



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, April 07, 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 Robyn Tannehill at 5:00 p.m. on Tuesday, April 7, 2026, in the Courtroom of Oxford City Hall, at which time the following were present, unless otherwise noted as absent:

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

Pope Mallette, PLLC Of Counsel
Leslie McCormick, City Clerk
Hollis Green, Chief Operating Officer
Rhonda Burchett, Chief Financial Officer
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
Greg Pinion, Buildings and Grounds
Nickie Denley, Municipal Court Clerk
Brad Freeman, mTrade Park

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to adopt the agenda for the meeting with the addition of items 2.h., 3.a.iii, 3.c.x, 3.d.xviii, and 5.c. 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 17, 2026. (Leslie McCormick)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to approve the minutes of the Regular Board of Aldermen meeting on March 17, 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 meetings on March 23, 2026 and March 31, 2026. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Hyneman, to approve the minutes of the Special Board of Aldermen meetings held on March 23, 2026, and March 31, 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)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor, to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 140278-140479, 140505; ACH 360-363, Water & Sewer claims numbered 40873-40926; ACH 285-287, Trust & Agency claims numbered 54551-54643; ACH 285-287, Metro Narcotics claims numbered 9306-9308; ACH 120-122, OPC Activity Fund claims numbered 4777-4801, and Bond and Interest claim numbered 7046, totaling \$4,781,667.69. 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 Bailey, seconded by Alderman Crowe, to approve the emergency purchases made as a result of Winter Storm Fern, which occurred from January 23-26, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.e. February 2026 budget report. (Rhonda Burchett)

Attachments

1. [FINANCE - BUDGET PERFORM REPORT CITY OF OXFORD YTD FEB 2026.PDF](#)

This item was presented as an update; the Board of Aldermen took no action.

2.f. Request permission for the Mayor to sign and execute the 2025 Engagement Letter with Butler/Snow for disclosure reporting. (Rhonda Burchett)

Attachments

1. [FINANCIAL ADMIN - FY 2025 CONTINUING DISCLOSURE ENGAGEMENT LETTER \(REVISED 3.24.26\) CITY OF OXFORD MS](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the Mayor's signing and execution of the 2025 Engagement Letter with Butler Snow for disclosure reporting. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.g. Request permission to authorize a drawdown from Trustmark Bank loan in an amount not to exceed \$10,000,000.00 for expenses related to Winter Storm Fern. (Rhonda Burchett)

It was moved by Alderman Crowe, seconded by Alderman Hulse, to approve the drawdown from the Trustmark Bank loan in an amount not to exceed \$10,000,000.00 for expenses related to Winter Storm Fern. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.h. Request permission to use Franks, Franks, Wilemon, and Hagood for additional non-audit services. (Rhonda Burchett)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith, to authorize the Financial Administration Department to engage Franks, Franks, Wilemon, & Hagood for additional non-audit services. 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 Taylor, to approve the following items as part of the consent agenda. With all the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.a. Fixed Asset Management:

- i. Request permission to declare a Titan 029001 Airless Sprayer with asset tag number 02711 and serial number 1137200456; a SprayTech 1720 with asset tag number 02790; a LS 121 Makita Saw Stand with asset tag number 02946; a Craftsman Bandsaw with asset tag number 02797 and serial number 0274P0764; a DW735 Dewalt Planer with asset tag number 02567 and serial number 200511CT87594; a JP06101 Rigid Jointer with asset tag number 02575 and serial number 04432196A; a Rigid BS14002 Band Saw with asset tag number 02577 and serial number BS090904868; and a Craftman Dust Collection 351213371 with asset tag number 02595; and serial number 0848W, from the Building and Grounds - Facilities Maintenance Division as surplus and authorize their disposal. (Mike Grant)
- ii. Request permission to declare a Stihl Edger FC95 with asset tag number 02617 and serial number 273597234; a Cub Cadet SC500 with serial number 5X65MU1180818A0026; and a Stihl Polesaw HT101 with asset tag number 02194 and serial number 296324284 from the Building and Grounds - Landscape Services Division as surplus and authorize their disposal. (Nick Matthews)
- iii. Request permission to declare an Apple iPhone 12 with asset tag number 02926; an Apple iPhone 12 with asset tag number 02925 and serial number 089699695200413698; an Apple iPhone 12 with asset tag number 02924; and an Apple iPhone 12 with asset tag number 02923, from the Oxford Conference Center as surplus and authorize their disposal. (Micah Quinn)

