Access	Notes
Powerhouse	413 South 14th Street		X			
Arts Center Storage	413 South 14th Street				X	
City Hall	107 Courthouse Sq	X	X	X		Full access in front lobby and Visit Oxford ONLY. Second floor by appointment only. Must wear name identification in limited and restricted access areas.
Stone Park Pavillion	423 Washington Avenue	X	X			Reservations are available through the Oxford Park Commission
Avent Park Pavillion	200 Park Drive	X	X			Reservations are available through the Oxford Park Commission
Stone Rec Center	415 Washington Avenue	X	X			Reservations are available through the Oxford Park Commission
Old OPC office	310 South 15th St.			X		
Building & Grounds Building	407 McElroy Dr.			X		Appointment ONLY.
Fire Station #1	399 McElroy Drive			X		Appointment ONLY.
Fire Station #3	139 Hwy 7 South			X		Appointment ONLY.
Fire Station #2	remove			X		Appointment ONLY.
Fire Station #4	200 Mall Drive			X		Appointment ONLY.
Rec Dept Warehouse	W/S South 15th St.			X		Appointment ONLY.
Control Building	5598 Hwy 7 South				X	
Chlorine House	5598 Hwy 7 South				X	
Sludge Bldg.	5598 Hwy 7 South				X	
Auxiliary Power Plant	5598 Hwy 7 South				X	
Fiberglass Sample Hse	5598 Hwy 7 South				X	
Storage Buildin	5598 Hwy 7 South				X	
Maintenance Bldg	5598 Hwy 7 South				X	
Return Sludge Pump	5598 Hwy 7 South				X	
Aerator Equip	5598 Hwy 7 South				X	
Scum Pump & Elec Panel	5598 Hwy 7 South				X	
Oxidation Ditch 1&2	5598 Hwy 7 South				X	
Water Wells	South 16th Street				X	
Industrial Park Water	572 CR 166				X	
Ind Park Water Plant	572 CR 166				X	
Activity Center	400 Price Street	X	X			Full access in front lobby and Visit Oxford lobby ONLY. All Visit Oxford, City Clerk, General Government, IT, Human Resources, and Mayor's offices are restricted access. Must wear name identification in limited and restricted access areas.
Tennis Pavillion	400 Price Street	X	X			Schedule events take precedence over recreational play.
Tennis Court Restrooms	400 Price Street	X				
City Pool	S/S Washington Ave.	X	X	X		Public is not allowed during reserved events. Restricted access to lifeguard room, mechanical, and pump rooms.
Water Plant	N/S Anderson Road				X	
City Water Wells	South 16th Street				X	
Water Plant Control Hse	405 McElroy Drive				X	
2 Water Wells	McElroy Drive				X	
Development Services	715 Molly Barr Road	X	X	X		Lobby is full access. Conference rooms are limited access by reservation with Development Services Administrator. Offices are restricted access.
Police Station	9 Industrial Park Drive	X	X	X	X	Lobby is full access. Conference rooms are limited access by reservation with the Oxford Police Department. Offices are restricted access. Evidence, armory, mechanical, etc are no access.
City Shop	737 Molly Barr Road			X		Public must be escorted by city employee.
City Street Dept.	719 Molly Barr Road			X		Public must be escorted by city employee.
Development Services Annex	715 Molly Barr Road	X	X			Commission room and bathrooms are full access. Gym and offices are restricted access.
Playground Equip	202 Park Drive	X				
Electric Dept Office	300 McElroy Dr.	X				
Electric Dept. Warehouse	300 A McElroy Dr.			X		
Conference Center	102 Ed Perry Blvd.	X	X	X		Lobby is full access. All conference rooms are by reservation ONLY. Mechanical and storage is restricted access.
Electric Dept. Water Well	301 McElroy Drive				X	
Skate Park Pavillion	504 Bramlett	X				
Truck Storage	721 Molly Barr Road			X		
Pump House	502 1/2 Bramlett Blvd				X	

City Property	Address	Full Access	Limited Access	Restricted Access	No Access	Notes
Pump House	100 C Anderson Rd				X	
Pump House	100 D Anderson Rd				X	
Pump House	572 1/2 CR 166				X	
Storage	572 1/3 CR 166				X	
Pump House	405 1/2 McElroy Dr				X	
Recycle Bldg/ Landfill	55 CR 3067		X	X		
Pavillion & Restrooms	315 Country Club Rd	X				
mTrade Park Office & Shop	328 Hwy 314		X	X		Appointment ONLY. Must be escorted by city employee.
Dugouts	328 Hwy 314	X				
Indoor Practices	328 Hwy 314	X				
LQC Lamar Museum	616 North 14th Street	X				
Humane Society	413 McElroy Drive	X	X	X		Lobby is full access. All offices, kennels, and storage are restricted access.
Humane Society fence	413 McElroy Drive					
Bailey Branch Park	1215 Office park Drive	X				
Emergency Building	397 McElroy Dr		X	X		
Pavillion	397 McElroy Dr	X				
Restrooms	1801 University Ave.	X				
Bms Belfry Museum	1801 University Ave.	X				
Auxiliary Bldg	710 Jackson Ave.				X	
Columbarium	426 North 16th Street	X				
Cemetery Shed	426 North 16th Street			X		Appointment ONLY. Must be escorted by a city employee.
Skipworth Cottage	Bramlett Blvd	X				
Swimming Pool	220 Washington Ave					
Thacker Park		X				
Rivers Hill Park		X				
Beacon Tank	North Lamar				X	
Downtown Tank	315 South 15th St				X	
Molly Barr Tank	Molly Barr Rd				X	
Catepillar Tank	411 CR 101				X	
Whirlpool Tank	Kitchenaid Ln				X	
Exercise Park	Price Street	X				
Avent Tennis lights & fence	202 Park Drive					
Downtown Parking Garage	Jefferson Ave	X	X			Offices are limited access.



