



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, May 20, 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 May 6, 2025, the Special Meeting on May 8, 2025, and the Recess Meeting on May 13, 2025. (Ashley Atkinson)

Attachments

- 1. [Draft_05062025_minutes.pdf](#)
- 2. [Draft_05082025_minutes.pdf](#)
- 3. [Draft_05132025_minutes.pdf](#)

- 2.b. Request permission to approve accounts for all City departments. (Ashley Atkinson)

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to rescind the previous action on April 15, 2025 to surplus two vehicles, 2014 Dodge Charger with VIN 2C3CDXAG3EH149306 and 2013 Dodge Charger with VIN 2C3CDXAG6DH592659, from the Oxford Police Department and reinstate them to the City's fleet. (Jeff McCutchen)
- ii. Request permission to declare a 2019 Dodge Charger with VIN 2C3CDXAG8KH547008 and a 2019 Dodge Charger with VIN 2C3CDXAGXKH547009 surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Attachments

1. [Rescind_surplus_OPD.pdf](#)

2. [OPD_surplus.pdf](#)

3.b. Human Resources:

- i. Request permission to approve Rachel Phillips and Will Robson as interns for the Oxford Police Department for the Summer/Fall semester. (Braxton Tullos)
- ii. Request permission to hire Marisol Lopez and Peyton Ray as Full-Time Patrol Officers, each with an annual salary of \$52,531.65 and to hire Montoya Lucas as a Full-Time Patrol Officer, with an annual salary of \$64,871.87 in the Oxford Police Department. (Braxton Tullos)
- iii. Request permission to accept the resignation of Oxford Police Department employee, Chadwick Carwile, effective May 13, 2025. (Braxton Tullos)
- iv. Request permission to promote Peter Heim from Corporal to Sergeant in the Oxford Police Department, with a new annual salary of \$69,092.40. (Braxton Tullos)
- v. Request permission to hire Jalen Gross and Trent Blevins as Seasonal employees in the Environmental Services Department, each with an hourly rate of \$15.00. (Braxton Tullos)
- vi. Request permission to hire Johanna Shay Lloyd, Dennis Dowdy, Henry Wilson, Ronald Hudspeth as Part-time employees in the Environmental Services Department-Recycling, each with an hourly rate of \$7.25. (Braxton Tullos)
- vii. Request permission to hire William Ledford as a Full-Time Grounds Worker in the Buildings & Grounds Department, with an annual salary of \$35,568.00. (Braxton Tullos)
- viii. Request permission to accept the resignation of mTrade Park Part-time employees, Aubree Booty, Kelly Brady, and Brody Breithaupt. (Braxton Tullos)
- ix. Request permission to accept the resignation of Brayden Warren in the Development Services-Street Department, effective May 14, 2025. (Braxton Tullos)
- x. Request permission to hire Trenton Bannerman as a Hydrant Technician in the Oxford Fire Department, with an annual salary of \$35,568.00. (Braxton Tullos)
- xi. Request permission to accept the resignation of Part-Time employee, William Carter, in the Oxford Fire Department, effective May 20, 2025. (Braxton Tullos)
- xii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.c. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustments Policy. (Rob Neely)
- ii. Request permission to approve donations for the benefit of the Oxford ARC. (Kelli Briscoe)
- iii. Request permission to accept the donation of two Little Free Pantry boxes, that were built by Corelogic. (Marlee Carpenter)

Attachments

1. [ARC donations.pdf](#)

2. [Water_sewer_adjustments_05202025.pdf](#)

3.d. Travel Requests:

- i. Request permission for an employee to travel to the MS Women's Summit on September 7-10, 2025 in Jackson, MS at an estimated cost of \$700.00. (Marlee Carpenter)
- ii. Request permission for three employees to attend MLEOA Summer Conference on June 8-13, 2025 in Bay St. Louis, MS at an estimated cost of \$2,259.00. (Jeff McCutchen)
- iii. Request permission for twelve employees to attend FBI-LEEDA Executive Leadership course on June 2-6, 2025 in Oxford, MS at an estimated cost of \$9,540.00. (Jeff McCutchen)
- iv. Request permission for four employees to attend Managing Police Records on June 17, 2025 in Oxford, MS at an estimated cost of \$809.10. (Jeff McCutchen)
- v. Request permission for four employees to attend Releasing and Redacting Law Enforcement Records on June 26, 2025 in Oxford, MS at an estimated cost of \$519.10.00. (Jeff McCutchen)
- vi. Request permission for two employees to attend FBI-LEEDA Supervisor Leadership training on June 16-20, 2025 in Senatobia, MS at an estimated cost \$1,590.00. (Jeff McCutchen)
- vii. Request permission for an employee to attend the MS Women's Summit on September 7-10, 2025 in Flowood, MS at an estimated cost of \$700.00. (John Crawley)
- viii. Request permission for an employee to attend the MS Women's Summit on September

- 7-10, 2025 in Flowood, MS at an estimated cost of \$700.00. (Braxton Tullos)
- ix. Request permission for an employee to attend the Annual Labor and Employment Law Conference and visit the Gulfport Human Resources Department on June 10-13, 2025 in Biloxi, MS at an estimated cost of \$1,472.60. (Braxton Tullos)
- x. Request permission for an employee to attend the MS Fire Chief's Conference on May 28-31, 2025 in Vicksburg, MS at an estimated cost of \$1,500.00. (Joey Gardner)

Attachments

- 1. [Consent Agenda- Travel Request Form for BOA Approval - Allison Ferris.pdf](#)
- 2. [Women's Leadership Summit- Holly Tubbs - HR.pdf](#)
- 3. [Travel - Annual Labor and Employment Law Conference - Tullos - HR.pdf](#)

4. Regular Agenda: Other Departments

- 4.a. Request permission to adopt a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi awarding the sale of five million dollars (\$5,000,000.00) City of Oxford, Mississippi General Obligation Bonds (Public Improvements Issue); Series 2025; directing the issuance of said bonds; providing for the levy of taxes for the payment thereof; authorizing the preparation and distribution of a final official statement in connection with said bonds; and for related purposes. (Sue Fairbank)

Attachments

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

- 4.b. Authorize an appointment to the Oxford School District Board.

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly Permit for Tamara Baker to host a Walk for Jesus on June 28, 2025 from 3:00pm-3:30pm. (Jeff McCutchen)

Attachments

- 1. [Parade_Permit_Baker.pdf](#)

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request permission to approve a Preliminary and Final Plat for Case #3209, 'One Adams Place', for property located at 1418 Adams Avenue, being further identified as PPIN #6162. (Kate Kenwright)

Attachments

- 1. [3209 MBoA.pdf](#)

- 6.b. Request permission to approve a Preliminary and Final Plat for Case #3218, Connie's Chicken (Nickle Smith) for 'Connie's Chicken', for property located at 2622 West Jackson Avenue being further identified as PPIN #7875. (James Hirsch)

Attachments

- 1. [3218 MBoA.pdf](#)

7. Regular Agenda: Development Services-Building Department

- 7.a. First Reading of an Ordinance amending and/or re-locating multiple sections of Chapter 22-Buildings, of the Code of Ordinances of the City of Oxford. (Johnathan Mizell)

Attachments

- 1. [First Reading Code Adoption.pdf](#)

8. Regular Agenda: Special Projects

- 8.a. Consider a contract with William Beckwith for a bronze sculpture at the Morgan Family Park. (Mark Levy)

Attachments

- 1. [Consider contract with William Beckwith for bronze sculpture at the Morgan Family Park.pdf](#)

- 8.b. Request permission to approve Task Order #12 to the General Services Agreement between Waggoner Engineering, Inc. and the City of Oxford, MS. (Mark Levy)

Attachments

1. [Waggoner_Task_Order_12.pdf](#)

- 8.c. Request permission to approve Amendment #2 to the General Services Agreement between City of Oxford, MS and Waggoner Engineering, Inc. to update fees charged. (Mark Levy)

Attachments

1. [Waggoner_Amendment_2_Fee_change.pdf](#)

9. Regular Agenda: Development Services-Engineering Department

- 9.a. Second reading and public hearing for an Ordinance amending the Traffic Calming Policy. (John Crawley)

Attachments

1. [MEMO - Second Reading of Changes to Traffic Calming Policy - 5.20.25.pdf](#)

- 9.b. First reading of a proposed Ordinance amending Chapter 98-Streets, Sidewalks, Roads, and Bridges, Article VII, Section 98-153 (c) / Street Trenching & ROW Management, and Chapter 114-Utilities, Article VII, Section 114-385 (2) / Telecommunications Permit of the Code of Ordinances for the City of Oxford, MS. (John Crawley)

Attachments

1. [Memo - First Read of Changes to Telecommunications Ordinance and ROW - Combined.pdf](#)

- 9.c. Request permission to widen the mTrade "Shop" access road. (Brad Freeman/John Crawley)

Attachments

1. [Memo - mTrade Park Access Road Widening Project - Combined.pdf](#)

- 9.d. Request permission to approve Change Order No. 1 for final quantities and Final Payment Application No. 4 for the Varner Loop and North Lamar Drainage Project. (John Crawley)

Attachments

1. [Memo - Final Change Order No. 1 and Pay App No. 4 for Varner Loop and North Lamar - Combined.pdf](#)

- 9.e. Request permission to approve Change Order No. 2 for the North Lamar Sewer Project. (John Crawley)

Attachments

1. [Updated Memo - Change Order No. 2 for North Lamar Sewer - Combined.pdf](#)

- 9.f. Request permission to approve Change Order No. 5 for the SR 7 Water Improvements Project, Phase IIB. (John Crawley)

Attachments

1. [Memo - Change Order No. 5 for SR 7 Phase II B - Combined.pdf](#)

- 9.g. Request permission to accept the reverse auction bid(s) for a dump truck (14 yards) with snow plow attachment for Development Services - Street Department. (John Crawley)

Attachments

1. [Memo - Reverse Auction Bid for 14 Yard Dump Truck with Snow Plow Attachment for Street Dept - Combined.pdf](#)

- 9.h. Request permission to approve and authorize the Mayor to execute contract documents for the Oxford Conference Center Re-Roof Project. (John Crawley)

Attachments

1. [MEMO - Request Approval for Execution of Contract Documents OCC Re-Roof.pdf](#)

10. Regular Agenda: Closing the Meeting

- 10.a. Consider an executive session.

10.b. Adjourn.



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, May 06, 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, May 6, 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-via Microsoft Teams
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
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Ben Requet- Director of Planning
Jeff McCutchen- Police Chief
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.xiv, 3.c.xv, 3.c.xvi, 3.d.iii, and 6.d and to move item 4.a. to the consent agenda. 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. Request permission to approve the minutes from the Regular Meeting on April 15, 2025. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to approve the minutes from the Regular Meeting on April 15, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe, to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 136051-136260 and ACHs 249-253, Trust & Agency claims numbered 52720-52807 and ACHs 158-164, Water & Sewer claims numbered 39971-40017 and ACHs 235-237, Metro Narcotics claims numbered 9183-9192 and ACHs 72-74, OPC Activity Fund claims numbered 4043-4093, a Bond & Interest claim numbered 7027, and a SB2468 claim numbered 1001, and totaling \$6,692,021.29. 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 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)

Agenda 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)

Agenda 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

Agenda 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)

Agenda 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)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Bailey, to approve and authorize the Mayor to sign the 2025-2026 Interlocal Agreement for the Funding of the Early Childhood Reading Development Program. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. [Multi-Modal Grant Funds OUT.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, 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. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

The Mayor announced a vacancy on the Tree Board. Any interested citizen may submit a letter of interest and resume to the Mayor's Office.

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

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve a Sole Source purchase from ARX Perimeters for (2) 60-unit Pitagone F18 Barrier Custom Trailer Kits for the Oxford Police Department and Emergency Management Department and to amend the budget as necessary. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

It was moved by Alderman Addy, seconded by Alderman Taylor to approve a request from Goose Creek Tennis Club to host a fireworks show on June 28, 2025 at sundown. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

1. [OPD_SRO_Interlocal.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve and authorize the Mayor to sign the SRO Agreement with the Oxford School District for the 2025-2026 school year. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

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

The Board heard from Clay Scruggs regarding his request for a new balcony to be added at Rafter's, located at 1002 Jackson Avenue. He would like to add the balcony to improve the ingress and egress (it will add 2 additional entrances/exits) at his business and to ease the congestion at the entrance(s). He will also extend the sidewalk and move utilities at his own cost. If approved, the balcony area will add approximately 150-250 to his occupancy total. Chief McCutchen has concerns with the added occupancy as a part of the overall plan for the square and downtown areas.

After further discussion, it was moved by Alderman Hyneman, seconded by Alderman Bailey to table this issue until the Recess meeting on May 13th to give Mr. Scruggs time to gather the costs for extending the sidewalk, moving the utilities, and all other contingencies for inclusion in the final license document. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Crowe, to approve, with noted conditions, 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. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Addy, to approve, with noted conditions, 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. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Hyneman to advertise for a Request for Proposal (RFP) for the development of a Parks and Trails Master Plan for the City of Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Bailey to approve a 50/50 allocation of 179 Energy Tax Deductions for the new Oxford Police Department building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Crowe to advertise for bids for an interior renovation at the Oxford-University Transit building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Bailey, seconded by Alderman Addy to advertise for Requests for Proposals (RFPs) for a renovation to the Aventura Park playground. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

1. Memo - Request to Approve the Bid for Whirlpool Well No. 3 - Combined.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to accept the bids received and award a bid, in the amount of \$1,725,857.00, to The Donald Smith Company, for drinking water well No. 3 and a raw water line to the Whirlpool Treatment Plant and Elevated Tank. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Consider Final Quantity Change Order No. 3 and Final Payment Application No. 3 for the mTrade Park Roundabout Project. (John Crawley)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve Final Quantity Change Order No. 3, in the amount of \$13,655.97, and Final Payment Application No. 3, in the amount of \$91,134.70, to M & N Excavators, Inc. for the mTrade Park Roundabout Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Addy to approve Task Order No. 10, in the amount of \$12,500.00, 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). All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

1. Memo - Request to Approve CO No. 4 for SR 7 Phase II B Project - Combined.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve Change Order No. 4, to Argo Construction, in the amount of (\$45,984.00), for the SR 7 Water and Sewer Relocations, Phase IIB. All the aldermen present voting aye, Mayor Tannehill.

- 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)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve a request from RH Design-Build to work on Sundays in May and June at The Belle in The Lamar. If any complaints are received, this request will be re-evaluated. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

1. Memo - Request for Extended Sidewalk Closure, North 14th Street by Newks.pdf

It was moved by Alderman Bailey, seconded by Alderman Hyneman to approve a request for an extended sidewalk closure, to allow for the installation of new switch gear at North 14th Street by Newk's. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda 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

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve a General Services Agreement and Task Order No. 1, in the amount of \$120,000.00, for Neel-Schaffer, Inc. for the West Jackson Avenue Intersection Study. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. Resolution - Adopting Updates to LOU Transportation Plan - Combined.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi adopting an update to the LOU Transportation Plan. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. MEMO Request Permission to sign MDOT ROW application for Ricky D Britt.pdf

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve and authorize the Mayor to sign an MDOT ROW application for Ricky D. Britt, Sr. Blvd. and Hwy 6 West Intersection. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

1. MEMO First Reading of Changes to Traffic Calming Policy.pdf

2. Traffic-Calming-Policy.pdf

The second reading and public hearing on this proposed Ordinance will be at the next Regular meeting.

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe to consider an executive session for personnel issues, matters related to property ownership and potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to enter into an executive session for personnel issues in the Environmental Services Department, Buildings & Grounds Department, and the Oxford Police Department, matters related to property ownership on University Ave and Anderson Road and matters related to potential litigation regarding a historic property and annexation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve and authorize the Mayor to sign agreements with iRow for just compensation for property owners along University Avenue at the Regions Bank location in the parking lot owned by Grantham Construction. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Addy to authorize a purchase offer to a property owner on Anderson Road for approximately 7.5 acres, as the location for a new water tower/tank. All the aldermen present voting aye, Mayor Tannehill declared the

motion carried.

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

It was moved by Alderman Addy, seconded by Alderman Crowe to suspend Environmental Services employee, Jeran Brown, for 5 days without pay for the violation of City policy and to attend voluntary counseling. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to suspend Buildings & Grounds employee, Jmyris Mason, for 3 days for the violation of City policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Crowe to change the salary of Oxford Police Department employee, Kayla Martin, to \$65,000.00, effective May 7, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Hyneman, seconded by Alderman Crowe to recess the meeting until Tuesday, May 13, 2025 at 3:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk



MINUTES

City of Oxford

Board of Aldermen

Special Meeting

May 08, 2025 at 09:00 AM

City Hall Courtroom

1. Opening the meeting.

Pursuant to Section 21-3-21, Mississippi Code of 1972 Annotated, I, Robyn Tannehill, Mayor of The City of Oxford, Mississippi, do hereby call the Mayor and Board of Aldermen of Oxford, MS, to a **SPECIAL MEETING** to be held on **Thursday, May 8, 2025 at 9:00am** for the transaction of important business. The meeting will be held in the 2nd Floor Courtroom of City Hall. The business to be acted upon at the Special Meeting is the consideration of the following:

1.a. Call to Order.

The Special Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 9:00am on Thursday, May 8, 2025 in the courtroom of Oxford City Hall when and where the following were present:

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

Pope Mallette, City Attorney-via Microsoft Teams
Ashley Atkinson, City Clerk
Hollis Green, Chief Operating Officer
Braxton Tullos, HR Director

1.b. Adopt the agenda for the meeting.

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

2. Closing the meeting.

2.a. Consider an executive session.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to consider an executive session for a personnel/potential litigation matter. All the aldermen present voting

aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to enter into an executive session for a personnel/potential litigation matter in the Municipal Court Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Addy joined the meeting.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to hire outside counsel to conduct an investigation into the claim made by a Municipal Court employee. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to return to regular session.

2.b. Adjourn.

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

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk



MINUTES

City of Oxford

Board of Aldermen

Recess Meeting

May 13, 2025 at 03:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to order.

The Recess Meeting of the Mayor and Board of Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 3:00pm on Tuesday, May 13, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I-absent
Mark Huelse, 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, City Attorney-absent
Paul Watkins, City Attorney
Ashley Atkinson, City Clerk
Hollis Green, Chief Operating Officer
Braxton Tullos, HR Director
John Crawley, City Engineer
Shane Fortner, Emergency Management Director
Ben Requet, City Planner
Mark Levy, Special Projects
Allison Ferris, Development Services Office Manager

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Crowe, seconded by Alderman Bailey to adopt the agenda for the meeting with the removal of item 2.a. and the addition of item 2.b. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2. Regular Agenda: New Business

2.a. Discuss the proposed balcony at Rafter's.

This item was removed from the agenda.

2.b. Request permission to approve a "rain date" for the annual Destination Car Show.

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve June 14, 2025 as a "rain-date" for the annual Destination Car Show that is scheduled for Saturday, May 17th. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.c. Request permission to approve a third party advertising contract in conjunction with the City's contract with View Point.

Agenda Attachments

1. Viewpoint Brand Guide.pdf

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve a third party advertising contract, in the amount of \$5,000.00, in conjunction with the City's contract with View Point. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.d. Request permission for an employee to attend the MS Municipal Judge's Conference on May 28-30, 2025 in Biloxi, MS at an estimated cost of \$1,300.00. (Nickie Denley/Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to allow an employee to attend the MS Municipal Judge's Conference on May 28-30, 2025 in Biloxi, MS at an estimated cost of \$1,300.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.e. Request permission to consider the bids received for the North Lamar/Molly Barr Roundabout Project. (John Crawley)

Agenda Attachments

1. Memo - Reject Bid for North Lamar and Molly Barr Roundabout Project - Combined.pdf

It was moved by Alderman Huelse, seconded by Alderman Bailey to reject the bid received for the North Lamar/Molly Barr Roundabout Project and to re-advertise the bids. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.f. Request permission to consider the bids received for the South Lamar pedestrian Improvements Project. (John Crawley)

Agenda Attachments

1. Memo - Accept Bid for South Lamar Ped Improvements Project - Combined.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to accept the bids received and award a bid to Phillips Contracting Company, Inc., in the amount of \$848,125.00 for the South Lamar Pedestrian Improvements Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.g. Discuss an "Adopt an Interchange" agreement with MDOT for Highway 6 and 7 interchanges. (John Crawley)

Agenda Attachments

1. Memo- Discussion Regarding Adoption and Interchange Agreement from MDOT - Combined.pdf

After a brief discussion, it was agreed that this item would be addressed during upcoming budget meetings. No action was taken.

2.h. Discuss the FY 2025-2026 budget for the Oxford Utilities-Electric Division. (Rob Neely)

Agenda Attachments

1. FY2026 Oxford Utilities-Electric Division Budget.pdf

Oxford Utilities-General Manager, Rob Neely, presented the proposed FY 2025-2026 budget for the Oxford Utilities-Electric Division. It will be formally adopted at a meeting in June.

3. Closing the Meeting

3.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Huelse to consider an executive

session for a personnel matter and a matter related to property ownership. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Bailey to enter into an executive session for a school board personnel matter and a matter related to property ownership on Anderson Road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hulse, seconded by Alderman Bailey to authorize the purchase of approximately 7.5 acres of property on Anderson Road for the appraisal value and that the seller of the property is responsible for all tree mitigation costs for the remaining property as it is developed. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Aldermen Howell-Atkinson and Crowe left the meeting at this time.