Attachments

1. [SURPLUS - FACILITIES MAINTENANCE - 8 ITEMS - BOA 7APR26.PDF](#)
2. [SURPLUS - BUILDING & GROUNDS - LANDSCAPE SERVICES.PDF](#)

3.b. Miscellaneous:

- i. Request permission to accept a donation from the Oxford Garden Club to the Environmental Services Department in the amount of \$925.00 for a garbage can for the Depot Trail. (Amberlyn Liles)
- ii. Request permission to sign a proclamation to declare April as Child Abuse Prevention Month in Oxford.
- iii. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
- iv. Request permission to approve donations on behalf of the Oxford Animal Resource Center. (Kelli Briscoe)

Attachments

1. [OTHER - PROCLAMATION - CHILD ABUSE PREVENTION MONTH.PDF](#)
2. [OU - ADJUSTMENTS.PDF](#)
3. [OARC - DONATIONS.PDF](#)

3.c. Travel Requests:

- i. Request permission for one employee from the Oxford Police Department to attend the Crimes Against Children Certified Investigator Training on selected weeks from April 20, 2026, through July 30, 2026, in Pearl, Mississippi, at an estimated cost of \$3,660.00. (Jeff McCutchen)
- ii. Request permission for six employees from the Oxford Police Department to attend the Firearms Instructor Certification from August 3– 7, 2026, in Oxford, Mississippi, at an estimated cost of \$7,200.00. (Jeff McCutchen)
- iii. Request permission for three employees from the Oxford Police Department to attend NASRO from June 28, 2026, through July 3, 2026, in Reno, Nevada, at an estimated cost of

- \$2,630.86. (Jeff McCutchen)
- iv. Request permission for one employee from the Oxford Police Department to attend the FBI CJIS Tool Investigation Course on April 27, 2026, in Tupelo, Mississippi, at no cost to the City of Oxford. (Jeff McCutchen)
 - v. Request permission for sixty employees from the Oxford Police Department to attend the Leading Without Rank: The Emerging Leader Training on July 20, 2026, in Oxford, Mississippi, at an estimated cost of \$3,000.00. (Jeff McCutchen)
 - vi. Request permission for two employees from the Oxford Fire Department to attend Firefighter I-II from April 20, 2026, through June 11, 2026, at MSFA, at an estimated cost of \$1,000.00. (Joey Gardner)
 - vii. Request permission for three employees from the Development Services Department - Street Division to attend G&C Supply CO., Inc.'s Customer Appreciation and Vendor Show on May 8, 2026, in Atwood, Tennessee, at an estimated cost of \$150.00. (John Crawley)
 - viii. Request permission for three employees from Oxford Utilities - WWTP Division to attend the MsRWA Wastewater Operator Certification Course on August 17-21, 2026, in Tupelo, Mississippi, at an estimated cost of \$1,085.00. (Rob Neely)
 - ix. Request permission for two employees from the Planning Department to attend the Preservation Bootcamp at the Mississippi Department of Archives and History on April 22–23, 2026, in Jackson, Mississippi, at an estimated cost of \$515.00. (Ben Requet)
 - x. Request permission for an employee from the Emergency Management Department to accept the nomination to attend and travel to the State Executive Development Institute on May 17–22, 2026, at the Stennis Institute of Government at Mississippi State University. (Shane Fortner)

Attachments

1. [DEVELOPMENT SERVICES - TRAVEL REQUEST - STREET DEPARTMENT.PDF](#)
2. [PLANNING - PRESERVATION BOOTCAMP TRAVEL REQUEST.PDF](#)
3. [OU - TRAVEL.PDF](#)

3.d. Human Resources:

- i. Request permission to approve the retirement of Chief Inspector William Stewart from the Oxford Fire Department, effective June 30, 2026. (Braxton Tullos)
- ii. Request permission to approve the retirement of WWTP Superintendent and Laboratory Supervisor, Perry Rogers; Working Line Foreman, Del Fikes; Receptionist and Customer Service Representative, Susan Killen; and Customer Service Representative, LaVerne Thompson, all from Oxford Utilities, effective June 30, 2026. (Braxton Tullos)
- iii. Request permission to approve the promotion of Wes Sneed from WWTP Assistant Superintendent to WWTP Superintendent with an annual salary of \$83,948.80, effective July 1, 2026, Angela Chase from WWTP Operator I to WWTP Operator I/Lab Supervisor with an annual salary of \$66,206.40, effective July 1, 2026, and Adam Keith to Working Line Foreman with an annual salary of \$82,846.40, effective July 1, 2026, all from Oxford Utilities. (Braxton Tullos)
- iv. Request permission to approve the resignation of Jessica Tolleson, Comptroller for the Financial Administration Department, effective April 7, 2026. (Braxton Tullos)
- v. Request permission to approve the resignation of intern Lily Levy from the Municipal Court, effective March 25, 2026. (Braxton Tullos)
- vi. Request permission to approve a title change for Nickie Denley from Court Clerk to Municipal Court Administrator/Court Clerk from the Municipal Court, with no change in pay. (Braxton Tullos)
- vii. Request permission to hire Lily Ambrose as a paid intern for the Municipal Court at the rate of \$15.00 per hour. (Braxton Tullos)
- viii. Request permission to approve the resignation of Deputy Clerk Qyalycia Benson from the Municipal Court, effective April 29, 2026. (Braxton Tullos)
- ix. Request permission to hire Jamarion Wadley as a full-time Landscaper for the Building and Grounds Department – Landscape Services Division with an annual salary of \$40,170.00. (Braxton Tullos)
- x. Request permission to hire Emma Hurdle, Anthony Hawkins, KJ Dukes, Carly Evans, Devyn Baker, and Ella Grace Wood as Concessionaires at a rate of \$10.00 per hour and to promote Sanders Mattox to the position of Grill Cook at the rate of \$15.00 per hour for mTrade Park. (Braxton Tullos)

- xi. Request permission to approve the resignation of Assistant Project Manager, Mattison Waller, from the General Government Department, effective April 13, 2026. (Braxton Tullos)
- xii. Request permission to approve the resignation of intern Mariah Evans from the Oxford Police Department, effective April 7, 2026. (Braxton Tullos)
- xiii. Request permission to hire Anna Scott as a part-time Communications Officer at the rate of \$17.10 per hour, Rebecca Rusinovich as a full-time Communications Officer with an annual salary of \$41,798.70, and Gordon Wilkerson as a Patrol Officer with an annual salary of \$54,107.60 for the Oxford Police Department. (Braxton Tullos)
- xiv. Request permission to approve the promotion of Michael Jake Gibbs from a Patrol Officer with an annual salary of \$66,818.03 to a Criminal Investigator with an annual salary of \$67,921.36 for the Oxford Police Department, effective April 8, 2026. (Braxton Tullos)
- xv. Request permission to approve the change in the EMA stipend designation of \$2,300.00 from David Sabin to Breck Jones for the Oxford Police Department. (Braxton Tullos)
- xvi. Request permission to hire Charquais Pegues as a full-time driver with an annual salary of \$46,300.80, David Cook as a full-time driver with an annual salary of \$46,300.80, and Charles Ivy as a part-time driver at the rate of \$29.00 per hour for the Environmental Services Department. (Braxton Tullos)
- xvii. Request permission to approve the resignation of Demetric Cook as a driver from the Environmental Services Department, effective date of April 7, 2026. (Braxton Tullos)
- xviii. Request permission to hire Allison Garner as a Comptroller for the Financial Administration Department with an annual salary of \$87,500.00. (Braxton Tullos)

3.e. Grants:

- i. Request permission for the Mayor to sign a grant modification request for the FY26 405D Alcohol and Drug Impaired Driving Grant. (Jeff McCutchen)

Attachments

- 1. [OPD - 2026.03.26 TRAINING GRANT REVISION FOR INST SCH PACKET75](#)

4. Regular Agenda: Other Departments

- 4.a. Request permission to adopt a retirement resolution for mTrade Park employee, Douglas Ewing. (Brad Freeman)

Attachments

- 1. [MTRADE PARK - DOUG_EWING_RESOLUTION.PDF](#)

It was moved by Alderman Smith, seconded by Alderman Crowe, to adopt the retirement resolution for mTrade Park employee Douglas Ewing. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.b. Request permission to approve a retirement resolution for Oxford Utilities employee, Perry Rogers. (Rob Neely)

Attachments

- 1. [OU - RETIREMENT RESOLUTION PERRY ROGERS.PDF](#)

It was moved by Alderman Taylor, seconded by Alderman Hyneman, to adopt the retirement resolution for Oxford Utilities employee, Perry Rogers. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Request permission to accept bid by reverse auction for equipment for the Environmental Services Department. (Leslie McCormick)

Attachments

- 1. [ENVIRONMENTAL SERVICES - PERMISSION TO ACCEPT BIDS FOR ROLL OFF.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to accept the bid submitted through a reverse auction for a Class B chassis with a roll-off body hoist for the Environmental Services Department from TAG Truck Center in the amount of \$241,661.00. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. First Reading of a proposed ordinance amending Article XX - Parades, Public Assemblies, and Special Events. (Jeff McCutchen)

Attachments

1. [OPD - ORDINANCE - ASSEMBLIES AND PARADES \(2\).PDF](#)

After receiving public comment, the decision was made to defer the First Reading of a proposed ordinance amending Article XX—Parades, Public Assemblies and Special Events to the first Board of Aldermen meeting in May 2026. No action was taken.

- 5.b. Request permission to approve a parade/assembly permit for Stronger Together Oxford to host a Volunteer Appreciation event on April 21, 2026 from 2:00 p.m. to 6:00 p.m. (Jeff McCutchen)

Attachments

1. [OPD PARADE PERMIT- UPDATED- VOLUNTEERWEEKSTO24 \(002\).PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve the parade/assembly permit for Stronger Together Oxford to host a Volunteer Appreciation Event on April 21, 2026, from 2:00 p.m. to 6:00 p.m. With all aldermen voting aye, Mayor Tannehill declared the motion carried.

- 5.c. Request permission to approve a parade/assembly permit for Stronger Together Oxford to host the Sustainable Spring: Tulip Take Home event on April 10, 2026 from 8:00 a.m. to 3:00 p.m. (Jeff McCutchen)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the parade/assembly permit for Stronger Together Oxford to host the "Sustainable Spring: Tulip Take-Home Event" on April 10, 2026, from 8:00 a.m. to 3:00 p.m. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Special Projects

- 6.a. Request permission to accept the vending machine Request-For-Proposal (RFP) and enter into a contract with A&C Ventures for annual vending services at City Hall and the Animal Resource Center. (Mark Levy)

Attachments

1. [SPECIAL - PERMISSION TO EXECUTE MEMO W- PROPOSAL.PDF](#)

It was moved by Alderman Smith, seconded by Alderman Crowe, to accept A&C Ventures' proposal to install vending machines at City Hall and the Animal Resource Center, with the City receiving a 5% commission on net profit. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Request permission to accept bids for landscape maintenance for select public right-of-way. (Mark Levy)

Attachments

1. [SPECIAL - PERMISSION TO ACCEPT BIDS FOR LANDSCAPE MAINTENANCE OF SELECT PUBLIC RIGHT-OF-WAY.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to accept the bids for the landscape maintenance for select public right-of-way. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.c. Request permission to award a contract to Creekmore Landscape LTD. for right-of-way maintenance. (Mark Levy)

Attachments

1. [SPECIAL - PERMISSION TO AWARD CONTRACT TO CREEKMORE LANDSCAPE LTD FOR RIGHT-OF-WAY MAINTENANCE.PDF](#)

It was moved by Alderman Bailey, seconded by Alderman Smith, to sign a contract with Creekmore Landscape Ltd. for all selected right-of-way properties for the 2026 cutting season at a total price per cut for all sixty-nine identified areas of \$6,284.61, with the

expectation of sixteen cuts per season for a not-to-exceed amount of \$100,553.76. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Closing the Meeting

7.a. Consider an executive session.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe, to consider an executive session to discuss personnel matters and potential litigation/land acquisition. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

The City Clerk left the room at this time.

It was moved by Alderman Smith, seconded by Alderman Hyneman, to enter executive session for personnel matters at the Oxford Animal Resource Center and Buildings and Grounds - Facilities Maintenance Department, and a potential litigation/land acquisition related to land for affordable housing. With all aldermen voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Smith, to terminate Donald Smith from the Buildings and Grounds - Facilities Maintenance Department for failure to perform the essential functions of the job. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Hyneman, to suspend Brittany German from the Oxford Animal Resource Center for five days for violating city policy. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Smith, seconded by Alderman Howell-Atkinson, to return to regular session. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.b. Adjourn.

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

Robyn Tannehill, Mayor

Leslie McCormick, City Clerk