



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, February 03, 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 5:00 p.m. on Tuesday, February 3, 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 - absent
Jason Bailey, Alderman Ward VI
Mary Martha Crowe, Alderman At-Large - via Teams

Pope Mallette, PLLC of Counsel
Leslie McCormick, City Clerk
Hollis Green, COO
Rhonda Burchett, CFO
Braxton Tullos, Human Resources Director
Ben Requet, Director of Planning
John Crawley, City Engineer
Johnathan Mizell, Building Official
Jeff McCutchen, Police Chief
Joey Gardner, Fire Chief
Shane Fortner, Emergency Management Director
Marlee Carpenter, Stronger Together Director
Rob Neely, General Manager, Oxford Utilities
Amberlyn Liles, Environmental Services Superintendent
Kara Giles, Chief of Staff
Kelli Briscoe, ARC Director
Seth Gaines, Oxford Park Commission Director
Brad Freeman, mTrade Park Director
Donna Zampella, OUT General Manager

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Smith, seconded by Alderman Hyneman, to adopt the agenda for the meeting with the addition of items 3.f.viii, 4.e., 4.f., 6.d. All 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 20, 2026. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Bailey, to approve the minutes of the Regular Board of Aldermen meeting on January 20, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the minutes of the Special Board of Aldermen meeting on January 24, 2026. (Leslie McCormick)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman, to approve the minutes of the Special Board of Aldermen meeting on January 24, 2026. All aldermen present, voting aye, Mayor Tannehill declared the motion carried.

2.c. 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 Funds claims numbered 139584-139707 and ACH 347-348, Water and Sewer claims numbered 40740-40769, and ACH 277-278, Trust & Agency claims numbered 54268-54320 and ACH 230-232, Metro Narcotics claims numbered 9289-9292 and ACH 112-113, and OPC Activity Fund claims numbered 4684-4690 and totaling \$1,028,455.94. All the aldermen present voted aye; Mayor Tannehill declared the motion carried.

2.d. December budget report. (Rhonda Burchett)

Attachments

1. [FINANCE - BUDGET PERFORMANCE REPORT AS OF 12312025 FY 2526.PDF](#)

This was an update only. No motions were made.

2.e. Request approval of Emergency Purchases made as a result of Winter Storm Fern, that occurred over January 23- 26, 2026. (Rhonda Burchett)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve the Emergency Purchases made as a result of Winter Storm Fern, which occurred over January 23–26, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.f. Request approval of Proclamation issued by the State of Mississippi, Office of the Governor, that extends the property tax payment deadline for 2025 taxes to March 3, 2026. (Rhonda Burchett)

Attachments

1. [PROCLAMATION \(UPDATED VERSION\) EXTEND AD VALOREM PENALTY 1-30-26.PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson,, to approve the Proclamation issued by the State of Mississippi, Office of the Governor, that extends the tax payment deadline for 2025 taxes to March 3, 2026, which allows citizens to pay taxes by March 2, 2026, without penalties. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.g. Request approval of Service Provider Agreement, Exhibit A with Deluxe/ Certified Payments, to establish eCheck merchant services & payment processing. (Rhonda Burchett)

Attachments

1. [FINANCE - ECHECK SPA - CITY OF OXFORD MS.PDF](#)

It was moved by Alderman Hyneman, seconded by Alderman Smith, to approve the Service Provider Agreement, Exhibit A with Deluxe/Certified Payments, to establish eCheck merchant

services and payment processing. 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 Bailey, 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 an Apple iPhone 14, 128 GB, with a serial number of KVQ63D6P1V surplus in the Oxford Police Department, and authorize its disposal. (Jeff McCutchen)

Attachments

1. [OPD - SURPLUS.PDF](#)
2. [SURPLUS- JOSEPH MISENHELTER IPHONE.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 to approve donations on behalf of the Oxford Arc. (Kelli Briscoe)

Attachments

1. [OU - ITEM 1 - ADJUSTMENTS.PDF](#)

3.c. Travel Requests:

