



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, April 15, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to Order

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, April 15, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I
Mark Huelse, Alderman Ward II
Brian Hyneman, Alderman Ward III
Kesha Howell-Atkinson, Alderman Ward IV
Preston Taylor, Alderman Ward V-absent
Jason Bailey, Alderman Ward VI
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Ben Requet- Director of Planning
Jeff McCutchen- Police Chief-absent
Sheridan Maiden-Deputy Police Chief
Braxton Tullos- Human Resources Director
Joey Gardner- Fire Chief
Shane Fortner-Emergency Management Director
Seth Gaines- Director of Oxford Park Commission
Mike Young- Asst. Director of Oxford Park Commission
Marlee Carpenter- Stronger Together Director
Rob Neely- General Manager of Oxford Utilities
Lynwood Jones- Superintendent of City Shop-absent
Amberlyn Liles- Environmental Services Director
Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor
John Crawley- City Engineer
Brad Freeman- mTrade Park Director-absent
Clay Brownlee- mTrade Park Assistant Director-absent

Michael Temple- IT Department-absent
Chris Simmons- IT Director-absent
Chandler Murabito-IT Department
Mark Levy- General Government
Laurie Steele-HR Department
Kelli Briscoe-Animal Resource Center Director
David Sabin-Police Department
Robert Baxter-Planning Dept.
Kate Kenwright-Planning Dept.

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 3.c.ix and 3.d.iv. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

1.c. Mayor's Report

2. Regular Agenda: City Clerk's Office

2.a. Authorize the approval of the minutes of the Regular Meeting on April 1, 2025 and the Recess Meeting on April 2, 2025. (Ashley Atkinson)

Agenda Attachments

1. [04012025_Minutes.pdf](#)
2. [04022025R_minutes.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the minutes of the Regular Meeting on April 1, 2025 and the Recess Meeting on April 2, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Authorize the approval of accounts for all city departments.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 135836-136012 and ACHs 244-248, Water & Sewer claims numbered 39936-39968 and ACHs 233-234, Trust & Agency claims numbered 52617-52681 and ACHs 154-157, Metro Narcotics claims numbered 9179-9182 and ACHs 70-71, OPC Activity Fund claims numbered 4011-4040, a Bond & Interest claim numbered 7026, and an SB2468 claim numbered 1000, and totaling \$2,049,155.62. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Addy 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 a list of weapons, a 2014 Dodge Charger with VIN 2C3CDXAG5EH149307, a 2014 Dodge Charger with VIN 2C3CDXAG3EH149306, a 2009 Dodge Charger with VIN 2B3KA43V99H567533, a 2013 Dodge Charger with VIN 2C3CDXAG6DH592662, a 2013 Dodge Charger with VIN 2C3CDXAG8DH592663, a 2013 Dodge Charger with VIN 2C3CDXAG6DH592659, a 2014 Dodge Charger with VIN 2C3CDXAG8EH149303, and a 2014 Dodge Charger with VIN 2C3DXAG5EH149291 surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)
- ii. Request permission to declare a Stihl BR800C blower with SN 518920984 and asset tag 2863 surplus in the Buildings & Grounds Department and authorize its disposal. (Greg Pinion)
- iii. Request permission to declare a Panasonic microwave with asset tag 1143 surplus in the Oxford Conference Center Department and authorize its disposal. (Micah Quinn)

Agenda Attachments

1. [OPD_surplus_04152025.pdf](#)
2. [OPD_surplus_2_04152025.pdf](#)

3. [B.G. Surplus.pdf](#)

4. [OCC Surplus.pdf](#)

3.b. Grants:

- i. Request permission to accept the modification of the 405D Impaired Driving Grant. (Jeff McCutchen)

Agenda Attachments

1. [grant_modification.pdf](#)

3.c. Human Resources:

- i. Request permission to hire Justin Bright as a Firefighter/Paramedic with an annual salary of \$61,990.31, to hire Adrian Vega and Charles Moore as Probationary Firefighters, each with an annual salary of \$49,044.79, in the Oxford Fire Department. (Braxton Tullos)
- ii. Request permission to accept the resignation of Jayce Tack in the Oxford Police Department, effective May 1, 2025. (Braxton Tullos)
- iii. Request permission to transfer Lukas Vanlandingham from the Buildings & Grounds Department to the Environmental Services Department, with an hourly rate of \$15.00. (Braxton Tullos)
- iv. Request permission to accept the resignation of Charlie Black, Morgan Breithaupt, Maxwell Elliott, Reagan Feathers, Emily Hayward, and Hailey Lott in the mTrade Park Department, effective April 15, 2025. (Braxton Tullos)
- v. Request permission to hire Kasidy Certion as Concession Stand employee in the mTrade Park Department, with an hourly rate of \$9.25. (Braxton Tullos)
- vi. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)
- vii. Request permission to hire Keuntae Booker, Omari Frierson, Landon Hudson, Preston Adair, Kajarrious Conner, Xavier Houston, Akeem Doughty, Hubert Jones, Ava Denley and Trikyus Woodall as Seasonal, Part- Time employees in the Environmental Services Department, each with an hourly rate of \$15.00. (Braxton Tullos)
- viii. Request permission to accept the resignation of Alan Hall in the Oxford Fire Department, effective April 16, 2025. (Braxton Tullos)
- ix. Request permission to hire Eli McMain as a Patrol Officer in the Oxford Police Department with an annual salary of \$52,531.65. (Braxton Tullos)

3.d. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustments Policy. (Rob Neely)
- ii. Request permission to adopt a Proclamation designating April as National Child Abuse Prevention Month in Oxford.
- iii. Request permission to approve donations for the benefit of the Oxford ARC. (Kelli Briscoe)
- iv. Request permission for the Oxford ARC to host Hoppy Paws (Easter Bunny pictures for the public with dogs) in the City Hall Pocket Park on Friday, April 18, 2025 from 10:00am-12:00pm. (Kelli Briscoe)

Agenda Attachments

1. [WS adjustments_04152025.pdf](#)

2. [PROCLAMATION.pdf](#)

3. [Hoppy Paws Event.pdf](#)

3.e. Travel Requests:

- i. Request permission for three employees to attend Integrating Communications, Assessments and Tactics Instructor on May 1-2, 2025 in Pearl, MS at an estimated cost of \$958.70. (Jeff McCutchen)
- ii. Request permission for one employee to attend MBI Training Initiative on April 22, 2025 in Pope, MS at no cost to the city. (Jeff McCutchen)
- iii. Request permission for one employee to attend the 2025 MS Public Safety Summit on May 28-30, 2025 in Flowood, MS at an estimated cost of \$681.00. (Jeff McCutchen)
- iv. Request permission for one employee to attend Law Enforcement Chaplain Training Program on April 28-May 1, 2025 in Pearl, MS at an estimated cost of \$481.00. (Jeff McCutchen)
- v. Request permission for one employee to attend Dispatch-Domestic Violence training on

- May 20, 2025 in Hernando, MS at an estimated cost of \$150.00. (Jeff McCutchen)
- vi. Request permission for one employee to attend Dispatch-Human Trafficking training on May 19, 2025 in Hernando, MS at an estimated cost of \$150.00. (Jeff McCutchen)
- vii. Request permission for two employees to attend IAED-40 Hour Basic Course training on May 19-23, 2025 in Starkville, MS at an estimated cost of \$2,163.00. (Jeff McCutchen)
- viii. Request permission for one employee to attend NEICI Suicide Calls training on April 29, 2025 in Columbus, MS at an estimated cost of \$150.00. (Jeff McCutchen)

4. Regular Agenda: Other Departments

- 4.a. Recognize the Oxford Police Department Victim Services Unit for an award given by the Attorney General's Office, in celebration of Crime Victims' Rights Week. (Jeff McCutchen)

Police Chief, Jeff McCutchen, presented the Oxford Police Department Victim Services Unit and the award they won in celebration of Crime Victims's Rights Week. The Board congratulated them and thanked them for their efforts in the community.

- 4.b. Request permission to approve a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi authorizing and directing the issuance of the City of Oxford, Mississippi General Obligation Bonds (Public Improvements Issue), Series 2025, in the aggregate principal amount of five million (\$5,000,000) dollars for upgrades to City infrastructure and buildings, along with the Preliminary Official Statement, as provided by Butler Snow, LLP.. (Sue Fairbank)

Agenda Attachments

- 1. [Oxford 2025 GO Bonds - Sales Parameter Resolution.pdf](#)

It was moved by Alderman Hulse, seconded by Alderman Bailey to approve a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi authorizing and directing the issuance of the City of Oxford, Mississippi General Obligation Bonds (Public Improvements Issue), Series 2025, in the aggregate principal amount of five million (\$5,000,000) dollars for upgrades to City infrastructure and buildings, along with the Preliminary Official Statement, as provided by Butler Snow, LLP. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Tree Board Update. (Cowan Hunter)

Tree Board Chairman, Cowan Hunter, updated the Board on recent Tree Board activities.

- 4.d. Authorize an appointment to the Affordable Housing Commission.

It was moved by Alderman Bailey, seconded by Alderman Crowe to appoint Suzanne Ryals to the Affordable Housing Commission, as an Ex-officio member. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.e. Request permission to accept the reverse auction bids for equipment for the Environmental Services Department. (Amberlyn Liles)

Agenda Attachments

- 1. [Memo 8 yard Refuse Truck.pdf](#)

It was moved by Alderman Hulse, seconded by Alderman Bailey to accept the reverse auction bids from Sansom Equipment, in the amount of \$176,700.00 each, for two 8-yard garbage trucks for the Environmental Services Department. All the members present voting aye, Mayor Tannehill declared the motion carried.

