



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, March 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 5:00pm on March 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
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
Ben Requet, Director of Planning
John Crawley, City Engineer
Jeff McCutchen, Police Chief
Joey Gardner, Fire Chief
Marlee Carpenter, Stronger Together Director
Rob Neely, General Manager - Oxford Utilities
Amberlyn Liles, Environmental Services Superintendent
Greg Pinion, Buildings and Grounds
Kelli Briscoe, ARC Director
Nickie Denley, Municipal Court Clerk

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, 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: Financial Administration Office

2.a. Request to approve the minutes of the Regular Board of Aldermen meeting on February 17, 2026. (Leslie McCormick)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve the minutes of the Regular Board Meeting on February 17, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request to approve the minutes of the Special Board of Aldermen Meeting on February 17, 2026. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Taylor, to approve the minutes of the Special Board of Aldermen Meeting on February 17, 2026. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.c. Request permission to approve the minutes of the Special Board of Aldermen Meeting on February 24, 2026. (Leslie McCormick)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey, to approve the minutes of the Special Board of Aldermen Meeting on February 24, 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 139902- 140079, ACH 353–355, Water & Sewer claims numbered 40805–40834, ACH 281-282, Trust & Agency claims numbered 54420–54486, ACH 236-239, Metro Narcotics claims numbered 9298- 9302, ACH 116-117, OPC Activity Fund claims numbered 4714-4741, and Bond and Interest claim numbered 7044-7045, totaling \$3,508,693.95. 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)

Attachments

1. [WINTER STORM FERN - ECB SOLUTIONS GENERATOR INVOICE 196 - 2.24.26](#)
2. [LGS DEBRIS TECH 02.23.26](#)

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

2.f. January budget report. (Rhonda Burchett)

Attachments

1. [FINANCE - BUDGET PERFORMANCE REPORT AS OF 01312026 FY2526.PDF](#)

This was an update. No motions were made.

2.g. Request permission to sign a contract with CivicPlus for Agenda Management Software for the Financial Administration Department. (Rhonda Burchett)

Attachments

1. [FINANCE - OXFORD MS - CIVICPLUS CONTRACT AMM \(PRICE ADJUSTMENT\).PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to permit the signing of a contract with CivicPlus for Agenda Management Software for the Financial Administration Department. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.h. Request permission to sign a contract with ClearGov for project tracking software. (Rhonda Burchett)

Attachments

1. [FINANCE - OXFORD MS X CLEARGOV- CIVIC SERVICE ORDER.PDF](#)
2. [FINANCE - CITY OF OXFORD MS - QUOTE - MARCH 31.PDF](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman, to permit the signing of a contract with ClearGov for project tracking software. 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 items as part of the 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 2024 red Dodge Ram 2500 truck bed with the VIN 3C6UR4HJ3RG130382 from the Oxford Animal Resource Center surplus and authorize its disposal. (Kelli Briscoe)
- ii. Request permission to declare a Fujitsu ScanSnap S1300i with a serial number A04B078833 from the Financial Administration Department surplus and authorize its disposal. (Leslie McCormick)
- iii. Request permission to declare an orange Stihl MS291 chainsaw from the Environmental Services Department surplus and authorize its disposal. (Amberlyn Liles)
- iv. Request permission to declare a 1985 Chevrolet Dump Truck with the VIN 1GBJ7D1B0GV101497 and an Element TV from mTrade Park surplus and authorize their disposal. (Clay Brownlee)
- v. Request permission to declare a 2009 Sharp MX-4101N copier with the serial number 95006167 from the Development Services Department - Planning Division surplus and authorize its disposal. (Ben Requet)

Attachments

1. [SURPLUS - FINANCE - NA - FUJITSU SCANSNAP \(3.3.26\)](#)
2. [SURPLUS - MTRADE - OLD TV.PDF](#)
3. [SURPLUS - ENVIRONMENTAL SERVICES - STIHL CHAINSAW 01936.PDF](#)
4. [SURPLUS - OARC - 24 DODGE RAM 2500 TRUCK BED \(3.3.26\)](#)
5. [SURPLUS - PLANNING - SHARP COPIER \(3.3.26\)](#)
6. [SURPLUS - MTRADE - 85 DUMP TRUCK.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 to the Tree Fund. (Rhonda Burchett)
- iii. Request permission to approve donations for the Oxford Park Commission. (Rhonda Burchett)
- iv. Quarterly report for the Early Childhood and Reading Development.
- v. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)
- vi. Request permission to correct the minutes from the Board of Aldermen Regular Meeting on February 3, 2026, to reflect that the deadline to pay property taxes was extended to March 3, 2026, not March 2, 2026.

Attachments

1. [OTHER - LOU READS BOARD REPORT NOV. 25-JAN. 26](#)
2. [UTILITIES - ADJUSTMENTS - ITEM 1.PDF](#)
3. [OPC - BAPTIST MEMORIAL DONATION TO OPC.PDF](#)
4. [FINANCE - TREE FUND DONATIONS- UPDATED_.PDF](#)

3.c. Travel Requests:

- i. Request permission for one employee from the Municipal Court to attend the MJC Judges Conference on May 27–29, 2026, in Biloxi, Mississippi, at an estimated cost of \$1310.00. (Nickie Denley)
- ii. Request permission for one employee from the General Government Department to attend the AFMM Annual Floodplain Conference on May 11–14, 2026, in Bay St Louis, Mississippi,

- at an estimated cost of \$760.00. (Hollis Green)
- iii. Request permission for one employee from the Development Service Department - Building Department to attend Code Academy Class on April 19–24, 2026, in Mobile, Alabama, at an estimated cost of \$2,100.00. (Johnathan Mizell)
 - iv. Request permission for one employee from the Oxford Police Department to attend Crisis Negotiations Team Leader Development on July 14, 2026, in Oxford, Mississippi, at an estimated cost of \$319.00. (Jeff McCutchen)
 - v. Request permission for three employees from the Oxford Police Department to attend First Aid Certification training on March 5, 2026, in Oxford, Mississippi, at an estimated cost of \$38.85. (Jeff McCutchen)
 - vi. Request permission for three employees from the Oxford Police Department to attend Professional Dispatch Management Training on March 16–17, 2026, in Pearl, Mississippi, at an estimated cost of \$1,952.00. (Jeff McCutchen)
 - vii. Request permission for one employee to attend 5 Steps to Achieve Financial Goals in Law Enforcement training on March 6, 2026, in Oxford, Mississippi, at an estimated cost of \$35.00. (Jeff McCutchen)
 - viii. Request permission for three employees from the OUT Department to attend MDOT/MPTA's 2026 Roadeo, on March 13– 15, 2026, in Starkville, Mississippi, at an estimated cost of \$3185.00. (Donna Zampella)
 - ix. Request permission for one employee from the OUT Department to attend the 2026 Leadership Academy and Legislative Fly Inn on March 1–6, 2026, in Washington, D.C., at an estimated cost of \$204.82. (Donna Zampella)
 - x. Request permission for two employees from the Development Services - Planning Department to attend the American Planning Association National Planning Conference on April 24–28, 2026, in Detroit, Michigan, at an estimated cost of \$4,500.00. (Ben Requet)
 - xi. Request permission for one employee from the Municipal Court to attend the Mississippi Municipal Court Clerks Association Spring Board Meeting on March 12-13, 2026, in Meridian, Mississippi at no cost to the city. (Nickie Denley)

Attachments

1. [GENERAL - MAYOR.BOA MEMO 2026.AFMM](#)
2. [OUT - TRAVEL - COPIER 20260226_153745.PDF](#)
3. [MUNICIPAL COURT - 2026 JUDGES CONFERENCE - DAIGNEAULT.PDF](#)
4. [OUT - TRAVEL - COPIER 20260226_141726.PDF](#)
5. [DEVELOPMENT - TAVEL REQUEST.PDF](#)

3.d. Human Resources:

- i. Request approval to hire Rachel Phillips as an unpaid volunteer for the Oxford Police Department. (Braxton Tullos)
- ii. Request approval of the resignation of Patrol Officer Kenneth Howell from the Oxford Police Department. (Braxton Tullos)
- iii. Request approval of the promotion of Tyler Beckham and Conor Klow from the Oxford Utilities - Water/Waste Water Division for obtaining their Commercial Driver's Licenses with an annual salary increase from \$41,371.20 to \$42,612.34. (Braxton Tullos)
- iv. Request approval to hire JD Hankins for Oxford Utilities – Water/Waste Water Division as a Water/Wastewater Technician with an annual salary of \$41,371.20. (Braxton Tullos)
- v. Request approval to promote Killian Hollister, Josh Maiden, Katy Ann Roane, Chrystian Scruggs as seasonal supervisors for mTrade Park at \$15.00 per hour, promote Simeon Maiden, Wade Hill, Sean Doyle, Michael Thompson, Slay Smith, and Nick Thompson as seasonal grill cooks for mTrade Park at \$15.00 per hour, promote Chloe Rea, Kasidy Certion, Ainslee Everett, Shun Flemons, Madison Grant, Sophia Harrington, Gracie Sherman, Emma Grace Ward, William Vanderford, Braylon Robinson, Rob Upchurch, Morgan Thompson, Anna Grant Slate, Jackson Robinson, Salena Pierce, Jakayla Pegues, Rob Neely, William Niles Lovelady, Hunter Kropf, Demaire Frierson, Tra Dudley, Adarius Brown Noah Benson, Nate Atkinson as seasonal concessionaires for mTrade Park at \$10.75 per hour, hire Townsend Stubbs and Lexi Lawson as seasonal employees for mTrade Park at \$10.00 per hour, and demote Sam Vanderford as a seasonal concessionaire for mTrade Park at \$10.75 per hour. (Braxton Tullos)

4. Regular Agenda: Other Departments

4.a. Consider declaring a Local State of Emergency. (Shane Fortner)

Attachments

1. [EMERGENCY - PROCLAMATION OF LOCAL EMERGENCY.PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to declare a Local State of Emergency. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Hyneman leaves the room.

4.b. Consider Motion to Rescind decision from February 17, 2026 Board of Aldermen meeting, denying Appeal of Courthouse Square HPC Decision in Case #487. (Kate Kenwright)

It was moved by Alderman Bailey, seconded by Alderman Smith, to rescind the decision from the February 17, 2026, Board of Aldermen meeting, denying the Appeal of the Courthouse Square HPC Decision in Case #487. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.c. Reconsider Appeal of Courthouse Square HPC Decision in Case #487, Capomazza/Seeker Properties. (Kate Kenwright)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve the appeal of the Courthouse Square HPC Decision in Case #487, Capomazza/Seeker Properties, with the condition that the Certificate of Appropriateness design for the new building is heard and approved by the Courthouse Square Commission. Alderman Smith, Alderman Bailey, and Alderman Huelse voted aye, while Alderman Taylor, Alderman Howell-Atkinson, and Alderman Crowe voted nay, resulting in a tie vote. Mayor Tannehill voted to approve the appeal and declared the motion carried.

Alderman Hyneman returned to the room.

4.d. Mayor's Commission on Disability Issues 2025 Annual Report. (Alderman Preston Taylor)

This item was removed from the agenda.

4.e. Request approval to enter into a professional services contract with American Municipal Services to serve as the Municipal Court's collection agency. (Nickie Denley)

Attachments

1. [MUNICIPAL COURT - COURT MEMO - AMS 2026.PDF](#)

2. [MUNICIPAL COURT - AMS AGREEMENT.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to permit the signing of a contract for professional services with American Municipal Services to serve as the Municipal Court's collection agency. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.f. First Reading of proposed changes to Chapter 114, Article II, Section 114-41, Water Rates and Section 114-44, Sewer Rates, Code of Ordinances. (Rob Neely)

Attachments

1. [UTILITIES - ORDINANCE - ITEM 2.PDF](#)

This was a first reading. No motions were made.

5. Regular Agenda: Police Department

5.a. Request permission to approve a Parade/Assembly permit for Out in Education-North MS to host a parade on May 2, 2026 from 2:00 pm to 3:00 pm. (Jeff McCutchen)

Attachments

1. [OPD - PERMIT - OUT IN EDUCATION - POSTMASTER_20260226_083208.PDF](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor, to approve a Parade/Assembly permit for Out in Education—North MS to host a parade on May 2, 2026, from 2:00 to 3:00 pm. All aldermen present voting aye, Mayor Tannehill declared the motion

carried.

- 5.b. Request permission to approve a Parade/Assembly permit for Lafayette County Democrats to host an event on March 28, 2026 from 10:00 am to 12:00 pm. (Jeff McCutchen)

Attachments

1. [OPD - PERMIT - LAFAYETTE DEMOCRATS - POSTMASTER_20260226_083226.PDF](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor, to approve a Parade/Assembly permit for Lafayette County Democrats to host an event on March 28, 2026, from 10:00 am to 12:00 pm, with a recommended change from Chief McCutchen to move the parking to in front of City Hall to the crosswalk. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval for Case #3316, Preliminary Plat for 'Highway 7 North Commercial Subdivision' requested by DV Homes, LLC for property located at 294 Highway 7 North (PPINs #16509 & #17437). (Robert Baxter)

Attachments

1. [PLANNING - CASE 3316 MBOA.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve Case #3316, the Preliminary Plat for 'Highway 7 North Commercial Subdivision' requested by DV Homes, LLC for property located at 294 Highway 7 North (PPINs #16509 & #17437) with the conditions that the final plat of this subdivision will not be approved without language stipulating to the collection and conveyance of stormwater from the property, whether regional or site specific. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. First Reading of an Ordinance Amending Chapter 22 Buildings, Article IV Housing, Division 3 Affordable Housing. (Ben Requet)

Attachments

1. [PLANNING - FIRST READING AFFORDABLE HOUSING ORDINANCE MODIFICATION.PDF](#)

This was a first reading. No motions were made.

7. Regular Agenda: Special Projects

- 7.a. Consider bids for the Oxford Conference Center Lighting Upgrades. (Mark Levy)

Attachments

1. [SPECIAL - CONSIDER BIDS FOR THE OXFORD CONFERENCE CENTER LIGHTING UPGRADE PROJECT.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to accept the base bid with no alternate from Whitfield Electric Company for \$446,270.00. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Permission to sign agreement with Century Construction for the Rubbish Site Expansion project. (Mark Levy)

Attachments

1. [SPECIAL - AUTHORIZE CONTRACT WITH CENTURY CONSTRUCTION FOR THE RUBBISH EXPANSION.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to permit the signing of an agreement with Century Construction for the Rubbish Site Expansion project. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Consider Test and Balance Proposal from Air Balance Professionals for Oxford City Hall. (Mark Levy)

Attachments

1. [SPECIAL - PROPOSAL OXFORD CITY HALL PRELIMINARY TAB_.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve the Test and Balance Proposal from Air Balance Professionals for Oxford City Hall. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Consider the request for a revocable license for sidewalk construction at 425 Turnberry Court. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - REQUEST FOR REVOCABLE LICENSE AT 425 TURNBERRY COURT - COMBINED.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve the request for a revocable license for sidewalk construction at 425 Turnberry Court. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Consider the request to approve Change Order No. 6 and final payment Application No. 9 for the Oxford Square Downtown Detention Project. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - REQUEST TO APPROVE CO 6 AND PAY APP 9 FOR OXFORD SQUARE DOWNTOWN DETENTION PROJECT - COMBINED.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve Change Order No. 6 and final payment Application No. 9 for the Oxford Square Downtown Detention Project with the condition of a signed release of the City of Oxford. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Consider the request to issue a request for qualifications for engineering services related to water and wastewater resources planning. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - RFQ FOR ENGINEERING SERVICES RELATED TO WATER AND WASTEWATER RESOURCES PLANNING - COMBINED.PDF](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey, to issue a request for qualifications for engineering services related to water and wastewater resources planning. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.d. Consider the request from Patton and Taylor Enterprises for Sunday work hours at The Rise development in Oxford Farms. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - REQUEST FOR SUNDAY WORK HOURS AT THE RISE DEVELOPMENT - COMBINED.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve the request from Patton and Taylor Enterprises for Sunday work hours at The Rise development in Oxford Farms. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting

- 9.a. Consider an executive session.

No motions were made to consider an executive session.

- 9.b. Adjourn.

It was moved by Alderman Huelse, 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