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

3.b. Adjourn.

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

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk



THE CITY OF
OXFORD

SURPLUS FORM

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 4/7/2025

Department that owns Fixed Asset: Police

Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A

Physical Location of Asset: 9 Industrial Park Drive

If the item being surplusd is a vehicle or a piece of equipment, please provide:

Dodge \ Charger \ 2014

Make Model Year
2C3CDXAG3EH149306 \ Black

VIN / Serial Number Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): _____

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplusd:

Name of Person Submitting Surplus Request: Jeff McCutchen

Date Approved by BOA: 4-15-25 * Resend *

**107 Courthouse Square
Oxford, MS 38655**

**(p) 662-236-1310
(f) 662-232-2337**



THE CITY OF
OXFORD

SURPLUS FORM

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BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 4/7/2025

Department that owns Fixed Asset: Police

Fixed Asset Tag Number (If item is not tagged, please put N/A): N/A

Physical Location of Asset: 9 Industrial Park Drive

If the item being surplusd is a vehicle or a piece of equipment, please provide:

Dodge \ Charger \ 2013

Make Model Year
2C3CDXAG6DH592659 \ Black

VIN / Serial Number Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): _____

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplusd:

Name of Person Submitting Surplus Request: Jeff McCutchen

Date Approved by BOA: 4-15-25 * Resend *

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BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 5/13/25

Department that owns Fixed Asset: Police

Fixed Asset Tag Number (If item is not tagged, please put N/A): _____

Physical Location of Asset: 9 Industrial Park Drive

If the item being surplusd is a vehicle or a piece of equipment, please provide:

Dodge \ Charger \ 2019

Make	Model	Year
<u>2C3CDXAG8KH547008</u>	<u>Black</u>	
VIN / Serial Number		Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): _____

_____ \ _____

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplusd:

Name of Person Submitting Surplus Request: Jeff McCutchen

Date Approved by BOA: _____

**107 Courthouse Square
Oxford, MS 38655**

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OXFORD

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BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 5/13/25
Department that owns Fixed Asset: Police
Fixed Asset Tag Number (If item is not tagged, please put N/A): _____
Physical Location of Asset: 9 Industrial Park Drive

If the item being surplusd is a vehicle or a piece of equipment, please provide:

<u>Dodge</u>	<u>\</u>	<u>Charger</u>	<u>\</u>	<u>2019</u>
Make		Model		Year
<u>2C3CDXAGXKH547009</u>		<u>\</u>	<u>Black</u>	
VIN / Serial Number				Color

If the item being surplusd is a tool, please provide:

Description of Tool (including brand): _____

Serial Number (if none, write N/A) _____ Color _____

For all other assets, please provide a complete description of the asset to be surplusd:

Name of Person Submitting Surplus Request: Jeff McCutchen

Date Approved by BOA: _____

**107 Courthouse Square
Oxford, MS 38655**

**(p) 662-236-1310
(f) 662-232-2337**



MEMORANDUM

To: Board of Aldermen
From: Kelli Briscoe
CC:
Date: May 20, 2025
Re: Authorize the approval of donations

The Oxford Animal Resource Center requests approval from the Mayor and Board of Aldermen to accept the following donations:

1. Hollywood Feed, LLC - \$35.57

I recommend approval.



MEMO:

DATE: 05-15-25
TO: MAYOR TANNEHILL & BOARD OF ALDERMEN
CC: ASHLEY ATKINSON
FROM: ROB NEELY
RE: AGENDA ITEMS

I have the following agenda items for the Tuesday, May 20, 2025 Board Meeting.

1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)

Please find a description for each agenda item on the following page. If you have any questions, please feel free to contact me.

Thanks



Robert M. Neely III, P.E., C.P.E.
General Manager

1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES

05/01/25 - 05/14/25

TO BE APPROVED: 05/20/25

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
224117-121945	MILTON DELANE	1019 SUNCREST DRIVE	-\$11.36	-\$15.10	INSIDE
005715-033161	ELIZABETH R HEARN	1090 BRIARWOOD DRIVE	-\$18.51	-\$20.79	INSIDE
203096-103078	OXFORD/LAFAYETTE VETERANS ASSO.	125 VETERANS BLVD	-\$177.01	-\$219.95	INSIDE
208093-048412	JASMINE BELL	139 TWINGATES DRIVE	-\$66.39	-\$88.26	INSIDE
200794-009290	BETTY L SMITH	1401 S 16TH STREET EXT	-\$109.34	-\$145.38	INSIDE
204590-002629	KAREN PEGUES	15 HILLTOP DRIVE	-\$146.26	-\$194.46	INSIDE
204819-026691	INTERFAITH COMPASSION MINISTRY	1918 UNIVERSITY AVENUE	-\$16.71	-\$20.77	INSIDE
006798-017265	JAMES E BLACKBURN III	303 MARIGOLD LANE	-\$18.46	-\$24.54	INSIDE
206580-106432	YOKNAPATAWPHA ARTS	413 S 14TH STREET	-\$80.15	-\$99.59	INSIDE
003185-022745	JENNIFER REBICH	708 SOUTHPOINTE COMMONS LOOP	-\$22.72	-\$30.21	INSIDE
204879-104797	HAZEL HOUSTON	125 SLACK ROAD	-\$31.95	-\$84.96	OUTSIDE
200823-049281	SUZANNE BROWN	1622 GARFIELD AVENUE	-\$89.82	-\$238.36	OUTSIDE
207089-042312	MARY MCGHEE MONTEITH	200 VIVIAN STREET	-\$148.04	-\$393.65	OUTSIDE
209505-050919	PRENTISS TURMAN	108 NORTHPOINTE DRIVE	X	-\$23.52	POOL
209229-109050	MARILYN PEGUES	10 COUNTY ROAD 1001	-\$92.04	X	WT ONLY
209262-027250	MALLORIE PERCELL	13 COUNTY ROAD 1026	-\$184.57	X	WT ONLY
209718-022390	RONALD NATE CLARK	401 WOODLAND HILLS DRIVE	-\$1,521.88	X	WT ONLY
TOTAL:			-\$2,735.21	-\$1,599.54	



TRAVEL REQUEST TO BE APPROVED BY THE BOARD OF ALDERMAN

Person and/or persons traveling:

Allison Ferris - Development Services, Engineering

Travel to: MS Women's Summit - Flowood, MS

Date(s): Sept. 7th - Sept. 10th, (conf. Sept. 8th - 9th)
2025

Expenses:

Lodging: \$567.84

Travel: (____ miles @ ____/mile) City vehicle

Meals: Est \$132.16

Registration Fees: FREE

Other Itemize:

Total: Est \$700.00

Signature of Employee: Allison Ferris

Signature of Supervisor: _____



MEMORANDUM

To: Board of Aldermen
From: Braxton Tullos, Human Resources Director
Date: May 20, 2025
Re: Request Approval of Holly Tubbs to Attend Mississippi's Women's Leadership Summit

I am requesting approval from the Mayor and Board of Aldermen for Holly Tubbs to attend the Mississippi Women's Leadership Summit in Flowood, MS, September 7th-10th. The estimated costs will be \$700.00. This cost will include lodging and meals.

I'm requesting approval.



MEMORANDUM

To: Board of Aldermen
From: Braxton Tullos, Human Resources Director
Date: May 20, 2025
Re: Request Approval of Travel

I am requesting approval from the Mayor and Board of Aldermen to travel to **Biloxi, Mississippi** from June 10th through June 13th to attend the **annual Labor and Employment Law Conference and to visit with the City of Gulfport Human Resources Department.**

There is **no registration fee** for the conference. However, I am requesting the following travel expenses:

Lodging: 3 nights at \$249.00 per night – \$747.00

Meals: 4 days – \$272.00

Mileage: 648 miles at \$0.70 per mile – \$453.60

Total estimated cost: \$1,472.60

I request approval.

There came on for consideration the matter of the issuance of general obligation bonds of the City of Oxford, Mississippi and, after a discussion of the subject matter, Alderman _____ offered and moved the adoption of the following resolution:

RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI AWARDED THE SALE OF FIVE MILLION DOLLARS (\$5,000,000) CITY OF OXFORD, MISSISSIPPI GENERAL OBLIGATION BONDS (PUBLIC IMPROVEMENTS ISSUE), SERIES 2025; DIRECTING THE ISSUANCE OF SAID BONDS; PROVIDING FOR THE LEVY OF TAXES FOR THE PAYMENT THEREOF; AUTHORIZING THE PREPARATION AND DISTRIBUTION OF A FINAL OFFICIAL STATEMENT IN CONNECTION WITH SAID BONDS; AND FOR RELATED PURPOSES.

WHEREAS, the Mayor and Board of Aldermen of the City of Oxford, Mississippi (the "Governing Body"), acting for and on behalf of the City of Oxford, Mississippi (the "City"), are authorized by Sections 21-33-301 *et seq.*, Mississippi Code of 1972, as amended and supplemented (the "Act"), to issue general obligation bonds for the purposes set forth therein, including, but not limited to, (a) erecting municipal buildings and repairing, improving adorning and equipping the same including any additions thereto, (b) constructing, installing and equipping outdoor recreational sports facilities and related improvements, and (c) providing for such other costs as are authorized by Section 21-33-301 of the Act, including paying the costs of the sale and issuance of such bonds (the "Project"); and

WHEREAS, the Governing Body, acting for and on behalf of the City, is authorized by the Act to issue general obligation bonds of the City for the purpose of providing financing for the Project; and

WHEREAS, the Project is in accordance with and in furtherance of the provisions of the Act; and

WHEREAS, on October 17, 2023, the Governing Body adopted a resolution (the "Intent Resolution") declaring its intention to, among other things, issue and sell general obligation bonds of the City in a total aggregate principal amount not to exceed Fourteen Million Dollars (\$14,000,000) for the purpose of providing financing for the Project; and

WHEREAS, as required by the Intent Resolution and Section 21-33-307 of the Act, a Notice of Resolution of Intent (the "Notice of Intent") was published in *The Oxford Eagle*, a newspaper published in and having a general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended and supplemented, on October 25 and November 1, 8 and 15, 2023, said publication being for at least three (3) consecutive weeks, with the first publication of the Notice of Intent being made not less than twenty-one (21) days prior to November 21, 2023, and the last publication being made not more than seven (7) days prior to such date; and

WHEREAS, as of the hour of 5:00 p.m. on November 21, 2023, no qualified elector of the City had filed a written protest or objection of any kind or character against the Project or the

issuance of such general obligation bonds with the Clerk of the City (the "Clerk") or any member of the Governing Body; and

WHEREAS, on November 21, 2023, the Governing Body adopted a resolution (the "No Protest Resolution") finding and determining that the Notice of Intent was duly published as required by law and that no written protest or other objection of any kind or character against the issuance of such general obligation bonds was filed by qualified electors of the City; and

WHEREAS, pursuant to the No Protest Resolution, the Governing Body authorized and approved the issuance of such general obligation bonds of the City, in one or more taxable or tax-exempt series, in an amount not to exceed Fourteen Million and No/100ths Dollars (\$14,000,000), to raise money for the Project, all in accordance with the Act; and

WHEREAS, on December 21, 2023, the Governing Body, acting for and on behalf of the City, issued the \$9,000,000 City of Oxford, Mississippi General Obligation Bonds (Public Improvements Issue), Series 2023 for the purpose of financing a portion of the Project; and

WHEREAS, on April 15, 2025, the Governing Body adopted a resolution (the "Sales Parameter Resolution") authorizing the sale and issuance of \$5,000,000 City of Oxford, Mississippi General Obligation Bonds (Public Improvements Issue), Series 2025 (the "Series 2025 Bonds") for the purpose of providing financing for the Project; and

WHEREAS, pursuant to the Sales Parameter Resolution, the Governing Body approved the form of the Series 2025 Bonds, approved the form of and authorized the publication of a Notice of Bond Sale (the "Notice of Sale") in connection with the Series 2025 Bonds and approved the form of and authorized the distribution of a Preliminary Official Statement (the "Preliminary Official Statement") in connection with the Series 2025 Bonds; and

WHEREAS, pursuant to the direction of the Sales Parameter Resolution, the Notice of Sale was published in *The Oxford Eagle*, a newspaper published in and having a general circulation in the City and qualified under the provisions of Section 13-3-31, Mississippi Code of 1972, as amended and supplemented, on May 7 and 14, 2025, in the form attached hereto as Exhibit A and made a part hereof; and

WHEREAS, at or prior to the hour of 3:30 o'clock p.m., Mississippi time, on this 20th day of May, 2025, there were filed with the Clerk, acting for and on behalf of the Governing Body, either electronically, by mail or by hand delivery, _____ (____) sealed bids for the purchase of all of the Series 2025 Bonds as follows:

Name	Net Interest Cost Rate
------	---------------------------

and a check or wire transfer to the City in the sum of One Hundred Thousand Dollars (\$100,000.00) as evidence of the good faith of each bidder accompanied each of said bids; and

WHEREAS, copies of each of said bids are attached hereto as Exhibit B and made a part hereof; and

WHEREAS, the Governing Body has read and considered each of said bids at length and determined that said bids are in accordance with the terms and provisions of the Notice of Sale; and

WHEREAS, the Governing Body directed Government Consultants, Inc. (the "Municipal Advisor") to verify which bid produced the lowest net interest rate (as defined in the Notice of Sale) for the Series 2025 Bonds; and

WHEREAS, the bid of _____ (the "Purchaser") produces the lowest net interest rate for the Series 2025 Bonds and said bid computes to a net interest rate of _____%; and

WHEREAS, Butler Snow LLP ("Bond Counsel") has examined the bid of the Purchaser and declared it to be in legal form and in accordance with the terms and provisions of the Notice of Sale; and

WHEREAS, it is the opinion of the Governing Body that the best interest of the City will be served by the acceptance of the aforesaid bid of the Purchaser; and

WHEREAS, the issuance of the Series 2025 Bonds for the purpose of raising money to provide financing for the cost of the Project will result in a substantial public benefit to the citizens of the City; and

WHEREAS, it has now become necessary that the Governing Body proceed to make provision for the preparation, execution, issuance and delivery of the Series 2025 Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY, ACTING FOR AND ON BEHALF OF THE CITY, AS FOLLOWS:

SECTION 1. The bid of the Purchaser is hereby declared to be the best responsible bid and the one offering to purchase the City's \$5,000,000 General Obligation Bonds (Public Improvements Issue), Series 2025 at such price and such rates of interest as will produce the lowest net interest rate for the City.

SECTION 2. The bid of the Purchaser be and the same is hereby accepted, subject to the conditions of the Notice of Sale, and in accordance with said bid the Series 2025 Bonds shall bear interest at the following rates:

Year	Principal Amount	Interest Rate/ Coupon
2026	\$170,000	
2027	175,000	
2028	180,000	
2029	190,000	

2030	195,000
2031	205,000
2032	210,000
2033	220,000
2034	230,000
2035	240,000
2036	250,000
2037	260,000
2038	270,000
2039	280,000
2040	290,000
2041	300,000
2042	315,000
2043	325,000
2044	340,000
2045	355,000

The Mayor of the City (the "Mayor") and the Clerk are hereby empowered and directed to accept said bid in the manner provided in the bid, and the good faith check or wire transfer received with said bid, in the sum of One Hundred Eighty Thousand Dollars (\$100,000.00), shall be collected, deposited and invested by the City in accordance with the terms of the Notice of Sale, and shall be applied in part payment for the Series 2025 Bonds or to secure the City from any loss resulting from the failure of the Purchaser to comply with the terms of its bid. All other good faith checks shall be returned to the respective unsuccessful bidders by the Clerk.

SECTION 3. Proceeding under the authority of the Act, there shall be and there are hereby authorized and directed to be issued General Obligation Bonds (Public Improvements Issue), Series 2025 of the City in the aggregate principal amount of Five Million Dollars (\$5,000,000). In consideration of the purchase and acceptance of any and all of the Series 2025 Bonds by the registered owners thereof, this resolution and the Sales Parameter Resolution shall constitute a contract between the City and the registered owners from time to time of the Series 2025 Bonds. The pledge made under this resolution and the Sales Parameter Resolution, and the covenants and agreements herein and therein set forth to be performed on behalf of the City shall be for the equal benefit, protection and security of the registered owners of any and all of the Series 2025 Bonds, all of which, regardless of the time or times of their authentication and delivery or maturity, shall be of equal rank without preference, priority or distinction. Pursuant to the Act, the Series 2025 Bonds shall be general obligations of the City, and the full faith, credit and taxing power of the City are hereby irrevocably pledged for the payment of the principal of and interest on the Series 2025 Bonds. For the purposes of effectuating and providing for the payment of the principal of and interest on the Series 2025 Bonds, as the same shall respectively mature and accrue, there shall be, and is hereby, levied to the extent necessary therefore a direct, continuing special tax upon all of the taxable property within the geographical limits of the City, adequate and sufficient, after allowance shall have been made for the expenses of collection and delinquencies in the payment of taxes, to produce sums required for the payment of the principal of and the interest on the Series 2025 Bonds; provided, however, that such tax levy for any year shall be abated *pro tanto* to the extent the City on or prior to September 1 of that year has transferred money to the Bond Fund (as defined in the Sales

Parameter Resolution), or has made other provisions for funds, to be applied toward the payment of the principal of and interest on the Series 2025 Bonds due during the ensuing fiscal year of the City. When necessary, said tax shall be extended upon the tax rolls and collected in the same manner and at the same time as other taxes of the City are collected, and the rate of tax which shall be so extended shall be sufficient in each year fully to produce the sums required as aforesaid, without limitation as to rate or amount. The avails of said tax are hereby irrevocably pledged for the payment of the principal of and interest on the Series 2025 Bonds as the same shall respectively mature and accrue. Should there be a failure in any year to comply with the requirements of this Section 3, such failure shall not impair the right of the registered owners of any of the Series 2025 Bonds in any subsequent year to have adequate taxes levied and collected to meet the obligations of the Series 2025 Bonds, both as to principal and interest.

SECTION 4. The Series 2025 Bonds shall be dated the date of delivery thereof; shall bear interest from said date at the rates per annum set forth in Section 2 above (computed on the basis of a three hundred sixty (360) day year of twelve (12), thirty (30) day months), payable on May 1 and November 1 of each year, commencing May 1, 2026; and shall mature on May 1 in the years and in the principal amounts set forth in Section 2 above.

SECTION 5. The Series 2025 Bonds shall be issued as fully registered bonds in the denominations of \$5,000 or any integral multiple thereof and shall be numbered from R-1 upwards without regard to maturity.

SECTION 6. (a) The Series 2025 Bonds maturing May 1, 2036, and thereafter will be subject to redemption prior to their respective maturities, at the option of the City, on and after May 1, 2035, either in whole or in part on any date, as selected by the City among maturities, and by lot within each maturity, at the principal amount thereof, together with accrued interest to the date fixed for redemption and without premium.

(b) Notice of each such redemption, which may be conditional, shall be mailed, postage prepaid, not less than thirty (30) days prior to the redemption date, to all registered owners of the Series 2025 Bonds to be redeemed at their addresses as they appear on the registration books of the City kept by the Paying and Transfer Agent (as hereinafter defined).

(c) On the date designated for redemption, notice having been mailed to the registered owners of the Series 2025 Bonds to be redeemed as provided in paragraph (b) of this Section 6, and monies sufficient for the payment of the redemption price of said Series 2025 Bonds being held by the Paying and Transfer Agent or an escrow agent, the Series 2025 Bonds so called for redemption shall become due and payable at the redemption price provided for the redemption of such Series 2025 Bonds on such date, interest on such Series 2025 Bonds shall cease to accrue, such Series 2025 Bonds shall cease to be entitled to any lien, benefit or security under this resolution and shall no longer be deemed to be outstanding hereunder, and the registered owners shall have no rights in respect thereof except to receive payment of the redemption price thereof (including interest accrued to such redemption date) from the funds held for that purpose.

SECTION 7. The Series 2025 Bonds shall be in the form and be subject to the covenants and agreements set forth in this resolution and the Sales Parameter Resolution. The

Series 2025 Bonds shall be prepared and executed as soon as may be practicable after the adoption of this resolution and shall be delivered thereafter to the Purchaser.

SECTION 8. _____, is hereby appointed as the Paying and Transfer Agent for the Series 2025 Bonds.

SECTION 9. The decisions and determinations made by the Mayor and the Clerk, relating to the Series 2025 Bonds, and the actions taken by them in connection with the preparation of the Preliminary Official Statement and the Notice of Sale are hereby approved and ratified by the Governing Body. The Mayor be, and is hereby authorized and directed to prepare, execute and distribute a final Official Statement in connection with the Series 2025 Bonds substantially in the form of the Preliminary Official Statement, with such changes, omissions, insertions and revisions from the Preliminary Official Statement as he shall deem necessary and approve, said execution being conclusive evidence of such approval, and to deliver a reasonably sufficient number of such Official Statement to the Purchaser.

SECTION 10. The Mayor, each member of the Governing Body and the Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of this resolution and are further authorized to take any and all further actions and execute and deliver any and all other documents and certificates as may be necessary or desirable in connection with the issuance of the Series 2025 Bonds, the Preliminary Official Statement, the final Official Statement or other documents necessary to conclude the sale and issuance of the Series 2025 Bonds and to document the City's compliance with the Act and the Internal Revenue Code of 1986, as amended.

