



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, June 03, 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, June 3, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
Rick Addy, Alderman Ward I
Mark Huelse, Alderman Ward II
Brian Hyneman, Alderman Ward III
Kesha Howell-Atkinson, Alderman Ward IV
Preston Taylor, Alderman Ward V
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. Mayor's Report

1.c. Adopt the agenda for the meeting.

Agenda Attachments

1. Request Permission for Mayor to execute contracts Whirlpool Well 3.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to adopt the agenda for the meeting with the addition of items 3d.vii, additional wording for 5.a, and 7.g. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2. Regular Agenda: City Clerk's Office

2.a. Request permission to approve the minutes from the Regular Meeting on May 20, 2025 and the Special Meeting on May 21, 2025. (Ashley Atkinson)

Agenda Attachments

1. Draft_05202025_minutes.pdf

2. Draft_05212025_minutes.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve the minutes from the Regular Meeting on May 20, 2025 and the Special Meeting on May 21, 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 136476-136669 and ACHs 261-263, Water & Sewer Fund claims numbered 40054-40083 and ACHs 240-241, Trust & Agency claims numbered 52884-52948 and ACHs 169-171, Metro Narcotics claims numbered 9194-9199 and ACHs 77-78, OPC Activity Fund claims numbered 4125-4144, and totaling \$1,522,958.07. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare a Glock 19-Gen 5 with SN BGZE441 surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)
- ii. Request permission to declare a 2020 yellow and black Titan Grip wheel lock surplus in the Oxford Police Department- Parking Division and authorize its disposal. (Jeff McCutchen)
- iii. Request permission to donate a surplus 2009 Dodge charger with VIN 2B3KA43V99H567533 to the Abbeville Police Department. (Jeff McCutchen)
- iv. Request permission to declare a 2017 John Deere loader with VIN 1DW544KZJHF681548 surplus in the Environmental Services Department and authorize its sale to another municipal government, per the quotes received. (Amberlyn Liles)

Agenda Attachments

1. OPD_Parking_Surplus.pdf

2. OPD_surplus.pdf

3. Permission to sell JD Loader to Panola County.pdf

4. Env_Svcs_surplus_loader.pdf

5. QuotesLoader to Panola County 5.29.25.pdf

3.b. Grants:

3.c. Human Resources:

- i. Request permission to approve a salary step increase for Roderick Holmes in the Oxford Police Department. His new annual salary will be \$41,863.37. (Braxton Tullos)
- ii. Request permission to promote Captain Rusty Rasberry to Deputy Chief in the Oxford Police Department, effective July 1, 2025 and with a new annual salary of \$97,383.14. (Braxton Tullos)
- iii. Request permission to promote Officer Nicholas Bails to Corporal in the Oxford Police Department, effective June 13, 2025 and with a new annual salary of \$57,823.38. (Braxton Tullos)
- iv. Request permission to promote Officer Richard Smith to Corporal in the Oxford Police Department, effective June 13, 2025 and with a new annual salary of \$60,622.86. (Braxton Tullos)
- v. Request permission to accept the retirement of Deputy Chief Sheridan Maiden in the Oxford Police Department, effective June 30, 2025. (Braxton Tullos)
- vi. Request permission to approve Violeta Segura Salazar as an unpaid intern for the Oxford Police Department for the Summer/Fall Semester. (Braxton Tullos)
- vii. Request permission to accept the retirement of Thomas Bullion in the Buildings & Grounds Department, effective June 30, 2025. (Braxton Tullos)
- viii. Request permission to hire Jakayla Pegues, Rob Upchurch, and Madison Grant as part-time Concessionaires in the mTrade Park Department, each with an hourly rate of \$9.25. (Braxton Tullos)
- ix. Request permission to promote John Barefoot to Wastewater Plant Operator II in the Oxford Utilities-Water & Sewer Division, with a new annual salary of \$49,933.67. (Braxton Tullos)
- x. Request permission to hire Seth Ihde as a part-time Facility Worker in the Oxford Conference Center department, at an hourly rate of \$12.00. (Braxton Tullos)
- xi. Request permission to hire JaQuetta Powell as a Seasonal Driver in the Environmental Services Department, at an hourly rate of \$17.00. (Braxton Tullos)
- xii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.d. Travel Requests:

- i. Request permission for four employees to attend the 2025 Municipal Tax Collection Workshop on August 21, 2025 in Starkville, MS at an estimated cost of \$300.00. (Ashley Atkinson)
- ii. Request permission for an employee to attend the MSSAUG & Mast Meeting on June 25-27, 2025 in Pearl, MS at an estimated cost of \$286.00. (Hollis Green)
- iii. Request permission for an employee to attend the MSAE Member2Member Reception on June 24-25, 2025 in Ridgeland, MS at an estimated cost of \$548.00. (Micah Quinn)
- iv. Request permission for ten employees to attend National Lawfit in Desoto, MS on June 26-28, 2025 at an estimated cost of \$4,880.00. (Jeff McCutchen)
- v. Request permission for an employee to attend the 2025 MS Chief's Summer Conference in Biloxi, MS on June 16-20, 2025 at an estimated cost of \$1,363.00. (Jeff McCutchen)
- vi. Request permission for an employee to attend the MAPS 2025 Summer Seminar on July 17-18, 2025 in Biloxi, MS at an estimated cost of \$1,540.00. (John Crawley)
- vii. Request permission for an employee to attend the 2025 NFPA Convention & Expo on June 15-19, 2025 in Las Vegas, NV at an estimated cost of \$2,500.00. (Joey Gardner)

3.e. Miscellaneous:

- i. Request permission to approve the water and/or sewer adjustments in accordance with the Oxford Utilities Lead Adjustment Policy. (Rob Neely)
- ii. Request permission to accept donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Agenda Attachments

1. Water_Sewer_adjustments_06032025.pdf

4. Regular Agenda: Other Departments

- 4.a. Adopt a Resolution honoring Alderman Ward I, Rick Addy, for his service to the community.

Agenda Attachments

1. [Rick_Addy_Resolution_REV.pdf](#)

This item was removed from the agenda and will be presented at the next meeting.

- 4.b. Request permission to adopt a Retirement Resolution for Oxford Police Department employee, Sheridan Maiden.

Agenda Attachments

1. [Maiden_resolution.pdf](#)

It was moved by Alderman Taylor, seconded by Alderman Crowe to adopt a Retirement Resolution for Oxford Police Department employee, Sheridan Maiden. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Request permission for retired Oxford Police Department employee, Sheridan Maiden, to purchase his service weapon for \$1.00 as allowed by State statute. (Jeff McCutchen)

It was moved by Alderman Addy, seconded by Alderman Crowe to allow retired Oxford Police Department employee, Sheridan Maiden, to purchase his service weapon for \$1.00, as allowed by State statute. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.d. Request permission to approve the Oxford Utilities-Electric Division budget for FY 2025-2026. (Rob Neely)

Agenda Attachments

1. [OU_Elec_Division_budget_FY2026.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve the Oxford Utilities-Electric Division budget for FY 2025-2026, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.e. Request permission to accept the annual audit for fiscal year ended September 30, 2024, as presented. (Bryon Wilemon/Ashley Atkinson)

Agenda Attachments

1. [City of Oxford 2024 Draft reduced.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse to accept the annual audit for fiscal year ended September 30, 2024, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly permit for the Juneteenth Celebration on June 14, 2025 from 2pm-8pm, including the reservation of four parking spots in the lower lot behind City Hall. (Jeff McCutchen)

Agenda Attachments

1. [Juneteenth_permit.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Bailey to approve a Parade/Assembly permit for the Juneteenth Celebration on June 14, 2025 from 2:00pm-8:00pm, including the reservation of four parking spots in the lower lot behind City Hall. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. Request permission to petition the Mississippi Wireless Communication Commission (WCC) for the Procurement of 5G-Capable Cradlepoint Devices and Motorola APX 900 Portable Radios. (Jeff McCutchen)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to petition the MS Wireless Communication Commission (WCC) for the procurement of 5G-capable cradlepoint devices and Motorola APX 900 portable radios for the Oxford Police Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.c. Request permission to approve a Parade/Assembly Permit for the Lafayette County Democrats to host a rally/march on June 14, 2025 from 10:30am-12:30pm. (Jeff McCutchen)

Agenda Attachments

1. Parade_permit_Lafayette_County_Dems.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve a Parade/Assembly Permit for the Lafayette County Democrats to host a rally/march on June 14, 2025 from 10:30am-12:30pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Building Department

- 6.a. Second reading and public hearing on a proposed 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. Second Reading Code Adoption Clean Cut-1.pdf

The Mayor called for public comment and received none; however, one comment from a contractor, regarding sprinkler systems, was received by the Building Official. It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve the proposed Ordinance amending and/or re-locating multiple sections of Chapter 22-Buildings, of the Code of Ordinance of the City of Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Development Services-Engineering Department

- 7.a. Third reading and vote on a proposed Ordinance to amend the Traffic Calming Policy. (John Crawley)

Agenda Attachments

1. MEMO - Third Reading of Proposed Changes to Traffic Calming Policy - 6.3.25.pdf

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve the proposed Ordinance to amend the Traffic Calming Policy, to remove speed humps as an option for traffic calming. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Second reading and Public Hearing on 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 - Second Reading of Proposed Changes to Telecommunications and ROW Ordinance - 6.3.25.pdf

After calling for public comment and receiving none, it was moved by Alderman Bailey, seconded by Alderman Addy to approve the 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. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Request permission to advertise for bids for the 2025 Micro-Surfacing Project. (John Crawley)

Agenda Attachments

1. Memo - Request Permission to Advertise for Bids for Micro-Surfacing 2025 - Combined.pdf

It was moved by Alderman Hulse, seconded by Alderman Crowe to advertise for bids for the 2025 Micro-Surfacing Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.d. Consider Change Order No. 6 for the SR 7 Water Improvements Project, Phase IIB. (John Crawley)

Agenda Attachments

1. Memo - Request to Approve Change Order No. 6 for SR 7 Phase II B - Combined.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve Change Order No. 6 to Argo Construction, in the amount of \$42,128.00, for the SR 7 Water Improvements Project, Phase IIB. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.e. Consider a request from Miller-Valentine for Sunday work on June 8, 2025 at the Colonnade Self-Storage Facility located at 1669 Bainbridge Street. (John Crawley)

Agenda Attachments

1. Memo - Request for Sunday Work Hours for Colonnade Self-Storage Facility - Combined.pdf

It was moved by Alderman bailey, seconded by Alderman Huelse to approve a request from Miller-Valentine for Sunday work on June 8, 2025 at the Colonnade Self-Storage Facility located at 1669 Bainbridge Street. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.f. Request permission to release the subdivision bonds for The Lamar, Phases 4A, B, and C. (John Crawley)

Agenda Attachments

1. Memo - Request to Release Subdivision Bonds for The Lamar, Phases 4A, B, and C - Combined.pdf

It was moved by Alderman Addy, seconded by Alderman Crowe to release the subdivision bonds for The Lamar, Phases 4A, B, and C. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.g. Request permission to approve and authorize the Mayor to sign a contract, in the amount of \$1,728,857.00, with the Donald Smith Company for the construction of the Whirlpool Well #3 Project. (John Crawley)

Agenda Attachments

1. Request Permission for Mayor to execute contracts Whirlpool Well 3.pdf

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve and authorize the Mayor to sign a contract, in the amount of \$1,728,857.00, with the Donald Smith Company for the construction of the Whirlpool Well #3 Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Closing the Meeting

- 8.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe to consider an executive session for personnel issues and a matter of 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 two personnel issues in the Oxford Fire Department, a personnel issue in the Oxford Police Department, and a matter of potential litigation related to property ownership along a proposed road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Bailey left the meeting at this time.

It was moved by Alderman Huelse, 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 Howell-Atkinson to follow the

recommendation of the HR Director and the Department Head and suspend Oxford Fire Department employee, Trenton Bannerman, for five days without pay for 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 Howell-Atkinson to open a vacancy in the Oxford Fire Department and amend the budget as necessary. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hulse, seconded by Alderman Addy to increase the pay of Part-Time Certified Communications Officers to \$17.10 per hour and to amend the budget as necessary. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Adjourn.

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

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk-Finance Director