



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, May 06, 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. Request permission to approve the minutes from the Regular Meeting on April 15, 2025. (Ashley Atkinson)
- 2.b. Request permission to approve the accounts for all city departments. (Ashley Atkinson)

3. Consider the consent agenda:

- 3.a. Fixed Asset Management:
 - i. Request permission to declare a 25-gallon water tank and pump with asset tag 2770 and a 50-gallon water tank and pump with asset tag 2769 surplus in the Buildings & Grounds Department and authorize their disposal. (Greg Pinion)
 - ii. Request permission to declare 8 2021-2022 IPS meter mechanisms with SNs 425360, 341688, 511474, 456674, 423033, 526073, 468466, and 456011, 2 meter mechanism keypads, 3 housing dome covers, and 2 broken housing vault doors surplus in the Oxford Police Department- Parking Enforcement Division and authorize their disposal. (Jeff McCutchen)

Attachments

- 1. [B_G_Surplus.pdf](#)
- 2. [OPD_Parking_surplus.pdf](#)

3.b. Grants:

- i. Request permission to approve and authorize the Mayor to sign the Three Rivers Planning & Development District EDA Grant as a joint-entity with other counties in the district. (Amberlyn Liles)
- ii. Request permission to accept a Keep Mississippi Beautiful Spring Community Grant in the amount of \$425.00 for the benefit of the Environmental Services Department. (Amberlyn Liles)

Attachments

1. [TRPDD_grant_landfill.pdf](#)

3.c. Human Resources:

- i. Request permission to accept the retirement of Oxford Utilities-Water & Sewer Division employees, Jeff Jenkins and Jason Mooney, and to accept the retirement of Oxford Utilities-Electric Division employee, Eddie Slate, all effective June 30, 2025. (Braxton Tullos)
- ii. Request permission to hire Landon Denley and Zaylen Booker as paid interns for the Oxford Utilities-Electric Division, each with an hourly rate of \$15.00. (Braxton Tullos)
- iii. Request permission to hire Hunter Hamilton as a Meter Reader in the Oxford Utilities-Electric Division, with an annual salary of \$44,999.78. (Braxton Tullos)
- iv. Request permission to approve step increases in the Development Services- Building Department for the following employees: Scott Allen for completing his Mechanical Inspector Certification; his new salary will be \$65,563.62; Garrett Black for completing his Commercial Building Inspector Certification; his new salary will be \$54,494.62, and Michael Brown for completing his Residential Building Inspector Certification; his new salary will be \$53,687.07. (Braxton Tullos)
- v. Request permission to accept the resignation of Part-Time employee, John Prewitt, at the Oxford Conference Center, effective May 10, 2025. (Braxton Tullos)
- vi. Request permission to hire Sanvantez McCaster, as a Part-Time Facility Worker in the Oxford Conference Center Department, with an hourly rate of \$12.00. (Braxton Tullos)
- vii. Request permission to hire Slay Smith, William "Niles" Lovelady, Ronald Maxcy, Riley Smith, Sara Beth Huffman, Caroline Thacker, and Sean Doyle as Concessionaires, each with an hourly rate of \$9.25, and to hire Killian Hollister as a Concession Supervisor with an hourly rate of \$11.25 in the mTrade Park Department. (Braxton Tullos)
- viii. Request permission to hire Brad Daigneault as a Part-Time Municipal Judge in the Municipal Court Department, with an annual salary of \$50,000.00. (Braxton Tullos)
- ix. Request permission to accept the resignation of Oxford Police Department employee, Ashley Williams, effective April 30, 2025. (Braxton Tullos)
- x. Request permission to accept the resignation of Oxford Fire Department employee, Justin Bright, effective April 15, 2025. (Braxton Tullos)
- xi. Request permission to hire Larry Harmon as a Firefighter in the Oxford Fire Department, with an annual salary of \$52,417.78. (Braxton Tullos)
- xii. Request permission to accept the resignation of Buildings & Grounds Department employee, Jonathan Hall, effective May 1, 2025. (Braxton Tullos)
- xiii. Request permission to hire David Gray as a Full-Time Grounds Worker in the Buildings & Grounds Department, with an annual salary of \$37,734.09. (Braxton Tullos)
- xiv. Request permission to hire Abby McHenry as a Summer intern in the Development Services-Engineering Department with an hourly rate of \$15.00. (Braxton Tullos)
- xv. Request permission to hire Dexter Baker, Kedarious Dean, Ty'Kerrious Cohran, Christopher McCain, Keyon Liggins, and Kiree Wilson as Seasonal Laborers in the Environmental Services Department, each with an hourly rate of \$15.00. (Braxton Tullos)
- xvi. Request permission to promote Brandon Smith and Miciah Heard to Lieutenant I, each with a new annual salary of \$59,113.98, and to promote Brian Langston to Lieutenant I/ EMT with a new salary of \$60,887.40 in the Oxford Fire Department. (Braxton Tullos)
- xvii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.d. Miscellaneous:

- i. Request permission to approve water and/or sewer adjustments, in accordance with the Oxford Utilities Leak Adjustment Policy. (Rob Neely)
- ii. Request permission to approve donations for the benefit of the Oxford ARC. (Kelli Briscoe)
- iii. Request permission to approve a Proclamation declaring May 4-10, 2025 as National

- Travel and Tourism Week. (Kinney Ferris)
- iv. Adopt a proclamation for National Salvation Army Week, May 12-18, 2025

Attachments

1. [W_S_adjustments_05062025.pdf](#)
2. [ARC_donations.pdf](#)
3. [National Travel and Tourism Week 2025 Proclamation.pdf](#)
4. [ImpactRackCard.pdf](#)
5. [Oxford Mayor's Proclamation final.pdf](#)

3.e. Travel Requests:

- i. Request permission for three OUT employees to attend the 2025 CTAA Expo in San Diego, CA on June 1-5, 2025 at a total cost of \$8,578.68, with \$8,360.68 being covered by an RATP scholarship. (Donna Zampella)
- ii. Request permission for one employee to attend the 2025 MS Public Safety Summit on May 27-30, 2025 in Flowood, MS at an estimated cost of \$848.00. (Jeff McCutchen)
- iii. Request permission for one employee to attend Human Trafficking training on May 19, 2025 in Hernando, MS at an estimated cost of \$150.00. (Jeff McCutchen)
- iv. Request permission for one employee to attend MS Law Enforcement Child Abuse Conference on May 12-13, 2025 in Batesville, MS at an estimated cost of \$100.00. (Jeff McCutchen)
- v. Request permission for three employees to attend swift water rescue training on May 12-16, 2025 in Phenix City, AL at an estimated cost of \$1,500.00. (Joey Gardner)
- vi. Request permission for two employees to travel to the MDCC Law Enforcement Training Academy in Moorhead, MS on June 1, 2025 to teach a class on court procedure at no cost to the City. (Nickie Denley)
- vii. Request permission for an employee to attend the MS/AL Engineering Society Summer Convention on June 8-12, 2025 in Gulf Shores, AL at an estimated cost of \$2,200.00. (John Crawley)
- viii. Request permission for two employees to attend the MLEOA Summer Conference and Training on June 7-13, 2025 in Bay St. Louis, MS at an estimated cost of \$1,600.00. (Jeff McCutchen)
- ix. Request permission for a WWTP employee to attend the MDEQ Wastewater Certification Short Course on June 23-27, 2025 in Senatobia, MS at an estimated cost of \$320.00. (Rob Neely)
- x. Request permission for an employee to attend the TVPPA Valley Rally on July 21-24, 2025 in Washington, DC at an estimated cost of \$1,237.00. (Rob Neely)

Attachments

1. [OUT_travel.pdf](#)
2. [OU_WWTP_travel_05062025.pdf](#)
3. [OU_travel_05062025.pdf](#)

4. Regular Agenda: Other Departments

- 4.a. Request permission to approve and authorize the Mayor to sign the 2025-2026 Interlocal Agreement for the Funding of Early Childhood Reading Development Program. (Cara Buffington)

Attachments

1. [Interlocal Agreement for Funding of Early Childhood and Reading Development Director 2025-2026 \(2\) 2 \(4\) \(1\) \(2\).pdf](#)

- 4.b. Request permission to accept additional Multi-Modal Grant Funds to be used for the OUT Facility Training Center and 4 Transit Starcraft Buses at a total of \$248,145.00. (Donna Zampella)

Attachments

1. [Multi-Modal_Grant_Funds_OUT.pdf](#)

- 4.c. Announce a vacancy on the Tree Board.