City of Oxford

City Property Use Guidelines

(Adopted by the Mayor and Board of Aldermen, [insert date])

Public Use of City Property Resolution

Whereas, all municipal facilities are owned by the citizens of Oxford and exist to serve the public; and,

Whereas, the Mayor and Board of Aldermen, as stewards of these facilities, are entrusted with ensuring their safe, efficient, and responsible use; and,

Whereas, while public ownership is fundamental, certain facilities and operations must be restricted in order to protect the health, safety, and welfare of the public and to safeguard critical city functions; and

Whereas, these guidelines are intended to balance open access with necessary limitations, ensuring that taxpayer resources are used in the most efficient and effective manner possible.

Therefore, be it resolved that the Mayor and Board of Aldermen of the City of Oxford adopts this policy in the best interest of the public, to clarify the levels of access within city facilities, and to promote transparent and consistent use of municipal property.

Glossary of Terms

- **Full Access**
Public areas that are open to all individuals during posted hours. These areas must comply with all local, state, and federal codes, including accessibility requirements. Examples include public lobbies, meeting chambers, and community spaces.
- **Limited Access**
Areas open only to authorized individuals or groups, subject to rules or conditions set by the City. Public access may be granted under specific circumstances, but is not guaranteed. Examples include recreation fields by reservation, multipurpose rooms requiring permits.
- **Restricted Access**
Areas primarily intended for city operations or staff functions, where public entry is



THE CITY OF OXFORD

limited and controlled. Access may be granted on a case-by-case basis, with staff escort or prior approval. Examples include staff offices, file storage areas, or utility rooms.

- **No Access**
Areas that are closed to the public at all times due to safety, security, or operational necessity. Examples include mechanical rooms, IT server rooms, and evidence storage facilities.

Policy Provisions

1. **Appendix A – Allowable Uses of City-Owned Property**

Appendix A provides a listing of allowable uses for City-owned properties. This list is not exhaustive, as properties may be added or removed over time. Any City property not specifically identified in Appendix A shall be deemed **No Access** until such time as it has been reviewed and designated for use by the Mayor and Board of Aldermen. Appendix A may be amended as necessary to reflect the current status and availability of public property.

2. **Conflict Clause**

In the event of a conflict between these guidelines and any existing ordinance, regulation, or departmental policy, the stricter definition or standard shall apply.

3. **Public Availability**

These guidelines shall be made publicly available on the City's website and in hard copy at City Hall. Updated copies will be distributed to department heads and made available upon request.

4. **Contest of Use**

Any individual or organization wishing to contest an access determination or building use restriction may submit a written request to the City Clerk. The request will be scheduled for review by the Mayor and Board of Aldermen at a regular or specially called meeting. The decision of the Board shall be final.

5. **Authority to Amend**

The Mayor and Board of Aldermen reserve the right to amend, update, or repeal this policy at their discretion, whenever necessary to protect the public interest, promote efficient operations, or comply with changes in law

6. **Enforcement**

Any individual who violates the provisions of this policy will be issued a written warning and directed to leave the premises immediately. Failure to comply with this directive will result in prosecution for trespassing in accordance with Section 74-4 of the Code of Ordinances of the City of Oxford and applicable provisions of the



THE CITY OF
OXFORD

Mississippi Annotated Code. A second violation of this policy by the same individual shall constitute an immediate trespassing offense, subject to enforcement without the issuance of an additional warning.

