



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, January 20, 2026 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. 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 20, 2026, in the courtroom of Oxford City Hall, when and where the following were present:

Robyn Tannehill, Mayor
Erin Smith, Alderman Ward I
Mark Hulse, 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-absent
Ben Requet- Dev Svcs- Director of Planning
John Crawley- Dev Svcs- City Engineer
Johnathan Mizell- Dev Svcs- Building Official
Jeff McCutchen- Police Chief
Shane Fortner- Emergency Management Director-absent
Marlee Carpenter- Stronger Together Director-absent
Rob Neely- General Manager of Oxford Utilities
Amberlyn Liles- Environmental Services Superintendent-absent
Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor-absent
Chris Simmons- IT Director-absent
Nickie Denley- Municipal Court Clerk

Micah Quinn - Director, Oxford Conference Center
Seth Gaines - Executive Director, Oxford Park Commission
Brad Freeman - Director - mTrade Park

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Crowe to adopt the agenda for the meeting with the addition of items 3.a.xvii, 4.g, and 8.c. 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 Board of Aldermen meeting on January 6, 2026. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Crowe, to approve the minutes of the Regular Board of Aldermen meeting on January 6, 2026. 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 Hyneman to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 139406-139553, ACH 343-346, Water & Sewer claims numbered 40705-40738, ACH 275-276, Trust & Agency claims numbered 54194-54266, ACH 227-229, Metro Narcotics claims numbered 9288, ACH 110-111, OPC Activity Fund claims numbered 4662-4683, and Bond and Interest claim numbered 7042-7043, and totaling \$1,505,926.02. All the aldermen present voted aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

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

3.a. Human Resources:

- i. Request permission to hire Mattison Waller in the General Government department as an Assistant Project Manager with an annual salary of \$55,000. (Braxton Tullos)
- ii. Request permission to approve a step increase for Lawson Tharpe due to obtaining a Commercial Driver's License in the Facilities Maintenance Division of the Building and Grounds Department at an annual salary increase to \$50,923.20. (Braxton Tullos)
- iii. Request permission to approve the resignation of Elijah House as a Maintenance Technician in the Facilities Maintenance Division of the Building and Grounds Department. (Braxton Tullos)
- iv. Request permission to hire Charles Tyler Gardner as a full-time HVAC Technician in the Facilities Maintenance Division of the Building and Grounds Department with an annual salary of \$42,580.20. (Braxton Tullos)
- v. Request permission to approve the resignation of Administrative Assistant, Ryley Butler, in the Development Services Department. (Braxton Tullos)
- vi. Request permission to approve the removal of Clay Brownlee as Safety Leader for mTrade Park and appoint Jodey Varner as the new Safety Leader with an annual stipend of \$1,200.00. (Braxton Tullos)
- vii. Request permission to hire Kiyon Williams as a Turf Grass Specialist for mTrade Park with an annual salary of \$41,375.00. (Braxton Tullos)
- viii. Request permission for the transfer of James Bryant from the Development Services Department as a Street Operator I to the Oxford Fire Department as a Hydrant Technician with an annual salary of \$41,702.66. (Braxton Tullos)
- ix. Request permission to approve the resignation of PACE Officer Gage Maness from the Oxford Police Department. (Braxton Tullos)
- x. Request permission to approve the removal of Antonella Rescigno and Grace Cecchini as interns in the Oxford Police Department. (Braxton Tullos)
- xi. Request permission to hire Bryan Heredia as a Patrol Officer with an annual salary of

\$54,107.60, Dustin Weeks as a PACE Officer with an annual salary of \$41,460.84, and John Dukes as a Patrol Officer with an annual salary of \$54,107.60 in the Oxford Police Department. (Braxton Tullos)

- xii. Request permission to approve a promotion for Michael Burks Jr. to Criminal Investigations Lieutenant in the Oxford Police Department with an annual salary of \$73,393.91. (Braxton Tullos)
- xiii. Request permission to approve a step increase for Jeran Brown in the Environmental Services Department for obtaining a Commercial Class I Rubbish Site Operator Certification with an annual salary of \$43,894.74. (Braxton Tullos)
- xiv. Request permission to approve a step increase for David Gray in the Building Division of the Development Services Department for successfully passing the Residential Building examination and receiving certification with an annual salary of \$46,987.26. (Braxton Tullos)
- xv. Request permission to approve a promotion for Jeremy Williams in the Oxford Fire Department to Captain I/EMT with an annual salary of \$69,316.84. (Braxton Tullos)
- xvi. Request permission to approve volunteer, Dakota Hurdle, for the Oxford ARC. (Kelli Briscoe)
- xvii. Request permission to accept the resignation of Fireman, Jason Treadwell, from the Oxford Fire Department. (Braxton Tullos)

Attachments

- 1. [HR - RESIGNATION TREADWELL - OFD \(002\).PDF](#)

3.b. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
- ii. Request permission for an employee from the Emergency Management Department to apply for the State Executive Development Institute through the John C. Stennis Institute of Government. (Shane Fortner)
- iii. Request permission to approve a taxi/pedicab applicant, Anna Thriffiley as a new driver for Oxford Pedicab Co., LLC. (Jeff McCutchen)
- iv. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)

Attachments

- 1. [OU - ADJUSTMENTS.PDF](#)
- 2. [OPD - OXFORD PEDICAB BOA LETTER FOR ANNA THRIFFILEY80 \(002\).PDF](#)
- 3. [EMERGENCY MANAGEMENT - STATE EXECUTIVE DEVELOPMENT INSTITUTE MEMO.PDF](#)

3.c. Travel Requests:

- i. Request permission for an employee from the Environmental Services Department to attend the Keep America Beautiful National Summit on February 25– 27, 2026, in New Orleans, Louisiana, at an estimated cost of \$1702.00 for per diem, lodging, and registration. (Amberlyn Liles)
- ii. Request permission for an employee from the Municipal Court Department to attend the 2026 Municipal Court Clerk's Conference on September 16-18, 2026, at the IP Casino Resort in Biloxi, Mississippi, at no cost to the city. (Nickie Denley)
- iii. Request permission for an employee from the General Government Department to attend the Mississippi SCAUG Conference on February 10-12, 2026, in Jackson, Mississippi, at an estimated cost of \$487.85 for per diem and lodging. (Hollis Green)
- iv. Request permission for two employees from the Oxford Police Department to attend IAED 40-Hour Basic Dispatcher Training on February 9– 13, 2026, in Oxford, Mississippi at an estimated cost of \$790.00 for registration only. (Jeff McCutchen)
- v. Request permission for one employee from the Oxford Police Department to attend the Command Leadership Institute on March 16– 20, 2026, in Southaven, Mississippi, at an estimated cost of \$795.00 for registration only. (Jeff McCutchen)
- vi. Request permission for one employee from the Oxford Police Department to attend FBINAA Leadership Culture for LE on February 18–19, 2026, in Huntsville, Alabama, at an estimated cost of \$831.35 for registration, lodging, and per diem. (Jeff McCutchen)
- vii. Request permission for three employees from the Oxford Police Department to attend SWAT School on February 23–March 6, 2026, in Holly Springs, Mississippi, at an estimated cost of \$600.00 for registration only. (Jeff McCutchen)

- viii. Request permission for one employee from the Oxford Police Department to attend the Adaptive Decision Making Training in Pearl, Mississippi, at an estimated cost of \$239.00 for registration only. (Jeff McCutchen)
- ix. Request permission for one employee from the Oxford Police Department to attend the First Aid Certification Training on February 1, 2026, in Oxford, Mississippi, at an estimated cost of \$13.00 for registration only. (Jeff McCutchen)
- x. Request permission for two employees from the Oxford Police Department to attend the IACP Officer Safety and Wellness Conference on March 5– 9, 2026, in New Orleans, Louisiana, at an estimated cost of \$3,999.36 for registration, lodging, and per diem. (Jeff McCutchen)
- xi. Request permission for two employees from the Financial Administration Department to attend the Spring MMCCA Conference on April 29–May 1, 2026, in Starkville, Mississippi, at an estimated cost of \$1,700.00. (Rhonda Burchett)
- xii. Request permission for one employee from the Financial Administration Department to attend Tyler Connect on April 6-10, 2026, in Las Vegas, Nevada, at an estimated cost of \$3,250.00. (Rhonda Burchett)
- xiii. Request permission for one employee from the Oxford Conference Center to attend ACAE Lunch and Learn on February 2, 2026, in Montgomery, Alabama, at an estimated cost of \$413.25. (Micah Quinn)
- xiv. Request permission for multiple employees from the Electric Division of Oxford Utilities to attend the Tennessee Valley Public Power Association Apprentice Lineman training in Jackson, Tennessee, in 2026 at an estimated cost of \$13,903.86. (Rob Neely)
- xv. Request permission for an employee from Oxford Utilities to attend Tennessee Valley Authority meetings in 2026, at an estimated cost of \$1,062.00. (Rob Neely)
- xvi. Request permission for an employee from Oxford Utilities to attend Tennessee Valley Public Power Association meetings in 2026 at an estimated cost of \$708.00. (Rob Neely)
- xvii. Request permission to update the Training Calendar for the Oxford Fire Department. (Joey Gardner)
- xviii. Request approval for the Mayor, Aldermen, Department Heads (and/or their designee), and the City Attorney to attend the 2026 MML Annual Conference in Biloxi, Mississippi, on June 29–July 1, 2026. (Rhonda Burchett)

Attachments

- 1. [OU - TVA 2026 MEETINGS.PDF](#)
- 2. [OU - TVPPA APPRENTICE LINEMAN TRAINING.PDF](#)
- 3. [OCC - TRAVEL REQUEST ACAE LUNCH AND LEARN 26.PDF](#)
- 4. [GENERAL GOVERNMENT - MAYOR.BOA MEMO_2026_MS-SCAUG](#)
- 5. [MUNICIPAL COURT - 2026 CLERKS CONFERENCE MEMO.PDF](#)
- 6. [ENVIROMENTAL SERVICES - REQUEST PERMISSION TO SEND AN ENVIRONMENTAL SERVICES EMPLOYEE TO THE KEEP AMERICA BEAUTIFUL NATIONAL SUMMIT, FEBRUARY 25TH-27TH,2026 IN NEW ORLEANS, LA., \\$1702](#)

4. Regular Agenda: Other Departments

4.a. Discussion about sale of City owned silver.

It was motioned by Alderman Howell-Atkinson, seconded by Alderman Bailey to move forward with whatever was necessary to potentially sell the City owned silver. All aldermen present voting, aye Mayor Tannehill declared the motion carried.

4.b. Announce the 2025 USSSA Facility of the Year was awarded to mTrade Park. (Brad Freeman)

4.c. Request permission to sign contract with Advance Local Media Group, LLC for Oxford Conference Center's yearly digital marketing. (Micah Quinn)

Attachments

- 1. [OCC - FY2025 FRONT.PDF](#)
- 2. [OCC - FY2025 BACK.PDF](#)
- 3. [OCC - FY2025 MIDDLE.PDF](#)
- 4. [OCC - CONTRACT.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Hulse to give permission for the

Mayor to sign a contract with Advance Local Media Group, LLC for Oxford Conference Center's yearly digital marketing. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.d. Annual report presentation for Oxford Conference Center. (Micah Quinn)

Attachments

1. [OCC - OXFORD CONFERENCE CENTER FY25 DIGITAL CAMPAIGN REPORT.PDF](#)

4.e. Request permission to amend Oxford Fire Department budget to reallocate proceeds from sale of vehicles to complete purchase of new vehicle. (Joey Gardner)

Attachments

1. [OFD - TRUCK REALICATION.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to amend the Oxford Fire Department budget to reallocate proceeds from the sale of vehicles to complete the purchase of a new vehicle. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.f. Request permission to update the test requirements for Battalion Chief from six years to four years and Captain from four years to two years in the Oxford Fire Department. (Joey Gardner)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to update the test requirements for Battalion Chief from six years to four years and Captain from four years to two years in the Oxford Fire Department. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.g. Nomination and approval of an additional Acting Mayor Pro-Tem.

It was moved by Alderman Crowe, seconded by Alderman Hyneman to nominate and approve Alderman Huelse as an additional Acting Mayor Pro Tem. All alderman present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

5.a. First Reading of a proposed Nitrous Oxide Ordinance. (Jeff McCutchen)

Attachments

1. [OPD - NITROUS OXIDE ORDINANCE1 \(002\).PDF](#)

The Second Reading and Public Hearing on this proposed Ordinance will be at the next Regular Meeting on February 3, 2026.

6. Regular Agenda: Development Services-Planning Department

6.a. Request approval for Preliminary Plat Approval for Case #3311, Forest Hill Development (John Gallina), for 'The Grove at Grand Oaks, Phase 9', for property located on Crowson Drive (PPIN #26136). (Ben Requet)

Attachments

1. [PLANNING - CASE #3311 MBOA.PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to approve the Preliminary Plat Approval for Case #3311, Forest Hill Development (John Gallina), for 'The Grove at Grand Oaks, Phase 9', for the property located at Crowson Drive (PPIN #26136). All aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

7.a. Consider Change Order No. 5 from Century Construction for the renovation to historic Oxford City Hall. (Mark Levy)

Attachments

1. [SPECIAL PROJECTS - CONSIDER CHANGE ORDER NO. 5 WITH CENTURY CONSTRUCTION FOR](#)

THE RENOVATION TO THE HISTORIC CITY HALL

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to approve the Change Order No. 5 from Century Construction for the renovation to historic Oxford City Hall. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Permission to solicit proposals for vending services for City Hall and Development Services.
(Mark Levy)

Attachments

1. [SPECIAL PROJECTS - PERMISSION TO SOLICIT PROPOSALS FOR VENDING SERVICES FOR CITY HALL-DEVELOPMENT SERVICES.PDF](#)

It was moved by Alderman Crowe, seconded by Alderman Smith, to solicit proposals for vending services for City Hall and Development Services. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request approval of the Professional Services Engineering Agreement with Daniels & Associates, Inc. for engineering services related to water distribution upgrades along Old Taylor Road from Chucky Mullins Drive to Landas Road.

Attachments

1. [ENGINEERING - PROFESSIONAL SERVICES AGREEMENT WITH DANIELS AND ASSOCIATES.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to approve the Professional Services Engineering Agreement with Daniels and Associates, Inc. for engineering services related to water distribution upgrades along Old Taylor Road from Chucky Mullins Drive to Landas Road. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Request permission to install a lane closure, on West Jackson Avenue at the Overlook Development near Fraternity Row. (John Crawley)

Attachments

1. [ENGINEERING - MEMO-REQUEST PERMISSION FOR LANE CLOSURE ON WEST JACKSON AVE.PDF](#)
2. [ENGINEERING - JACKSON AAVE TCP 1.16.26](#)

It was moved by Alderman Hulse, seconded by Alderman Bailey, to give permission from January 27, 2026, to February 3, 2026, to install a lane closure on West Jackson Avenue at the Overlook Development near Fraternity Row. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Request permission for Century Construction to install scaffolding at the Magnolia Collection on N 14th Street. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve permission for Century Construction to install scaffolding at the Magnolia Collection on N 14th Street. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting

- 9.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to consider an executive session for personnel issues in multiple departments and several matters of land acquisition. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to enter into executive session to discuss a personnel issue in the Oxford Police Department, a matter of land acquisition xxx, a matter of land acquisition on Howell Loop for the Lift Station, a matter of

land acquisition for a water plant at mTrade park, and a personnel issue at mTrade Park. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to approve Macarell Hickinbottom from the Oxford Police Department to be demoted to a PACE officer position with an annual salary of \$43,582.64 due to violation of city policy. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Bailey, to proceed with a transaction to purchase land on Howell Loop for a Lift Station. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe for John Crawley to negotiate for purchase of property owned by Larry McAlexander near mTrade park. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse, to allow negotiations to hire an employee for mTrade park. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

9.b. Adjourn.

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

Robyn Tannehill, Mayor

Leslie McCormick, City Clerk