SECTION 11. In the event any scrivener's errors shall be discovered in this resolution after the adoption hereof but prior to the issuance of the Series 2025 Bonds, the Governing Body hereby authorizes and directs that each such scrivener's error shall be corrected in all multiple counterparts of this resolution prior to the issuance of the Series 2025 Bonds.

SECTION 12. All resolutions or parts thereof in conflict herewith, to the extent of such conflict only, are hereby repealed.

SECTION 13. This resolution shall become effective immediately upon the adoption hereof.

SECTION 14. If any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

Alderman _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Alderman Rick Addy voted:

Alderman Mark Hulse voted:

Alderman Brian Hyneman voted:

Alderwoman Kesha Howell Atkinson voted:
Alderman Preston E. Taylor voted:
Alderman Jason Bailey voted:
Alderwoman Mary Martha Crowe voted:

The motion having received the affirmative vote of a majority of the members of the Governing Body present, being a quorum of said Governing Body, the Mayor declared the motion carried and the resolution adopted this the 20th day of May, 2025.

(SEAL)

CITY OF OXFORD, MISSISSIPPI

By _____
Mayor

Attest:

City Clerk

93259841.v1

EXHIBIT A

PROOF OF PUBLICATION OF NOTICE OF BOND SALE

EXHIBIT B

BIDS



OXFORD POLICE DEPARTMENT

Jeff McCutchen

Chief of Police

Sheridan Maiden

Deputy Chief of Police

SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT APPLICATION

In accordance with the City of Oxford, Mississippi Code of Ordinances - Chapter 102, Article XX, Section 102-637- Permit Required, no person shall engage in or conduct any parade or public assembly unless a permit is issued by the Chief of Police.

Application must be submitted to the City Clerk's Office in City Hall at least fourteen (14) days prior to the proposed parade or public assembly.

Application fee is due at the time the application is submitted.

I. Applicant Information:

Name: Tamara Baker / Chauncey Pegues
Phone Number: 662-669-2194 E-mail Address: tamaramalone45@yahoo.com
Address: 37 W 253
Etta \ Ms \ 38627
(City) (State) (Zip Code)

Are you submitting this application on behalf of a business or organization?

☐ Yes ☒ No

If yes, please provide the following information about the business/organization:

Name of Business/Organization: _____
Director of Business/Organization: _____
Phone Number: _____ E-mail Address: _____
Address: _____

(City) (State) (Zip Code)

Name of On-Site Contact Person at Event: Tamara Baker / Chauncey Pegues
Phone Number: 662-669-2194 E-mail Address: tamaramalone45@yahoo.com

II. Event Information:

Date: 6/28/25 Start Time: 3pm End Time: 3:30pm

Type of Event: Walk for kids

Event Location Information:

Starting Point Location: 107 courthouse square

Finish Line Location: 107 courthouse square

Detailed Route: walk around the courthouse 7 times

Other Information: _____

Designation of any City of Oxford Facilities and/or Equipment to be Utilized: ND

Number of Expected Participants: _____ Number of Expected Spectators: _____

Spacing Intervals to be Maintained Between Units: _____

Description of Attention-Getting Devices, Signs, Banners, or Recording Equipment to be

Used by Event: _____

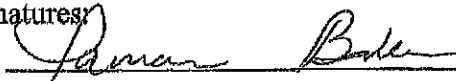
III. Application Fee:

The application fee is \$25.00, and it must be paid at the time the application is submitted.

IV. Police Protection Fee:

As per Chapter 102, Article XX, Section 102-641- Police Protection, the Chief of Police shall determine whether and to what extent additional police protection is reasonably necessary for the parade or public assembly for traffic control and public safety. If additional police protection is deemed necessary by the Chief of Police, the applicant will be solely responsible for this cost and must remit payment prior to the date of the event.

V. Signatures:


Applicant Signature

4/23/05
Date

Approved By: Chief of Police, Oxford Police Department

Date

PAYMENT DATE
04/23/2025
COLLECTION STATION
Station 1
RECEIVED FROM
TAMARA BAKER/CHAUNCEY
PEGUES

City of Oxford
City Clerk's Office
107 Courthouse Square
Oxford, MS 38655

BATCH NO.
2025-00000564
RECEIPT NO.
2025-00002907
CASHIER
Daphanie Vaughn

DESCRIPTION
WALK FOR JESUS 06/28/2025 AROUND THE SQUARE

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																														
OPD	Oxford Police Dept. Fees 001-001-01 CASH GENERAL FUND \$25.00 001-000-305 INCOME FROM POLICE DEPT FEES \$25.00	\$25.00																														
Payments:	<table> <tr> <th>Type</th><th>Detail</th><th>Amount</th></tr> <tr> <td>Charge</td><td>Credit Card Type: Credit Card Number: xxxx Authorization Code:</td><td>\$25.00</td></tr> <tr> <td></td><td>Total Cash</td><td>\$0.00</td></tr> <tr> <td></td><td>Total Check</td><td>\$0.00</td></tr> <tr> <td></td><td>Total Charge</td><td>\$25.00</td></tr> <tr> <td></td><td>Total Wire</td><td>\$0.00</td></tr> <tr> <td></td><td>Total Other</td><td>\$0.00</td></tr> <tr> <td></td><td>Total Remitted</td><td>\$25.00</td></tr> <tr> <td></td><td>Change</td><td>\$0.00</td></tr> <tr> <td></td><td>Total Received</td><td>\$25.00</td></tr> </table>	Type	Detail	Amount	Charge	Credit Card Type: Credit Card Number: xxxx Authorization Code:	\$25.00		Total Cash	\$0.00		Total Check	\$0.00		Total Charge	\$25.00		Total Wire	\$0.00		Total Other	\$0.00		Total Remitted	\$25.00		Change	\$0.00		Total Received	\$25.00	
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Charge	Credit Card Type: Credit Card Number: xxxx Authorization Code:	\$25.00																														
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	Total Remitted	\$25.00																														
	Change	\$0.00																														
	Total Received	\$25.00																														
Total Amount:		\$25.00																														

Customer Copy

Printed by: Daphanie Vaughn

Page 1 of 1

04/23/2025 12:19:38 AM



Memorandum

To: Mayor and Board of Alderman
From: Kate Kenwright, AICP, Planner II
Date: May 20, 2025
RE: Request approval of a Preliminary and Final Plat for Case #3209, 'One Adams Place', for property located at 1418 Adams Avenue (PPIN #6162)

The subject property is +/- .323 acres. It is an L-shaped lot with frontage on Adams Avenue and N 15th Street. The applicant requests approval for a two-lot subdivision.

The plat would allow for a subdivision resulting in two lots, measuring .128 (Lot 1) and .195 (Lot 2). This would create a nonconformity, as Lot 1 would be below the lot size minimum for TSR (Traditional Suburban Residential) upon subdivision.

This property was the subject of two cases before the Planning Commission on May 12th; the case regarding this plat as well as a request for two variances: one from the lot size minimum and one from the Conservation Overlay District yard standards for the existing building at 1418 Adams Avenue.

The existing L-shaped lot has a house fronting Adams Avenue (1418 Adams Avenue) and was the site of an unapproved demolition of the second house that was located on the lot, 433 N 15th Street.

This lot was the subject of a Special Exception in November, 2022 to allow for a Residential Common Interest Development. At that time, the lot was overbuilt according to the Land Development code as the lot size does not allow for two primary dwelling units on a lot of this size (+/- 0.323 acres). Staff and the applicant discussed that if one of the dwellings were to be removed, that it would correct this nonconformity and no new dwelling in its place would be supported by Staff. Additionally, the unapproved demolition carries consequences according to the City's Historic Preservation Code. According to Section 54-27 of the municipal code, the Preservation Commission has the authority to deny any application on the property where a resource was demolished without approval for up to 48 months. The building was demolished in late 2023—meaning that the Preservation Commission could still enforce the moratorium allowed by the code.

At the November 2022 meeting the Special Exception for the RCID was approved by the Planning Commission. One of the stated conditions of approval was that, "if either primary building is demolished, a new dwelling cannot be rebuilt in its place."

At the most recent Planning Commission meeting on May 12th the Commission heard the request for the two variances, and there was discussion about the consequences of the unapproved demolition and the resulting limitations on the lot based on the lot size required by the Code. Staff recommended denial of the proposed lot size variance as well as the preliminary and final plat.

The Planning Commission saw fit to approve the variance requests and recommended approval of the preliminary and final plat. Commissioner Alexander motioned to approve the lot size variance with the condition that:

Construction will not begin until January 1, 2026 and the plans must be approved by the Historic Preservation Commission.

Commissioner Murphy seconded the motion, which was approved in a 4/2 vote with Commissioners Spragins and Rigby opposed and Commissioner Milam recused. The preliminary and final plat were recommended for approval in a motion by Commissioner Smith and was unanimously approved.

Recommendation:

The Planning Commission recommends that the Mayor and Board of Aldermen approve the preliminary and final plat for 'One Adams Place' with the following conditions:

1. Approval is for the plan as submitted.
2. Each lot will be allowed only one point of ingress/egress (Engineering).



Case 3209

To: Oxford Planning Commission
From: Kate Kenwright; AICP, Planner II
Date: May 12, 2025

Applicant: Melissa Williams & Sara Camp
Owner: Same
Request: Preliminary & Final Plat Approval for 'One Adams Place'
Location: 1418 Adam Avenue (PPIN #6162)
Zoning: (TSR) Traditional Suburban Residential & North Lamar Historic District

Surrounding Zoning:

All: (TSR) Traditional Suburban Residential & North Lamar Historic District

Case History: Case #2906—Planning Commission—Special Exception as provided in Section 3.5.8 Residential Common Interest Developments—November, 2022
Case #745 – COA Request Historic Preservation Commission – September 2023

Planning Comments: The subject property is +/- .323 acres. It is an L-shaped lot with frontage on Adams Avenue and N 15th Street. The applicant requests approval for a two-lot subdivision.

The plat would allow for a subdivision resulting in two lots, measuring .128 (Lot 1) and .195 (Lot 2). This would create a nonconformity, as Lot 1 would be below the lot size minimum for TSR (Traditional Suburban Residential) upon subdivision.

This property is the subject of two variances that are the subject of Case #3208. As Staff is recommending denial of one of the variances requested, Staff cannot recommend approval of this plat.

Engineering Comments: This is a subdivision to create 2 separate parcels from one (ID 135P-21-288.00).

Access

Each lot will be allowed only one point of ingress / egress.

Water and Sewer

Water and sewer to these 2 lots are existing connections to city infrastructure.

Stormwater Management

No stormwater management is required for this subdivision.

Recommendation: Staff recommends denial of the proposed preliminary and final plat.

Should the Planning Commission choose to approve the variances that are the subject of Case #3208, Staff recommends the following conditions:

1. Approval is for the plan as submitted.
2. Approval of the Preliminary and Final Plat for 'One Adams Place' by the Mayor and Board of Aldermen.
3. Each lot will be allowed only one point of ingress/egress (Engineering).

One Adams Place Subdivision

March 3, 2025

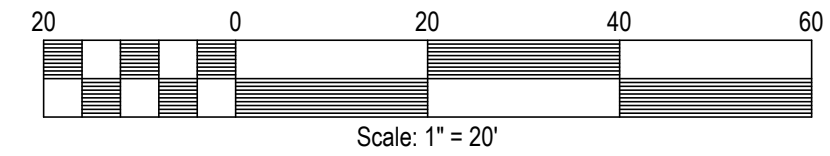
Project Narrative

Provided By: Williams Engineering Consultants, Inc.

The current site consists of two (2) existing lots purchased as one parcel. Lot 1 is located at 433 North 15th Street and the other is located at 1418 Adams Avenue. The owner wishes to create a two (2) lot subdivision.

One Adams Place Subdivision
Fraction of City Lot 411
Total Area: +/- 0.323 ACRE
2 Residential Lots

Flat Bottom Properties, LLC.
423 N. 15th Street
Oxford, MS 38655



LEGEND

---	RIGHT-OF-WAY LINES	⊗	COMMENCEMENT POINT
---	PROPERTY LINES	○	PROPERTY CORNERS
---	COMMENCEMENT LINES	⊙	MONUMENTS FOUND
---	CENTERLINE ROAD	□ T-BOX	TELEPHONE BOX
---	APPARENT ADJOINING PROPERTY LINE	○	UTILITY POLES
---	OVERHEAD LINES	○	GUY WIRE
---	CHAIN LINK FENCE LINES	○ FH	FIRE HYDRANT
---	WIRE MESH FENCE LINES	□ T-PED	TELEPHONE PEDESTAL
---	WOOD FENCE LINES	⊞	ELECTRIC BOX
---	BUILDING AREAS	EM	ELECTRIC METERS
---	COVERED AREAS	GM	GAS METERS
---	CONCRETE AREAS	WM	WATER METERS
---	ASPHALT AREAS	⊞	WATER VALVE
---	GRAVEL AREAS	⊞	AIR CONDITIONING UNIT
---	HEDGEROW AREAS	⊞	EXISTING SANITARY MANHOLES
---	OVERLAP/GAP AREAS	⊞	CLEANOUT
---	POC	⊞	STUBOUT
---	POINT OF COMMENCEMENT	⊞	(NTS)
---	MEASURED CALLS	⊞	POINT OF BEGINNING
---	DEED CALLS	⊞	

(All symbols in legend may not be used on current survey.)

Notes:

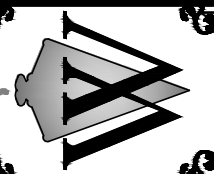
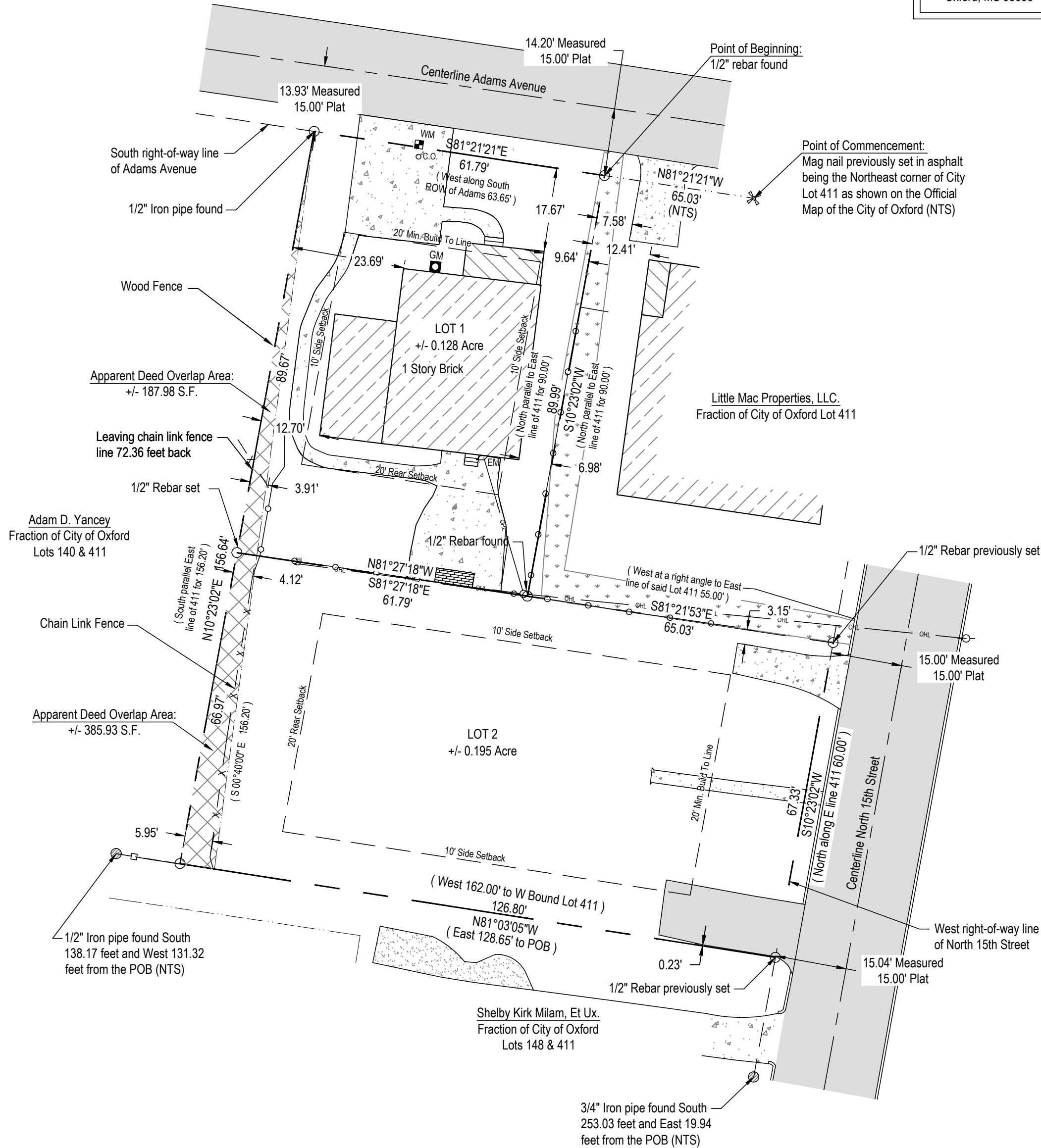
- This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
- This survey meets the conditions of closure and accuracy for condition "B" as set forth in Appendix "B" of the standards of practice for Land Surveying in the State of Mississippi.
- Field survey completed September 9, 2021.
- "True" Geodetic Bearings were established from GPS Observation by Williams Engineering.
- Subject survey is Zoned TSR "Traditional Suburban Residential District" and located within the Historic Preservation District "Jefferson Madison District" and also within the Neighborhood Conservation Overlay as per City of Oxford Interactive Zoning Map Adopted March 19, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition.
- This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
- All property corners set are 1/2" rebar with survey cap, unless otherwise stated.
- No underground utilities requested or shown on subject survey.
- Subject survey updated as requested by client to include Correction Warranty Deed recorded as Instrument No. 202203136.
- Deed References:
 - A. Deed Book-492, Page-547 B. Deed Book-483, Page-476
 - C. Deed Book-465, Page-328 D. Instrument No. 200507856
 - E. Instrument No. 201211354 F. Instrument No. 200900063
 - G. Instrument No. 201101073 H. Instrument No. 202105061
 - I. Instrument No. 201703176 J. Instrument No. 202203136
 - K. Official Plat of the City of Oxford on file in the Office of the Chancery Clerk of Lafayette County, Mississippi.
 - L. Previous survey for Kirk Milam by WEC dated 06/19/2015 with Project No. SV-152731
 - M. Previous survey for Little Mac Properties, LLC. by WEC Dated 07/07/2015 with Project No. SV-152751.

Description: A tract of land being a fraction of City of Oxford lot 411 being located in the Southeast Quarter (SE 1/4) of Section 21, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

Commencing at a mag nail previously set in asphalt at the intersection of the South right-of-way line of Adams Avenue and the West right-of-way line of North 15th Street being the Northeast corner of City of Oxford Lot 411, official plat of the City of Oxford on file in the Office of the Chancery Clerk of Lafayette County, Mississippi; run thence N 81°21'21" W leaving said West right-of-way line and along said South right-of-way line for a distance of 65.03 feet to a 1/2" rebar previously set, said rebar being the Point of Beginning of this description; run thence S 10°23'02" W leaving said South right-of-way line for a distance of 89.99 feet to a 1/2" rebar previously set; run thence S 81°21'53" E for a distance of 65.03 feet to a 1/2" rebar previously set on the aforementioned West right-of-way line of North 15th Street (15.00 feet from centerline); run thence S 10°23'02" W along said West right-of-way line for a distance of 67.33 feet to a 1/2" rebar previously set (15.04 feet from centerline); run thence N 81°03'05" W leaving said West right-of-way line and near a wood fence line for a distance of 126.80 feet to a 1/2" rebar set near a chain link fence line; run thence N 10°23'02" E near the West side of said chain link fence line for a distance of 156.64 feet to a 1/2" iron pipe found on the aforementioned South right-of-way line of Adams Avenue (13.93 feet from centerline), leaving said chain link fence line 72.36 feet back; run thence S 81°21'21" E along said South right-of-way line for a distance of 61.79 feet to the Point of Beginning of the herein described tract of land. Said tract contains 0.323 acre, more or less.

"True" Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

Date: September 9, 2021
Updated: July 20, 2022



REVISION	DATE

Scale:	1" = 20'
Date:	02-01-2025
File:	SB-244081 (Milam 433 N 15th Street).dwg
Proj. No.:	SB-244081
Drawn By:	JWW
Checked By:	RSD

Sheet Title:

**Subdivision
Plat**

Sheet No.:

One Adams Place Subdivision
Fraction of City Lot 411
Total Area: +/- 0.323 ACRE
2 Residential Lots

Flat Bottom Properties, LLC,
423 N. 15th Street
Oxford, MS 38655

OWNERS CERTIFICATE:

We, Melissa Camp, and Sara Camp, Members, Flat Bottom Properties, LLC, a Mississippi Limited Liability Company certify that Flat Bottom Properties, LLC, a Mississippi Limited Liability Company, is the owner in fee simple of the +/- 0.323 Acre property shown hereon, and also certify that I did cause said land to be platted as shown on this plat of One Adams Place Subdivision and that no taxes have become due and payable. This the _____ day of _____, 2025.