- 4.f. Request permission to accept a flood insurance quote from Wright National Flood Insurance Company for an annual premium of \$1,890.00 for the Oxford-University Transit System. (Walt McCullough)

Agenda Attachments

- 1. [OUT_flood_insurance_quote.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to accept a flood insurance quote from Wright National Flood Insurance Company for an annual premium of \$1,890.00 for the Oxford-University Transit System. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.g. Request permission to approve a list of budget amendments and re-allocations. (Ashley Atkinson)

Agenda Attachments

1. [Amendments_Reallocations_04152025.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Bailey to approve a list of budget amendments and re-allocations. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly Permit for Oxford-Lafayette Fuller Center for Housing to host a home dedication ceremony on May 17, 2025 from 3:00pm-5:00pm. (Jeff McCutchen)

Agenda Attachments

1. [Fuller_Center_permit.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Bailey to approve a Parade/Assembly Permit for Oxford-Lafayette Fuller Center for Housing to host a home dedication ceremony on May 17, 2025 from 3:00pm-5:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Special Projects

- 6.a. Request permission to accept an Adopt-a-Street Contract with UM Environmental Coalition for the maintenance of Oxford Way. (Mark Levy)

Agenda Attachments

1. [Memo-Adopt-a-Street-UM_Environmental_Coalition.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Hyneman to accept an Adopt-a-Street Contract with UM Environmental Coalition for the maintenance of Oxford Way. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Consider a contract for professional services with Beard and Riser for the design of Pickleball Courts at Stone Park. (Mark Levy)

Agenda Attachments

1. [Consider contract with Beard Riser Architects for design of new pickle ball courts at Stone Park.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a contract for professional services with Beard and Riser for the design of Pickleball Courts at Stone Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.c. Consider amendments to Change Order #2 and #3 for the Oxford Swimming Pool Renovation. (Mark Levy)

Agenda Attachments

1. [Consider Change Orders #2 and #3 from JP Corp for Oxford Swimming Pool Renovation project.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve amendments to Change Orders #2 and #3, in a net amount of \$4,640.90, for the Oxford Swimming Pool Renovation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.d. Consider Change Order #4 for the Oxford Swimming Pool Renovation. (Mark Levy)

Agenda Attachments

1. [23034 Oxford Pool CO 04 to Owner.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve Change Order #4 to JP Corp., in the amount of \$119,812.03, for the Oxford Swimming Pool

Renovation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.e. Request permission to accept the bids received and award a contract for ROW maintenance. (Mark Levy)

Agenda Attachments

1. [ROW Bid Comparison-2025.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Crowe to accept the bids received and award a contract to Thornberry Lawns, in the amount of \$71,712.00, and to award a contract to Smith Lawn Management, in the amount of \$77,440.00 for ROW maintenance. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Development Services-Engineering Department

- 7.a. Consider Change Order No. 1 and Payment Application No.3 for the North Lamar Sewer Project. (John Crawley)

Agenda Attachments

1. [Memo - Request to Approve Change Order No. 1 and Pay App No. 3 for North Lamar Sewer Project - Combined.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Crowe to approve Change Order No. 1, to Axis Site Work, LLC, in the amount of \$64,427.82, and to approve Payment Application No. 3, in the amount of \$153,007.78, for the North Lamar Sewer Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Request permission to approve revisions on Change Orders No. 4 and No. 5 for the Oxford Square Downtown Detention Project. (John Crawley)

Agenda Attachments

1. [Memo - Request to Approve Revisions to Change Orders No. 4 and No. 4 and Correlating Pay Apps for Downtown Detention Project - Combined.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve revisions, correcting a mathematical error, to Change Orders No. 4 and 5 for the Oxford Square Downtown Detention Project. These changes do not affect the amount paid to the vendor. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Consider a request from Blackburn Construction for extended work hours Monday-Friday beginning April 16th through June 16 for early morning concrete pours. (John Crawley)

Agenda Attachments

1. [memo blackburn construction request for extended hours work.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a request from Blackburn Construction for extended work hours (6:00am-7:30pm) Monday-Friday beginning April 16th through June 16 for early morning concrete pours. All the aldermen present voting aye, with the exception of Alderman Hyneman who voted no, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Closing the Meeting

- 8.a. Consider an executive session.

Agenda Attachments

1. [Lafayette County - Contract with City of Oxford - City Inmates.pdf](#)
2. [AG opinion inmate costs.pdf](#)
3. [Jail contract_email.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Hulse to consider an executive session for personnel matters, a matter related to police security measures, and a matter of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to enter into an executive session for personnel matters in the Municipal Court Department, a matter related to police security measures in the downtown area, and a matter of potential litigation related to a proposed contract. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Hulse, seconded by Alderman Howell-Atkinson to increase the salary of Municipal Judge Marc Boutwell to \$76,950.00, effective April 17, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Bailey to increase the pay for public defenders to \$4,000.00 a month. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Adjourn.

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

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk