



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, May 20, 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 Aldermen of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, May 20, 2025 in the courtroom of Oxford City Hall when and where the following were present:

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

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Ben Requet- Director of Planning-absent
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 Hyneman, seconded by Alderman Bailey to adopt the agenda for the meeting, with the addition of item 3.d.x. 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 May 6, 2025, the Special Meeting on May 8, 2025, and the Recess Meeting on May 13, 2025. (Ashley Atkinson)

Agenda Attachments

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

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

- 2.b. Request permission to approve 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 136261-136444 and ACHs 254-260, Trust & Agency claims numbered 52808-52871 and ACHs 165-168, Water & Sewer claims numbered 40018-40052 and ACHs 238-239, Metro Narcotics claims numbered 9193 and ACHs 75-76, OPC Activity Fund claims numbered 4095-4119, a Bond & Interest claim numbered 7028, an SB2468 claim numbered 1002, and an SB3049 claim numbered 2013, and totaling \$3,016,692.26. 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 Bailey 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 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)

Agenda 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)

Agenda 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)

Agenda 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)

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Huelse 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. The winning bid was Bernardi Securities with a rate of 4.238%. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Bailey, seconded by Alderman Hyneman to appoint Denny Tosh to the Oxford School District Board to fill the remaining term of Ray Hill, who has resigned, effective May 30, 2025. All the aldermen present voting aye, with the exception of Aldermen Howell-Atkinson, Crowe and Addy who abstained, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Crowe to approve a Parade/Assembly Permit for Tamara Baker to host a Walk for Jesus on June 28, 2025 from 3:00pm-3:30pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)

Agenda Attachments

1. [3209 MBoA.pdf](#)

The Board discussed this request at length. Back in 2023, a contractor demolished a structure, without permission, on this specific property and was fined in Municipal Court and because of that issue, no structure can be placed on the property until December, 2027. The lot has since been sold and the new owners would like to subdivide the lot (making one lot a non-conformity in the historic district).

The meeting was moved to the basement of City Hall due to a tornado warning.

The discussion continued and Kirk Milam, owner of the lot, and Ben Williams, a neighboring property owner, both spoke in favor of the presented plan and asked that the neighborhood not be punished for the actions of a prior owner. The Board had concerns with the RCID disappearing if this new subdivision was approved.

After the discussion, it was moved by Alderman Hyneman, seconded by Alderman Bailey to approve, with stated conditions and no new structures on the property until January, 2026; the Preliminary and Final Plat for Case #3209, "One Adams Place", for property located at 1418 Adams Avenue, being further identified as PPIN #6162. All the aldermen present voting aye with the exception of Aldermen Crowe, Howell-Atkinson, Addy, and Taylor who voted no, Mayor Tannehill declared the motion failed.

- 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)

Agenda Attachments

1. [3218 MBoA.pdf](#)

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

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)

Agenda Attachments

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

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

8. Regular Agenda: Special Projects

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

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Bailey to approve a contract, in the amount of \$75,000.00, with William Beckwith, for a bronze sculpture at the Morgan Family Park. All the aldermen present voting aye Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. [Waggoner_Task_Order_12.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve Task Order #12 to the General Services Agreement between Waggoner Engineering, Inc. and the City of Oxford, MS. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. [Waggoner Amendment 2 Fee change.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve Amendment #2 to the General Services Agreement between City of Oxford, MS and Waggoner Engineering, Inc. to update fees charged. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Development Services-Engineering Department

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

Agenda Attachments

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

The Mayor called for public comment and received none. The vote on this proposed Ordinance will be at the next Regular meeting.

- 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)

Agenda Attachments

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

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

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

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Bailey to widen the mTrade Park "Shop" access road, based on the quotes received. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve Change Order No. 1 to Delgado General Corporation, in the amount of (\$3,093.00), for final quantities and to approve Final Payment Application No. 4, in the amount of \$54,397.30, for the Varner Loop and North Lamar Drainage Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Bailey to approve Change Order No. 2 to Axis Site Work, LLC, in the amount of \$62,781.40, for the North Lamar Sewer Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

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

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve Change Order No. 5 to Argo Construction, in the amount of (\$4,980.00), for the SR 7 Water Improvements Project, Phase IIB. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Crowe to accept the reverse auction bid from Tag Truck Center , in the amount of \$169,100.00, for the purchase of a 14-yard dump truck with snow plow attachment for the Development Services-Street Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to approve and authorize the Mayor to execute contract documents for the Oxford Conference Center Re-Roof Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Regular Agenda: Closing the Meeting

10.a. Consider an executive session.

It was moved by Alderman Crowe, seconded by Alderman Bailey to consider an executive session for a matter of potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to enter into an executive session for a matter of potential litigation regarding a former employee. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

10.b. Adjourn.

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

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk