MINUTES

City of Oxford

Board of Aldermen

Recess Meeting

Wednesday, October 01, 2025 at 01:00 PM

City Hall Courtroom

1. Opening the Meeting

    1.a. Call to Order.

    The Recess Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 1:00pm on Wednesday, October 1, 2025, in the courtroom of Oxford City Hall, when and where the following were present:

    Robyn Tannehill, Mayor
    Erin Smith, Alderman Ward I
    Mark Huelse, Alderman Ward II
    Brian Hyneman, Alderman Ward III
    Kesha Howell-Atkinson, Alderman Ward IV
    Preston Taylor, Alderman Ward V
    Jason Bailey, Alderman Ward VI-absent
    Mary Martha Crowe, Alderman At-Large-absent

    Mayo Mallette, PLLC- Of Counsel
    Ashley Atkinson- City Clerk
    Hollis Green- Chief Operating Officer
    Mark Levy- General Government
    Braxton Tullos- Human Resources Director
    Ben Requet- Dev Svcs- Director of Planning
    John Crawley- Dev Svcs- City Engineer
    Jeff McCutchen- Police Chief
    Shane Fortner- Emergency Management Director
    Rob Neely- General Manager of Oxford Utilities

    1.b. Adopt the agenda for the meeting.

    It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to adopt the agenda for the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2. Consider the consent agenda:

    It was moved by Alderman Bailey, seconded by Alderman Smith to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

    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)

Ryan Miller, Director of O-L, Inc. (formerly Oxford-Lafayette County Economic Development Foundation or EDF), updated the Board on current activities and goals for the upcoming year with regard to future economic development. Along with the name change, there is a new website and new look for everything associated with the old EDF. The Board thanked him for the information and they look forward to future updates.

3.b. Request permission to approve a claims docket for FY 2024-2025. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Smith to approve a claims docket for FY 2024-2025, showing General Fund claims numbered 138055-138064, Trust & Agency Fund claims numbered 53527-53529, and Metro Narcotics claims numbered 9240-9241, and totaling $53,052.20. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.c. Request permission to approve a claims docket for FY 2025-2026. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Smith to approve a claims docket for FY 2025-2026, showing General Fund claims numbered 138065-138069, a Trust & Agency claim numbered 53512, and totaling $879,395.88. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.d. Request permission to approve and authorize the Mayor to sign a new National Opioids Settlement: Secondary Manufacturers, Reference #CL-1767352. (Ashley Atkinson)

Agenda Attachments
1. Opioid_Settlement_#CL1767352.pdf

It was moved by Alderman Bailey, seconded by Alderman Smith to approve and authorize the Mayor to sign a new National Opioids Settlement: Secondary Manufacturers, Reference #CL-1767352. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.e. Discuss health insurance. (Braxton Tullos)

The Board discussed the City's health insurance policy. Blue Cross Blue Shield has projected a 45% premium increase for the upcoming year. This increase was not included in the budget, so the FY 2025-2026 budget will have to be amended at some point during the year. No action was taken at this time.

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)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to apply for a MOHS Grant, in the amount of $50,000.00, for the purchase of a generator for City Hall. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.g. Request permission to advertise for bids for "Pay-by-Plate" Parking Meters. (Shane Fortner)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to advertise for bids for "Pay-by-Plate" Parking Meters. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.h. Consider a contract for professional services for an Annexation Assessment for the City of

Oxford. (Ben Requet)

Agenda Attachments
1. Oxford Annexation Assessment Memo.pdf

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to approve a contract with Orion Planning & Design, in the amount of not to exceed $20,000.00, for an Annexation Assessment for the City of Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments
1. Reverse_auction_OU.pdf

It was moved by Alderman Huelse, seconded by Alderman Taylor to accept the reverse auction bids received and authorize the purchase of a directional boring machine from VermeerFN, in the amount of $285,974.00, for the Oxford Utilities-Electric Division. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments
1. Memo-Permission to reject bids for the Stone Center Pickle Ball courts.pdf
2. AS.01_G801-2017_Form Rev.pdf

It was moved by Alderman Huelse, seconded by Alderman Hyneman to reject the bids received for the Stone Center Pickleball Courts Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Huelse to authorize Beard + Riser to re-design the project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Hyneman to re-advertise for bids for the newly re-designed Stone Center Pickleball Courts Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments
1. Memo-Discuss use policy for city properties.pdf
2. Building_Use_Guidelines-Draft for Review-09.26.2025.pdf

The Board discussed a proposed Building Use Policy for all city properties. There was no action taken.

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

Agenda Attachments
1. Memo-Consider four year outdoor seating licenses.pdf

After a brief discussion, it was moved by Alderman Bailey, seconded by Alderman Hyneman to approve a four-year extension of the outdoor dining leases, using $31.00 per square foot, plus a $1.00 per square foot annual cost accelerator clause. The new leases will be approved individually at a future meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments
1. Consider Change Order No 2 from Century Construction for the Oxford City Hall Renovation.pdf

It was moved by Alderman Bailey, seconded by Alderman Hyneman to approve Change Order No. 2, in the amount of $21,753.00, from Century Construction for the Oxford City Hall Renovation Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve a request to close the sidewalk on East Jackson Avenue in front of the Lafayette County Detention Center, to facilitate construction in that area. There will be a pedestrian detour around the area for approximately a month; and the Board would like to see it closed immediately and construction be complete, with the sidewalk reopened, by October 29th, if possible. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.o. Request permission to approve a quote for an emergency sewer repair at Avent and Chandler Avenue. (John Crawley)

Agenda 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

It was moved by Alderman Smith, seconded by Alderman Huelse to approve an emergency purchase of $97,560.00, for an emergency sewer repair at Avent and Chandler Avenue. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve a request for Sunday work at the Magnolia Collection on non-ballgame weekends, from 7:ooam-7:00pm, if no complaints are received from neighbors, or from 12:00pm-7:00pm, if there are complaints received. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4. Closing the Meeting

4.a. Consider an executive session.

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to consider an executive session for a matter related to property ownership and matters of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Smith, seconded by Alderman Howell-Atkinson to enter into an executive session for a matter related to property ownership for a city building, a matter of potential litigation regarding a water tank/well, a matter of potential litigation regarding a proposed road, a matter of potential litigation regarding a Planning Commisison appeal, and a matter of potential litigation regarding private use of city property. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Smith, seconded by Alderman Huelse to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.b. Adjourn.

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk-Finance Director