Flat Bottom Properties, LLC

Melissa Camp, Member

Sara Camp, Member

NOTARY'S CERTIFICATE:

State of _____
County of _____

Personally appeared before me, the undersigned authority in and for the said county and state, on this the _____ day of _____, 2025 within my jurisdiction, the within named Melissa Camp and Sara Camp, who acknowledged that are members of Flat Bottom Properties, LLC, a Mississippi Limited Liability Company and owner of the described One Adams Place Subdivision and that in said representative capacity, they executed the above and foregoing instrument, after first having been duly authorized to do so.

My Commission Expires

Notary Public

SURVEYORS CERTIFICATE:

This is to certify that I have drawn subject plat from an actual on the ground survey and from deeds of record and that the plat represents the information and that is true and correct to the best of my knowledge and belief.

By: _____

Surveyor: Jeffery W. Williams, PLS No. 2833

RESTRICTIVE COVENANTS:

The property located in Lafayette Co., Mississippi, as shown on this plat is subject to the restrictive covenants which are set out in instrument recorded in instrument

number _____ of the deed records of Lafayette County, Mississippi.

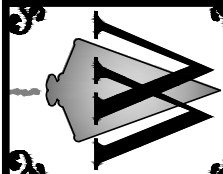
Chancery Court Clerk

STATE OF MISSISSIPPI, COUNTY OF LAFAYETTE

I hereby certify that the Condominium Plat shown hereon was filed for record in my office at _____ o'clock _____.m., on the _____ day of _____, 20____. and was immediately entered upon the proper index and duly recorded in Plat Cabinet - _____, Slide - _____.

Chancery Court Clerk

WILLIAMS ENGINEERING CONSULTANTS, INC.
Professional Engineers | Professional Land Surveyors



Final Subdivision Plat For:
One Adams Place Subdivision
1418 Adams Street & 433 North 15th Street
Oxford, Mississippi

REVISION	DATE

Scale:	1" = 20'
Date:	02-01-2025
File:	SB-244081 (Miami 433 N 15th St) Plat(Miam 433 Nth 15th Street.dwg
Proj.No.:	SB-244081
Drawn By:	JWW
Checked By:	RSD

Sheet Title:
Signature Sheet

Sheet No.:
2

Martha Day
412 N. 15th Street
Oxford MS 38655

April 13, 2025

Oxford Planning Commission and Historic Preservation Board

Re: Case 3208 and 3209

Dear Members of the Planning Commission and
Historic Preservation Board

I am writing to express my support for the proposed subdivision of the lot located at 433 N 15th St. and 1418 Adams as well as the variances required to accept the existing house on Adams and a new house on 15th Street as requested in Cases 3208 and 3209. As a homeowner of this neighborhood for several years, there have always been two houses on this one L shaped lot. I believe the subdivision and the construction of a new single family home at 433 N 15th St. will bring several positive changes to our community. This development would not only provide homes for new families but also enhance the overall housing market dynamics, benefiting current homeowners.

Furthermore, the fact that the applicant is also the owners of the neighboring property will help make sure that our new neighbors will contribute to a more vibrant and engaged neighborhood.

I have reviewed the proposed plans for the new house and find that it is in keeping with the standard and style of this neighborhood.

In conclusion, I strongly support the subdivision of the lot located at 433 N 15th St. and 1418 Adams, the variances requested and the proposed plans. I believe it will bring numerous benefits to our community, including increased housing availability, economic growth, and a stronger sense of community. I urge the Planning Commission to approve this proposal.

Thank you for your consideration.

Sincerely, 

Bob and Beth King
422 N. 15th Street
Oxford MS 38655

April 13, 2025

Oxford Planning Commission and Historic Preservation Board

Re: Case 3208 and 3209

Dear Members of the Planning Commission and
Historic Preservation Board

I am writing to express my support for the proposed subdivision of the lot located at 433 N 15th St. and 1418 Adams as well as the variances required to accept the existing house on Adams and a new house on 15th Street as requested in Cases 3208 and 3209. As a homeowner of this neighborhood for several years, there have always been two houses on this one L shaped lot. I believe the subdivision and the construction of a new single family home at 433 N 15th St. will bring several positive changes to our community. This development would not only provide homes for new families but also enhance the overall housing market dynamics, benefiting current homeowners.

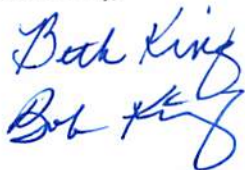
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Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Bob King". The signature is written in a cursive, slightly stylized font. The first name "Bob" is written above the last name "King", and they are connected by a fluid stroke.

Re: Proposed Letter of Support for 533 N 15th Street Case

From: F Bryant (fiacats@yahoo.com)

To: mjmwm129@aol.com

Date: Monday, April 14, 2025, 10:51 AM CDT

Frances & Hume Bryant
1503 Jefferson Ave
Oxford, MS 38655

Sent from Yahoo Mail for iPhone

On Sunday, April 13, 2025, 8:40 PM, mjmwm129@aol.com <mjmwm129@aol.com> wrote:

Hume and Frances Bryant
1503 Jefferson Ave.
Oxford MS 38655

April 13, 2025

Oxford Planning Commission and Historic Preservation Board

Re: Case 3208 and 3209

Dear Members of the Planning Commission and
Historic Preservation Board

I am writing to express my support for the proposed subdivision of the lot located at 433 N 15th St. and 1418 Adams as well as the variances required to accept the existing house on Adams and a new house on 15th Street as requested in Cases 3208 and 3209. As a homeowner of this neighborhood for several years, there have always been two houses on this one L shaped lot. I believe the subdivision and the construction of a new single family home at 433 N 15th St. will bring several positive changes to our community. This development would not only provide homes for new families but also enhance the overall housing market dynamics, benefiting current homeowners.

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I have reviewed the proposed plans for the new house and find that it is in keeping with

the standard and style of this neighborhood.

In conclusion, I strongly support the subdivision of the lot located at 433 N 15th St. and 1418 Adams, the variances requested and the proposed plans. I believe it will bring numerous benefits to our community, including increased housing availability, economic growth, and a stronger sense of community. I urge the Planning Commission to approve this proposal.

Thank you for your consideration.

Sincerely,

Jon Moen and Barbara Lowe
1423 Jefferson Ave.
Oxford MS 38655

April 13, 2025

Oxford Planning Commission and Historic Preservation Board

Re: Case 3208 and 3209

Dear Members of the Planning Commission and
Historic Preservation Board

I am writing to express my support for the proposed subdivision of the lot located at 433 N 15th St. and 1418 Adams as well as the variances required to accept the existing house on Adams and a new house on 15th Street as requested in Cases 3208 and 3209. As a homeowner of this neighborhood for several years, there have always been two houses on this one L shaped lot. I believe the subdivision and the construction of a new single family home at 433 N 15th St. will bring several positive changes to our community. This development would not only provide homes for new families but also enhance the overall housing market dynamics, benefiting current homeowners.

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Thank you for your consideration.

Sincerely,

The block contains two handwritten signatures in blue ink. The first signature, which appears to be 'Barbara Lowe', is written in a cursive style with a large loop at the end. The second signature, which appears to be 'Jon R. Moen', is also in cursive and is positioned below the first signature.

Steve McDavid, Member
Little Mac Properties LLC
435 N 15th St.
Oxford, MS 38655

April 14, 2025

Oxford Planning Commission and Historic Preservation Board

Re: Case 3208 and 3209

Dear Members of the Planning Commission and
Historic Preservation Board

I am writing to express my support for the proposed subdivision of the lot located at 433 N 15th St. and 1418 Adams as well as the variances required to accept the existing house on Adams and a new house on 15th Street as requested in Cases 3208 and 3209. As a homeowner of this neighborhood for several years, there have always been two houses on this one L shaped lot. I believe the subdivision and the construction of a new single family home at 433 N 15th St. will bring several positive changes to our community. This development would not only provide homes for new families but also enhance the overall housing market dynamics, benefiting current homeowners.

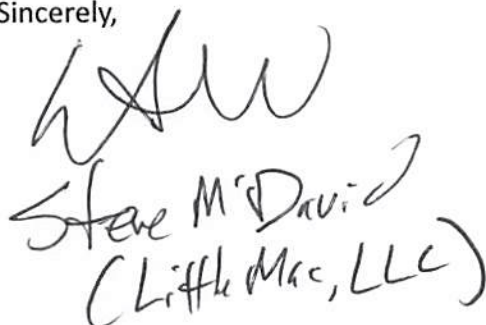
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In conclusion, I strongly support the subdivision of the lot located at 433 N 15th St. and 1418 Adams, the variances requested and the proposed plans. I believe it will bring numerous benefits to our community, including increased housing availability, economic growth, and a stronger sense of community. I urge the Planning Commission to approve this proposal.

Thank you for your consideration.

Sincerely,



Steve McDavid
(Little Mac, LLC)

Buddy and Linda Williamson
502 N. 15th Street
Oxford MS 38655

April 13, 2025

Oxford Planning Commission and Historic Preservation Board

Re: Case 3208 and 3209

Dear Members of the Planning Commission and
Historic Preservation Board

I am writing to express my support for the proposed subdivision of the lot located at 433 N 15th St. and 1418 Adams as well as the variances required to accept the existing house on Adams and a new house on 15th Street as requested in Cases 3208 and 3209. As a homeowner of this neighborhood for several years, there have always been two houses on this one L shaped lot. I believe the subdivision and the construction of a new single family home at 433 N 15th St. will bring several positive changes to our community. This development would not only provide homes for new families but also enhance the overall housing market dynamics, benefiting current homeowners.

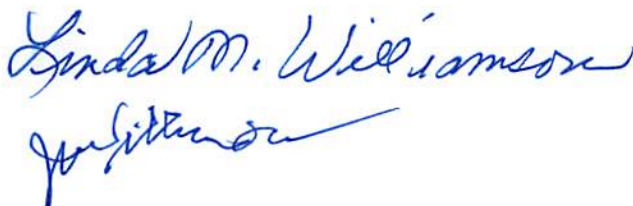
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In conclusion, I strongly support the subdivision of the lot located at 433 N 15th St. and 1418 Adams, the variances requested and the proposed plans. I believe it will bring numerous benefits to our community, including increased housing availability, economic growth, and a stronger sense of community. I urge the Planning Commission to approve this proposal.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Linda M. Williamson". Below the main signature is a smaller, loopy scribble that appears to be a second signature or a flourish.



Memorandum

To: Mayor and Board of Alderman
From: James Hirsch; Planner I
Date: May 20, 2025
RE: Request approval of a Preliminary and Final Plat for Case #3218, Connie's Chicken (Nickle Smith) for 'Connie's Chicken', for property located at 2622 West Jackson Avenue (PPIN #7875)

The subject property is the current site of 'Connie's Chicken', located at 2622 West Jackson Avenue and measuring +/- 2.39 acres. The applicant proposes to divide the existing lot into two parcels of +/-0.98 and 1.41 acres, respectively. Both proposed lots meet the dimensional requirements of the underlying zoning. The applicant states there is currently no plan for the development of Lot 2.

The Planning Commission recommended approval of this item on the consent agenda at the Commission's meeting on May 12, 2025 with the four conditions listed in the staff report.

Recommendation: Staff and the Planning Commission recommend approval of the requested Preliminary and Final Plat for 'Connie's Chicken' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions.
2. A copy of the stamped and recorded covenants are required prior to the issuance of a Certificate of Occupancy.
3. Development of Lot 2 will require site plan approval and a storm water management plan.

**Case #3218**

To: Oxford Planning Commission
From: James Hirsch; Planner I
Date: May 12, 2025

Applicant: Nickle Smith
Owner: Same
Request: Preliminary and Final Plat for 'Connie's Chicken'
Location: 2622 West Jackson Avenue (PPIN #7875)
Zoning: (SCN) Suburban Center

Surrounding Zoning:

North, West & East: (SCN) Suburban Center
South: (SR) Suburban Residential

Case History: Case #2797-A - Site Plan Approval – July 2023

Planning Comments: The subject property is +/- 2.39 acres just to the east of the intersection of Jackson Avenue and MS Hwy 6. The applicant is proposing a two-lot subdivision for this property. The proposal includes a +/- 0.98-acre lot (Lot 1), which contains Connie's Chicken, along with a +/- 1.41-acre lot (Lot 2), which is currently vacant. Applicant states there is currently no plan for the development of Lot 2. Both of these lots meet the dimensional requirements of the underlying zoning.

Recommendation: Staff recommends approval of the requested Preliminary and Final Plat for 'Connie's Chicken' with the following conditions:

1. Approval is for the plat as submitted subject to necessary technical revisions (Planning).
2. Approval of the Preliminary and Final Plat for 'Connie's Chicken' by the Mayor and Board of Aldermen (Planning).
3. A copy of the stamped and recorded covenants are required prior to the issuance of a Certificate of Occupancy (Planning).
4. Development of Lot 2 will require site plan approval and a storm water management plan (Engineering).

T.W. ELLIOTT, PE/PS (1963-2011)
L.L. BRITT, PE/PS
KEVIN W. McLEOD, PE

ELLIOTT & BRITT ENGINEERING, P.A.
ENGINEERS - CONSULTANTS - SURVEYORS
823 N. LAMAR BLVD. - P. O. BOX 308
OXFORD, MISSISSIPPI 38655
eb@elliottbritt.com

TEL (662) 234-1763
FAX (662) 234-3835

November 5, 2024

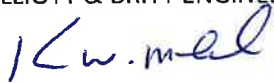
Ben Requet, Oxford City Planner
107 Courthouse Square
Oxford, MS 38655

Re: 2622 W Jackson Subdivision
Subdivision Plat – Project Narrative

Attached you will find the subdivision plat for the referenced project. The tract of land, containing 2.39 acres, is located on the south side of Jackson Avenue, just east of the intersection between Jackson Avenue and MS Highway 6. Connie's Chicken is located on the current tract of land. The landowner is requesting to subdivide the parcel into 2 lots. Lot 1 will contain Connie's Chicken and consist of 0.977 acres, Lot 2 will be south of Lot 1 and contain 1.412 acres. Lot 2 will have access to Jackson Avenue along the east side of Lot 1. There will be a shared ingress/egress and storm drain easement between the two lots. Currently, there is no plan for the development of Lot 2.

Sincerely,

ELLIOTT & BRITT ENGINEERING, P.A.



Kevin W. McLeod, P.E.
Consulting Engineer

2622 W Jackson

2622 W Jackson, LLC - Owner

OWNER'S CERTIFICATE

I, Chad Blalack, As Managing Member Of 2622 W Jackson, LLC, The Owner Of The Tract Of Land Herein Described, Certify That We Did Cause Said Land To Be Subdivided And Platted, As Shown On The Attached Plat Of 2622 W Jackson, And The Streets Are Dedicated To The Use Of The Public Forever. Streets Are Hereby Dedicated To The Use By The Public And/Or Private Utility Companies Which Serve This Subdivision. Utility Easements Are Also Dedicated To The Public And/Or Private Utility Companies Which Serve This Subdivision. Such Subdivision And Dedication Is The Owner's Own Act And Deed Of Their Own Free Will.

Witness My Hand And Signature This _____ Day Of _____, 2024.

Chad Blalack
53 Shoreline Lane
Gulfport, MS 39503

Notary Public

SURVEYOR'S CERTIFICATE

I Certify That The Within Plat Of The 2622 W Jackson In Lafayette County, Mississippi Is A True And Correct Representation Of Said Subdivision And That I Signed And Delivered It As My Own Act And Deed.

Witness My Hand And Signature This _____ Day Of _____, 2024.

Larry L. Britt
Mississippi PS No. 2078

ENGINEER'S CERTIFICATE

I Certify That The 2622 W Jackson In Lafayette County, Mississippi, Is In Conformance With The Design Requirements Of The Subdivision Regulations And Specific Conditions Imposed On This Development, And Takes Into Account All Applicable Federal, State, And Local Laws And Regulations.

Witness My Hand And Signature This _____ Day Of _____, 2024.

Kevin W. McLeod
Mississippi PE No. 15151

CITY ENGINEER'S CERTIFICATE

I Certify That 2622 W Jackson, LLC Has Complied With One Of The Following Alternatives for The 2622 W Jackson:

- All Improvements Have Been Installed by The Sub-Divider In Accordance With The Requirements Of These Regulations And With The Action Of The Board Of Aldermen, Giving Approval Of The Preliminary Plat, And Accepting Maintenance Of Utilities And Streets.
- A Bond, Certified Check Or Irrevocable Letter Of Credit Has Been Posted By The Sub-Divider Which Is Available To The City In A Sufficient Amount To Ensure Completion Of All Required Improvements,

As Of This _____ Day Of _____, 2024.

John Crawley
City Engineer, City Of Oxford

CITY OF OXFORD, COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

Approved And Recommended For Acceptance By The City Of Oxford Planning Commission, This

The _____ Day Of _____, 2024.

Chairman,
City Of Oxford Planning Commission

CITY OF OXFORD, COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

Approved And Accepted By The City Of Oxford Board Of Aldermen,

This The _____ Day Of _____, 2024.

Robyn Tannehill
Mayor, City Of Oxford

COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

Personally Appeared Before Me, Mike Roberts, Chancery Clerk, In And For Lafayette County, Mississippi, Larry L. Britt, Managing Member Of LT2, LLC, Who Executed The Herein Owner's Certificate That Was Signed And Delivered Of His Own Free Act And Deed. And Also Appeared Joseph Chad Mayer, Professional Surveyor, Who Executed The Attached Surveyor's Certificate And Acknowledged That It Was Signed And Delivered As His Own Free Act And Deed.

Witness My Hand And Signature This The _____ Day Of _____, 2024

Mike Roberts
Chancery Clerk

COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

I, Mike Roberts, Chancery Clerk, In And For Lafayette County, Mississippi, Hereby Certify That This Instrument Was Filed For Record In My Office At _____ O'clock On The _____ Day Of _____, 2024, And Was Duly Recorded In Plat Cabinet _____, Slide _____.

Witness My Hand And Signature This The _____ Day Of _____, 2024

Mike Roberts
Chancery Clerk

RESTRICTIVE COVENANTS

Recorded In Instrument No. _____, Of The Land Records In The Chancery Clerk's Office Of Lafayette County, Mississippi.

BOUNDARY SURVEY FOR: 2622 W Jackson, LLC

DESCRIPTION: A ± 2.389 acre tract of land located in the Northeast Quarter (SW 1/4) of Section 25, Township 8 South, Range 4 West in the City of Oxford in Lafayette County, Mississippi and being more particularly described as follows:

Commencing at 3/4" concrete pipe (N=1770619.6770, E=758885.113) marking the Northwest (NW) Corner of Section 28, Township 8 South, Range 4 West in the City of Oxford in Lafayette County, Mississippi; run thence South for a distance of 1,283.82 feet to a point; run thence East for a distance of 3,192.29 feet to a 1/2" iron pipe found (N=1769335.8610, E=762077.4030) marking the Point of Beginning of the herein described tract of land; run thence N84°37'30"E for a distance of 199.01 feet to a 1 1/2" rebar found; run thence S05°16'50"E for a distance of 559.61 feet to a 5/8" rebar found; run thence N70°41'24"W for a distance of 227.44 feet to a 3/4" rebar found; run thence N04°19'05"W for a distance of 464.70 feet to the point of beginning. Said parcel containing 2.389 acres more or less.

B ELLIOTT & BRITT
ENGINEERING, P.A.
OXFORD • BATESVILLE • NEW ALBANY • HOLLY SPRINGS
(662) 234-1763
WWW.ELLIOTTBRITT.COM

DRAWN

LM

CHECKED

K W M

ENGINEER

K W M

DATE

9/2024

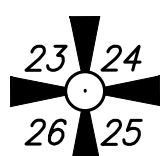
Sheet

1 of 2

Subdivision Plat of:

2622 W Jackson

City of Oxford, Lafayette County, Mississippi



POINT OF COMMENCEMENT
3/4" CONCRETE PIPE FOUND MARKING THE NORTHWEST (NW) CORNER OF
S2S, T8S, R4W IN THE CITY OF OXFORD IN LAFAYETTE COUNTY, MISSISSIPPI
N=1770619.6770
E=758885.1130
SF=1.00000814
CONVER=-0°25'17.55"

POINT OF BEGINNING
1/2" IRON PIPE FOUND
N=1769335.8610
E=762077.4030
SF AT POB: 1.00000650
CONV AT POB: -0°24'55.86"

POPEYES LOUISIANA KITCHEN INC.
PPIN 36645
PARCEL ID 147A-25-045.01

WHITE C W INC.
PPIN 7874
PARCEL ID 147A-25-045.00

RM DEVELOPMENT GROUP, LLC
PIN 7875
PARCEL ID 147A-25-044.00
2.389 ACRES

L & B COMMERCIAL PROPERTIES, LLC
PPIN 7876
PARCEL ID 147A-25-043.00

CENTURY PARK APARTMENTS, LLC
PPIN 7879
PARCEL ID 147A-25-041.00

LOT 2
1.412 ACRES

LOT 1
0.977 ACRES

LEGEND

- CENTERLINE ROADS
- PROPERTY LINES
- PROPERTY SETBACKS
- EASEMENT LINES
- EASEMENT AREA
- ADJOINING PROPERTY LINES
- PROPERTY CORNER
- PROPERTY CORNER FOUND

STATE PLAN COORDINATE SYSTEM:
BEARING: GRID
ZONE: MS EAST
DATUM: NAD 83 (2011)
DERIVED FROM:
GPS REFERENCE NETWORK SYSTEM
COORDINATES ESTABLISHED FROM:
CORS STATION MSOX, OXFORD, MS

N=1770206.1080
E=773290.9550
EL=557.1800

NOTES:

- This survey was prepared without the benefit of a Title Search and based on limited research by the surveyor or documents furnished.
- This property is subject to all City of Oxford and all Lafayette County rules and regulations.
- This property is subject to all road and utility easements and right-of-way of record, recorded or unrecorded.
- This property is a Class "C" survey as set forth in Appendix "A" of the Standards of Practice of Surveying in the State of Mississippi.
- This survey meets the conditions of closure and accuracy for Condition "A" as set forth in Appendix "B" of the Standards of Practice for Surveying in the State of Mississippi.
- Bearings Established: GPS Observation (Grid)
- All of the survey calls are either deed calls or measured calls.
- 1/2", 3/4", 5/8", 1 1/2" Rebar, as described, is a reinforcement bar.
- Date of field survey: 10/12/2022

Surveyors Certifications:

This is to certify that I, the undersigned, a licensed surveyor in the State of Mississippi have completed a survey of the premises as described and delineated heron for the purpose of accurately describing the same and that this plat represents the said premises as surveyed on the ground by my or under my direct supervision and is true and accurate to the best of my knowledge.

