THE CITY OF
OXFORD

MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, January 06, 2026 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting
   1.a. Call to Order.

      1. Call to Order.

      The Regular Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, January 6, 2026, 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
      Mary Martha Crowe, Alderman At-Large

      Mayo Mallette, PLLC- Of Counsel
      Leslie McCormick-City Clerk
      Hollis Green- Chief Operating Officer
      Rhonda Burchett-Chief Financial Officer
      Jessi Tolleson- Comptroller
      Mark Levy- General Government
      Braxton Tullos- Human Resources Director
      Holly Tubbs- Human Resources
      Ben Requet- Dev Svcs- Director of Planning
      John Crawley- Dev Svcs- City Engineer
      Johnathan Mizell- Dev Svcs- Building Official
      Jeff McCutchen- Police Chief
      Rusty Rasberry- Deputy Police Chief
      David Sabin- PACE Unit, Oxford Police Department
      Paul Sheppard- Oxford Police Department
      Joey Gardner- Fire Chief
      Shane Fortner- Emergency Management Director
      Marlee Carpenter- Stronger Together Director

Rob Neely- General Manager of Oxford Utilities
Amberlyn Liles- Environmental Services Superintendent

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Smith, to adopt the agenda for the meeting with the addition of items 3.a.iii, 3.a.iv, and 9.d. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

1.c. Mayor's report

2. Regular Agenda: City Clerk's Office

2.a. Request permission to approve the minutes of the Regular Meeting on December 16, 2025. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Howell-Atkinson, to approve the minutes of the Regular Board Meeting on December 16, 2025. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the accounts for all City departments. (Leslie McCormick)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 139240- 139405 and ACH 323-342, Water & Sewer claims numbered 40671-40704, and ACH 272-274, Trust & Agency claims numbered 54105- 54192 and ACH 223-226, Metro Narcotics claims numbered 9282-9287 and ACH 07-109, OPC Activity Fund claims numbered 4639-4655, and Bond and Interest claim numbered 7041, and totaling $3,790,421.75. All the aldermen present voted aye, Mayor Tannehill declared the motion carried.

2.c. November budget report. (Rhonda Burchett)

This was an update. No action was taken on this item.

2.d. Request approval of a Financial Settlement Services Addendum with Govdeals. (Rhonda Burchett)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve a Financial Settlement Services Addendum with Govdeals. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

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

3.a. Fixed Asset Management:

i. Request permission to declare a Dell Optic Plex 7050 with asset tag number 02562 surplus in the Building and Grounds Department and authorize its disposal. (Mike Grant)
ii. Request permission to declare the Riverland Technologies Matrix LPR License Plate Readers with the following serial numbers: 25-11062, 25-10967, 25-11103, 25-10983, 25-11048, 25-10783, 25-10784, 25-10799, 25-10804, 25-10636, and 25-10769 surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)
iii. Request permission to accept ownership of a 2004 Cadillac EXT PK vehicle with VIN #3GYEK62N54G327680 seized by the Metro Narcotics Division of the Oxford Police Department, pursuant to Agreed Order of Forfeiture. (Alex Fauver)
iv. Request permission to declare a 2004 Cadillac EXT PK with VIN #3GYEK62N54G327680 surplus in the Metro Narcotics Division of the Oxford Police Department so that it can be sold on GovDeals.

Attachments
1. METRO- SURPLUS OF VEHICLE.PDF
2. FORFEITURE ORDER- SUGGS.PDF

3.b. Human Resources:

i. Request permission to accept the resignations of the following part- time employees: XahKhyrien Pegues, Malloary WIlliams, and Caleb Beech, and the following full- time employee: Jarvis Jeffries in the Environmental Services Department. (Braxton Tullos)
ii. Request permission to hire Kaitlyn Hamilton as a full-time Customer Service Representative with an annual salary of $45,902.63 in the Oxford Utilities Department. (Braxton Tullos)
iii. Request permission to hire Jerami Noyola, a full- time Journeyman Electrician with an annual salary of $61,200.00 in the Facilities Maintenance Department. (Braxton Tullos)
iv. Request approval of a promotion for Lucy Freeman and Riley Kate Smith from Concessionaire to Quad Boss at $15.00 per hour at mTrade Park. (Braxton Tullos)
v. Request permission to accept the resignation of part-time Facility Worker, Alex Abadie, at the Oxford Conference Center. (Braxton Tullos)
vi. Request permission to accept the resignation of Captain Sammie Woodall at Oxford Fire Department. (Braxton Tullos)
vii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.c. Miscellaneous:

i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
ii. Request permission for the Oxford Police Department to accept the donation of clothing items from the Junior League of Oxford for the benefit of the Victims Service unit. (Jeff McCutchen)
iii. Request permission to approve donations on behalf of the Oxford Arc. (Kelli Briscoe)

3.d. Travel Requests:

i. Request permission for an employee from the Engineering Department to attend the MAPS 2026 Annual Convention in Tupelo, Mississippi, on February 5– 6, 2026, for an estimated cost of $570.00 for registration, meals, and travel. (John Crawley)
ii. Request permission for an employee from the Oxford Municipal Court office to attend the Mississippi Municipal Court Judges Conference in Biloxi, Mississippi, on May 27–29, 2026, at no cost to the city.
iii. Request permission for two Oxford Police Department employees to attend the New Chief's Training in Ridgeland, Mississippi, on January 11– 16, 2026, for an estimated cost of $3,388.00 ($1000.00 registration, $1,640.00 lodging, and $748 per diem). (Jeff McCutchen)
iv. Request permission for one Oxford Police Department employee to attend Leadership Lafayette on January 15–August 27, 2026, in Oxford, Mississippi, for an estimated cost of $500.00 for registration only. (Jeff McCutchen)
v. Request permission for one Oxford Police Department employee to attend First Line Supervision training on February 9–11, 2026, in Pearl, Mississippi, for an estimated cost of $829.00 ($295 registration, $330 lodging, and $204 per diem). (Jeff McCutchen)
vi. Request permission for one Oxford Police Department employee to attend Stress Management Training on February 3, 2026, in Oxford, Mississippi, for an estimated cost of $150.00 for registration only. (Jeff McCutchen)
vii. Request permission for one Oxford Police Department employee to attend Crisis Call Handling Training on February 2, 2026, in Oxford, Mississippi, for an estimated cost of $150.00 for registration only. (Jeff McCutchen)
viii. Request permission for two Financial Administration Department employees to attend the Spring Certified Municipal Program on February 10-13, 2026, in Ridgeland, Mississippi, for an estimated cost of $2,600.00. (Rhonda Burchett)
ix. Request permission for three Financial Administration Department employees to attend the Spring Certified Municipal Program on February 25– 27, 2026, at an estimated cost of $975.00. (Rhonda Burchett)

4. Regular Agenda: Other Departments

4.a. Discussion regarding Cedar Oaks Guild assuming financial responsibility for Cedar Oaks as of February 1, 2026.

The Mayor presented the current status of Cedar Oaks and proposed that the Cedar Oaks Guild be charged a monthly fee of $1500.00 to help cover expenses while waiting for the Cedar Oaks Guild to take ownership of the property.

A motion was made by Alderman Bailey, and seconded by Alderman Hyneman, to bill the Cedar Oaks Guild $1500.00 a month to help cover expenses while waiting for the Cedar Oaks Guild to take ownership of the property. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.b. Consider quotes for the City Hall roof repairs for the coating and repair of copper areas. (Greg Pinion)

A motion was made by Alderman Hyneman, and seconded by Alderman Bailey to accept the quote of $60,246.27 for repairs and a 20 year warranty recommended by Greg Pinion. All aldermen present voting aye, the Mayor declared the motion carried.

Alderman Smith left the meeting at this time.

5. Regular Agenda: Police Department

5.a. Request permission to approve a Parade/Assembly permit for CASA North MS to host a 5K and Kids Fun Run on March 28, 2026 from 5:00 am - 10:00 am. (Jeff McCutchen)

It was moved by Alderman Bailey, seconded by Alderman Taylor to approve a request for a Parade/Assembly permit for CASA North MS to host a 5K and Kids Fun Run on March 28, 2026 from 5:00 am - 10:00 am. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

5.b. Request permission to approve a Parade/Assembly permit for Oxford-Lafayette County Chamber of Commerce to host a 5K, 10K, and Kids Fun Run on April 25, 2026 from 4:00 am-12:00 pm. (Jeff McCutchen)

Alderman Smith returned to the meeting at this time.

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a Parade/Assembly permit for the Oxford-Lafayette County Chamber of Commerce to host a 5K, 10K, and Kids Fun Run on April 25, 2026 from 4:00 am-12 pm. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Building Department

7. Regular Agenda: Development Services-Planning Department

7.a. Second reading and Public Hearing of Ordinance enlarging, extending, and defining the corporate limits and boundaries of the City of Oxford, Lafayette County, Mississippi. (Ben Requet)

Since there was no public comment, it was moved by Alderman Hyneman, seconded by Alderman Smith, to approve Ordinance 2026-1 for enlarging, extending, and defining the corporate limits and boundaries of the City of Oxford, Lafayette. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Special Projects

8.a. Consider bids for the Multi-Space Parking Meters Downtown Oxford Square project. (Mark Levy)

Mark Levy updated the board about the status of bids for the Multi-Space Parking Meters Downtown Oxford Square project. He recommended that the board reject the bids and seek an alternative plan. It was moved by Alderman Hyneman, seconded by Alderman Crowe to reject the bids for the Multi-Space Parking Meters Downtown Oxford Square project. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Consider proposal from Howorth and Associates for architectural services for modifications to the OUT Transit Building. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to accept the proposal from Howorth and Associates for architectural services for modifications to the OUT Transit Building. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.c. Permission to advertise for the OUT Facility Training room. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Smith, to advertise the OUT Facility Training room project. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Development Services-Engineering Department

9.a. Second Reading and Public Hearing of proposed changes to Article IV, Section 114-40, Sewer Connection Fees, Code of Ordinances. (John Crawley)

Since there were no public comments, it was moved by Alderman Bailey, seconded by Alderman Huelse, to approve Ordinance 2026-2, changes to Article IV, Section 114-40, Sewer Connection Fees, Code of Ordinances. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Consider a contract with Eagle Specialty for Traffic Signal Maintenance for January 6, 2026 - December 31, 2026. (John Crawley)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey, to approve a contract with Eagle Specialty for Traffic Signal Maintenance for January 6, 2026, to December 31, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.c. Request permission to accept the low bid for the Anderson Road Water Distribution Improvements. (John Crawley)

It was moved by Alderman Huelse, seconded by Alderman Crowe to accept the low bid of Land Company Development Inc. for $1,755,842.75 for the Anderson Road Water Distribution Improvements. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.d. Consider a request from Montgomery Martin Contractors to approve a lane shift on Molly Barr Road at the Chelsea Loft Project. (John Crawley)

Attachments
1. ENGINEERING - MEMO-REQUEST PERMISSION TO INSTALL LANE SHIFT ON MOLLLY.PDF
2. ENGINEERING - CHELSEA LOFTS - PROPOSED LANE SHIFT PLAN.PDF

It was moved by Alderman Crowe, seconded by Alderman Bailey, to approve the lane shift on Molly Barr Road on January 7, 2026 to January 10, 2026 to allow Montgomery Martin Contractors to set up a crane. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Regular Agenda: Closing the Meeting

10.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to consider an executive session for matters related to property ownership and land acquisition. All aldermen present voting aye. Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to enter into an executive session for matters relating to property ownership and land acquisition. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Baily, seconded by Alderman Hyneman to obtain two appraisals for a potential sale of city land. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to contribute

$5000.00 as seed money for a potential long-term project. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

10.b. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

____
Robyn Tannehill, Mayor

____
Leslie McCormick, City Clerk