DRAFT



THE CITY OF
OXFORD

APPENDIX A
CITY PROPERTY ACCESS

DRAFT

Appendix A
City Property Access

City Property	Address	Full Access	Limited Access	Restricted Access	No Access	Notes
Powerhouse	413 South 14th Street		X			
Arts Center Storage	413 South 14th Street				X	
City Hall	107 Courthouse Sq	X	X	X		Full access in front lobby and Visit Oxford ONLY. Second floor by appointment only. Must wear name identification in limited and restricted access areas.
Stone Park Pavillion	423 Washington Avenue	X	X			Reservations are available through the Oxford Park Commission
Avent Park Pavillion	200 Park Drive	X	X			Reservations are available through the Oxford Park Commission
Stone Rec Center	415 Washington Avenue	X	X			Reservations are available through the Oxford Park Commission
Old OPC office	310 South 15th St.			X		
Building & Grounds Building	407 McElroy Dr.			X		Appointment ONLY.
Fire Station #1	399 McElroy Drive			X		Appointment ONLY.
Fire Station #3	139 Hwy 7 South			X		Appointment ONLY.
Fire Station #2	remove			X		Appointment ONLY.
Fire Station #4	200 Mall Drive			X		Appointment ONLY.
Rec Dept Warehouse	W/S South 15th St.			X		Appointment ONLY.
Control Building	5598 Hwy 7 South				X	
Chlorine House	5598 Hwy 7 South				X	
Sludge Bldg.	5598 Hwy 7 South				X	
Auxiliary Power Plant	5598 Hwy 7 South				X	
Fiberglass Sample Hse	5598 Hwy 7 South				X	
Storage Buildin	5598 Hwy 7 South				X	
Maintenance Bldg	5598 Hwy 7 South				X	
Return Sludge Pump	5598 Hwy 7 South				X	
Aerator Equip	5598 Hwy 7 South				X	
Scum Pump & Elec Panel	5598 Hwy 7 South				X	
Oxidation Ditch 1&2	5598 Hwy 7 South				X	
Water Wells	South 16th Street				X	
Industrial Park Water	572 CR 166				X	
Ind Park Water Plant	572 CR 166				X	
Activity Center	400 Price Street	X	X			Full access in front lobby and Visit Oxford lobby ONLY. All Visit Oxford, City Clerk, General Government, IT, Human Resources, and Mayor's offices are restricted access. Must wear name identification in limited and restricted access areas.
Tennis Pavillion	400 Price Street	X	X			Schedule events take precedence over recreational play.
Tennis Court Restrooms	400 Price Street	X				
City Pool	S/S Washington Ave.	X	X	X		Public is not allowed during reserved events. Restricted access to lifeguard room, mechanical, and pump rooms.
Water Plant	N/S Anderson Road				X	
City Water Wells	South 16th Street				X	
Water Plant Control Hse	405 McElroy Drive				X	
2 Water Wells	McElroy Drive				X	
Development Services	715 Molly Barr Road	X	X	X		Lobby is full access. Conference rooms are limited access by reservation with Development Services Administrator. Offices are restricted access.
Police Station	9 Industrial Park Drive	X	X	X	X	Lobby is full access. Conference rooms are limited access by reservation with the Oxford Police Department. Offices are restricted access. Evidence, armory, mechanical, etc are no access.
City Shop	737 Molly Barr Road			X		Public must be escorted by city employee.
City Street Dept.	719 Molly Barr Road			X		Public must be escorted by city employee.
Development Services Annex	715 Molly Barr Road	X	X			Commission room and bathrooms are full access. Gym and offices are restricted access.
Playground Equip	202 Park Drive	X				
Electric Dept Office	300 McElroy Dr.	X				
Electric Dept. Warehouse	300 A McElroy Dr.			X		
Conference Center	102 Ed Perry Blvd.	X	X	X		Lobby is full access. All conference rooms are by reservation ONLY. Mechanical and storage is restricted access.
Electric Dept. Water Well	301 McElroy Drive				X	
Skate Park Pavillion	504 Bramlett	X				
Truck Storage	721 Molly Barr Road			X		
Pump House	502 1/2 Bramlett Blvd				X	

City Property	Address	Full Access	Limited Access	Restricted Access	No Access	Notes
Pump House	100 C Anderson Rd				X	
Pump House	100 D Anderson Rd				X	
Pump House	572 1/2 CR 166				X	
Storage	572 1/3 CR 166				X	
Pump House	405 1/2 McElroy Dr				X	
Recycle Bldg/ Landfill	55 CR 3067		X	X		
Pavillion & Restrooms	315 Country Club Rd	X				
mTrade Park Office & Shop	328 Hwy 314		X	X		Appointment ONLY. Must be escorted by city employee.
Dugouts	328 Hwy 314	X				
Indoor Practices	328 Hwy 314	X				
LQC Lamar Museum	616 North 14th Street	X				
Humane Society	413 McElroy Drive	X	X	X		Lobby is full access. All offices, kennels, and storage are restricted access.
Humane Society fence	413 McElroy Drive					
Bailey Branch Park	1215 Office park Drive	X				
Emergency Building	397 McElroy Dr		X	X		
Pavillion	397 McElroy Dr	X				
Restrooms	1801 University Ave.	X				
Bms Belfry Museum	1801 University Ave.	X				
Auxillary Bldg	710 Jackson Ave.				X	
Columbarium	426 North 16th Street	X				
Cemetery Shed	426 North 16th Street			X		Appointment ONLY. Must be escorted by a city employee.
Skipworth Cottage	Bramlett Blvd	X				
Swimming Pool	220 Washington Ave					
Thacker Park		X				
Rivers Hill Park		X				
Beacon Tank	North Lamar				X	
Downtown Tank	315 South 15th St				X	
Molly Barr Tank	Molly Barr Rd				X	
Catepillar Tank	411 CR 101				X	
Whirlpool Tank	Kitchenaid Ln				X	
Exercise Park	Price Street	X				
Avent Tennis lights & fence	202 Park Drive					
Downtown Parking Garage	Jefferson Ave	X	X			Offices are limited access.



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: September 1, 2025
Re: Consider updating the price per square foot for outdoor seating licenses and authorize four year license for outdoor seating areas

The surplus property license for outdoor seating on East Jackson Avenue is due for renewal. Four downtown businesses currently hold licenses: Funkys, The Old Henry Hotel, St. Leo, and The Blind Pig.

Under state statute, the city may license real property it owns provided the license fee is equal to or greater than the average of two independent appraisals.

In 2021, the surplus area was licensed at a rate of \$23.00 per square foot. Based on two updated appraisals, the average price per square foot as of September 2025 is \$26.00.

Staff is requesting that the Board first establish the updated per-square-foot price for the surplus property license. Following that determination, staff recommends approval of a four-year license term and authorization to present renewal agreements to the current license holders.

Enclosure (1)

Draft Surplus Property License

SURPLUS PROPERTY LICENSE

THIS LICENSE ("License") is made and entered into as of _____ (the "Effective Date"), by and between the City of Oxford, Mississippi, a municipality of the State of Mississippi, (the "City" or "Licensor") and _____, ("Licensee").

WITNESSETH:

WHEREAS, the City owns sidewalks throughout the City of Oxford including the downtown business district surrounding and adjacent to the Courthouse Square in Oxford, Lafayette County, Mississippi and specifically the surplus sidewalk area adjacent to Licensee's business along Jackson Avenue as shown on the survey attached as Exhibit "A" and more particularly described in the legal description attached as Exhibit "B" (the "Property"); and

WHEREAS, the City has recently extended the sidewalk along a portion of Jackson Avenue to improve the pedestrian walkway and to increase the area available for public use; and

WHEREAS, the City of Oxford has the power to license real property owned by it, and make such order respecting the same as may be deemed conducive to the best interest of the City, pursuant to Miss. Code Ann. § 21-17-1; and

WHEREAS, the City finds that it is in the best interests of the community to license the Property to Licensee until _____ for valuable consideration, and

WHEREAS, SAID PERMISSION CONTEMPLATED HEREIN IS A MERE LICENSE ONLY AND MAY BE TERMINATED IMMEDIATELY AT THE WILL OF THE CITY FOR ANY REASON.

THEREFORE, for and in consideration of the promises, covenants and agreements contained in this License, the City and Licensee hereby covenant and agree as follows:

ARTICLE I **DEMISE, TERM, RENT, AND OTHER PAYMENTS**

Section 1.01 Demise and Term. Subject to the terms and conditions stated herein, Licensor shall license the Property unto Licensee, for a term commencing on the Effective Date and expiring August 1, 2025 unless sooner terminated as provided in this License (the "Term").

Section 1.02 Payment. Licensee covenants and agrees to pay Licensor as payment hereunder for the license of the Property the amount of \$_____ per square foot for the square footage indicated on Ex. B of _____ s.f. for a total yearly payment of \$_____ to be paid in equal monthly installments of \$_____ (the "Payment"), due and payable to Licensor on the 1st day of each month during the Term. All Payments shall be paid to Licensor without demand or set-off at the address of Licensor specified in Section 7.03 of this License, or at such other address Licensor may designate.

ARTICLE II
TAXES, ASSESSMENTS, CHARGES, COMPLIANCE WITH LAW, AND LIENS

Section 2.01 Taxes and Other Charges. To the extent applicable, Licensee shall pay and discharge as they become due and before they become delinquent all taxes, assessments, fees or charges related to its use of the Property, including any sales, gross income, rental, business occupation, or other like taxes and assessments, utility payments and charges, garbage and trash collection fees, which are or may, during the Term, be levied, charged, assessed or imposed solely upon or against the Property.

Section 2.02 Compliance with Laws.

(a) Licensors acknowledges that any use of the Property that is unlawful, improper, excessively noisy or offensive, or contrary to any law or any applicable law, regulation, or ordinance in force in Oxford, Mississippi shall be grounds for immediate termination of this License.

(b) Licensee is obligated, at its own expense, to procure the appropriate permits for the operation of its business on the Property including any necessary permits from the Mississippi Department of Revenue and/or Alcoholic Beverage Control for the sale of alcoholic beverages on the Property and a Shared Use Permit from the City of Oxford Planning Department. Licensee shall give prompt notice to Licensors of any violation of any law or requirement of public authority with respect to the Property or the use and occupation thereof by Licensee.

Section 2.03 Liens. Licensee shall not permit any liens to attach to the Property. If any lien or order for the payment of money shall be filed against Licensors or the Property, arising out of Licensee's use or occupation of the Property then Licensee shall immediately cause such lien to be canceled and discharged of record, by bond or otherwise, at the election and expense of Licensee or Licensee may insure over such lien with a title insurance company acceptable to Licensors. Licensee shall, indemnify, hold harmless and defend on behalf of Licensors, at Licensee's sole cost and expense, any action, suit or proceeding which may be brought thereon or for the enforcement of such lien, liens or orders, and Licensee shall pay any damages and discharge any judgment entered thereon. Licensee's obligations to observe or perform this covenant shall survive the expiration or other termination of this License.

ARTICLE III
USE AND SURRENDER OF THE DEMISED PREMISES AND UTILITIES

Section 3.01 Use of the Property. Licensee's use of the Property shall be governed by the Shared Use Permit approved by the City of Oxford Planning Department. The Licensee's use and occupation of the Property is subject to and must comply with all applicable laws and ordinances, including City of Oxford ordinances regarding the service of alcoholic beverages and amplified sound.

Section 3.02 Surrender of Property. It is agreed that at the expiration or earlier termination of this License, Licensee shall remove any personal property, which Licensee has placed on the Property. If Licensee's removal of any items causes damage to the Property, then Licensee shall, within 10 days of the expiration or notice of termination, promptly repair such

damage and shall be solely liable for the costs of such repair. Licensee covenants and agrees, at the expiration or earlier termination of this License, whether by limitation, forfeiture or otherwise, to quit, surrender and deliver to Licensor possession of the Property, free from all personal property of the Licensee, and free from all liens thereon, in good condition and repair, ordinary wear and tear excepted, all of which shall become and remain the property of Licensor. Licensee's obligations to observe or perform this covenant shall survive the expiration or other termination of this License.

Section 3.03 Termination.

NOTWITHSTANDING ANY OTHER TERM OF THIS LICENSE, THIS LICENSE IS IMMEDIATELY TERMINABLE AT ANY TIME FOR ANY REASON AT THE WILL OF THE LICENSOR

(a) The termination by Licensor shall be effective upon 7 days written notice to Licensee. In the event of a termination by Licensor, any obligation that has accrued to Licensee under the operation of this License shall survive the termination.

(b) The Licensee shall only have the right of early termination of this License with the prior approval of the Licensor. Any such request by Licensee shall be submitted in writing to Licensor and approval or disapproval of the request for early termination is at the discretion of the Licensor.

(c) Whenever this License is terminated, Licensee shall surrender the Property pursuant to Section 3.02 above.

(d) In the event of a termination, Licensee shall pay to Licensor all reasonable costs incurred by Licensor (including court costs and reasonable attorneys' fees and expenses) in: (1) obtaining possession of the Property; (2) removing and storing Licensee's property; (3) repairing, restoring, altering, remodeling, or otherwise putting the Property into the same condition that the Property was in on the effective date of this License.

(e) It is understood that in the event of a breach of any term of this License by Licensee, Licensor may avail itself of all available legal remedies. No remedy herein conferred upon or reserved to Licensor is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative, and shall be in addition to every other remedy given under this License or now or hereafter existing at law or in equity or by statute. No delay or omission by Licensor to exercise any right or power that accrued upon any default of Licensee shall impair any such right or power or shall be construed to be a waiver thereof, and any such right and power may be exercised by Licensor at any time, from time to time and as often as may be deemed expedient.

Section 3.04 Excess Payments. In the event this License is terminated by the Licensor, any excess amounts paid to the Licensor pursuant to Section 1.02 Payment shall be prorated as of the date of termination and refunded to the Licensee.

ARTICLE IV
IMPROVEMENTS, REPAIRS, MAINTENANCE AND INSPECTIONS

Section 4.01 Construction of Improvements. No improvements may be made to the Property unless they are approved in advance by the City of Oxford Planning Department as part of the Shared Use Permitting process.

Section 4.02 Maintenance and Repair of Property. Except as noted below, Licensee shall keep and maintain the Property in good order and repair. Any damage to the property caused by Licensee or its invitees, shall be repaired by Licensee at Licensee's sole cost and expense. Licensor shall not be liable to Licensee or Licensee's agents, employees and invitees for any damages resulting from failure to maintain the Property unless such damage is due solely to Licensor's gross negligence or willful misconduct. Notwithstanding the above, Licensee shall ensure that the Property is thoroughly cleaned at the end of each business day or as required to prevent unsightliness and/or odor. All trash and debris, liquids or solids, must be properly disposed of, removed, and cleaned as needed, so that the appearance of the area remains clean and free of odor. All property of every kind which may be on the Property during the term of this License shall be on the Property at the sole risk of Licensee or those claiming under Licensee, and Licensor shall not be liable to Licensee or to any other person for any injury, loss or damage to any such property in or upon the Property, and the entrances, sidewalks and walkways adjoining same, unless due solely to Licensor's gross negligence or willful misconduct.

ARTICLE V
INSURANCE

Section 5.01 Classes of Insurance for Licensee. During the Term of this License, Licensee shall keep the Property insured against the following risks and hazards, with coverage in amounts not less than those specified as follows:

- (a) Special form property insurance insuring Licensee's furniture, fixtures, equipment, and other personal property, in an amount equal to the full replacement cost;
- (b) Comprehensive general public liability insurance against claims relating to or occurring on or about the Property and its respective appurtenances and improvements, including personal injury, death and property damage, with a combined single limit of not less than One Million Dollars (\$1,000,000.00) per occurrence on account of bodily injuries to or death of one person and Two Million Dollars (\$2,000,000.00) on account of bodily injuries or death of more than one person as the result of any one accident or occurrence. All such general public liability insurance shall name Licensor as an additional insured and may be furnished under a "primary" policy and an "umbrella" policy, provided that it is primary insurance and not excess over, or contributory with, insurance in force for Licensor.

