



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, March 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 5:00 p.m. on March 17, 2026, in the courtroom of Oxford City Hall, at which time 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
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
Greg Pinion - Building and Grounds Superintendent
Kelli Briscoe - ARC Director
Seth Gaines - Oxford Park Commission Director

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to adopt the agenda, including the additions of 3.d.vii, 4.g., 8.b., and 8.c. for the meeting. With 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 permission to approve the minutes of the Regular Board of Aldermen meeting on March 3, 2026. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Howell-Atkinson, to approve the minutes of the Regular Board of Aldermen meeting on March 3, 2026. With 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 March 6, 2026. (Leslie McCormick)

It was moved by Alderman Bailey, seconded by Alderman Crowe, to approve the minutes of the Special Board of Aldermen meeting on March 6, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.c. Request approval of the accounts for all city departments. (Leslie McCormick)

Attachments

1. [SUPPLEMENT - 17MAR26.PDF](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith, to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 140080-140274, ACH 356-359; Water & Sewer claims numbered 40835-40871, ACH 283-284; Trust & Agency claims numbered 54488-54544, ACH 240-243; Metro Narcotics claims numbered 9303-9305, ACH 118-119; and OPC Activity Fund claims numbered 4742-4776, totaling \$8,667,654.83. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

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

2.e. Request permission to approve emergency purchases related to the extensive flooding at the mTrade Park Administration Office/Shop Building and additional shop/storage buildings on March 9-10, 2026. (Rhonda Burchett)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to approve emergency purchases related to extensive flooding at the mTrade Park Administration Office/Shop Building and additional shop/storage buildings on March 9-10, 2026. With 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. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.a. Fixed Asset Management:

- i. Request permission to declare two black 3rd Eye Cameras – AWT2020T, with serial numbers 562946 and 571415, from the Environmental Services Department surplus and authorize their disposal. (Amberlyn Liles)
- ii. Request permission to declare a white 2016 Dodge Ram 550 with a VIN number of 3C7WRMEJ5GG300120 from the Environmental Services Department surplus, and authorize its sale on GovDeals. (Amberlyn Liles)
- iii. Request permission to declare a 2014 Ford F-150 with a VIN number of FTMF1CF1EFB11098 from the Building and Grounds - Facilities Maintenance Department surplus and authorize its disposal. (Mike Grant)
- iv. Request permission to declare a red Lincoln Arc Welder A/C 225-S and a green L-Tec Welder with the serial number B875D-74659 from the City Shop surplus and authorize their sale on

GovDeals. (Michelle Robinson)

- v. Request permission to declare the following Oxford Utilities Department equipment as surplus and authorize its disposal: Labconco Model 4420320 washer (S/ N 071279601- D, Asset Tag 04301); Lincoln 1800 Power Luber (S/N 541933, Asset Tag 04042); Stihl BG 86/C gas handheld leaf blower (Asset Tag 02493); Stihl FS 70R gas handheld brushcutter (Asset Tag 02494); Stihl FS4 gas handheld brushcutter (Asset Tag 02495); Stihl FC100Z 4-Mix engine edger (Asset Tag 02496); Stihl FS85R handheld brushcutter (Asset Tag 04053); and NAPA Tool 1/2" Impact Wrench 500 (S/N 6668). (Rob Neely)
- vi. Request permission to declare the following Financial Administration Department office equipment surplus and authorize its disposal: City of Oxford Antique Clock (Yellow Tag 1006); Emerson TV LF320EM4A (S/N ME8A1537355251); five desks; three bookshelves; five tables; three stand-up desks; ten Pottery Barn cabinets with seven shelves; Pottery Barn desk; Pottery Barn hutch with four cabinets and three shelves; and one stationary table (Yellow Tag 1008). (Leslie McCormick)

Attachments

1. [SURPLUS - ENVIRONMENTAL SERVICES - FORM 3RD EYE CAMERA TK411 SN 571415.PDF](#)
2. [SURPLUS - ENVIRONMENTAL SERVICES - FORM 3RD EYE CAMERA TK411 SN 562946.PDF](#)
3. [SURPLUS - FACILITIES MAINTENANCE SURPLUS.PDF](#)
4. [SURPLUS - ENVIRONMENTAL - SERVICES - DODGE RAM 5500 3.11.2026](#)
5. [SURPLUS - CITY SHOP - LINCOLN ARC WELDER.PDF](#)
6. [SURPLUS - CITY SHOP - L-TEC WELDER.PDF](#)
7. [SURPLUS - OXFORD UTILITIES - OU ITEM 2.PDF](#)
8. [SURPLUS - FIN. ADMIN. - CITY OF OXFORD ANTIQUE CLOCK](#)
9. [SURPLUS - FIN. ADMIN. - POTTERY BARN CABINET-SHELVES](#)
10. [SURPLUS - FIN. ADMIN. - MISC. FURNITURE](#)
11. [SURPLUS - FIN. ADMIN. - EMERSON TV](#)
12. [SURPLUS - FIN. ADMIN. - POTTERY BARN HUTCH](#)
13. [SURPLUS - FIN. ADMIN. - POTTERY BARN DESK](#)
14. [SURPLUS - FIN. ADMIN. - STATIONARY TABLE](#)

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 on behalf of the Oxford ARC. (Kelli Briscoe)

Attachments

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

3.c. Travel Requests:

- i. Request permission for two employees from the Municipal Court to attend the Summer Clerks Conference from June 30, 2026, to July 3, 2026, in Biloxi, Mississippi, at an estimated cost of \$2,000.00. (Nickie Denley)
- ii. Request permission for one employee from the Oxford Conference Center to attend and sponsor the MSAE Lunch and Learn on March 5, 2026, in Jackson, Mississippi, at an estimated cost of \$233.45. (Micah Quinn)
- iii. Request permission for six employees from the Environmental Services Department to attend the Hol-Mac Summit on April 7–9, 2026, in Biloxi, Mississippi, at an estimated cost of \$2,200.00. (Amberlyn Liles)
- iv. Request permission for one employee from the Oxford Police Department to attend Dispatch Suicide Prevention on March 23– 24, 2026, in Gluckstadt, Mississippi, at an estimated cost of \$690.00. (Jeff McCutchen)
- v. Request permission for twenty-five employees from the Oxford Police Department to attend Trauma Informed: Building Resiliency in Public Careers, on July 21, 2026, in Oxford, Mississippi, at an estimated cost of \$3,750.00. (Jeff McCutchen)
- vi. Request permission for one employee from the Oxford Police Department to attend AXON Week 2026, on April 6–9, 2026, in Nashville, Tennessee, at an estimated cost of \$1,773.88. (Jeff McCutchen)

- vii. Request permission for one employee from the Oxford Police Department to attend the Glock Gen 5 Armorer Course on April 21, 2026, in Pearl, Mississippi, at an estimated cost of \$300.00. (Jeff McCutchen)
- viii. Request permission for one employee from the Oxford Police Department to attend the Phlebotomy Certification on April 27–29, 2026, in Waco, Georgia, at an estimated cost of \$272.00. (Jeff McCutchen)
- ix. Request permission for two employees from the Oxford Police Department to attend Crisis Intervention Training from March 30, 2026, to April 3, 2026, in Oxford, Mississippi, at no cost to the city. (Jeff McCutchen)
- x. Request permission for two employees from the Oxford Police Department to attend the FBI Crisis Negotiation Training on April 6-10, 2026, in Biloxi, Mississippi, at an estimated cost of \$1,208.16. (Jeff McCutchen)
- xi. Request permission for two employees from the Oxford Fire Department to attend the MSFA CO2 Pipeline Response class on March 28, 2026, at no cost to the city. (Joey Gardner)
- xii. Request permission for one employee from the Oxford Fire Department to attend Fundamentals of Search and Rescue on April 20–24, 2026, in Meridian, Mississippi, at no cost to the city. (Joey Gardner)
- xiii. Request permission for two employees from the Oxford Fire Department to attend Battalion Chief Boot Camp from March 29, 2026, to April 4, 2026, in Pensacola, Florida, at an estimated cost of \$2,727.50. (Joey Gardner)
- xiv. Request permission for three employees from Stronger Together Oxford to attend the Annual Volunteer Management Conference – Points of Light on June 22–26, 2026, in Washington, DC, at an estimated cost of \$6,000.00. (Marlee Carpenter)
- xv. Request permission for three employees from Oxford University Transit to attend the 19th Annual FTA Drug and Alcohol National Conference on April 13–16, 2026, in Portland, Oregon, at an estimated cost to the city of \$15.04. (Donna Zampella)
- xvi. Request permission for one employee from the Human Resources Department to attend the Southeastern Leadership Conference on April 28–30, 2026, in Biloxi, Mississippi, at an estimated cost of \$640.06. (Braxton Tullos)
- xvii. Request permission for two employees from the Oxford Animal Resource Center to attend the National Best Friends Animal Conference on May 6-10, 2026, in Salt Lake City, Utah, at an estimated cost of \$4,250.00. (Kelli Briscoe)
- xviii. Request permission for two employees from the Oxford Animal Resource Center to attend the Animal Care Expo on April 6–11, 2026, in Pittsburgh, Pennsylvania, at an estimated cost of \$4,750.00. (Kelli Briscoe)

Attachments

1. [MUNICIPAL COURT - 2026 CLERKS SUMMER CONFERENCE - NICKIE AND JACKIE.PDF](#)
2. [OCC - TRAVEL REQUEST MSAE L AND L 3-25-26 - MONIQUE.PDF](#)
3. [ENVIRONMENTAL - SERVICES - PERMISSION TO SEND 6 EMPLOYEES \(KNUCKLEBOOM OPERATORS\) FROM THE ENVIRONMENTAL SERVICES DEPARTMENT TO THE HOL-MAC SUMMIT IN BILOXI MS APRIL 7-9. \\$2200 AMBERLYN LILE](#)
4. [HR - TUBBS TRAVEL MEMO 3.17.2026](#)
5. [OUT - TRAVEL - OUT COPIER 20260312_164021.PDF](#)
6. [ARC - TRAVEL REQUEST ANIMAL CARE EXPO.PDF](#)
7. [ARC - TRAVEL REQUEST BEST FRIENDS.PDF](#)

3.d. Human Resources:

- i. Request approval of the promotion of Mackenzie Rogers from the Oxford Police Department to a K-9 Officer, with a stipend of \$101.78 per pay period. (Braxton Tullos)
- ii. Request approval to hire June Tillman as a certified part-time Communications Officer for the Oxford Police Department at \$17.10 per hour. (Braxton Tullos)
- iii. Request approval of Mariah Evans and Dacey Leonard as unpaid interns for the Oxford Police Department. (Braxton Tullos)
- iv. Request approval to voluntarily demote Captain Donovan Lyons from the Oxford Police Department to the position of Reserve Officer at \$17.00 per hour. (Braxton Tullos)
- v. Request approval of the resignation of Patrol Officer Amanda Roy from the Oxford Police Department. (Braxton Tullos)
- vi. Request approval to hire Joshua Rowland as a driver for the Environmental Services

- Department, with an annual salary of \$46,300.80. (Braxton Tullos)
- vii. Request approval of the resignation of Kennel Technician Stephanie Thomas from the Oxford Animal Resource Center. (Braxton Tullos)

3.e. Grants:

- i. Request permission for the Oxford Police Department to apply for a grant with the Department of Homeland Security, in the amount of \$183,185.00. (Jeff McCutchen)
- ii. Request permission to apply for the Lowe's 2026 Community Impact Grant to renovate the old police "Annex" building (new Community Building). (Shane Fortner)

Attachments

1. [EMERGENCY MANAGEMENT - MEMO FOR LOWE'S COMMUNITY IMPACT GRANT.PDF](#)

4. Regular Agenda: Other Departments

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

Alderman Taylor presented the 2025 Annual Report of the Mayor's Commission on Disability Issues. No action was taken.

- 4.b. Oxford Park Commission's Yearly Report. (Seth Gaines)

Attachments

1. [OPC - YEARLY REPORT - SETH.PDF](#)

Seth Gaines, Director of the Oxford Park Commission, presented the Oxford Park Commission's Yearly Report. No action was taken.

- 4.c. Consider bids for City of Oxford Emergency Borrowing. (Sue Fairbank)

Attachments

1. [OTHER - CITY OF OXFORD MS EMERGENCY BORROWING 2026 - NOTE RESOLUTION \(3_17_26\).PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to adopt the resolution and accept the proposal for emergency borrowing from Trustmark Bank with an interest rate of 4.51%. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.d. Consider proposals for professional services to conduct a tree Inventory post Winter Storm Fern. (Cowan Hunter)

Attachments

1. [OTHER - ESTIMATE 1282_MATT NIELSON.PDF](#)
2. [OTHER - OXFORDMS_PROPOSAL_EOCENEV2.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to approve a contract with Green Groves for a tree inventory of up to 9,000 trees on city property for a not-to-exceed amount of \$67,950.00, to be paid with tree escrow monies, to be started immediately and concluded by the end of July, with a report to the Board of Aldermen. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Bailey, to approve Tasks 2, 3, and 4 of the Eocene Proposal dated February 16, 2026, for post-storm tree analysis and planting recommendations, for a not-to-exceed amount of \$35,000.00, to be paid with tree escrow monies, to be started immediately and concluded by the end of July, with a report to the Board of Aldermen. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.e. Second Reading and Public Hearing 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. [OXFORD UTILITIES - ORDINANCE - OU ITEM 3.PDF](#)

After calling for public comment and receiving none, it was moved by Alderman Bailey, seconded by Alderman Hulse, to approve the changes to Chapter 114, Article II, Section 114-41 (Water Rates) and Section 114-44 (Sewer Rates) of the Code of Ordinances, with the effective date to be when all rates have been approved by the Public Service Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.f. Request approval to convert paper personnel records from the Human Resources Department to an electronic format in accordance with Mississippi Code Section 21-15-37. (Braxton Tullos)

Attachments

1. [HR - DIGITAL PERSONNEL FILE.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve converting paper personnel records from the Human Resources Department to an electronic format in accordance with Mississippi Code Section 21-15-37. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.g. Request approval to submit the state/local agreement to MEMA for Winter Storm Fern. (Shane Fortner)

Attachments

1. [EMERGENCY - FEMA - DR4899MS_OXFORD CITY OF STATE FORMS \(1\).PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the submittal of the state/local agreement to MEMA for Winter Storm Fern. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Adopt a Resolution of Service for Captain Donovan Lyons. (Jeff McCutchen)

Attachments

1. [OPD - PROC- LYONS \(002\).PDF](#)

It was moved by Alderman Hulse, seconded by Alderman Smith, to adopt a Resolution of Service for Captain Donovan Lyons of the Oxford Police Department. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. Request permission to approve a Parade/Assembly for Stefano Capomazzo to host a fireworks show on June 27, 2026. (Jeff McCutchen)

Attachments

1. [OPD - EVENT - CAPOMAZZO.PDF](#)

It was moved by Alderman Hyneman, seconded by Alderman Crowe, to approve a parade/assembly for Stefano Capomazzo to host a fireworks show on June 27, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Second Reading and Public Hearing of an Ordinance Amending Chapter 22 Buildings, Article IV Housing, Division 3 Affordable Housing. (Ben Requet)

Attachments

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

After call for public comment and receiving none, it was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the ordinance amending Chapter 22 (Buildings), Article IV (Housing), Division 3 (Affordable Housing) of the Code of Ordinances. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

- 7.a. Request permission to authorize a contract for Oxford Conference Center Lighting Upgrade.

(Mark Levy)

Attachments

1. [SPECIAL - PERMISSION TO EXECUTE CONTRACT BOA.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to authorize the contract with Whitfield Electric Company, Inc. for the Oxford Conference Center Lighting Upgrade. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.b. Request permission to solicit Request for Proposals for Walk of Lights Expansion II. (Mark Levy)

Attachments

1. [SPECIAL - BOA MEMO_ PERMISSION TO ADVERTISE.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to authorize the solicitation of Requests for Proposals (RFPs) for the Walk of Lights Expansion II. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.c. Request permission to advertise for bids on Roundabout Signage. (Mark Levy)

Attachments

1. [SPECIAL - BOA_ PERMISSION TO ADVERTISE.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to authorize the advertisement for bids for the Roundabout Signage. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

8.a. Discuss night paving on the University/Highway 7 Roundabout project by MDOT beginning tentatively on March 30, 2026. (John Crawley)

This was an update only regarding the night paving for the University Avenue/Highway 7 Roundabout project by MDOT, tentatively scheduled to begin on March 30, 2026. No action was taken.

8.b. Request permission to have the mayor execute a contract for the purchase of real estate on Howell Loop. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to have the Mayor execute a contract to purchase property on Howell Loop, needed for the construction of a new sewer pumping station, at a purchase price of \$50,000.00 from Evergreens 314, LLC. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.c. Request permission to close the South 11th alley between Van Buren Avenue and East Jackson Avenue while asphalt contractors work in the area between the hours of 6:00 am and 5:00 pm on Monday, March 23, 2026. (John Crawley)

Attachments

1. [ENGINEERING - MEMO - REQUEST PERMISSION FOR MAYOR TO EXECUTE CONTRACTOR FOR HOWELL LOOP - COMBINED.PDF](#)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to approve the closure of South 11th Alley between Van Buren Avenue and East Jackson Avenue while asphalt contractors work in the area, from 6:00 a.m. to 5:00 p.m. on Monday, March 23, 2026. With 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 Howell-Atkinson, seconded by Alderman Hyneman, to consider entering an executive session for personnel matters and land acquisition/potential litigation. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

The city clerk left the meeting at this time.

It was moved by Alderman Crowe, seconded by Alderman Huelse, to enter executive session for personnel matters at the Oxford Animal Resource Center and the Oxford Fire Department, and land acquisition/potential litigation related to land for affordable housing. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe, that Gabrielle Isbell, of the Oxford Animal Resource Center, be suspended without pay for five days for violating City of Oxford policies. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Smith, to demote Jamie Shaw, Jr. from the Oxford Fire Department from an RDO to a firefighter with an annual pay decrease from \$55,229.36 to \$53,990.31.

It was moved by Alderman Crowe, seconded by Alderman Bailey, to return to regular session. With all aldermen voting aye, Mayor Tannehill declared the motion carried.

9.b. Adjourn.

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

Robyn Tannehill, Mayor

Leslie McCormick, City Clerk