



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, February 17, 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 February 17, 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
Kara Giles - Chief of Staff
Braxton Tullos - Human Resources Director
Ben Requet - Development Services - Director of Planning
John Crawley - Development Services - City Engineer
Johnathan Mizell - Development Services - Building Official
Shane Fortner - Emergency Management Director
Rob Neely - General Manager of Oxford Utilities
Amberlyn Liles - Environmental Services Superintendent
Greg Pinion - Buildings & Grounds Superintendent

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. 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 February 3, 2026. (Leslie McCormick)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to approve the minutes of the Regular Board of Aldermen meeting on February 3, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 2.b. Request permission to approve the minutes for the Special Board of Aldermen Meetings on January 25, 2026, January 28, 2026, January 30, 2026, and January 31, 2026. (Leslie McCormick)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe, to approve the minutes for the Special Board of Aldermen Meetings on January 25, 2026, January 28, 2026, January 30, 2026, and January 31, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 2.c. Request permission to approve the minutes of the Special Meeting on February 10, 2026. (Leslie McCormick)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the minutes of the Special Board of Aldermen Meeting on February 10, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 2.d. 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 139708-139877, ACH 349-352, Water & Sewer claims numbered 40770-40803, ACH 279-280, Trust & Agency claims numbered 54338-54395, ACH 233-235, Metro Narcotics claims numbered 9293-9296, ACH 114-115, and OPC Activity Fund claims numbered 4692-4713, and totaling \$2,555,044.97. All the aldermen present voted aye, Mayor Tannehill declared the motion carried.

- 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 Howell-Atkinson, 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 permission to accept Tree Fund donations. (Rhonda Burchett)

It was moved by Alderman Hyneman, seconded by Alderman Bailey, to accept the Tree Fund donations. 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 two Fujitsu Fi Scanners with serial numbers C10A430879 and C10A030805 from the Municipal Courts Department surplus and authorize their disposal. (Nickie Denley)
- ii. Request permission to declare a HotPoint Top load washing machine with serial number HTW240ASK6WS from the Oxford Fire Department surplus and authorize its disposal. (Joey Gardner)
- iii. Request permission to declare a Glock 17 with the serial number BGYD074 from the Oxford Police Department surplus and authorize its disposal. (Jeff McCutchen)

Attachments

1. [OPD - SURPLUS.PDF](#)
2. [OFD - STATION1 HOTPOINT WASHING MACHINE 26.PDF](#)
3. [MUNICIPAL COURT - SURPLUS 2-2026.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 approval of a sole-source purchase from Insight LPR for data hosting software for the Oxford Police Department. (Jeff McCutchen)
- iii. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)

Attachments

- 1. [OPD - OXFORD POLICE DEPARTMENT INVOICE 2025-17774.PDF](#)
- 2. [OPD - SOLE SOURCE LETTER 2026.PDF](#)
- 3. [UTILITIES - ITEM 1 - ADJUSTMENTS.PDF](#)

3.c. Travel Requests:

- i. Request permission for twenty-five employees from the Oxford Police Department to attend the Holos 1 Day Reset Training on March 20, 2026, in Oxford, Mississippi, for an estimated cost of \$9,200.00 for registration. (Jeff McCutchen)
- ii. Request permission for five employees from the Oxford Police Department to attend the Phlebotomy Certification program in Waco, Georgia, on April 27–29, 2026, for an estimated cost of \$2,871.52 for lodging and meals. (Jeff McCutchen)
- iii. Request permission for thirteen employees from the Oxford Police Department to attend the Standardized Field Sobriety Training on March 17-19, 2026, in Oxford, Mississippi, at no cost to the city. (Jeff McCutchen)
- iv. Request permission for three employees from the Oxford Police Department to attend MLEOA 2026 Lawdog Seminar and Certification on March 10-12, 2026, in Batesville, Mississippi at no cost to the city. (Jeff McCutchen)
- v. Request permission for the 405D Alcohol, Drug, and Impaired Driving-Training Coordination Grant employees from the Oxford Police Department to travel to the locations on the designated dates to host ARIDE & SFST Classes, in accordance with the requirements of the grant. (Jeff McCutchen)
- vi. Request permission for two employees from the Oxford Fire Department to attend MSFA for the Mississippi Executive Fire Officer on March 24–26, 2026, May 19–21, 2026, July 14–16, 2026, and November 16–19, 2026, at an estimated cost of \$1000.00 per employee. (Joey Gardner)
- vii. Request permission for two employees from the Oxford Fire Department to attend the Mississippi Fire Service Instructors Conference on March 24–27, 2026, in D'Iberville, Mississippi, at an estimated cost of \$1,072.00. (Joey Gardner)
- viii. Request permission for two employees from the Building Department of Development Services to attend the Code Academy Class on April 20–24, 2026, in Mobile, Alabama, at an estimated cost of \$4,600.00. (Johnathan Mizell)
- ix. Request permission for an employee from the Oxford Utilities Department to attend the TVPPA Annual Conference on May 17–20, 2026, in Louisville, Kentucky, at an estimated cost of \$1,803.00. (Rob Neely)