- 4.d. Request permission to make a sole source purchase of security equipment for the Oxford Police Department and Emergency Management Department. (Shane Fortner)

Attachments

1. [Downtown District Security Equipment.pdf](#)

5. Regular Agenda: Police Department

- 5.a. Request permission for Goose Creek Tennis Club to host a fireworks show on June 28, 2025 at sundown. (Jeff McCutchen)
- 5.b. Request permission to approve and authorize the Mayor to sign the SRO Agreement with the Oxford School District for the 2025-2026 school year. (Jeff McCutchen)

Attachments

1. [OPD_SRO_Interlocal.pdf](#)

6. Regular Agenda: Development Services-Planning Department

- 6.a. Consider a request for a revocable license for a balcony at Rafter's located at 1002 Jackson Avenue. (Ben Requet)

Attachments

1. [Rafter's Balcony Request Memo.pdf](#)

- 6.b. Request permission to approve a Preliminary and Final Plat for Case #3204, Capstone Development (Mac Monteith), for "The Lamar, Phase 1, Lot 1", for property located at 1305 Main Street, being further identified as PPIN 41130. (Robert Baxter)

Attachments

1. [Case#3204.pdf](#)

- 6.c. Consider a request for the extension of City utilities for a development outside the City limits of Oxford that includes a Site Plan Approval for Case #3207, North Mississippi Rural Legal Services, LLC (Ben Cole), for property located on County Road 321, being further identified as PPIN 10274. (Robert Baxter)

Attachments

1. [Case #3207 MBoA.pdf](#)

- 6.d. Request permission to advertise for Request for Proposals (RFPs) for the Development of a Parks and Trails Master Plan for the City of Oxford. (Ben Requet)

Attachments

1. [Oxford Parks and Trails Masterplan RFP Memo.pdf](#)

7. Regular Agenda: Special Projects

- 7.a. Consider a request for allocation of 179 Energy Tax Deductions for the new Oxford Police Department building. (Mark Levy)

Attachments

1. [Memo-179D_Energy_Allocation- New Police Station.pdf](#)

- 7.b. Request permission to advertise for bids for an interior renovation at the Oxford-University Transit building. (Mark Levy)

Attachments

1. [Permission to advertise for bids for interior renovation at the Oxford Transit building.pdf](#)

- 7.c. Request permission to advertise for RFPs (Requests for Proposals) for a renovation to the Avent Park playground. (Mark Levy)

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request permission to accept the bids received and award the bid for drinking water well No. 3 and a raw water line to the Whirlpool Treatment Plant and Elevated Tank. (John Crawley)

Attachments

1. [Memo - Request to Approve the Bid for Whirlpool Well No. 3 - Combined.pdf](#)

- 8.b. Consider Final Quantity Change Order No. 3 and Final Payment Application No. 3 for the mTrade

Park Roundabout Project. (John Crawley)

Attachments

1. [Memo - Request to Approve Final Quantity CO No.3 and Final Payment Application No. 3 for mTrade Park Roundabout Project - Combined.pdf](#)

- 8.c. Request permission to approve Task Order No.10 for Professional Services with Waggoner Engineering related to the re-bid of the South 16th Street/Haley Well Project (Army Corps of Engineers 592 Program). (John Crawley)

Attachments

1. [Memo - Request to Approve Task Order No.10 for Services with Waggoner Engineering Related to S.16th Street Project - Combined.pdf](#)

- 8.d. Consider Change Order No. 4 for the SR 7 Water and Sewer Relocations, Phase IIB. (John Crawley)

Attachments

1. [Memo - Request to Approve CO No. 4 for SR 7 Phase II B Project - Combined.pdf](#)

- 8.e. Consider a request from RH Design-Build to work on Sundays in May and June at The Belle in The Lamar. (John Crawley)

Attachments

1. [Memo - Request by RH-Design Build to Work on Sundays in May and June at The Belle in The Lamar - Combined.pdf](#)

- 8.f. Consider a request for an extended sidewalk closure at North 14th Street by Newk's. (John Crawley)

Attachments

1. [Memo - Request for Extended Sidewalk Closure, North 14th Street by Newks.pdf](#)

- 8.g. Request permission to approve a General Services Agreement and Task Order No. 1 for Neel-Schaffer, Inc. for the West Jackson Avenue Intersection Study. (John Crawley)

Attachments

1. [Memo - Request to Approve General Services Agreement and Task Order No.1 for Neel-Schaffer, Inc for West Jackson Avenue Intersection Study - Combined.pdf](#)

- 8.h. Consider a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi adopting an update to the LOU Transportation Plan. (John Crawley)

Attachments

1. [Resolution - Adopting Updates to LOU Transportation Plan - Combined.pdf](#)

- 8.i. Request permission to approve and authorize the Mayor to sign an MDOT ROW application for Ricky D. Britt, Sr. Blvd. and Hwy 6 Intersection. (John Crawley)

Attachments

1. [MEMO Request Permission to sign MDOT ROW application for Ricky D Britt.pdf](#)

- 8.j. First Reading of an Ordinance amending the traffic calming policy. (John Crawley)

Attachments

1. [MEMO First Reading of Changes to Traffic Calming Policy.pdf](#)
2. [Traffic-Calming-Policy.pdf](#)

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

9.b. Recess to meet on Tuesday, May 13, 2025 at 3:00pm.