- i. Request permission for three employees from the Oxford Police Department to attend Glock Armorer in Columbus, Mississippi, on April 21, 2026, at an estimated cost of \$900.00. (Jeff McCutchen)
- ii. Request permission for one employee from the Oxford Police Department to attend Basic Supervisor Liability training on March 2– 27, 2026 in Oxford, Mississippi, for an estimated cost of \$350.00. (Jeff McCutchen)
- iii. Request permission for two employees from the Oxford Police Department to attend CIT Dispatch Training on February 18– 19, 2026, in Oxford, Mississippi, at no cost to the city. (Jeff McCutchen)
- iv. Request permission for fifteen employees from the Oxford Police Department to attend Trauma Informed: Building Resiliency in Public Safety Careers training on March 3, 2026, in Oxford, Mississippi, at an estimated cost of \$2,445.00. (Jeff McCutchen)
- v. Request permission for four 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 \$1,580.00. (Jeff McCutchen)
- vi. Request permission for four employees from the Oxford Police Department to attend Mobile Police Mounted Patrol School on February 10-18, 2026, in Mobile, Alabama, at an estimated cost of \$5,160.00. (Jeff McCutchen)
- vii. Request permission for employees from the Oxford Utilities Department to attend the Tennessee Valley Public Power Association (TVPPA) Vegetation Management training on March 4, 2026, in Murfreesboro, Tennessee, at an estimated cost of \$1,573.50. (Rob Neely)
- viii. Request permission for an employee from the Oxford Utilities Department to attend the Central Service Association (CSA) Orbit One Training on February 11– 12, 2026, in Cool Springs, Tennessee, at an estimated cost of \$792.00. (Rob Neely)

Attachments

1. [OU - ITEM 3 - CSA TRAINING.PDF](#)
2. [OU - 020326 AGENDA ITEMS.PDF](#)

3.d. Grants:

- i. Request permission to submit the 2026-2027 5311 Rural Public Transit Grant for OUT. (Donna Zampella)
- ii. Request permission to apply for the FY27 MOHS 405D Alcohol and Drug Impaired Driving Grant for Oxford Police Department in the amount of \$754,823.66. (Jeff McCutchen)

- iii. Request permission to apply for the FY27 402 MOHS 402 Police Traffic Services Grant for Oxford Police Department in the amount of \$38,565.80. (Jeff McCutchen)
- iv. Request permission to apply for the FY27 405D Alcohol and Drug Impaired Driving Grant for the Oxford Police Department in the amount of \$198,437.82. (Jeff McCutchen)

Attachments

- 1. [OUT - TRANSMITTAL LETTER.PDF](#)
- 2. [OUT - TRANSIT 2026 STRATEGIC PLAN.PDF](#)
- 3. [OUT - PROJECT DESCRIPTION.PDF](#)
- 4. [OUT - PROJECT ABSTRACT.PDF](#)
- 5. [OPD - FY27 TRAIING GRANT PIE APP 632.PDF](#)
- 6. [OPD - FY27 MOHS GRANT APPLICATION 405D 633.PDF](#)
- 7. [OPD - FY27 MOHS GRANT APPLICATION 402PTS 635.PDF](#)

3.e. Human Resources:

- i. Request permission to hire Michael Cunningham as a part-time facility worker at the Oxford Conference Center with an hourly rate of \$15.00. (Braxton Tulllos)

4. Regular Agenda: Other Departments

- 4.a. Request permission to accept the Pie Workers Comp Insurance for February 25, 2025 - February 25, 2026 for OUT. (Donna Zampella)

Attachments

- 1. [OUT - 2026.01.23 - WRITTEN NOTICE TO PROCEED - WORKERS' COMPENSTION INSURANCE](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to accept the Pie Workers Comp Insurance for February 25, 2025 - February 25, 2026 for OUT. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.b. Request permission to accept bids by Reverse Auction for equipment for the Environmental Services Department for a Knucleboom, Front End Loader Refuse Truck, Automatic Side Loader Refuse Truck. (Amberlyn Liles)