Attachments

- 1. [UTILITIES - ITEM 2 - TRAVEL.PDF](#)
- 2. [OPD - TRAINING DATES.PDF](#)

3.d. Grants:

- i. Request permission to apply for an AARP grant for the Emergency Management Department. (Shane Fortner)
- ii. Request permission to apply for a grant from the Mississippi Department of Archives and History for the Emergency Management Department. (Shane Fortner)

Attachments

- 1. [EM - MDAH GRANT APPLICATION.PDF](#)
- 2. [EM - AARP GRANT.PDF](#)

3.e. Human Resources:

- i. Request permission to hire Ripken Sheffield as a full-time Patrol Officer for the Oxford Police Department with an annual salary of \$58,520.94. (Braxton Tullos)

- ii. Request permission to hire Molly Hardy, Emma Taylor, Gabriella Novak, and Ava Gaddis as unpaid interns for the Oxford Police Department. (Braxton Tullos)
- iii. Request permission to hire Andrea Lewis as a full-time Communication Officer for the Oxford Police Department with an annual salary of \$41,798.70. (Braxton Tullos)
- iv. Request permission to approve a promotion for Kristi Carwile to a Communications Officer Level 2 for the Oxford Police Department with an annual salary increase from \$42,988.70 to \$44,708.65. (Braxton Tullos)
- v. Request permission to approve a promotion for Monterius Flemmons to part-time Certified Communications Officer for the Oxford Police Department, with a wage increase from \$12.00 per hour to \$17.10 per hour. (Braxton Tullos)
- vi. Request permission to approve the retirement of Lieutenant Mark Hodges from the Oxford Police Department. (Braxton Tullos)
- vii. Request permission to approve the resignation of Patrol Officer, Ronnie Goudy, from the Oxford Police Department. (Braxton Tullos)
- viii. Request permission to hire Kevin Stark as a part-time DUI Training Coordinator for the Oxford Police Department at \$34.79 per hour. (Braxton Tullos)
- ix. Request permission to hire Hannah Carwyle as a full-time Administrative Assistant for Development Services with an annual salary of \$42,436.00. (Braxton Tullos)
- x. Request permission to hire Hunter Beckham and Timothy Carroll as full-time Street Operators I for Development Services, Street Department, each with an annual salary of \$40,170.00. (Braxton Tullos)

4. Regular Agenda: Other Departments

- 4.a. Adopt a Proclamation to Recognize and Express Gratitude to Municipal Utilities Providing Mutual Aid Assistance During Winter Storm Fern.

Attachments

- 1. [OTHER - UTILITIES WINTER STORM FERN PROCLAMATION.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to adopt a Proclamation to Recognize and Express Gratitude to the Municipal Utilities Providing Mutual Aid Assistance During Winter Storm Fern. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.b. Consider a Resolution of Intent in connection with proposed emergency borrowing for expenses due to Winter Storm Fern.

Attachments

- 1. [OTHER - CITY OF OXFORD_ MS EMERGENCY BORROWING 2026 - RESOLUTION OF INTENT \(2-17-26\)\(WITH EXHIBITS\).PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve a Resolution of Intent in connection with proposed emergency borrowing for expenses due to Winter Storm Fern. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Request permission to adopt a retirement resolution for Oxford Police Department employee, Mark Hodges. (Jeff McCutchen)

Attachments

- 1. [OPD - HODGES PROCLAMATION44 \(002\).PDF](#)

