



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, June 17, 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 June 3, 2025. (Ashley Atkinson)

Attachments

- 1. [Draft_06032025_minutes.pdf](#)

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

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare a Scott thermal imaging camera with SN-200156-18 and asset tag 20727 and a Scott thermal imaging camera with SN-200156-04 and asset tag 20901 surplus in the Oxford Fire Department and authorize their disposal. (Joey Gardner)

Attachments

- 1. [OFD_surplus.pdf](#)

3.b. Human Resources:

- i. Request permission to accept the retirement of Oxford Park Commission employee, Felisa McKnight, effective June 30, 2025. (Braxton Tullos)
- ii. Request permission to accept the resignation of Oxford Police Department employees, Damya Campbell and Wendy Parham, effective June 20, 2025. (Braxton Tullos)

- iii. Request permission to accept the resignation of Oxford Police Department employees, Emily Olsen, effective June 25, 2025 and Harrison Bragg, effective June 27, 2025, . (Braxton Tullos)
- iv. Request permission to hire Keaton Varnon and Joe Willard as Full-time Communications Officers in the Oxford Police Department, each with an annual salary of \$37,575.24. (Braxton Tullos)
- v. Request permission to hire Eddie Neal as a Firefighter in the Oxford Fire Department, with an annual salary of \$49,044.79. (Braxton Tullos)
- vi. Request permission to approve a step increase for Aaron Gillion in the Environmental Services Department for receiving his Rubbish Site Certification. His new salary will be \$55,754.65. (Braxton Tullos)
- vii. Request permission to accept the resignation of Development Services- Historic Properties Department employee, Larissa Tchamba, effective June 17, 2025. (Braxton Tullos)
- viii. Request permission to hire Hunter Kropf and Reagan Feathers as Concessionaires in the mTrade Park Department, each with an hourly rate of \$9.25. (Braxton Tullos)
- ix. Request permission to promote mTrade Park Department employee, Katy Ann Roane to Part-time Supervisor, with a new hourly rate of \$11.25. (Braxton Tullos)
- x. Request permission to accept the resignation of Development Services- Building Department employee, Garrett Black, effective June 19, 2025. (Braxton Tullos)
- xi. Request permission to promote Oxford Conference Center Department employees, Spencer Hillhouse to Event Production Supervisor, with a new annual salary of \$46,000.00, Destinee Mangrum to Event Coordinator, with a new annual salary of \$40,000.00, and Jeremy D. Williams to Event Manager, with a new annual salary of \$58,000.00, all effective June 26, 2025. (Braxton Tullos)
- xii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)
- xiii. Request permission to hire Anthony Varner as a Street Operator I, in the Development Services-Street Department, with an annual salary of \$39,308.76. (Braxton Tullos)

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 accept donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Attachments

1. [OU_WS_Adjustments.pdf](#)

3.d. Travel Requests:

- i. Request permission for four employees to attend Advanced Roadside Impaired Driving Enforcement training in Oxford, MS on July 8-9, 2025 at no cost to the city. (Jeff McCutchen)
- ii. Request permission for two employees to attend the 23rd Annual Stronger Together Conference in Nashville, TN on September 17-18, 2025 for an estimated cost of \$1,769.00. (Jeff McCutchen)
- iii. Request permission for three employees to attend Standardized Field Sobriety training in Oxford, MS on July 1-2, 2025 at no cost to the city. (Jeff McCutchen)
- iv. Request permission for three employees to attend the NASRO conference in Dallas, TX on July 6-11, 2025 at an estimated cost of \$2,012.54. (Jeff McCutchen)
- v. Request for two employees to attend Reid Investigation and Interviewing in Germantown, TN on July 22-25, 2025 at an estimated cost of \$1,260.00. (Jeff McCutchen)
- vi. Request permission for three employees to attend the MASRO Conference in Biloxi, MS on July 13-18, 2025 at an estimated cost of \$1,506.54. (Jeff McCutchen)
- vii. Request permission for one employee to attend the 2025 FBINAA Summer Conference in Gulfport, MS on August 17-21, 2025 at an estimated cost of \$1,232.00. (Jeff McCutchen)
- viii. Request permission for two employees to attend the Mississippi Command College on in Oxford, MS on July 13-18, 2025 at an estimated cost of \$750.00. (Jeff McCutchen)

4. Regular Agenda: Other Departments

- 4.a. Adopt a Retirement Resolution for Oxford Park Commission employee, Felisa McKnight.

Attachments

1. [felisa retirement resolution.pdf](#)

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

Attachments

1. [Rick_Addy_Resolution_REV.pdf](#)

- 4.c. Update from the Affordable Housing Commission. (Janice Antonow)

- 4.d. Approve an appointment to the Tree Board.

- 4.e. Announce a vacancy on the Planning Commission.

- 4.f. Announce a vacancy on the Oxford Park Commission Board.