LARRY L. BRITT

PS#2078

DATE

B ELLIOTT & BRITT
E NGINEERING, P.A.

OXFORD • BATESVILLE • NEW ALBANY • HOLLY SPRINGS
(662) 234-1763
WWW.ELLIOTTBRITT.COM

DRAWN

LM

CHECKED

K W M

ENGINEER

K W M

DATE

8/2024

Sheet

2 of 2

Subdivision Plat of:

2622 W Jackson

City of Oxford, Lafayette County, Mississippi



OXFORD

BUILDING AND
DEVELOPMENT

Memorandum

To: Mayor and Board of Alderman
From: Johnathan Mizell, Chief Building Official
Date: May 20, 2025
RE: Purposing to make additions to the Building Department Ordinance

ARTICLE I. - IN GENERAL

Relocated to Sec. 22 – 393 ~~Sec. 22-1. Fences required for swimming pools.~~

~~(a)Required. The owner of any property within the city on which a swimming pool shall be constructed or installed, or on which a swimming pool has been constructed or installed, without the erection of any fence or other barricade completely surrounding such pool shall erect a fence or other barricade at least four feet in height completely around said swimming pool, with the construction of said fence or said barricade being such as to impede any person from entering into the swimming pool area over, under, around or through said fence or other barricade, except through any gate or gates which may be provided therein.~~

~~(b)Time for completion. The erection of a fence or other barricade, provided in subsection (a) of this section for swimming pools hereafter constructed or installed, shall be completed within ten days after the completion of the construction or installation of the swimming pool. In the case of a swimming pool completed prior to the passage of this section, and construction without a fence or other barricade, a suitable fence or other barricade as required by this section shall be constructed within three months of the passage of this section.~~

~~(c)Definition of swimming pool. Any body of water, artificially constructed in whole or part, and more than 18 inches in depth at any point below the ground level or area around the pool.~~

~~(d)Penalty. The failure of any person to comply with the requirements of this section shall constitute a penal offense and shall subject said person to a fine not to exceed \$100.00 for each day's failure to comply with this section.~~

Modify - Sec. 22-4. - Violations; penalties.

~~Any person who performs building, electrical, plumbing, gas, or mechanical work within the city and fails to obtain the required license or permit, shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine of not less than \$500.00 and not to exceed \$1,000.00 for each violation. Any license holder who continually performs work in violation of the adopted codes or performs work without first obtaining the required permits, may have his license revoked by the license commission for such time as the commission may determine to be appropriate for the offense having occurred or shall be guilty of a misdemeanor, punishable by the above mentioned fine or by imprisonment not exceeding~~

~~30 days, or both such fine and imprisonment. Each day that a violation continues after due notice had been served shall be deemed a separate offense.~~

Any person who performs building, electrical, plumbing, gas, or mechanical work within the city of oxford and fails to obtain the required permit before work commences, shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine of not less than \$500.00 and not to exceed \$1,000.00 for each violation. A second violation within 12 months shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine of not less than \$500.00 and not to exceed \$1,000.00 or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Each day that a violation continues after due notice had been served shall be deemed a separate offense.

Relocated to Sec. 22 - 39 - Secs. ~~22-5~~ Roof Permit

~~Any owner, person, firm, corporation, or contractor who wishes to replace the roof covering on a building structure shall be required to obtain all necessary permits before work begins. The re-roof/change of covering shall be based on the valuation of construction. The roof covering shall be in compliance with the City of Oxford adopted building codes. The owner, person, firm, corporation, or contractor applying for the roof permit must provide copies of all license's and a copy of their signed contract to determine the valuation. This permit will not require an inspection. Any party who shall perform such work, or who causes any such work to be done, prior to obtaining the required permit or prior to making the necessary filing shall be held in violation of this section and subject to the penalties stated herein.~~

Secs. 22-5—22-30. Reserved.

Modify - ARTICLE II. – LICENSING AND PERMITS BUILDING CODE

Add - Sec. 22-31. – Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Residential Builder: means any person, firm, or corporation engaged in the business of constructing, altering, repairing, or improving any residential structure for sale or use by another as a residence.

Subcontractor: means any person, firm, or corporation engaged in the performance of HVAC, electrical, plumbing, and/or mechanical work of a construction project under the direction of a general contractor or owner-contractor.

Remodeler: means any person, firm, or corporation who, for a fixed price or other compensation, undertakes residential improvements to an existing residence when the cost of the improvements exceeds Ten Thousand Dollars (\$10,000.00)

Owner-Contractor: means any person who undertakes or oversees residential construction or improvements, or acts as the general contractor of their own residence which will not be for sale, lease or rent.

Non-Residential Construction: means construction, altering, repairing, improving any building or structure not intended for residential purposes.

Add - Sec. 22-32. Builder/Contractor Licensing.

(a) No person, firm, or corporation shall engage in the business of new residential construction without a valid license from the Mississippi State Board of Contractors, privilege license, and professional license.

(b) No person, firm, or corporation shall engage in the business of residential remodeling or improvements without a valid license from the Mississippi State Board of Contractors, privilege license, and professional license, when the total cost of the undertaking exceeds Ten Thousand Dollars (\$10,000.00).

Add - Sec. 22-33. Exemptions.

Owner-contractor who personally oversee the construction or renovation of their own residence and follows state law (licensed subcontractors are required).

Add - Sec. 22-34. Residential Subcontractor Licensing.

All subcontractors performing HVAC, electrical, plumbing and/or mechanical work on any residential construction project shall be licensed by the Mississippi State Board of Contractors, privilege license, and professional license regardless of the amount of work to be performed by the subcontractor.

ADD - Sec. 22-35. – Non-Residential License Required.

Any person engaged in the business of building, electrical, plumbing, gas fitting, or mechanical work (excluding telephone, telegraph, cable antenna television, city water, sewer, and electric employees, gas company, or electric power companies), shall obtain a privilege license, professional license, and follows state law to perform such work, provided such work is regulated by the city building, electrical, plumbing, gas or mechanical codes.

Modify - Sec. 22-37. - Supervision of work.

It shall be the responsibility of the ~~permit holder~~ master who obtained the permit for the work to supervise the work if he does not actually perform the work himself. The permit holder shall be responsible for the work being performed as if he had performed such work himself.

Modify - Sec. 22-40. - Transferability.

No license or permit may be transferred to any other ~~owner, person, firm, corporation, or contractor~~. ~~Licenses for electrical, plumbing, gas fitter, or mechanical work shall only be issued to individuals and not companies, corporations, etc. Permits shall be issued only to companies, corporations, etc., which actually have a master or journeyman electrician, plumber, gas fitter or mechanical contractor, or a "licensed electrician, plumber, gas fitter or mechanical contractor" actually employed by such firm.~~

Modify - ARTICLE III. - BUILDING CODE

Modify - Sec. 22-67. - Adoption; certification, filing; ~~penalty for violation~~.

(a) Code adopted. As authorized by MCA 1972, § 21-19-25, the International Building Code, ~~2018~~ 2024 edition, and all appendices thereto, is hereby adopted as the official building code of the city.

(b) Certificate and filing. A copy of such code shall be certified by the mayor and city clerk and filed as a permanent record in the office of the city clerk.

~~(c)Penalty for violation. Any person, firm, partnership, corporation or association violating any of the provisions of such code shall be fined not more than \$500.00 or imprisoned not more than 30 days, or both.~~

Modify - Sec. 22-69. - Amendments.

ADD - Section 903.3.1.2 NFPA 13R of the 2024 IBC shall read in all Group R occupancies NFPA 13 fire sprinkler system shall be required.

ADD - Chapter 13 Energy Efficiency

Chapter 13 Energy Efficiency of the International Building Code, 2024 edition is deleted

The ~~2023~~ **2014** ICC 500 ICC/NSSA Standard for the Design and Construction of Storm Shelters for Group E occupancies adopted by the provisions of this article is hereby amended **and shall be optional and not mandatory:**

702.4.4 Sanitation Support Method

702.4.4.1 Storage capacity for water supply and wastewater with the exception paragraph

702.5 Ventilation

702.5.1 Natural Ventilation with Table 702.5.1

702.5.1.1 Location of Natural Ventilation Openings with Exception Paragraph

702.5.1.2 Mechanical Vents

702.5.2 Mechanical Ventilation

702.5.3 Intake Openings

702.5.4 Opening protection

702.7 Exit Signs and emergency lighting

702.8 Standby Lighting with Exception paragraph.

702.9 Standby Power

702.9.1 Capacity

702.9.2 Duration

702.9.3 Protection of components

~~701.1 Protection of critical support systems.~~

~~Critical support systems shall remain functional for the design storm event and minimum period of shelter occupancy (24 hours for hurricane shelters, 2 hours for tornado shelters). Critical support systems located outside of the storm shelter areas shall be protected by a means that meets the wind pressure and missile impact requirements of Chapter 3, and, as applicable, the flood resistance requirements of Chapter 4.~~

~~702.1 Ventilation.~~

~~Occupied space in tornado shelters shall be ventilated by natural means in accordance with Section 702.1.1 or by mechanical ventilation in accordance with Section 702.1.2. Openings used for atmospheric pressure change (APC) are permitted to be counted as ventilation for the purposes of this section.~~

702.1.1 Natural ventilation.

Tornado shelters that rely on natural ventilation shall be provided with the minimum ventilation area in accordance with Table 702.1.1.

TABLE 702.1.1
VENTING AREA REQUIRED FOR TORNADO SHELTERS

TORNADO SHELTER TYPE	VENTING AREA (PER OCCUPANT)
Residential	2* square inches
Community (≤ 50 occupants)	5 square inches
Community (> 50 occupants)	6 square inches

702.1.1.1 Location of ventilation openings.

Configuration of natural ventilation openings required for tornado shelters shall be such that a minimum of 25 percent of the required area is located within 46 inches (2581 mm) of the floor, or in the lower one-half of the height of the shelter, whichever is less, with the balance, but not less than 50 percent of the required area located a minimum of 72 inches (1829 mm) above the floor, or in the upper one-fourth of the height of the shelter, whichever is greater. Lower and upper openings shall be horizontally located on an opposite wall or the roof surface to provide cross ventilation of the shelter.

Exception: Air intake openings for residential tornado shelters shall be permitted to be located entirely in the upper half of the shelter provided that the venting area is increased to 4 square inches (1290 mm²) per shelter occupant.

702.1.2 Mechanical ventilation.

Tornado shelters that rely on mechanical ventilation shall be provided with the minimum mechanical ventilation rate of required outdoor air in accordance with the applicable building code provisions for the normal use of the space. The mechanical ventilation system shall be connected to an emergency power system.

702.1.3 Intake openings.

Outside air intake openings located in the same wall shall be located a minimum of 10 feet (3048 mm) horizontally and separated from any hazardous or noxious contaminant, such as emergency or back-up generator vents or exhaust, fuel storage tank vents and containers, maintenance or custodial storage facilities.

702.1.4 Exhaust or intake opening protection.

Air exhaust or intake openings that terminate outside of occupied shelter areas and occupant support areas shall comply with the provisions of Section 306.3 for exterior wall and roof impact protective systems.

~~702.2.1 Required toilets and hand-washing facilities.~~

~~Sanitation facilities provided for the normal occupancy installed within the shelter shall be included in the overall shelter sanitation facility count.~~

~~702.2.2 Additional facilities for storm shelters.~~

~~Where the required number of sanitation facilities for the tornado shelter exceeds the number of facilities provided for the normal occupancy of the space, the additional facilities shall be permitted to be temporary sanitary fixtures, chemical toilets or other means approved by the authority having jurisdiction.~~

~~702.2.3 Sanitation facilities support systems.~~

~~Support systems for the sanitation facilities (e.g., bladders, storage tanks or vessels, etc.) shall be capable of supplying water and containing waste for the design capacity of the tornado shelter.~~

~~702.2.4 Conversion of plumbing systems.~~

~~Plumbing and valve systems of fixtures located within the tornado shelter shall be permitted to be designed for conversion to emergency operation to meet the required demand.~~

~~702.3 Emergency lighting.~~

~~Community tornado shelters shall be provided with an emergency lighting system. The emergency lighting system shall provide an average of 1 foot candle (11 lux) of illumination in occupied shelter areas, occupant support areas, required corridors, passageways and means of egress.~~

~~702.3.1 Capacity.~~

~~The emergency electrical power system shall have adequate capacity and rating to supply all required systems and circuits intended to be operated at one time.~~

~~702.3.2 Duration.~~

~~The emergency electrical power system shall be designed to provide continuously the required output capacity for a minimum of 2 hours.~~

~~Exception: Personal use flashlights shall be permitted for the emergency lighting system requirement for tornado shelters with an occupant load of less than or equal to 50, when provided at a quantity not less than one (1) flashlight per 10 occupants. Personal use flashlights shall be a minimum of two "D" cell size or equivalent light output, and readily accessible from within the occupied shelter areas or immediately adjacent occupant support areas.~~

Secs. 22-70 - 22-94. - Reserved.

Modify – ARTICLE IV ~~III~~. - ELECTRICITY
DIVISION 1. - GENERALLY

Modify - Sec. 22-97. - Administration, enforcement of chapter provisions.

It shall be the duty of the **Building official** ~~electrical inspector~~ to see that the provisions of this chapter are carried out and to prefer charges against anyone violating any of its provisions. ~~He shall make the inspections provided for herein issue certificates of approval on electrical wiring meeting the requirements of this chapter and keep a complete record of inspections made and of certificates issued.~~

Modify - Sec. 22-98. - Hazardous connections.

When, in the opinion of the **Building Official** ~~electrical inspector~~, electrical wiring is in a dangerous condition as a result of existing life and/or fire hazards, he shall order the electrical service to be discontinued; and service shall not be renewed until after the hazards have been eliminated and the wiring placed in a reasonably safe condition as determined by inspection by the **Building Official** ~~electrical inspector~~.

Secs. 22-99—22-123. - Reserved.

Delete - ~~DIVISION 2. LICENSE REQUIREMENTS FOR ELECTRICIANS, PLUMBERS, GAS FITTERS, AND MECHANICAL CONTRACTORS~~

Delete - Sec. 22-77. ~~Master, journeyman categories established.~~

~~For the purpose of this article, there is hereby established the categories of master and journeyman to apply to the trades of electrician, plumber, gas fitter and mechanical contractors.~~

Delete - Sec. 22-78. ~~License required.~~

~~Any person engaged in the business of building, electrical, plumbing, gas fitting, or mechanical work (excluding telephone, telegraph, cable antenna television, city water, sewer, and electric employees, gas company, or electric power companies), shall obtain a privilege license, professional license, and follows state law perform such work, provided such work is regulated by the city building, electrical, plumbing, gas or mechanical codes.~~

Relocated to Sec. 22 - 38 - Sec. 22-79. ~~Permits.~~

~~(a) Permits shall be issued only to those persons holding a valid license. Such license shall be obtained in accordance with the provisions of this article. The following types of work shall be exempt from the permit, license requirements:~~

~~(1) Minor electrical repairs where no additional wiring or electrical apparatus is required.~~

~~(2) Minor plumbing repairs for water leaks, sewer stoppages, and gas pressure tests for existing gas installations.~~

~~(3) Installation of water and sewer mains six inches or larger in diameter and all appurtenances thereto, including manholes, valves, etc., when such mains are to be installed by a contractor who is duly licensed by the state board of public contractors.~~

~~(4) Minor mechanical repairs to systems such as recharging refrigerant in units.~~

~~(b) No work for which a permit is issued shall be subcontracted to any other person other than an electrician, plumber, gas fitter or mechanical contractor. In addition, no work for which a permit is issued shall be performed by any other person other than the person or bona fide employee of the person holding the permit. Regardless of whether or not a license, bond or permit is required, nothing in this~~

~~article shall preclude any work from being done in strict accordance with the applicable code adopted by the city or the necessity of obtaining a city privilege license or any other license required by law.~~

Delete - Sec. 22-80. — License commission.

~~(a)The city planning commission shall serve as the city license commission in matters pertaining to the issuance of licenses required by this article. Any questions pertaining to the issuance or revocation of licenses issued under this article shall be presented to the city planning commission for determination. Any person aggrieved by the decision of the city planning commission may appeal such decision to the mayor and board of aldermen. Such appeal must be made in writing, and filed with the city clerk within ten days after such decision was rendered.~~

~~(b)The license commission is hereby authorized to deny issuance of a license to any person the commission determines to be unqualified or who has a record of performing unacceptable work or work which does not comply with the adopted codes. Said determination shall be made at a license commission meeting at which the applicant shall be given the right to answer all charges. Denial of the license shall require a two-thirds vote of all members of the commission.~~

Delete - Sec. 22-81. — Qualifications.

~~Before any master license shall be issued, the applicant shall submit evidence that he has had at least four years' experience acquired by active and continuing work in the trade for which he is applying for a license. Before any journeyman license shall be issued, the applicant shall submit evidence that he has had at least two years of experience acquired by active and continuing work in the trade for which he is applying for a license.~~

Delete - Sec. 22-82. — Existing or prior license holders.

~~Any person holding a privilege license for electrical, plumbing, gas fitter, or mechanical work in the city at any time during the five years preceding his application for license, shall be issued a license without taking an accredited written examination. Such applicant shall secure the required city privilege license at the time of application for a license renewal. Such applicants shall be classified as "licensed electricians, plumbers, gas fitters or mechanical contractors."~~

Delete - Sec. 22-83. — Other license holders.

~~(a)Any person holding a current license for building, electrical, plumbing, gas fitting, or mechanical work issued by any other municipality, county, parish, or other governmental agency which requires a written examination, may be issued a license by the city upon submission of the following information:~~

~~(1) That he furnishes evidence that he has such license;~~

~~(2) That he furnishes evidence that he actually took and passed an accredited written examination which qualified him for such license; however, lieu thereof evidence that said person was issued a license prior to May 1, 1972, and prior to the existence of such written examination by a governmental entity which has an examining board that does presently require written examination to qualify for a license;~~

~~(3)That he has been actively engaged in business as an electrician, plumber, gas fitter, or mechanical contractor for two years or more;(4)That he held a license for one year or more; and(5)That he pays the privilege license fee to the city and obtains the bond as required by this article.(b)Such person shall be given a license classification similar to that held in such other city or county.~~

Delete - Sec. 22-84. — Homeowner exception.

~~Any homeowner who desires to perform plumbing work (except natural or liquefied petroleum gas) within a dwelling unit actually owned and occupied by him is hereby exempted from the license requirements of this article. Said homeowner shall not employ any other person to perform such work, and shall obtain all required permits, perform the work in accordance with all applicable codes, and obtain the required inspections.~~

Relocated to Sec. 22 - 37 - ~~Sec. 22-85.~~ Supervision of work.

~~It shall be the responsibility of the master who obtained the permit for the work to supervise the work if he does not actually perform the work himself. The master shall be responsible for the work being performed as if he had performed such work himself.~~

Relocated to Sec. 22 - 36 - ~~Sec. 22-86.~~ Renewal of license.

~~All license are required to be renewed before any such permit can be issued.~~

Relocated to Sec. 22 - 40 - ~~Sec. 22-87.~~ Transferability.

~~No license or permit may be transferred to any other person. Licenses for electrical, plumbing, gas fitter, or mechanical work shall only be issued to individuals and not companies, corporations, etc. Permits shall be issued only to companies, corporations, etc., which actually have a master or journeyman electrician, plumber, gas fitter or mechanical contractor, or a "licensed electrician, plumber, gas fitter or mechanical contractor" actually employed by such firm.~~

Relocated to Sec. 22 - 4 - ~~Sec. 22-88.~~ Violations; penalties.

~~Any person who performs building, electrical, plumbing, gas, or mechanical work within the city and fails to obtain the required license or permit, shall be guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine of not less than \$500.00 and not to exceed \$1,000.00 for each violation. Any license holder who continually performs work in violation of the adopted codes or performs work without first obtaining the required permits, may have his license revoked by the license commission for such time as the commission may determine to be appropriate for the offense having occurred or shall be guilty of a misdemeanor, punishable by the above mentioned fine or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Each day that a violation continues after due notice had been served shall be deemed a separate offense.~~

Modify – DIVISION 2 ~~3.~~ - PERMITS AND INSPECTIONS

Delete - ~~Sec. 22-111.~~ Certificate of approval.

~~Upon approval of an electrical wiring installation, the electrical inspector shall issue a certificate of approval therefor.~~

Delete - ~~Sec. 22-112.~~ Temporary connections.

~~Permission may be granted by the electrical inspector for temporary service for a period of time not exceeding 30 days for the connection of electrical service to any electrical wiring installation.~~

Secs. 22-128—22-152. - Reserved.

Modify – DIVISION 3 ~~4.~~ - ELECTRICAL CODE

Modify - Sec. 22-153. - Adopted; certification, filing; ~~penalty for violation.~~

(a)As authorized by MCA 1972, § 21-19-35, the National Electrical Code, ~~2017~~ 2023 edition, is hereby adopted as the official electrical code of the city.

(b)A copy of such code shall be certified by the mayor and city clerk and filed as a permanent record in the office of the city clerk. Current amendments shall be maintained in the office of the city clerk.

~~(c)Any person violating any of the provisions of said code shall be fined not more than \$200.00 or imprisoned not more than 30 days, or both.~~

Modify - Sec. 22-154. - Aluminum conductors in branch circuits.

The City of Oxford prohibits the use of aluminum conductors in branch circuits as allowed in ~~2017~~ 2023 Edition of National Electrical Code.

ADD – Sec. 22-154. - Amendments.

E3901.4 Countertop and work surface receptacles of the International Residential Code for One- and Two-Family Dwellings, 2024 edition is deleted and replaced with E3901.4 Countertop and work surface receptacles of the International Residential Code for One- and Two-Family Dwellings, 2018 edition.

Secs. 22-155—22-174. - Reserved.

Modify - ARTICLE V ~~IV~~ - ELIMINATION OR REPAIR OF UNSAFE BUILDINGS

Modify - Sec. 22-175. - Adoption of code.

(a)As authorized by MCA 1972, § 21-19-25, the ~~2018~~ 2024 International Existing Building Code edition, as published, is hereby adopted as the official repair or demolition code.

(b)A copy of such code shall be certified by the mayor and city clerk and filed as a permanent record in the office of the city clerk.

Sec. 22-177. - Amendments.

The repair or demolition code adopted by the provisions of this article is hereby amended to read as follows:

Modify - Section ~~109~~ 112 Means of Appeal is hereby appealed in its entirety. A person shall have the right to appeal a decision of the Building Official such person must prescribe to section 22-68.

Delete - 109.2. Appointment. A person shall have the right to appeal a decision of the code official to the board of appeals. Such board shall be the board of adjustment as prescribed in Section 620 of the Oxford Land Development Code.

~~Sections 109.2.1, 109.2.2, 109.2.3 109.2.4, 109.2.5, and 109.2.6 of said code are hereby repealed.~~

Modify - ARTICLE VI V. – HOUSING

DIVISION 1. - GENERALLY

Secs. 22-203—22-227. - Reserved.

DIVISION 2. - HOUSING CODE

Modify - Sec. 22-228. - Adoption; certification, filing, ~~penalty for violation.~~

(a)As authorized by MCA 1972, § 21-19-25, the International Residential Code for One- and Two-Family Dwellings, ~~2018~~ **2024** edition, as published, and all appendices thereto, is hereby adopted as the official housing code of the city.

(b)A copy of such code shall be certified by the mayor and city clerk and filed as a permanent record in the office of the city clerk.

~~(c)Any person, firm, partnership, corporation or association violating any of the provisions of such code shall be fined not more than \$500.00 or imprisoned not more than 30 days, or both.~~

Modify - Sec. 22-229. - Amendment.

The housing code adopted by provisions of this article is hereby amended as follows:

~~108.5 106-6-3~~ Fee Refunds is hereby repealed in its entirety.

Modify - Section ~~109~~ 112 Means of Appeal is hereby appealed in its entirety. A person shall have the right to appeal a decision of the code official such person must prescribe to section 22-68.

Delete - ~~112.1. General. There is hereby created a board to be called the construction board of appeals. Such board shall be the board of adjustment as prescribed in Section 620 of the Oxford Zoning Ordinance.~~

Chapter 11 Energy Efficiency. Chapter 11 of the International Residential Code for One- and Two-Family Dwellings, ~~2018~~ **2024** edition is deleted and replaced with Chapter 11 of the International Residential Code for One- and Two-Family Dwellings, 2006 edition.

E3401.1—E4209.6 The City of Oxford prohibits the use of aluminum conductors in branch circuits as allowed in **2024** ~~2018~~ IRC for One- and Two-Family Dwellings.

Modify - ARTICLE VII VI. - PLUMBING AND GAS

DIVISION 1. - GENERALLY

Secs. 22-285—22-309. - Reserved.

DIVISION 2. - PLUMBING CODE

Modify - Sec. 22-310. - Adoption; certification, filing.

(a)Code adopted. As authorized by MCA 1972, § 21-19-25, the International Plumbing Code, ~~2018~~ **2024** edition, as published, is hereby adopted as the official plumbing code.

(b) Certification and filing. A copy of such code shall be certified by the mayor and city clerk and filed as a permanent record in the office of the city clerk.

Modify - Sec. 22-311. - Plumbing code.

The International Plumbing Code adopted by provisions of this article is hereby revised as follows:

108.6 Fee Refunds is hereby repealed in its entirety.

~~Section 108 Violations.~~

~~108.4 Violation penalties. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.~~

~~108.5 Stop work orders. Upon notice from the code official, any work on any plumbing system that is being done contrary to the provisions of this code or in a dangerous or unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be fined or imprisoned as specified in section 108.4.~~

Modify - Section 109 112 Means of Appeal is hereby repealed in its entirety. A person shall have the right to appeal a decision of the code official such person must prescribe to section 22-68.

Delete - 109.2. Appointment. A person shall have the right to appeal a decision of the code official to the board of appeals. Such board shall be the board of adjustment as prescribed in Section 620 of the Oxford Land Development Code

~~Sections 109.2.1, 109.2.2, 109.2.3 109.2.4, 109.2.5, and 109.2.6 of said code are hereby repealed.~~

Secs. 22-312—22-336. - Reserved.

DIVISION 3. - GAS CODE

Modify - Sec. 22-337. - Adoption; certification, filing; penalty for violation.

(a) Code adopted. As authorized by MCA 1972, § 21-19-25, the International Fuel and Gas Code ~~2018~~ **2024** edition, and all appendices thereto, is hereby adopted as the official gas code of the city.

(b) Certification and filing. A copy of such code shall be certified by the mayor and city clerk and filed as permanent record in the office of the city clerk.

~~(c) Penalty for violation. Any person, firm, partnership, corporation, or association violating any of the provisions of such code shall be fined not more than \$500.00 or imprisoned not more than 30 days, or both.~~

Sec. 22-338 - Revisions.

The gas code adopted by provisions of this article is hereby revised as follows:

108.6 Fee Refunds is hereby repealed in its entirety.

Modify - Section ~~109~~ **112** Means of Appeal is hereby repealed in its entirety. A person shall have the right to appeal a decision of the code official such person must prescribe to section 22-68.

Delete ~~109.2. Appointment. A person shall have the right to appeal a decision of the code official to the board of appeals. Such board shall be the board of adjustment as prescribed in Section 620 of the Oxford Land Development Code~~

~~Sections 109.2.1, 109.2.2, 109.2.3 109.2.4, 109.2.5, and 109.2.6 of said code are hereby repealed.~~

Delete - Sec. 22-262. - Administration and enforcement.

~~The provisions of the gas code adopted by the provisions of this article shall be administered and enforced in compliance and conformity with the provisions of Chapter 1 of the International Plumbing Code adopted by the provisions of section 22-223.~~

Secs. 22-339—22-363. - Reserved.

**Modify - ARTICLE VIII VII - MECHANICAL
DIVISION 1. - GENERALLY**

Secs. 22-364—22-388. - Reserved.

DIVISION 2. - MECHANICAL CODE

Modify - Sec. 22-389. - Adoption; certification, filing; penalty for violation.

(a)Code adopted. As authorized by MCA 1972, § 21-19-25, the International Mechanical Code ~~2018~~ **2024** edition, all appendices, **and referenced standards including ASHRAE 15-2022** thereto, is hereby adopted as the official mechanical code of the city.

(b)Certification and filing. A copy of such code shall be certified by the mayor and city clerk and filed as permanent record in the office of the city clerk.

~~(c)Penalty for violation. Any person, firm, partnership, corporation, or association violating any of the provisions of such code shall be fined not more than \$500.00 or imprisoned not more than 30 days, or both.~~

Sec. 22-390. - Revisions.

The mechanical code adopted by provisions of this article is hereby revised as follows:

108.6 Fee Refunds is hereby repealed in its entirety.

Modify - Section ~~109~~ **112** Means of Appeal is hereby repealed in its entirety. A person shall have the right to appeal a decision of the code official such person must prescribe to section 22-68.

Delete - ~~109.2. Appointment. A person shall have the right to appeal a decision of the code official to the board of appeals. Such board shall be the board of adjustment as prescribed in Section 620 of the Oxford Land Development Code~~
~~Sections 109.2.1, 109.2.2, 109.2.3, 109.2.4, 109.2.5, and 109.2.6 of said code are hereby repealed.~~

ADD - ARTICLE IX. – SWIMMING POOLS

ADD - Sec. 22-391. - Adoption; certification, filing.

(a)Code adopted. As authorized by MCA 1972, § 21-19-25, the International Swimming Pool and Spa Code, 2024 edition, as published, is hereby adopted as the official swimming pool and spa code.

(b)Certification and filing. A copy of such code shall be certified by the mayor and city clerk and filed as a permanent record in the office of the city clerk.

ADD - Sec. 22-392 - Revisions.

ADD - 109.6 Fee Refunds is hereby repealed in its entirety.

ADD - Section 112 Means of Appeal is hereby repealed in its entirety. A person shall have the right to appeal a decision of the code official such person must prescribe to section 22-68.

ADD – Sec. 22-393. – Licensing Requirement

No person, firm, or corporation shall construct a inground pool without a valid license from the Mississippi State Board of Contractors, privilege license, and professional license.

ADD - Sec. 22-394. - Fences required for swimming pools.

(a)Required. The owner of any property within the city on which a swimming pool shall be constructed or installed, or on which a swimming pool has been constructed or installed, without the erection of any fence or other barricade completely surrounding such pool shall erect a fence or other barricade at least four feet in height completely around said swimming pool, with the construction of said fence or said barricade being such as to impede any person from entering into the swimming pool area over, under, around or through said fence or other barricade, except through any gate or gates which may be provided therein.

(b)Time for completion. The erection of a fence or other barricade, provided in subsection (a) of this section for swimming pools hereafter constructed or installed, shall be completed within ten days after the completion of the construction or installation of the swimming pool. In the case of a swimming pool completed prior to the passage of this section, and construction without a fence or other barricade, a suitable fence or other barricade as required by this section shall be constructed within three months of the passage of this section.

(c)Definition of swimming pool. Any body of water, artificially constructed in whole or part, and more than 18 inches in depth at any point below the ground level or area around the pool.

(d)Penalty. The failure of any person to comply with the requirements of this section shall constitute a penal offense and shall subject said person to a fine not to exceed \$100.00 for each day's failure to comply with this section.

Secs. 22-395 - 22-414. - Reserved.



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: May 20, 2025
Re: Consider contract with William Beckwith for a bronze sculpture at the Morgan Family Park.

In late April, the Board approved the advertisement of a Request-for-Qualification for a figurative bronze statue to be installed at the Morgan Family Park. On May 2nd, the artist submission were blindly reviewed by an artist selection committee.

Upon review of the two submissions, the artist selection committee unanimously voted to recommend William Beckwith as the sculptor for this project.

Public art funds were budgeted for the project in FY 2025. The contract includes the commissioning and installation of a realistic statue of the writer, Larry Brown, who lived on the site of the park and served in the Oxford Fire Department for 16 years.

The project will take one year to completed.

Enclosed is the artist selection scoresheets and the contract.

Staff recommends approval of the contract.

Enclosures (2)

Figurative Bronze Statue Agreement
Artist Selection Scoresheet

FIGURATIVE BRONZE STATUE AGREEMENT

This Agreement by and between the Mayor and Board of Alderman of the City of Oxford, on behalf of its citizens, and William N. Beckwith ("Sculptor")

WITNESSETH

The City of Oxford desires a monument commemorating the author/firefighter, Larry Brown to be erected at 658 North Lamar Boulevard in the Morgan Family Park in Oxford, MS. Sculptor is a well-known sculptor and artist with the capability of preparing and delivering such monument.

The Mayor and Board of Aldermen desires to engage the services of Sculptor to prepare such monument and Sculptor is willing to be so engaged upon the terms and conditions set forth herein below:

The figure in the monument will be modeled from photographs taken of Mr. Brown. The cast bronze, seated figure would be approximately six feet (6') tall if standing.

The monument will be delivered to Oxford, Mississippi approximately one year from the signing of this agreement, with the understanding that the foundry time at Inferno Art Foundry in Atlanta, Georgia is out of the control of the Sculptor. The monument will be installed on-site by the Sculptor.

The City of Oxford shall pay the Sculptor the sum of \$75,000.00 for the finished monument in installments as follows:

- (1) \$25,000.00 shall be paid upon execution of the Agreement;
- (2) An additional \$25,000.00 shall be paid upon acceptance of the finished Clay model.
- (3) And the remaining \$25,000.00 shall be paid upon completion, delivery of the monument.

IN WITNESS WHEREOF, the parties have set their hands and seals and caused this agreement to be executed this 13th day of May, 2025.

Robyn Tannehill

Mayor

City of Oxford

Attest:

City Clerk

City of Oxford, Mississippi


William N. Beckwith

Sculptor

Artist Qualification Scoresheet

May 2, 2025

Panelist Name	Artist ID	Expertise and Expertise (25)	Artistic Excellence (20)	Strategic Instight (10)	Community Contribution (15)	Cost (30)	Total (100)
Mark Levy	B1	20	15	10	0	30	75
Mark Levy	B2	25	15	10	10	30	90

Kara Giles	B1	20	13	10	0	30	73
Kara Giles	B2	25	20	10	15	30	100

Robyn Tannehill	B1	15	12	10	0	30	67
Robyn Tannehill	B2	25	15	10	15	30	95

Hollis Green	B1	25	15	10	0	30	80
Hollis Green	B2	25	15	10	15	30	95

	Total Score	Average Score
B1: Robert T. Sarach III	295	73.75
B2: William N. Beckwith	380	95

Task Order No. 12
Total Pages: <u>4</u>
Date of Task Order: <u>April 29,</u> <u>2025</u>



TASK ORDER TO THE GENERAL SERVICES AGREEMENT BETWEEN WAGGONER ENGINEERING, INC. AND CITY OF OXFORD, MISSISSIPPI
--

This Task Order to the General Services Agreement between Waggoner Engineering, Inc. and City of Oxford, Mississippi dated November, 2017 is a part of, and is subject to all the terms and conditions of the Agreement unless specifically provided otherwise herein.

1. **Project Name:** Program Development and Support Services

2. **Project Number:** TBD

3. **Project Manager for Client:** Hollis Green

4. **Project Manager for Waggoner:** Tracy Huffman

5. **Method of Compensation:** Lump Sum

6. **Task Order Allowable Cost:** \$65,000

7. **Scope of Work (see additional pages attached):** Provide Program Development and Support services in accordance with attached Scope of Work.

8. **Schedule of Performance:** From Date of Approval through May 1, 2026

9. **Special Provisions:** N/A

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their duly authorized representatives effective as of the date set forth above.

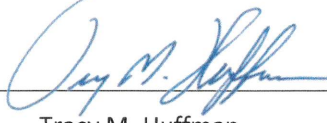
CITY OF OXFORD, MISSISSIPPI

By: Robyn Tannehill

Title: Mayor

Date: _____

WAGGONER ENGINEERING, INC.


By: Tracy M. Huffman

Title: Sr. Vice President

Date: 4/29/2025

SCOPE OF WORK

A. Program Development & Support Services

The Strategic Implementation Program/Transportation will require a consistent and on-going assessment of the current conditions and opportunities for implementation. As an associated activity to the detailed transportation plan, the Program will require regular communication between stakeholders and continual adjustment of key strategic elements. The development and support activities as part of this framework development and execution are outlined below.

1. Program Development & Support Tasks

Waggoner will assist the City through the execution of the following tasks, in the development and support of the Strategic Implementation Program/Transportation:

- a. Updating, further defining, prioritizing the various strategies of the Program, to include concepts, priorities, budgets, and funding scenarios for program elements identified by the City of Oxford. Waggoner will prepare supporting documentation, to assist in advancing overall program implementation, including narrative concept papers, graphic exhibits and presentation materials.
- b. Developing policy and funding requests in advancement of the City's objectives of the Program.
- c. Identifying institutional arrangements that will best serve Program objectives.
- d. Identifying legislative authority, if needed, to advance elements of the Program.
- e. Advancing of the City's Program objectives through supporting information activities directed to elected officials and government agencies as associated with state and federal funding opportunities.

2. Deliverables

Waggoner will develop Program deliverables, in connection with the Program tasks outlined above, as follows:

- a. Presenting exhibits, narrative program documents, and correspondence to support the Program initiative.
- b. Providing regular updates on Program development and support, including status of ongoing activities and recommended items for action by the City of

Oxford and its stakeholders.

3. Schedule

Waggoner will provide the services described above beginning upon approval of this task order by the City and end May 1, 2026 . Annual renewals may be continued/executed through budget/scope amendments to this task order, as desired by the City.

**AMENDMENT #2
TO THE
GENERAL SERVICES AGREEMENT
BETWEEN
CITY OF OXFORD, MISSISSIPPI
AND
WAGGONER ENGINEERING, INC.**

This Amendment #2 to the **GENERAL SERVICES AGREEMENT** (this "Amendment") is made by and between:

Name: City of Oxford, Mississippi
Address: 107 Courthouse Square, Oxford, MS 38655
Telephone: 662-232-2306
Representative: Mr. Hollis Green - COO

(referred to in this Agreement as "Client")

AND

Name: Waggoner Engineering, Inc.
Address: 2540 Hwy 51S., Hernando, MS 38632
Telephone: 662-429-2100
Representative: Tracy Huffman, PE

(referred to in this Amendment as "Waggoner")

WHEREAS, the Client and Waggoner Engineering, Inc. entered into a General Services Agreement dated November 2, 2017 (the "Agreement"), and

WHEREAS, the Client and Waggoner Engineering, Inc. approved Amendment #1 to the General Services Agreement on March 16, 2021, and

WHEREAS, the address as indicated in the agreement for Waggoner Engineering Inc. has changed to 2540 Hwy 51S., Hernando, MS 38632, and

WHEREAS, Paragraph 2(c) of the Agreement provides for the following: "Waggoner reserves the right to modify its Hourly Rate Schedule as of January 1 of each year that the Agreement is in effect", and

WHEREAS, Paragraph 13(a) of the Agreement provides for the following: "This Agreement represents the complete agreement between Client and Waggoner with respect to the subject matter hereof and may only be amended, supplemented, modified or cancelled by a duly executed instrument executed by the party sought to be charged", and

THEREFORE, both parties mutually agree as follows:

Amend and Replace – Agreement EXHIBIT C – HOURLY RATE SCHEDULE, with the attached revised edition.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives effective as of the date set forth above.

CITY OF OXFORD, MISSISSIPPI

WAGGONER ENGINEERING, INC.