Section 5.02 Requirements. The insurance required by Section 5.01 above shall: (i) be written in the name of Licensee with respect to general liability policies, with Licensor named as additional insured and (ii) be written by one or more responsible insurance companies authorized to do business in Mississippi and reasonably acceptable to Licensor. Licensee shall give thirty (30) days' prior written notice to Licensor of any proposed cancellation of any of its insurance

policies. Licensee shall be solely responsible for the payment of any insurance premiums, and Licensors (or Licensors' designees) shall not be required to pay any premium for such insurance. Licensee shall deliver to Licensors, upon request, a certificate of insurance on all policies secured by Licensee in compliance with its obligations hereunder.

ARTICLE VI

ASSIGNMENT, SUBLETTING AND MORTGAGING

Section 6.01 Assignment, Subletting and Mortgaging. Licensee shall not (i) sublicense the Property, or any part thereof, nor (ii) assign this License or any interest therein, nor (iii) grant concessions or licenses or other rights for the occupancy or use of the Property, or any part thereof, nor (iv) encumber, mortgage, hypothecate or grant any interest in this License or in Licensee's estate, nor (v) transfer any interest in this License or Licensee's estate in the Property.

ARTICLE VII

MISCELLANEOUS

Section 7.01 Waiver. Failure of either party to insist upon the strict performance of any term, condition or covenant to be performed pursuant to this License or to exercise any option, right, power or remedy contained in this License shall not be deemed nor construed as a waiver of such performance or relinquishment of such right now or subsequent thereto. No waiver of any terms or provisions hereof shall be valid unless such waiver is in writing.

Section 7.02 Severability. Each and every covenant and agreement contained in this License shall be, for any and all purposes hereof, construed as separate and independent from all other covenants and agreements contained herein. All rights, powers and remedies provided herein shall be exercised only to the extent that the exercise thereof does not violate applicable law and shall be limited to the extent necessary to render this License valid and enforceable. If any term, provision or covenant of this License or the application thereof to any person or circumstance shall be held to be invalid, illegal or unenforceable, the validity of the remainder of this License or the application of such term, provision or covenant to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby.

Section 7.03 Notices, Demands and Other Instruments. All notices, demands, requests, consents and other instruments required or permitted to be given pursuant to the terms of this License shall be in writing and shall be deemed to have been properly given (i) upon personal delivery, (ii) two business days after deposit in the United States Mail, certified mail return receipt requested, or (iii) when delivered by a nationally recognized overnight courier service, addressed to each party hereto as follows:

Licensors: City of Oxford, Mississippi
 Attn: Ashley Atkinson
 107 Courthouse Square
 Oxford, MS 38655

With a copy to: MAYO MALLETTE PLLC
 Attn: Pope Mallette

P.O. Box 1456
Oxford, MS 38655

Licensee:

Oxford, MS 38655

or at such other address in the United States as Licensors or Licensee may from time to time designate in writing and deliver to the other party.

Section 7.04 Successors and Assigns. Each and every covenant, term, condition and obligation contained in this License shall apply to and be binding upon and inure to the benefit or detriment of the respective legal representatives, successors and assigns of Licensors and Licensee. Whenever reference to the parties hereto is made in this License, such reference shall be deemed to include the legal representatives, successors and assigns of Licensors and Licensee as if in each case expressed. The term “**Person**” when used in this License shall mean any individual, corporation, partnership, firm, trust, joint venture, business association, syndicate, government or governmental organization or any other entity.

Section 7.05 Headings. The headings to the various sections of this License have been inserted for purposes of reference only and shall not limit or define the express terms and provisions of this License.

Section 7.06 Counterparts. This License may be executed in any number of counterparts, each of which is an original, but all of which shall constitute one instrument.

Section 7.07 Applicable Law. This License shall be construed under and enforced in accordance with the laws of the State of Mississippi.

Section 7.08 All Genders and Numbers Included. Whenever the singular or plural number, or masculine, feminine or neuter gender is used in this License, it shall equally apply to, extend to and include the other.

Section 7.09 Time of the Essence. It is specifically agreed that the timely payment of each and every installment of Rent and performance of each and every one of the terms, covenants and conditions hereof is of the essence of this License.

Section 7.10 Prohibition on Recording License. Neither party shall at any time record a copy of this License or memorandum of License without Licensors’ consent.

Section 7.11 Amendment or Modification. This License contains the entire agreement of the parties, and no amendment or modification of this License shall be valid or binding unless expressed in writing and executed by the parties hereto in writing in the same manner as the execution of this License.

Section 7.12 Indemnification. Licensee shall indemnify, defend, keep, save, and hold harmless Licensors from any and all damages and liability for anything and everything whatsoever

arising from or out of the occupancy by or under Licensee, Licensee's agents or servants, any user and/or renter to whom Licensee allows access to the Property pursuant to this License, and from any loss or damage arising from any fault or negligence by Licensee or any failure on Licensee's part to comply with any of the covenants, terms, and conditions in this License.

Section 7.13 Forum Selection. To the full extent permitted by Law, Licensor and Licensee agree the federal and state courts located in Oxford, Mississippi shall have exclusive jurisdiction over any matter relating to or arising from this License and the parties' rights and obligations under this License

IN WITNESS WHEREOF, Licensor and Licensee have caused this License to be executed as of the day and year first above written.

LICENSEE:

LICENSOR:

City of Oxford, Mississippi

By: _____

By: _____
Robyn Tannehill, Mayor



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: October 7, 2025
Re: Consider Change Order No. 2 from Century Construction for the Oxford City Hall Renovation.

Staff is requesting approval of Change Order No. 2 for two latent conditions identified during the City Hall Renovation Project.

First, a proposed new door is located within a 15-inch thick structural wall, requiring additional support to properly reinforce the opening. Second, painted wallpaper applied directly to sheetrock cannot be removed without damaging the underlying sheetrock, and must therefore be covered.

This change order increases the total contract amount by \$21,753.00, from \$1,412,400.00 to \$1,434,153.00. Latent conditions of this nature are common in a renovation of this scale. Staff recommends approval of Change Order No. 2.

Enclosure (1)

Change Order No. 2 from Century Construction



CENTURY
construction

DATE: September 25, 2025
TO: Howorth & Associates; City of Oxford
RE: Oxford City Call Renovations
SECTION: Removal of Wallpaper and skim coating sheetrock / Demo and bracing of masonry wall
COR: # 2

We Propose To Complete the Following In Addition To The Original Contract:

All labor, material, equipment, tools, and accessories to perform the following work:

- 1) Superintendent (6 days) / Demo Labor: \$4,406.00
- 2) Saw cut masonry wall: \$4,500.00
- 3) Misc Materials: \$1,250.00
- 4) Steel bracing materials and labor: \$3,400.00
- 5) Sheetrock Skim coat Sub: \$3,223.00
- 6) Project Management / General Conditions: \$2283.00
- 6) Dumpster: \$600.00
- 7) MPC Taxes / Insurance: \$979.00
- 8) Trade markup 10%: \$1,112.00
- (6) Calendar days are to be added to contract duration.

Total Price: \$21,753.00

NOTES:

Price does not include additional parts or services that have not been listed above.
This quote expires 30 days from the above date.

Accepted

Date

705 Robert E. Lee Drive
Phone (662) 844-3331

Tupelo, Mississippi 38802
www.centurycg.com



CENTURY

construction

Project: Oxford City Hall (2402)

Scope of Work

Labor to demolish brick for new cased opening in main lobby area

Labor				
	QTY	UOM	Unit Price	Total
Superintendent	6	Day	\$ 350.00	\$ 2,100.00
Working Foreman	18	HR	\$ 48.00	\$ 864.00
Laborer	18	HR	\$ 33.75	\$ 607.50
Laborer	10	HR	\$ 30.00	\$ 300.00
Laborer	10	HR	\$ 28.50	\$ 285.00
Laborer	10	HR	\$ 25.00	\$ 250.00
Labor Subtotal				\$ 4,406.50

Materials				
	QTY	UOM	Unit Price	Total
Misc Materials	1	LS	\$ 1,250.00	\$ 1,250.00
				\$ -
				\$ -
				\$ -
				\$ -
Material Subtotal				\$ 1,250.00

Equipment					
	QTY	UOM	Unit Price	Total	Subtotals
Crew Truck	2	Day	\$ 75.00	\$ 150.00	
Crew Truck Fuel	2	Day	\$ 75.00	\$ 150.00	
Superintendent Truck	6	Day	\$ 75.00	\$ 450.00	
Superintendent Fuel	6	Day	\$ 75.00	\$ 450.00	
				\$ -	
Equipment Subtotal					\$ 1,200.00

Total Price \$ 6,856.50



DRYWALL

PLASTER

FLOORS

CEILINGS

SEPTEMBER 11, 2025

RE: OXFORD CITY HALL RENOVATIONS
OXFORD, MS
CHANGE ORDER

ATTN: JOSH PURDON
CENTURY COSTRUCTION

WE PROPOSE TO FURNISH LABOR AND MATERIALS FOR THE FOLLOWING WORK:

SKIMCOAT WALLS AS PER ATTACHED DRAWING WHERE PAPER IS REMOVED: ADD \$3223.00

This work will require 4 days additional time.

PLEASE FEEL FREE TO CALL WITH ANY QUESTIONS.

SINCERELY,


HAL MORGAN
ESTIMATOR

**Rutland Steel LLC
363 CR 2446
Guntown MS 38849**

Project: City Hall framing door for support of wall

#2 - 7x4x 1/8 angles as lentils

15" plate welded to lentils @ 3-12

#4 - 2x2 tubes anchored to floor to support angle and plates

We are pleased to propose the material, labor and equipment to safely install.

\$3,400

Quote

Austins Concrete Cutting LLC
PO Box 302
Fulton, MS 38843
(662) 213-2438

Quote: **00168**
Quote Date: 24 Sep 2025
Quote Expires: **24 Oct 2025**
Job Name: Oxford City Hall
Task Type(s): WS
Sales Rep: Austin Lindley

PREPARED FOR
Century Construction Josh Perkins PO Box 1366 Tupelo, MS 38802

JOB SITE ADDRESS
107 Courthouse Square Oxford, MS 38655

Qty	Description		Price	Adj	Total
1	W/S Wall Saw	Length: 3070 door	4,500.00		4,500.00
		Depth: 15"			
		Material: Brick			
	includes labor and material to cut wall on a saturday, century to supply help with spotting for water going through floor, also does not include removal				
				Total	4,500.00

Accepted By: _____



OXFORD

DEVELOPMENT
SERVICES

MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Rob Neely P.E., General Manager, Oxford Utilities

Date: October 1, 2025

Re: Request to Approve Low Quote of MC Construction
For Emergency Repair of Sewer Line, Avent & Chandler Streets

Engineering recommends approval of the low quote of MC Construction for the emergency repair of a sanitary sewer line in Avent Street for the amount of **\$97,560**. Two quotes were received for the work and both are attached for your review. A proposed layout of the emergency repair is also attached hereto.



LEGEND

- UP Underground Power Lines
- FO Underground Fiberoptic Lines
- SS Existing Sewer Lines
- G Existing Gas Lines
- OP Overhead Power Lines
- W Existing Water Lines
- PP Power Pole

Note:
A Mississippi 811 Locate Ticket
Was Submitted, However, Surface
Markings Were Not Present at the
Date of This Field Survey



OXFORD
ENGINEERING
DEPARTMENT

JOHN CRAWLEY, P.E.
107 COURTHOUSE SQUARE
OXFORD, MS 38655
662-232-2306

**AVENT STREET & CHANDLER AVENUE
SEWER IMPROVEMENTS**

REVISIONS:

DATE: 09/18/25

DRAWN BY: BMD

SHEET TITLE: LAYOUT

SHEET NO.

C.1

M&N Excavators, INC

PO Box 2489
Oxford, MS 38655
Fax (662) 513-4279
Dillon Childers
(662) 544-9335

Certificate of Responsibility # 26445-MC

JOB ESTIMATE**JOB DESCRIPTION****Avent St. and Sisk Ave Sewer Improvements**

ITEMIZED ESTIMATE:	Quantity	Unit of Measurement	AMOUNT
Demo Items			
Sawcut Asphalt	1388	LF	\$ 5,912.88
Sanitary Sewer Items			
Mobilization/Construction Staking/Trench Safety	1	LS	\$ 10,261.30
8" SDR 26 PVC Sewer Main (Labor Only)	694	LF	\$ 43,492.98
Tracer Wire	694	LF	\$ 714.82
6" SDR 26 PVC Sewer Service (Labor Only)	126	LF	\$ 6,465.06
Tracer Wire	126	LF	\$ 129.78
48" Concrete Sewer Manhole (8' - 10')(MH-04)	1	Each	\$ 5,636.39
Concrete Invert	1	Each	\$ 1,099.43
48" Concrete Sewer Manhole (10' - 12')(MH-02, 03)	2	Each	\$ 13,052.38
Concrete Invert	2	Each	\$ 2,638.62
48" Concrete Sewer Manhole (12' - 14')(MH-01)	1	Each	\$ 6,875.07
Concrete Invert	1	Each	\$ 1,099.43
8" x 6" SDR 26 PVC Tee	1	Each	\$ 359.15
6" x 6" SDR 26 PVC Sewer Cleanout Tee	2	Each	\$ 659.66
6" SDR 26 PVC 90 Deg. Fitting	2	Each	\$ 366.48
6" Cleanout Cap	1	Each	\$ 175.91
6" Glued Cap	1	Each	\$ 109.94
Pressure Testing	1	LS	\$ 1,465.90
TOTAL ESTIMATED JOB COST			\$ 100,515.18

This estimate DOES NOT include materials testing.
This estimate DOES NOT include select borrow material for backfill.
This estimate DOES NOT include TV video inspection.
This estimate DOES NOT include bedding material for sewer main.
This estimate assumes that on-site materials will be suitable for backfill.
If any non-excavatable pavement bases are encountered it will be removed at additional cost.

Dillon Childers

PREPARED BY

9/26/2025
DATE

ACCEPTED BY

SIGNATURE

DATE



Job:	Avent St				
Plans dated:	9.18.25				
Taxes Included:	No				
Geotech Provided:	No				
Item	Quantity	Unit	Unit Price	Total Price	
8" SDR 26 Sewer Pipe	700.00	LF	60.00	42,000.00	
6" SDR 26 Sewer Pipe	80.00	LF	42.00	3,360.00	
4" SDR 26 Sewer Pipe	50.00	LF	36.00	1,800.00	
48" Manholes	4.00	EA	6,000.00	24,000.00	
Saw cut and remove asphalt	1.00	LS	14,400.00	14,400.00	
8" x 6" Service assembly	3.00	EA	2,400.00	7,200.00	
Tie-in to existing	2.00	EA	2,400.00	4,800.00	
			0.00	0.00	
			0.00	0.00	
			25,338.00	97,560.00	