- 4.g. Presentation of the quarterly report from the Oxford Park Commission. (Seth Gaines)

Attachments

1. [Copy of Quarterly report Q2 24-25 seth.pdf](#)

- 4.h. Request permission to approve and authorize the Mayor to sign the 2025-2026 Certifications and Assurances for the Oxford-University Transit Grant. (Donna Zampella)

Attachments

1. [2025_2026_Certifications_Assurances.pdf](#)

- 4.i. Request permission to approve a contract for the purchase of notification software for the Court Department. (Nickie Denley)

Attachments

1. [ECOURT DATE BOA MEMO.pdf](#)

2. [Oxford Municipal Court Sole Court Provider Letter 2025.docx.pdf](#)

3. [Oxford Municipal Updated 06032025 ecourtdate-service-plan-.pdf](#)

- 4.j. Request permission to approve and authorize the Mayor to sign an agreement with the MS Emergency Management Agency to make updates to the District 2 Regional Hazard Mitigation Plan. (Shane Fortner)

Attachments

1. [District 2 Regional Hazard Mitigation Plan Update MEMO.pdf](#)

2. [City designation letter District 2.pdf](#)

3. [City participation letter.pdf](#)

- 4.k. Request permission to accept the Official Recapitulation Report for the 2025 Municipal General Election, as presented by the Lafayette County Circuit Clerk and Lafayette County Election Commission. (Ashley Atkinson)

Attachments

1. [06032025_Election_Recapitulation_Form.pdf](#)

- 4.l. Request permission to approve a Resolution appointing the MML Voting Delegate for the annual conference. (Ashley Atkinson)

Attachments

1. [MML Voting delegates 2025.pdf](#)

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly Permit for the City to host an Inauguration Ceremony on Friday, June 20, 2025 from 10:00am-11:30am. (Jeff McCutchen)

Attachments

1. [Inauguration Permit.pdf](#)

- 5.b. Request permission to approve a Parade/Assembly Permit for the City to host a fireworks show on Friday, July 4th from 9:00pm-10:00pm. (Jeff McCutchen)

Attachments

1. [4_July_fireworks_permit.pdf](#)

- 5.c. Request permission to approve a Parade/Assembly Permit for Visit Oxford to host a 4th of July

Parade on Friday, July 4, 2025 from 9:00am-11:00am. (Jeff McCutchen)

Attachments

1. [Event Permit-4th of July Parade.pdf](#)

- 5.d. Request permission to approve a Parade/Assembly Permit for the Oxford Skateboarding Association to host an event on June 21, 2025 from 11:50am-1:00pm. (Jeff McCutchen)

Attachments

1. [Skateboarding_permit.pdf](#)

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval of a Preliminary and Final Plat for Case #3232, Capstone Development, LLC (Mac Monteith) for 'Lamar Phase 5', for property located at 305 Baldwin Drive (PPIN #5067)

Attachments

1. [3232 MBoA.pdf](#)

7. Regular Agenda: Special Projects

- 7.a. Consider Change Order No. 1 with JP Corp Contractors for new hardware, fire alarms, data network cables, and general services at the new Development Services building. (Mark Levy)

Attachments

1. [Consider Change Order No 1 from JP Corp for the Development Services building.pdf](#)

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request approval for an emergency sewer repair at Lafayette County Road 413, adjacent to Franklin Farms Subdivision. (John Crawley)

Attachments

1. [Memo - Request Approval of Emergency Sewer Repair at CR 413.pdf](#)

- 8.b. Request permission to approve Change Order No. 7 for the SR 7 Water Improvements Project, Phase II B. (John Crawley)

Attachments

1. [Memo - SR 7 Water Improvements Project Phase 2B CO 7 - Combined.pdf](#)

- 8.c. Request permission to re-advertise for bids for the Haley Well No. 2 Project. (John Crawley)

Attachments

1. [Memo - Request Permission to Advertise for Oxford Regional Water Supply - Haley Well No. 2 Project.pdf](#)

- 8.d. Consider a request from Seeker Properties, LLC to close the sidewalk on North 11th Street due to the construction of The Zachery. (John Crawley)

Attachments

1. [Memo - Request Sidewalk Closure on North 11th Street - Combined.pdf](#)

- 8.e. Consider a resolution supporting the application for the 2025 Safe Streets for All (SS4A) Implementation Grant for the City of Oxford, MS, for West Jackson Avenue. (John Crawley)

Attachments

1. [RESOLUTION SS4A Implementation Grant Application 06122025.pdf](#)

- 8.f. Request permission to accept the bids received and award a bid for the North Lamar/Molly Barr Roundabout Project. (John Crawley)

Attachments

1. [Memo - Award Low bid for North Lamar and Molly Barr Roundabout Project.pdf](#)

- 8.g. Consider a request from Century Construction for an overnight concrete pour at The Magnolia Collection at Tyler Avenue and North 14th Street. (John Crawley)

Attachments

1. [Memo - Request for an overnight concrete pour at the Magnolia Collection June 25 and 26.pdf](#)

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

9.b. Adjourn.