By: Robyn Tannehill

By: Tracy M. Huffman

Title: Mayor

Title: Sr. Vice President

Date: _____

Date: 4/29/2025

Exhibit B
Waggoner Engineering, Inc.
2025 Rates

<u>CATEGORY</u>	<u>2025 RATES</u>
Administrative I	\$ 95.00
Administrative II	\$ 120.00
Administrative III	\$ 135.00
Administrative IV	\$ 160.00
Administrative V	\$ 225.00
Architect	\$ 180.00
Area Manager I	\$ 265.00
Area Manager II	\$ 285.00
Assistant Project Manager	\$ 160.00
Project Manager I	\$ 235.00
Project Manager II	\$ 250.00
Project Manager III	\$ 255.00
Program Manager	\$ 265.00
Project Accountant I	\$ 115.00
Project Accountant II	\$ 140.00
Construction Engineer I	\$ 155.00
Construction Engineer II	\$ 175.00
Construction Manager	\$ 210.00
Construction Rep I	\$ 125.00
Construction Rep II	\$ 145.00
Construction Rep III	\$ 160.00
Technical Manager	\$ 215.00
Discipline Manager I	\$ 225.00
Discipline Manager II	\$ 265.00
Designer I	\$ 170.00
Designer II	\$ 180.00
Design Engineer	\$ 205.00
Engineer Intern I	\$ 105.00
Engineer Intern II	\$ 125.00
Engineer Intern III	\$ 145.00
Engineer/Scientist/Consultant I	\$ 150.00
Engineer/Scientist/Consultant II	\$ 160.00
Engineer/Scientist/Consultant III	\$ 200.00
Engineer/Scientist/Consultant IV	\$ 235.00
Engineer/Scientist/Consultant V	\$ 255.00
GIS Manager	\$ 200.00
GIS Specialist/Analyst I	\$ 165.00
GIS Specialist/Analyst II	\$ 185.00
GIS Specialist/Analyst III	\$ 195.00
Governmental Relations I	\$ 220.00
Governmental Relations II	\$ 250.00

Exhibit B
Waggoner Engineering, Inc.
2025 Rates

<u>CATEGORY</u>	<u>2025 RATES</u>	
Planner I	\$	160.00
Planner II	\$	175.00
Principal I	\$	260.00
Principal II	\$	285.00
Principal III	\$	300.00
System Architect	\$	230.00
Technical Architect	\$	215.00
Application Developer	\$	175.00
Technician I	\$	90.00
Technician II	\$	110.00
Technician III	\$	140.00
Technician IV	\$	155.00
Technician V	\$	155.00
Utility Operations Manager I	\$	90.00
Utility Operations Manager II	\$	125.00
Utility Operations Manager III	\$	140.00
Utility Operations Manager IV	\$	175.00
Survey Manager	\$	175.00
Survey Supervisor/Prof Land Surveyor	\$	175.00
Surveyor I	\$	95.00
Surveyor II	\$	130.00
Four Man Survey Crew	\$	295.00
Three Man Survey Crew	\$	255.00
Two Man Survey Crew	\$	200.00
One Man Robotic Total Station/GPS Crew	\$	170.00
CADD/GIS Equipment	\$	50.00 per day
Four Wheeler	\$	300.00 per day
UAV	\$	300.00 per day
Labor		
Flight Time-Pilot	\$	185.00 per hour
Flight Time-Technician	\$	160.00 per hour
Processing & Feature Extraction	\$	160.00 per hour
Data Processing Tokens	\$	500.00 per day
Expenses (est.)	\$	500.00 per day
Mileage - IRS Actual Rate		

Exhibit B
Waggoner Engineering, Inc.
2025 Rates

<u>CATEGORY</u>		<u>2025 RATES</u>	
<u>REIMBURSABLE EXPENSES</u>		Actual Expense + 10%	
Photocopies:			
Standard Printer			
Black & White	Letter & Legal	\$	0.25 per copy
	11x17	\$	0.35 per copy
	12x18	\$	0.40 per copy
Color		\$	1.30 per copy
Plotters*			
Black & White	11x17	\$	4.25 per copy
	12x18	\$	4.80 per copy
	18x24	\$	10.00 per copy
	24x36	\$	19.00 per copy
Color	11x17	\$	17.00 per copy
	12x18	\$	19.00 per copy
	18x24	\$	38.00 per copy
	24x36	\$	75.00 per copy

Per Diem:

When travel time exceeds one and one-half (1.5) hours per day each way, it shall be classified as an out-of-town project and per diem will be charged at the current GSA per person, excluding areas that have been recently impacted by a natural disaster.

Travel Time:

Time required to travel to and from a project site will be billed at the normal hourly rates.

The stated rates are effective from January 1, 2025, through December 31, 2025. WEI

reserves the right to adjust the hourly rates after December 31, 2025.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO

Date: May 20, 2025

Re: Second Reading of Proposed Changes to the City of Oxford Traffic Calming Policy, As Approved 04/16/2013

The City of Oxford's Traffic Calming Policy (attached) was approved on April 6, 2013. The engineering department would like to propose the following changes to pages 3 and 4 of the policy:

Page 3, Under "Step 5: Neighborhood Involvement Prior to Stage 2 Device Installation". Remove "Speed Humps" as a possible stage 2 method of traffic calming.

Page 4, Remove the following section:

Additional criteria will govern the installation of Speed Humps:

- *Speed Humps will not be installed on a portion of any street with a grade in excess of eight percent (8%).*
- *Speed Humps will be available only on residential streets carrying fewer than 1,500 vehicles per day.*

Over the past several years, the use of speed humps (or speed tables) has been studied and several potential negative consequences have been found. These include, but are not limited to, increased wear and tear on vehicles, potential increased fuel consumption and emissions, noise pollution, delayed response times for emergency vehicles, and altered traffic flow patterns. Several more innovative and less intrusive means of traffic calming can be utilized in this day and time. Engineering would like to see the city move toward these options and away from the installation of speed humps and recommends this change to the Board.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Rob Neely, P.E., Manager, Oxford Utilities

Date: May 20, 2025

Re: First Reading of Proposed Changes to:
Article VII, Section 98-153 (c) / Street Trenching & ROW Management
Article VII, Section 114-385 (2) / Telecommunications Permit

Engineering would like to propose the following language be added to the code of ordinances at **Article VII, Section 98-153 (c), 155 (c)** and **Article VII, Section 114-385 (2), 114-387 (f)**:

“On projects where directional boring or other trenchless technology will be utilized, the applicant, at their own expense, must submit to the office of the City Engineer record of a video inspection of any sanitary sewer lines, manholes, storm sewer lines and catch basins in the vicinity of the work prior to permit approval.”

As utility and telecommunications companies increase activity within city Right-of-Way, there is a need to hold their contractors and representatives accountable for damages to existing city infrastructure i.e., storm drains, sanitary sewer, etc. This added requirement to the ordinances will give the Engineering Department the ability to identify and have issues mitigated before a project is closed out.



MEMORANDUM

To: Ordinance Review Committee

From: John Crawley, PE, City Engineer

Date: April 29, 2025

Re: Changes to: Article VII, Section 98-153 (c) / Street Trenching & ROW Management
Article VII, Section 114-385 (2) / Telecommunications Permit

All,

Engineering would like to propose the following language be added to the code of ordinances at **Article VII, Section 98-153 (c)** and **Article VII, Section 114-385 (2)**:

"On projects where directional boring or other trenchless technology will be utilized, the applicant, at their own expense, must submit to the office of the City Engineer record of a video inspection of any sanitary sewer lines, manholes, storm sewer lines and catch basins in the vicinity of the work prior to permit approval."

And the following language to **Article VII, Section 98-155 (c)** and to **Article VII, Section 114-387 (f)**:

"On projects where directional boring or other trenchless technology has been utilized, the contractor, at their own expense, must submit to the office of the City Engineer record of a video inspection of any sanitary sewer lines, manholes, storm sewer lines and catch basins in the vicinity of the work prior to work approval."



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Brad Freeman, Director of mTrade Park

Date: May 20, 2025

Re: Request Permission to Widen Access Road into mTrade Park
From Highway 314 (Current Service Road Access)

Engineering and mTrade Park request approval to re-allocate approximately **\$25,000.00** from the mTrade Park Roundabout Project, which is complete and under budget, to be used for a widening of the existing service road from Highway 314. When the park was originally built, this road was primarily for park deliveries, employee access, etc. As the park has grown, causing traffic into and out of the area to increase, thus there is a need for an additional ingress and egress, especially to the Quads B and C. The existing service road can be easily widened to a width that would accommodate two lanes of traffic and provide relief from congestion at the intersection with Pat Patterson Parkway.

Please see attached for your review.

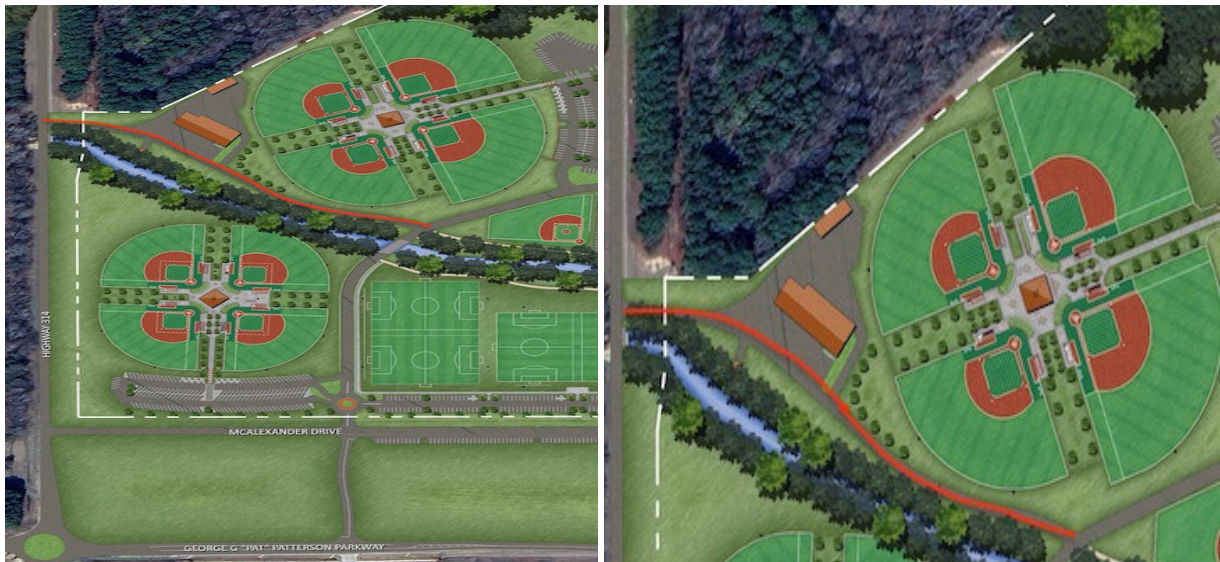


RE: MTrade Park Shop Road Project Request

Date: May 12th, 2025

In recent years there has been a need to expand the shop road entrance/exit at MTrade Park. When this road was built it was built to barely service a 2-car width. Needless to say, it is very tight for 2 cars when passing. Back in 2008 when the park was built this road designed for park deliveries etc. with limited use.

Over the years this road has seen increased traffic for park guest as it has been utilized to help ease traffic off the main entrance and give guest easier access to the back half of the park. With the “MTrade Park Round About” project recently completed and under budget we would like to take this opportunity to widen the road to a proper width. The cost to do is would be \$23,025.





MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO

Date: May 20, 2025

Re: Request Approval of Final Quantity Change Order No. 1 and Final Payment Application No. 4, Varner Loop / North Lamar Drainage Project

Engineering requests approval of **Change Order No. 1 and Final** for the above-captioned project. This change order results in a net decrease in the contract in the amount of **\$3,093.00**, therefore the project total **would lower** from **\$304,781.00 to \$301,688.00**.

Please see attached for review.

CHANGE ORDER REQUEST

DRAINAGE IMPROVEMENTS PROJECT. N.
LAMAR/VARNER LOOP

Project Name

N.LAMAR/VARNER LOOP

Project Address

CITY OF OXFORD

Owner

01

Change Order Number

04/21/2025

Change Order Date

DESCRIPTION OF CHANGES:

FINAL QUANTITIES-OVER/UNDERRUN CONTRACT ITEMS

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
ENCASE SEWER PIPE	1.5	CY	\$392.00	\$588.00
PAVED DITCH	13.5	CY	\$405.00	\$5,467.50
<u>CHANGE ORDER OVERRUNS</u>				
HOT MIX ASPHALT, 12.5 MM	38.45	TON	\$250.00	\$9,612.50
24" HP STORM DRAINAGE PIPE	34	LIN. FT.	\$90.00	\$3,060.00
22"X13" RCAP	3	LIN. FT.	\$300.00	\$900.00
MINOR STRUCTURES CONCRETE (ADDITIONAL CONCRETE FOR INVERTS, CONFLICT BOX & DRIVEWAY)	11.84	CY	\$1,200.00	\$14,208.00
REINFORCING STEEL, MINOR STRUCTURES	39	LBS	\$6.00	\$234.00
CASTING & GRATES FOR STORMWATER INLETS	1032	LBS	\$6.00	\$6,192.00
SOLID SOD	140	SQ.YD	\$8.00	\$1,120.00
<u>CHANGE ORDER UNDERRUNS</u>				
EXCESS EXCAVATION,LVM	-894	CY	\$34.00	\$(30,396.00)
SELECT BORROW EXCAVATION,LVM	-125	CY	\$30.00	\$(3,750.00)
CRUSHED STONE, 610 OR 3/4" & DOWN	-14.76	TON	\$75.00	\$(1,107.00)
18" HP STORM DRAINAGE PIPE	-21	LIN FT	\$83.00	\$(1,743.00)
TEMPORARY SILT FENCE	-397	LIN. FT.	\$7.00	\$(2,779.00)
8" DUCTILE IRON SEWER MAIN, CONFLICT BOXES	-16	LIN.FT	\$200.00	\$(3,200.00)
CONCRETE INLET REMOVAL, ALL SIZES	-1	EA	\$1,500.00	\$(1,500.00)

PRICE. These changes (select one):

☐ raise ☒ lower the price of the contract to \$301,688.00

☐ do not affect the price of the contract.

PROJECT DURATION. These changes (select one):

☒ extend ☐ shorten the duration of the project by days.

☒ do not affect the duration of the project.

Owner Signature



Contractor Signature

Printed Name

Date

Kiara Ayala

Printed Name

04/21/2025

Date

Pay Application Form - Page 1

PAGE ONE OF 1 PAGES

TO (PAYER):

PROJECT:

APPLICATION NO: 04

CITY OF OXFORD
107 COURTHOUSE SQUARE
OXFORD, MS 38655

NORTH LAMAR VARNER LOOP
DRAINAGE IMPROVEMENTS

PERIOD TO: 05/08/2025

FROM (PAYEE):

DELGADO GENERAL CORPORATION
6874 GREEN CREST DR.
MEMPHIS TN 38133

PROJECT NO.: ENG1Q24-D1

CONTRACT DATE: 01/13/2025

PAYEE APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 304,781.00
2. Net change by Change Orders \$ (3093.00)
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 301,688.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 301,688.00
5. RETAINAGE:
 - a. 5 % of Completed Work \$
 - (Column D + E on G703)
 - b. % of Stored Material \$
 - (Column F on G703)
 - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 301,688.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 247,290.70
8. CURRENT PAYMENT DUE \$ 54,397.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Payer		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

CERTIFICATE OF THE PAYEE:

The undersigned certifies that to the best of the PAYEE's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the above mentioned, and that current payment shown herein is now due.

DELGADO GENERAL CORPORATION
6874 GREEN CREST DR.
MEMPHIS TN 38133

PAYEE:

By:

Date:

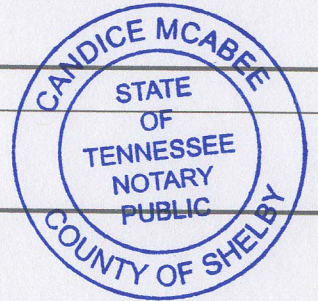
State of:

Subscribed and sworn to before me this

County of:

Notary Public:

My Commission expires:



98 of 112

Delgado General Corp.

Schedule of Values

Date: 5/09/2025

No: 04

Project: PROPOSED DRAINAGE IMPROVEMENTS NORTH LAMAR BLVD/VARNER LOOP

Project No. ENG1Q24-D1

PO NO.

Description	QTY	UNIT	Unit Price	Total Cost	Total Previous Quantity	Total Previous Amount	Current Quantity	Current Amount	Total Quantity to Date	Total Completed to Date	Retainage (5%)	Balance
REMOVAL OF EXISTING ASPHALT PAVEMENT, ALL DEPTS, SAWCUTTING	486	SY	\$ 28.00	\$ 13,608.00	486	\$ 13,608.00		\$ -	486.00	\$ 13,608.00	\$ 680.40	\$ 680.40
EXCESS EXCAVATION/LVM	1324	CY	\$ 34.00	\$ 45,016.00	430	\$ 14,620.00		\$ -	430.00	\$ 14,620.00	\$ 731.00	\$ 31,127.00
SELECT BORROW EXCAVATION/LVM	1374	CY	\$ 30.00	\$ 41,220.00	1249	\$ 37,470.00		\$ -	1249.00	\$ 37,470.00	\$ 1,873.50	\$ 5,623.50
CRUSHED STONE, 610 OR 3/4" & DOWN	247	TON	\$ 75.00	\$ 18,525.00	232.24	\$ 17,418.00		\$ -	232.24	\$ 17,418.00	\$ 870.90	\$ 1,977.90
HOT MIX ASPHALT, 12.5 MM	80	TON	\$ 250.00	\$ 20,000.00	80	\$ 20,000.00		\$ -	80.00	\$ 20,000.00	\$ 1,000.00	\$ 1,000.00
18" HP STORM DRAINAGE PIPE	320	LIN FT	\$ 83.00	\$ 26,560.00	299	\$ 24,817.00		\$ -	299.00	\$ 24,817.00	\$ 1,240.85	\$ 2,983.85
24" HP STORM DRAINAGE PIPE	432	LIN. FT.	\$ 90.00	\$ 38,880.00	432	\$ 38,880.00		\$ -	432.00	\$ 38,880.00	\$ 1,944.00	\$ 1,944.00
22"x13" RCAP	20	LIN. FT.	\$ 300.00	\$ 6,000.00	20	\$ 6,000.00		\$ -	20.00	\$ 6,000.00	\$ 300.00	\$ 300.00
MINOR STRUCTURES CONCRETE	14.7	CY	\$ 1,200.00	\$ 17,640.00	14.7	\$ 17,640.00		\$ -	14.70	\$ 17,640.00	\$ 882.00	\$ 882.00
REINFORCING STEEL, MINOR STRUCTURES	1441	LBS	\$ 6.00	\$ 8,646.00	1441	\$ 8,646.00		\$ -	1441.00	\$ 8,646.00	\$ 432.30	\$ 432.30
CASTING & GRATES FOR STORMWATER INLETS	2456	LBS	\$ 6.00	\$ 14,736.00	2456	\$ 14,736.00		\$ -	2456.00	\$ 14,736.00	\$ 736.80	\$ 736.80
TEMPORARY SILT FENCE	800	LIN. FT.	\$ 7.00	\$ 5,600.00	403	\$ 2,821.00		\$ -	403.00	\$ 2,821.00	\$ 141.05	\$ 2,920.05
12" WATTLES	250	LIN. FT.	\$ 31.00	\$ 7,750.00	250	\$ 7,750.00		\$ -	250.00	\$ 7,750.00	\$ 387.50	\$ 387.50
SOLID SOD	300	SQ.YD	\$ 8.00	\$ 2,400.00	300	\$ 2,400.00		\$ -	300.00	\$ 2,400.00	\$ 120.00	\$ 120.00
8" DUCTILE IRON SEWER MAIN, CONFLICT BOXES	16	LIN.FT	\$ 200.00	\$ 3,200.00		\$ -		\$ -	0.00	\$ -	\$ -	\$ 3,200.00
CONCRETE PIPE REMOVAL, ALL SIZES	25	LIN.FT	\$ 120.00	\$ 3,000.00	25	\$ 3,000.00		\$ -	25.00	\$ 3,000.00	\$ 150.00	\$ 150.00
CONCRETE MANHOLE REMOVAL, ALL SIZES	10	VERT.FT	\$ 300.00	\$ 3,000.00	10	\$ 3,000.00		\$ -	10.00	\$ 3,000.00	\$ 150.00	\$ 150.00
CONCRETE INLET REMOVAL, ALL SIZES	2	EA	\$ 1,500.00	\$ 3,000.00	1	\$ 1,500.00		\$ -	1.00	\$ 1,500.00	\$ 75.00	\$ 1,575.00
MAINTENANCE OF TRAFFIC	1	LS	\$ 6,000.00	\$ 6,000.00	1	\$ 6,000.00		\$ -	1.00	\$ 6,000.00	\$ 300.00	\$ 300.00
MOBILIZATION	1	LS	\$ 20,000.00	\$ 20,000.00	1	\$ 20,000.00		\$ -	1.00	\$ 20,000.00	\$ 1,000.00	\$ 1,000.00
				\$ -		\$ -		\$ -	0.00	\$ -	\$ -	\$ -
CHANGE ORDER 01				\$ -		\$ -		\$ -	0.00	\$ -	\$ -	\$ -
ENCASE SEWER PIPE	1.5	CY	\$ 392.00	\$ 588.00		\$ -	1.5	\$ 588.00	1.50	\$ 588.00	\$ 29.40	\$ 29.40
PAVED DITCH	13.5	CY	\$ 405.00	\$ 5,467.50		\$ -	13.5	\$ 5,467.50	13.50	\$ 5,467.50	\$ 273.38	\$ 273.38
CHANGE ORDER OVERRUNS				\$ -		\$ -		\$ -	0.00	\$ -	\$ -	\$ -
HOT MIX ASPHALT, 12.5 MM	38.45	TON	\$ 250.00	\$ 9,612.50		\$ -	38.45	\$ 9,612.50	38.45	\$ 9,612.50	\$ 480.63	\$ 480.63
24" HP STORM DRAINAGE PIPE	34	LIN. FT.	\$ 90.00	\$ 3,060.00		\$ -	34	\$ 3,060.00	34.00	\$ 3,060.00	\$ 153.00	\$ 153.00
22"x13" RCAP	3	LIN. FT.	\$ 300.00	\$ 900.00		\$ -	3	\$ 900.00	3.00	\$ 900.00	\$ 45.00	\$ 45.00
MINOR STRUCTURES CONCRETE (ADDITIONAL CONCRETE FOR INVERTS, CONFLICT BOX & DRIVEWAY)	11.84	CY	\$ 1,200.00	\$ 14,208.00		\$ -	11.84	\$ 14,208.00	11.84	\$ 14,208.00	\$ 710.40	\$ 710.40
REINFORCING STEEL, MINOR STRUCTURES	39	LBS	\$ 6.00	\$ 234.00		\$ -	39	\$ 234.00	39.00	\$ 234.00	\$ 11.70	\$ 11.70
CASTING & GRATES FOR STORMWATER INLETS	1032	LBS	\$ 6.00	\$ 6,192.00		\$ -	1032	\$ 6,192.00	1032.00	\$ 6,192.00	\$ 309.60	\$ 309.60
SOLID SOD	140	SQ.YD	\$ 8.00	\$ 1,120.00		\$ -	140	\$ 1,120.00	140.00	\$ 1,120.00	\$ 56.00	\$ 56.00
				\$ -		\$ -		\$ -	0.00	\$ -	\$ -	\$ -
CHANGE ORDER UNDERRUNS				\$ -		\$ -		\$ -	0.00	\$ -	\$ -	\$ -
EXCESS EXCAVATION/LVM	-894	CY	\$ 34.00	\$ (30,396.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (30,396.00)
SELECT BORROW EXCAVATION/LVM	-125	CY	\$ 30.00	\$ (3,750.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (3,750.00)
CRUSHED STONE, 610 OR 3/4" & DOWN	-14.76	TON	\$ 75.00	\$ (1,107.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (1,107.00)
18" HP STORM DRAINAGE PIPE	-21	LIN.FT	\$ 83.00	\$ (1,743.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (1,743.00)
TEMPORARY SILT FENCE	-397	LIN. FT.	\$ 7.00	\$ (2,779.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (2,779.00)
8" DUCTILE IRON SEWER MAIN, CONFLICT BOXES	-16	LIN.FT	\$ 200.00	\$ (3,200.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (3,200.00)
CONCRETE INLET REMOVAL, ALL SIZES	-1	EA	\$ 1,500.00	\$ (1,500.00)		\$ -		\$ -	0.00	\$ -	\$ -	\$ (1,500.00)

TOTALS \$ 301,688.00 \$ 260,306.00 \$ 41,382.00 \$ 301,688.00 \$ 15,084.40 \$ 15,084.40

COMPLETED TO DATE	\$ 301,688.00
RETAINAGE	
TOTAL PREVIOUS PAY	\$ 247,290.70
TOTAL DUE THIS PAY REQUEST INCL. RETAINAGE	\$ 54,397.30
TOTAL BALANCE REMAINING INCL. RET	

**Delgado General Corp.**6874 Green Crest Dr.
Memphis TN 38133

Phone # 901-308-0786

adelgadogc@gmail.com
www.delgadogeneral.com**Invoice**

Date	Invoice #
5/8/2025	562

Bill ToCITY OF OXFORD
107 COURTHOUSE SQ.
OXFORD, MS 38655**Terms****Project**

Net 15

N.LAMAR VARNER LOOP ...

Description	Quantity	Price Each	Amount
ENCASE SEWER PIPE	1.5	392.00	588.00
PAVED DITCH	13.5	405.00	5,467.50
HOT MIX ASPHALT 12.5	38.45	250.00	9,612.50
24" HP STORM	34	90.00	3,060.00
22X13 RCAP	3	300.00	900.00
MINOR STRUCTURE CONCRETE(ADDITIONAL CONCRETE FOR INVERTS, CONFLICT BOX AND DRIVEWAY)	11.84	1,200.00	14,208.00
REINFORCING STEEL, MINOR STRUCTURES	39	6.00	234.00
CASTING & GRATES FOR STORMWATER INLETS	1,032	6.00	6,192.00
SOLID SOD	140	8.00	1,120.00
Total			\$41,382.00



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Rob Neely, P.E., Manager, Oxford Utilities

Date: May 20, 2025

Re: Request Approval of Change Order No. 2,
North Lamar Sewer Improvements Project

Engineering requests approval of Change Order No. 2 for the above-captioned project.

The change order results in a net **increase** in the contract amount of **\$62,781.40** from **\$1,742,268.31.00** to **\$1,869,477.53**.

The change order request is due to the poor soil conditions encountered along Ryland Way and Hurricane Lane, which required the contractor to excavate and remove more of the roadway width than originally intended. A plan has been established to provide a complete overlay of the entire roadway width for both Ryland Way and Hurricane Lane at a cost that would be significantly cheaper than the city performing a routine overlay of these roadways after the project is complete.

Please see attached for review.

CHANGE ORDER NO.: 2

Owner: City of Oxford Owner's Project No.:
Engineer: Precision Engineering Corporation Engineer's Project No.: 21097
Contractor: Axis Site Work, LLC Contractor's Project No.:
Project: North Lamar (CR 101) Sewer Project 246-2-SW-5.5
Contract Name: North Lamar (CR 101) Sewer Project 246-2-SW-5.5
Date Issued: 5-14-2025 Effective Date of Change Order: 5-20-2025

The Contract is modified as follows upon execution of this Change Order:

Description:

See the attached Change Order #2 Narrative Letter.

Attachments:

Change Order Summary #2

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 1,742,268.31	Original Contract Times: Substantial Completion: 210 Calendar Days Ready for final payment: 230 Calendar Days
Increase from previously approved Change Order No. 1: \$ 64,427.82	No Change from previously approved Change Orders No.0 to No. 1: Substantial Completion: 0 Ready for final payment: 0
Contract Price prior to this Change Order: \$ 1,806,696.13	Contract Times prior to this Change Order: Substantial Completion: 210 Calendar Days Ready for final payment: 230 Calendar Days
Increase this Change Order: \$ 62,781.40	No Change in this Change Order: Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order: \$ 1,869,477.53	Contract Times with all approved Change Orders: Substantial Completion: 210 Calendar Days Ready for final payment: 230 Calendar Days

Recommended by Engineer (if required)

By: Jonny Wilk

Title: Staff Engineer

Date: 5-14-2025

Authorized by Owner

By: _____

Title: _____

Date: _____

Authorized by Owner

Approved by Funding Agency (if applicable)

EJCDC® C-941, Change Order.

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Page 1 of 1

102 of 112

276 County Road 101
Oxford, MS 38655
oxford@pecorpms.com



Phone 662-234-8539
Fax 662-234-8639
www.pecorpms.com

PROJECT NAME: NORTH LAMAR (CR 101) SEWER PROJECT 246-2-SW-5.5

PROJECT NO.: 21097 - CHANGE ORDER SUMMARY #2

DATE: 5-14-25

BASE BID

ITEM NO.	DESCRIPTION	UNIT	C.O. #2 QUANTITY	UNIT PRICE	NET INCREASE TO CONTRACT	NET DECREASE TO CONTRACT
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A. EXCAVATION

1	CLEARING & GRUBBING	LS	0.0	\$ 6,500.00	\$ -	\$ -
2	SELECT BACKFILL (MISC. LOCATIONS)	CY (LVM)	0.0	\$ 26.00	\$ -	\$ -
3	BEDDING MATERIAL	CY	0.0	\$ 72.22	\$ -	\$ -
4	TRENCH SAFETY (>5 FT DEPTH)	LS	0.0	\$ 52,000.00	\$ -	\$ -
SUB - TOTAL EXCAVATION					\$ -	\$ -

B. SANITARY SEWER SYSTEM

5	6" SDR-26 PVC PIPE (OPEN CUT) (SERVICE)	LF	0.0	\$ 28.44	\$ -	\$ -
6	8" SDR-26 PVC PIPE (OPEN CUT) (0' - 6')	LF	0.0	\$ 42.17	\$ -	\$ -
7	8" SDR-26 PVC PIPE (OPEN CUT) (6' - 10')	LF	0.0	\$ 48.67	\$ -	\$ -
8	8" SDR-26 PVC PIPE (OPEN CUT) (10' - 14')	LF	0.0	\$ 61.67	\$ -	\$ -
9	8" SDR-26 PVC PIPE (OPEN CUT) (14' - 16')	LF	0.0	\$ 94.17	\$ -	\$ -
10	10" SDR-26 PVC PIPE (OPEN CUT) (0' - 6')	LF	0.0	\$ 57.69	\$ -	\$ -
11	10" SDR-26 PVC PIPE (OPEN CUT) (6' - 10')	LF	0.0	\$ 70.69	\$ -	\$ -
12	4" SDR-21 CL 200 PVC FORCE MAIN (OPEN CUT)	LF	0.0	\$ 12.05	\$ -	\$ -
12.1	4" - 6" SDR-21 UPGRADE IN DIAMETER	LF	0.0	\$ 7.00	\$ -	\$ -
13	6" DR-17 HDPE (FUSED JOINT PIPE) (UNCASED BORE)	LF	0.0	\$ 227.50	\$ -	\$ -
14	DUCTILE IRON MECHANICAL JOINT FITTINGS	LBS	0.0	\$ 15.41	\$ -	\$ -
15	PROPOSED 48" DIA. SEWER MANHOLE (0' - 6')	EA	0.0	\$ 4,500.00	\$ -	\$ -
16	PROPOSED 48" DIA. SEWER MANHOLE (>6')	VF	0.0	\$ 325.00	\$ -	\$ -
17	TIE TO EXISTING SEWER MANHOLE	EA	0.0	\$ 16.25	\$ -	\$ -
18	6" SEWER CLEANOUT	EA	0.0	\$ 409.50	\$ -	\$ -
19	NORTH LAMAR LIFT STATION (250 GPM)	LS	0.0	\$ 169,000.00	\$ -	\$ -
20	COATED COPPER TRACER WIRE (GREEN)	LF	0.0	\$ 0.26	\$ -	\$ -
21	VIDEO INSPECTION	LS	0.0	\$ 13,000.00	\$ -	\$ -
SUB - TOTAL SANITARY SEWER SYSTEM					\$ -	\$ -

ITEM NO.	DESCRIPTION	UNIT	C.O. #2 QUANTITY	UNIT PRICE	NET INCREASE TO CONTRACT	NET DECREASE TO CONTRACT
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C. STORM SEWER SYSTEM

22	15" HDPE N12 STORM DRAIN REPLACEMENT	LF	0.0	\$ 32.50	\$ -	\$ -
23	18" HDPE N12 STORM DRAIN REPLACEMENT	LF	0.0	\$ 45.50	\$ -	\$ -
24	24" HDPE N12 STORM DRAIN REPLACEMENT	LF	0.0	\$ 58.50	\$ -	\$ -
SUB - TOTAL STORM SEWER SYSTEM					\$ -	\$ -

D. STREET PAVING

25	PAVEMENT REMOVAL (ASPHALT)	SY	0.0	\$ 10.40	\$ -	\$ -
26	PAVEMENT REPLACEMENT (3.5" ASPHALT)	SY	(3,900.0)	\$ 28.60	\$ -	\$ (111,540.00)
26A	PAVEMENT REPLACEMENT (0.5" ASPHALT LEVELING COURSE)	TONS	268.6	\$ 129.80	\$ 34,864.28	
26B	PAVEMENT REPLACEMENT (2.0" OVERLAY)	TONS	1,074.4	\$ 129.80	\$ 139,457.12	\$ -
27	PAVEMENT REMOVAL (CONCRETE)	SY	0.0	\$ 26.00	\$ -	\$ -
28	PAVEMENT REPLACEMENT (4" CONCRETE)	SY	0.0	\$ 52.00	\$ -	\$ -
29	CRUSHED LIMESTONE	TONS	0.0	\$ 61.10	\$ -	\$ -
30	CLAY GRAVEL	SY	0.0	\$ 5.20	\$ -	\$ -
SUB - TOTAL STREET PAVING					\$ 174,321.40	\$ (111,540.00)

E. MISCELLANEOUS ITEMS

31	EROSION AND SEDIMENTATION CONTROL	LS	0.0	\$ 10,000.00	\$ -	\$ -
32	TRAFFIC CONTROL	LS	0.0	\$ 32,500.00	\$ -	\$ -
33	SEED & MULCH	ACRE	0.0	\$ 3,250.00	\$ -	\$ -
34	BERMUDA SOD	SY	0.0	\$ 6.50	\$ -	\$ -
35	MOBILIZATION	LS	0.0	\$ 39,000.00	\$ -	\$ -
36	LATENT SITE CONDITIONS - REMOVAL & REPLACEMENT OF UNACCEPTABLE MATER	CY	0.0	\$ 26.00	\$ -	\$ -
SUB - TOTAL MISCELLANEOUS ITEMS					\$ -	\$ -

SUMMARY

A. EXCAVATION	\$ -	\$ -
B. SANITARY SEWER SYSTEM	\$ -	\$ -
C. STORM SEWER SYSTEM	\$ -	\$ -
D. STREET PAVING	\$ 174,321.40	\$ (111,540.00)
E. MISCELLANEOUS ITEMS	\$ -	\$ -

TOTAL: \$ 174,321.40 \$ (111,540.00)

TOTAL ADJUSTMENT: \$ 62,781.40

ORIGINAL CONTRACT TOTAL: \$ 1,742,268.31

NET CHANGE BY PREVIOUS CHANGE ORDERS: \$ 64,427.82

NEW CONTRACT TOTAL: \$ 1,869,477.53

Geotechnical Engineering
Hydraulic Engineering
Civil Engineering
Surveying

276 County Road 101
Oxford, MS 38655
oxford@pecorpms.com



Land Planning/Subdivisions
Road and Bridge Design
Utility System Design
Materials Testing

Phone 662-234-8539
Fax 662-234-8639
www.pecorpms.com

May 14, 2025

Mr. John Crawley, P.E.
City Engineer
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: Change Order No. 2
North Lamar (CR 101) Sewer Project 246-2-SW-5.5

Dear John,

Attached is a copy of Change Order No. 2. This Change Order is requesting an additional **\$62,781.40** be added to the Contract Sum. The new Contract Sum is now at **\$1,869,477.53**. The changes represented by Change Order No. 2 are due to poor soils encountered during installation of the mains resulting in damage and removal of the existing asphalt beyond what was initially intended. Attempting to patch the remaining trenches would leave a poor finish that will likely require routine city maintenance. As a result, the pavement replacement strategy was modified for Hurricane Rd and Ryland Way to provide a full width asphalt overlay. A per-ton price was established with the contractor that is very competitive in the market, and this change will result in a betterment for the community and, specifically for residents and commercial users along these roadways.

Please do not hesitate to call if you have questions or concerns in this regard.

Sincerely,

Paul Koshenina, P.E.
Project Engineer



RE: North Lamar (CR 101) Sewer Project 246-2-SW-5.5

Change Order 2

4.23.25

Explanation:

The changes represented by Change Order No. 2 are due to poor soils encountered during installation of the mains resulting in damage and removal of the existing asphalt beyond what was initially intended. Attempting to patch the remaining trenches would leave a poor finish that will likely require routine city maintenance. As a result, the pavement replacement strategy was modified for Hurricane Road and Ryland Way to provide a full width asphalt overlay. A per-ton price was established with the contractor that is very competitive in the market, and this change will result in a betterment for the community and, specifically for the residents and commercial users along these roadways.

Items Added:

Asphalt Leveling Course – Anticipated Tons – 268.6 TN x \$129.80 = \$34,864.28

2" Asphalt Overlay – Anticipated Tons – 1,074.4 TN x \$129.80 = \$139,457.12

*Final quantities to be based on actual tonnage installed

Grant Gooch
Axis Site Work
31 Highway 328 Oxford, MS 38655
O: 662-471-4238
C: 662-308-7307
COR# - 25966-MC



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Rob Neely, P.E., Manager, Oxford Utilities

Date: May 20, 2025

Re: Request Approval of Change Order No. 5,
SR 7 Water Improvements Project, Phase IIB

Engineering requests approval of Change Order No. 5 for the above-captioned project. The change order results in a net **decrease** in the contract amount of **\$4,980.00** from the current contract price of **\$5,880,069.50 to \$5,875,089.50.**

This change order is a result of reduced bore lengths along the project at County Roads 460 and County Road 4058.

See attached for review.

CHANGE ORDER NO.: 5

Owner: City of Oxford Owner's Project No.: None
 Engineer: Daniels & Associates, Inc. Engineer's Project No.: None
 Contractor: Argo Construction Contractor's Project No.:
 Project:
 Contract Name: SR 7 Water & Sewer Relocations II B
 Date Issued: April 28, 2025 Effective Date of Change Order: May 6, 2025

The Contract is modified as follows upon execution of this Change Order: *Modify contract quantities and amount related to potable water items.*

Description: *See attached sheet CO-5.*

Attachments: *Sheet CO-5 recapping item quantities added and deleted.*

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ <u>5,986,963.50</u>	Substantial Completion: <u>260 days (06/02/2025)</u>
	Ready for final payment: <u>270 days (06/12/2025)</u>
(Increase) (Decrease) from previously approved Change Orders No. <u>1</u> to No. <u>4</u> :	(Increase) (Decrease) from previously approved Change Orders No. <u>1</u> to No. <u>4</u> :
\$ <u>(106,894.00)</u>	Substantial Completion: <u>3 days</u>
	Ready for final payment: <u>3 days</u>
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>5,880,069.50</u>	Substantial Completion: <u>263 days (06/05/2025)</u>
	Ready for final payment: <u>273 days (06/15/2025)</u>
(Increase) (Decrease) this Change Order:	(Increase) (Decrease) this Change Order:
\$ <u>(4,980.00)</u>	Substantial Completion: <u>0 days</u>
	Ready for final payment: <u>0 days</u>
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>5,875,089.50</u>	Substantial Completion: <u>263 days (06/05/2025)</u>
	Ready for final payment: <u>273 days (06/15/2025)</u>

Recommended by Engineer (if required)

By: David Daniels

Title: David Daniels, PE

Date: 4-28-2025

Authorized by Owner

By: _____

Title: John Crawley, City Engineer

Date: _____

Accepted by Contractor

Stephen Bing, President

4-28-2025

Approved by Funding Agency (if applicable)

Not Applicable

CITY OF OXFORD
 SR 7 WATER & SEWER RELOCATIONS PHASE II B
 CHANGE ORDER NO. 5
 ARGO CONSTRUCTION CORPORATION
 APRIL 28, 2025

SHEET CO-5

POTABLE WATER ITEMS

Additions

Item No.	Item	Quantity	Unit	Unit Price	Amount
16	14" HDPE DIPS, DR 11, Directional Bore (2 Sites)	160.0	L.F.	\$280.00	\$44,800.00
101*	12" Drive Bore, No Casing (1 Site)	15.0	L.F.	145.00	2,175.00
102*	12" Joint Restraint Gaskets	12.0	Each	300.00	3,600.00
Subtotal - Additions					\$50,575.00

Deletions

Item No.	Item	Quantity	Unit	Unit Price	Amount
3	12" Ductile Iron Pipe, CL. 350	160.0	L.F.	\$73.00	\$11,680.00
20	18" Steel Casing, Bored (3 Sites)	75.0	L.F.	585.00	43,875.00
Subtotal - Deletions					\$55,555.00

Summary

1.	Total Additions	\$50,575.00
2.	Total Deletions	(55,555.00)
NET DELETION CHANGE ORDER NO. 5		(\$4,980.00)

Notes:

Additions

Item no. 16: Added an 80' bore south of CR 4058 shown on plan sheet 8 and added an 80' bore under CR 460 shown on plan sheet 13.

New Item no. 101: Added a 12" drive bore under CR 460 shown on plan sheet 13.*

New Item no. 102: Added three 12" joint restraint gaskets on each side of 14" directional bores.*

Deletions

Item no. 3: Results from adding item no. 16 just south of CR 4058 on sheet 8 and under CR 460 shown on plan sheet 13.

Item no. 20: Results from changing type of bore under CR 460 shown on sheet 13.



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO

Date: May 20, 2025

Re: Request Acceptance of Reverse Auction Bid,
Dump Truck (14 Yards) with Snow Plow Attachment

Engineering requests approval of the reverse auction bid of Tag Truck Center for the purchase of a new 14 cubic yard dump truck with snow plow attachment for the Street Department. The bid amount is **\$169,100.00**, and is **included in the Street Department 2024-2025 fiscal year budget**.

Please see attached for review.



City of Oxford
14 Yard Dump Truck with Snow Plow
Reverse Auction Bid Tabulation

Reverse Auction Start Date/Time	May 2, 2025 at 10:00 AM CST
Reverse Auction End Date/ Time	May 2, 2025 at 10:30 AM CST

Bid Summary	
Tag Truck Center	
Bid Amount	Delivery Time
\$169,100.00	Feb/March 2026



MEMORANDUM

To: Robyn Tannehill, Mayor, & Board of Aldermen

From: John Crawley, P.E., City Engineer

CC: Hollis Green, COO / Micah Quinn, Director, Oxford Conference Center

Date: May 20, 2025

Re: Request Permission for Mayor to Execute Contract Documents,
Oxford Conference Center Re-Roof Project

At the regular meeting of the Board of Aldermen on March 4, 2025, the low bid of Independent Roofing Systems of Pearl, MS was accepted for the above-captioned project. Engineering requests the mayor be given approval to execute the contract documents that have been received from the contractor so work may begin as soon as possible.