Attachments

- 1. [ENVIRONMENTAL SERVICES - REQUEST PERMISSION TO ACCEPT BIDS FROM REVERSE AUCTION BIDS FOR EQUIPMENT FOR THE ENVIRONMENTAL SERVICES DEPARTMENT..PDF](#)
- 2. [ENVIRONMENTAL SERVICES - REQUEST PERMISSION TO ACCEPT BIDS BY REVERSE AUCTION BIDS FOR ASL FEL KNUCKLEBNOOM 2.3.2025](#)

It was moved by Alderman Hyneman, seconded by Alderman Smith, to accept bids by Reverse Auction for equipment for the Environmental Services Department for a Knuckleboom, Front End Loader Refuse Truck, and Automatic Side Loader Refuse Truck. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Request permission to reject a bid by Reverse Auction for equipment for the Environmental Services Front End Loader Refuse Truck. (Amberlyn Liles)

Attachments

- 1. [ENVIRONMENT SERVICES - REJECT BID FOR FEL 2.3.2026](#)
- 2. [ENVIRONMENTAL SERVICES - REQUEST PERMISSION TO REJECT BID BY REVERSE AUCTION FOR EQUIPMENT FOR THE ENVIRONMENTAL SERVICES DEPARTMENT. 2.3.2026](#)

It was moved by Alderman Smith, seconded by Alderman Huelse, to reject a bid by Reverse Auction for equipment for the Environmental Services Front End Loader Refuse Truck. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.d. Winter storm update for mTrade park. (Brad Freeman)

This was an update. No motions were made.

- 4.e. Consider request for emergency loan and authorize counsel to move forward on the loan. (Pope Mallette)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to approve the request for

an emergency loan and to authorize counsel to proceed with the loan. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.f. Request approval of ARC transport costs for the remainder of FY 25/26 for the Animal Resource Center. (Kelli Briscoe)

Attachments

1. [ARC - TRANSPORT FUNDS REQUEST.PDF](#)

It was moved by Alderman Smith, seconded by Alderman Bailey, to approve ARC transport costs for the remainder of FY 25/26 for the Animal Resource Center. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Second Reading and Public Hearing of a proposed Nitrous Oxide Ordinance. (Jeff McCutchen)

Attachments

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

Since there was no public comment, it was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the Nitrous Oxide Ordinance, 2026-3. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Special Projects

- 6.a. Consider Addendum No. 1 from Looks Great Services, Inc. for a Not-to-Exceed Extension. (Mark Levy)

Attachments

1. [SP - ADDENDUM OXFORD MS 1 \(003\).PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to approve Addendum No. 1 from Looks Great Services, Inc. for a Not-To-Exceed Extension. This is not a fixed obligation; the city is only responsible for work performed and can terminate at any time. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Consider Addendum No. 2 from Looks Great Services, Inc. for an updated mileage pricing for loading and hauling. (Mark Levy)

Attachments

1. [SP - ADDENDUM OXFORD MS 2 \(004\).PDF](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman, to approve Addendum No. 2 from Looks Great Services, Inc. for an updated mileage pricing for loading and hauling. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.c. Consider First Amendment to Independent Contractor Agreement with DebrisTech to raise the Not-to-Exceed cap. (Mark Levy)

Attachments

1. [SP - NTE RAISED - FIRST AMENDMENT TO PROCURED INDEPENDENT CONTRACTOR AGREEMENT WITH THE CITY OF OXFORD - PARTIALLY EXECUTED.PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson, to approve the first amendment to the Independent Contractor Agreement with DebrisTech to raise the Not-To-Exceed cap. This is not a fixed obligation; the city is only responsible for work performed and can terminate at any time. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.d. Consider professional services agreement with ER Assist, Inc. for disaster funding related to services for Oxford Utilities. (Mark Levy)

Attachments

1. [SPECIAL - CONTRACT MS-OXFORDUTILITIES-2026_.PDF](#)

It was moved by Alderman Smith, seconded by Alderman Hyneman, to approve the professional services agreement with ER Assist, Inc. for disaster funding related to services for Oxford Utilities. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Closing the Meeting

7.a. Consider an executive session.

7.b. Adjourn.

It was moved by Alderman Bailey, 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