It was moved by Alderman Hyneman, seconded by Alderman Bailey, to adopt a retirement resolution for Oxford Police Department employee Mark Hodges. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. Request permission for retired officer, Mark Hodges, to purchase his service weapon for \$1.00 as allowed by State Statute. (Jeff McCutchen)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve retired officer Mark Hodges to purchase his service weapon for \$1.00 as allowed by State Statute. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.c. Request permission to approve an event permit for Visit Oxford for Third Thursday - Music in the Pocket Park at the Pocket Part next to City Hall from 5:00 pm to 7:00 pm on March 19, 2026, April 16, 2026, May 21, 2026, and June 18, 2026. (Jeff McCutchen)

Attachments

1. [OPD - PERMIT-THIRD THURSDAY-JUNE 2026.PDF](#)
2. [OPD - PERMIT-THIRD THURSDAY-MAY 2026.PDF](#)
3. [OPD - PERMIT-THIRD THURSDAY- APRIL 2026.PDF](#)
4. [OPD - PERMIT-THIRD THURSDAY-MARCH 2026.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve an event permit for Visit Oxford for Third Thursday – Music in the Pocket Park at the Pocket Park next to City Hall from 5:00 pm to 7:00 pm on March 19, 2026, April 16, 2026, May 21, 2026, and June 18, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.d. Request permission to approve an event permit for Visit Oxford for the Double Decker Arts Festival starting at 10:00 pm on Thursday, April 23 2026 until 2:00 am on April 26, 2026 at the Oxford Square and City Parking lots. (Jeff McCutchen)

Attachments

1. [OPD - SPECIAL EVENT PERMIT 2026.PDF](#)

It was moved by Alderman Hyneman, seconded by Alderman Crowe, to approve an event permit for Visit Oxford for the Double Decker Arts Festival starting at 10:00 pm on Thursday, April 23, 2026, until 2:00 am on April 26, 2026, at the Oxford Square and City Parking lots. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.e. Request permission to approve a Parade/Assembly permit for Special Olympics MS to host a Law Enforcement Torch Run on May 4, 2026 from 10:00 am - 11 am. (Jeff McCutchen)

Attachments

1. [OPD - EVENT - SPECIAL OLYMPICS MS.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve a Parade/Assembly permit for Special Olympics MS to host a Law Enforcement Torch Run on May 4, 2026, from 10:00 am to 11:00 am. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.f. Request permission to approve a Parade/Assembly permit for the U.S. Marshals Service to host Fallen Heroes Honor Run on March 6, 2026 from 6:00 am 7:00 am. (Jeff McCutchen)

Attachments

1. [OPD - EVENT - US MARSHALS SERVICE.PDF](#)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to approve a Parade/Assembly permit for the U.S. Marshals Service to host the Fallen Heroes Honor Run on March 6, 2026, from 6:00 am to 7:00 am. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.g. Request permission to approve a Parade Assembly permit for St. Peter's Episcopal Church to host an Annual Mardi Gras Parade on February 17, 2026 from 5:30 pm - 6:00 pm. (Jeff McCutchen)

Attachments

1. [OPD - EVENT - ST PETERS.PDF](#)

It was moved by Alderman Taylor, seconded by Alderman Bailey, to approve a Parade/Assembly permit for St. Peter's Episcopal Church to host an Annual Mardi Gras Parade on February 17, 2026, from 5:30 pm to 6:00 pm. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.h. Request permission to approve a Parade/Assembly permit for Adam Stewart to host of Run of Champions Race on October 3, 2026 from 7:30 am - 11:00 am. (Jeff McCutchen)

Attachments

1. [OPD - EVENT - RUN OF CHAMPIONS.PDF](#)

It was moved by Alderman Crowe, seconded by Alderman Bailey,, to approve a Parade/ Assembly for Adam Steward to host a Run of Champions Race on October 3, 2026, from 7:30 am to 11:00 am. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval for Case #3319, a Final Plat Amendment requested by Pinelake Church, Inc for 'Evergreens, Phase 3, Lot 8', for property located at 5202 Pat Patterson Parkway (PPIN #38562) (Robert Baxter)

Attachments

1. [PLANNING - 3319 MBOA.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve Case #3319, a Final Plat Amendment requested by Pinelake Church, Inc., for 'Evergreens, Phase 3, Lot 8', for property located at 5202 Pat Patterson Parkway (PPIN #38562). All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Request approval for Case #3321, a Final Plat Amendment requested by Forest Hill Development (John Gallina), for 'Grove at Grand Oaks,' Phase 8, Lots 125, 126 & 127', for property located at 1312 Torrey Pines Loop (PPIN #42062) (Kate Kenwright)

