



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, April 01, 2025 at 05:00 PM

City Hall Courtroom

Notice that certain aldermen may be included in the meeting via teleconference, subject to the City of Oxford Code of Ordinances, Section 2-82.

If you need special assistance related to a disability, please contact the ADA Coordinator or visit the office at: 107 Courthouse Square, Oxford, MS 38655. You may also call (662) 234-2453 (voice) or (662) 232-2300 (voice/TTY).

1. Opening the Meeting

- 1.a. Call to Order
- 1.b. Adopt the agenda for the meeting.
- 1.c. Mayor's Report

2. Regular Agenda: City Clerk's Office

- 2.a. Authorize the approval of accounts for all city departments.
- 2.b. Request permission to approve the minutes from the Regular Meeting on March 18, 2025.
(Ashley Atkinson)

Attachments

- 1. [03182025_Minutes.pdf](#)

3. Consider the consent agenda:

- 3.a. Fixed Asset Management
 - i. Request permission to declare a list of equipment surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Attachments

- 1. [OPD_surplus.pdf](#)

3.b. Grants:

- i. Request permission to apply for the 2025 MOHS Grant for up to \$80,000.00, with no match, for the Oxford Fire Department. (Joey Gardner)
- ii. Request permission to apply for the Firehouse Subs Firefighter Assistance Grant for up to \$45,000.00, with no match, for the Oxford Fire Department. (Joey Gardner)

3.c. Human Resources:

- i. Request permission to accept the resignation of Sarah Grace Hollowell in the Oxford Conference Center Department, effective March 28, 2025. (Braxton Tullos)
- ii. Request permission to accept the resignation of Blake Horton in the Oxford Police Department, effective April 7, 2025. (Braxton Tullos)
- iii. Request permission to hire Cameron Chunn as a Patrol Officer in the Oxford Police Department, with an annual salary of \$52,531.65. (Braxton Tullos)
- iv. Request permission to hire Wendy Parham as a Full-Time Communications Officer in the Oxford Police Department, with an annual salary of \$37,575.24. (Braxton Tullos)
- v. Request permission to approve volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)

3.d. Miscellaneous

- i. Request approval of water and/or sewer adjustments, in accordance with the Oxford Utility Leak Adjustment Policy. (Roby Neely)
- ii. Request permission to accept donations for the benefit of the Oxford Animal Resource Center. (Kelli Briscoe)
- iii. Request permission to accept the donation of treats and supplies from Wal-Mart for the benefit of the Oxford Police Department K-9 and Mounted Patrol Units. (Jeff McCutchen)

Attachments

1. [WS_Adjustments_04012025.pdf](#)
2. [donations.pdf](#)

3.e. Travel Requests

- i. Request permission for three employees to attend the MS Municipal Court Clerk's Summer Conference on July 22-25, 2025 in Biloxi, MS at an estimated cost of \$3,000.00. (Nickie Denley)
- ii. Request permission for two employees to attend Enhanced Force Investigations on May 27-30, 2025 in Nashville, TN at an estimated cost of \$3,449.55. (Jeff McCutchen)
- iii. Request permission for five employees to attend Remote Pilot Operations Course on April 28-May 1, 2025 in Oxford, MS at an estimated cost of \$4,055.00. (Jeff McCutchen)
- iv. Request permission for one employee to attend Instructor Development on April 7-11, 2025 in Oxford, MS for an estimated cost of \$400.00. (Jeff McCutchen)
- v. Request permission for one employee to attend Human Trafficking Investigator training on April 29-May 1, 2025 in Hernando, MS at no cost to the city. (Jeff McCutchen)
- vi. Request permission for one employee to attend MS Law Enforcement Child Abuse Conference on May 13, 2025 in Batesville, MS for an estimated cost of \$100.00. (Jeff McCutchen)
- vii. Request permission for the Emergency Management Director to apply for the Executive Leaders Program through the Center for Homeland Defense and Security at no cost to the city. (Shane Fortner)
- viii. Request permission for one Courthouse Square Historic Preservation Commissioner to attend the Mississippi Department of Archives and History Preservation Bootcamp on April 23-24, 2025 in Jackson, MS at an estimated cost of \$650.00. (Ben Requet)
- ix. Request approval to add an additional night to a previously approved travel request for an HR employee, at an estimated cost of \$746.99. (Braxton Tullos)
- x. Request permission for an employee from the Environmental Services Department and an employee from the Development Services- Engineering Department to attend the American Public Works Association Conference on August 17-20, 2025 in Chicago, IL at an estimated cost of \$5,620.00. (Amberlyn Liles/John Crawley)
- xi. Request permission for two Environmental Services Department employees and two Shop employees to travel to Pelham, AL on April 8-9, 2025, at an estimated cost of \$872.00, to view and inspect equipment for the Environmental Services Department. (Amberlyn Liles)

4. Regular Agenda: Other Departments

- 4.a. Request permission to approve a payment policy for the Oxford Municipal Court. (Nickie Denley)

Attachments

1. [COLLECTIONS POLICY.pdf](#)

- 4.b. Request permission to accept the Continuing Disclosure Report for fiscal year ended September 30, 2024, as provided by Butler Snow, LLP. (Ashley Atkinson)

Attachments

1. [FY 2024 Continuing Disclosure Invoice and Submissions - City of Oxford MS.pdf](#)

- 4.c. Request permission to approve and authorize the Mayor to sign an agreement with UKG, to add UKG Bryte AI to the City payroll system at no charge for the trial period. (Braxton Tullos)

Attachments

1. [UKG Order Form UKG Bryte AI.pdf](#)

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly permit for Oxford Pride/Isom Center to host a parade on May 3, 2025 from 2:00pm-3:00pm. (Jeff McCutchen)

Attachments

1. [Isom_center_permit.pdf](#)

- 5.b. Request permission to approve a Parade/Assembly permit for Marlee Carpenter with Stronger Together Oxford to host a Volunteer Recognition Ceremony in the City Hall Pocket Park on April 23, 2025 from 12:00pm-7:00pm. (Jeff McCutchen)

Attachments

1. [STO Parade Permit.pdf](#)

6. Regular Agenda: Special Projects

- 6.a. Request permission to approve and authorize the Mayor to sign a contract, in the amount of \$165,985.00, with TM Productions, LLC, for the Woodlawn Trail Extension Project based on bids previously accepted. (Mark Levy)

Attachments

1. [Permission to accept contract with TM Productions LLC for the Woodlawn Davis Trail Extension project.pdf](#)

- 6.b. Request permission to advertise for bids for technology upgrades at the Oxford Park Commission Activity Center and the Ulysses "Coach" Howell Activity Center. (Mark Levy)

Attachments

1. [Permission to advertise for technology upgrades at the Oxford Activity Center.pdf](#)

7. Regular Agenda: Development Services-Engineering Department

- 7.a. Request permission to advertise for bids for the Anderson Road Water Treatment Plant Upgrades Project and two Anderson Road Well Sites. (John Crawley)

Attachments

1. [Memo - Request Permission to Advertise for Bids - Anderson Road Water Treatment Plant Upgrades and Wells.pdf](#)

- 7.b. Request permission to advertise for reverse auction bids for a new 14-yard dump truck with a snow plow for the Development Services-Street Department. (John Crawley)

Attachments

1. [Memo - Request Permission to Advertise for Reverse Auction Bids - New 14 Yard Dump Truck with Snow Plow.pdf](#)

- 7.c. Consider Change Order #2 and Payment Application #2 for the mTrade Roundabout Project. (John Crawley)

Attachments

1. [Memo - Request Permission to Approve CO2 and Pay App 2 - mTrade Park Roundabout Project - Combined.pdf](#)

8. Regular Agenda: Closing the Meeting

8.a. Consider an executive session.

8.b. Recess to meet at 1:00pm on Wednesday, April 2, 2025.