Attachments

1. [PLANNING - 3321 MBOA.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve Case #3321, a Final Plat Amendment requested by Forest Hill Development (John Gallina), for 'Grove at Grand Oaks,' Phase 8, Lots 125, 126, & 127, for property located at 1312 Torrey Pines Loop (PPIN #42062). All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.c. Request approval for Case #3324, a Preliminary and Final Plat requested by Sarah Camp Milam for property located at 433 N 15th Street (PPIN #6162 & #42173) (Kate Kenwright)

Attachments

1. [PLANNING - 3324 MBOA.PDF](#)

Alderman Hyneman leaves the room before the presentation.

It was moved by Alderman Smith, seconded by Alderman Bailey, to approve Case #3324, a Preliminary and Final Plat requested by Sarah Camp Milam for property located at 433 N 15th Street (PPIN #6162 & #42173). All aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Hyneman returns to the room.

- 6.d. Appeal of Courthouse Square Historic Preservation Commission Case #487, a request by Stefano Capomazza to demolish the existing building and build a new building at 1006 Jefferson Avenue (PPIN #5854) (Kate Kenwright)

Attachments

1. [PLANNING - 487_APPEAL MBOA.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve the appeal of the Courthouse Square Historic Preservation Commission Case #487, a request by Stefano Capomazza to demolish the existing building and build a new building at 1006 Jefferson Avenue (PPIN #5854). Alderman Bailey, Alderman Smith, and Alderman Huelse voted aye. Alderman Hyneman, Alderman Howell-Atkinson, Alderman Crowe, and Alderman Taylor voted nay. Mayor Tannehill declared that the motion did not carry.

7. Regular Agenda: Special Projects

- 7.a. Consider Addendum No. 3 from Looks Great Services for a not-to-exceed extension. (Mark Levy)

Attachments

1. [SPECIAL - CONSIDER ADDENDUM NO 3 FROM LOOKS GREAT SERVICE FOR NOT-EXCEED EXTENSION-R.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Crowe, to approve Addendum No. 3 from Looks Great Services for a not-to-exceed extension. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Consider Second Amendment to independent contractor agreement with DebrisTech to raise the not-to-exceed cap. (Mark Levy)

Attachments

1. [SPECIAL - CONSIDER AMENDMENT NO 2 FROM DEBRISTECH FOR A NOT-TO-EXCEED EXTENSION.PDF](#)

It was moved by Alderman Smith, seconded by Alderman Hyneman, to approve the Second Amendment to the independent contractor agreement with DebrisTech to raise the not-to-exceed cap. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Consider bids for the City of Oxford Rubbish Site West Expansion project. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Hulse, to accept the proposals and award the contract to Century Construction for \$340,071.21 for the City of Oxford Rubbish Site West Expansion. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request permission to approve Change Order No. 1 for the Anderson Road Wells No. 3 and No. 4 Contract A Project. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - CHANGE ORDER NO. 1 FOR ANDERSON ROAD WELLS NO. 3 AND NO. 4 CONTRACT A - COMBINED](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hulse, to approve Change Order No. 1 for the Anderson Road Wells No. 3 and No. 4 Contract A Project. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Request permission for the Mayor to execute the contract agreements from the Anderson Road Water Distribution Improvements Project. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - ANDERSON ROAD WATER DISTRIBUTION CONTRACT EXECUTION.PDF](#)

It was moved by Alderman Hulse, seconded by Alderman Crowe, that the Mayor execute the contract agreements for the Anderson Road Water Distribution Improvements Project. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Consider the request from OIP Investments for a revocable license for 208 South Lamar Boulevard. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - REQUEST FOR REVOCABLE LICENSE FOR 208 SOUTH LAMAR - COMBINED.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the request from OIP Investments for a revocable license for 208 South Lamar Boulevard. 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. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse, to enter an executive session for matters of potential litigation. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to move forward with a final settlement payment to Patton Construction in the amount of \$40,117.62 to close the Oxford Square Downtown Detention Project, and to effect a settlement of the threatened litigation. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

9.b. Adjourn.

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

Robyn Tannehill, Mayor

Leslie McCormick, City Clerk