



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, June 17, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting-92

1.a. Call to Order.-324

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 17, 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-absent
Kesha Howell-Atkinson, Alderman Ward IV
Preston Taylor, Alderman Ward V
Jason Bailey, Alderman Ward VI-absent
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.-326

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to adopt the agenda for the meeting, with the addition of items 3.c.xii, 8.f, and 8.g. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

1.c. Mayor's Report-325

2. Regular Agenda: City Clerk's Office-91

2.a. Request permission to approve the minutes from the Regular Meeting on June 3, 2025. (Ashley Atkinson)-327

Agenda Attachments

1. [Draft_06032025_minutes.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Addy to approve the minutes from the Regular Meeting on June 3, 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)-328

It was moved by Alderman Addy, seconded by Alderman Taylor to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 136670-136863 and ACHs 264-268, Water & Sewer claims numbered 40084-40126 and ACHs 242-243, Trust & Agency claims numbered 52991-53046 and ACHs 172-176, Metro Narcotics claims numbered 9200-9204 and ACH 79-80, and OPC claims numbered 4168-4189, and Bond & Interest claims numbered 7029-7030, and totaling \$3,342,028.85. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:-60

3.a. Fixed Asset Management:-329

- 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)

Agenda Attachments

1. [OFD_surplus.pdf](#)

3.b. Human Resources:-331

- 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:-362

- 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)

Agenda Attachments

- 1. [OU_WS_Adjustments.pdf](#)

3.d. Travel Requests:-332

- 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-97

4.a. Adopt a Retirement Resolution for Oxford Park Commission employee, Felisa McKnight.-355

Agenda Attachments

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

It was moved by Alderman Taylor, seconded by Alderman Addy to adopt a Retirement Resolution for Oxford Park Commission employee, Felisa McKnight. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.b. Adopt a Resolution honoring Alderman Ward I, Rick Addy, for his service to the community.-352

Agenda Attachments

1. [Rick Addy Resolution REV.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to adopt a Resolution honoring Alderman Ward I, Rick Addy, for his service to the community. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.c. Update from the Affordable Housing Commission. (Janice Antonow)-322

Members of the Affordable Housing Commission gave the Board an update on the issues surrounding affordable housing in Oxford and their efforts to create an inventory of properties to be used for the construction of affordable housing in the future.

4.d. Approve an appointment to the Tree Board.-366

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huelse to appoint Josh White to the Tree Board. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.e. Announce a vacancy on the Planning Commission.-348

The Mayor announced a vacancy on the Planning Commission. Any interested citizens may submit a resume and letter of interest to the Mayor's Office for consideration.

4.f. Announce a vacancy on the Oxford Park Commission Board. -365

The Mayor announced a vacancy on the Park Commission Board. Any interested citizens may submit a resume and letter of interest to the Mayor's Office for consideration.

4.g. Presentation of the quarterly report from the Oxford Park Commission. (Seth Gaines)-359

Agenda Attachments

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

Seth Gaines, Director of the Oxford Park Commission, presented the most recent Quarterly Report.

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)-356

Agenda Attachments

1. [2025_2026_Certifications_Assurances.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to approve and authorize the Mayor to sign the 2025-2026 Certifications and Assurances for the Oxford-University Transit Grant. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.i. Request permission to approve a contract for the purchase of notification software for the Court Department. (Nickie Denley)-367

Agenda 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](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve a contract for the purchase of notification software for the Court Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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)-361

Agenda Attachments

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

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

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

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

- 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)-349

Agenda Attachments

1. [06032025_Election_Recapitulation_Form.pdf](#)

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

- 4.l. Request permission to approve a Resolution appointing the MML Voting Delegate for the annual conference. (Ashley Atkinson)-300

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to approve a Resolution appointing Preston Taylor as the MML Voting Delegate for the annual conference. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department-96

- 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)-350

Agenda Attachments

1. [Inauguration Permit.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Taylor to approve a Parade/Assembly Permit for the City to host an Inauguration Ceremony on Friday, June 20, 2025 from 10:00am-11:30am. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)-354

Agenda Attachments

1. [4_July_fireworks_permit.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to approve a Parade/Assembly Permit for the City to host a fireworks show on Friday, July 4th from 9:00pm-10:00pm at mTrade Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)-374

Agenda Attachments

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

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

- 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)-363

Agenda Attachments

1. [Skateboarding permit.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Crowe to approve a Parade/ Assembly Permit for the Oxford Skateboarding Association to host an event on June 21, 2025 from 11:50am-1:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department-94

- 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)-375

Agenda Attachments

1. [3232 MBoA.pdf](#)

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

7. Regular Agenda: Special Projects-99

- 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)-373

Agenda Attachments

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

It was moved by Alderman Howell-Atkinson, seconded by Alderman Addy to approve Change Order No. 1 to JP Corp Contractors, in the amount of \$49,569.21, for new hardware, fire alarms, data network cables, and general services at the new Development Services building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department-95

- 8.a. Request approval for an emergency sewer repair at Lafayette County Road 413, adjacent to Franklin Farms Subdivision. (John Crawley)-368

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Huelse to approve expenses for an emergency sewer repair at Lafayette County Road 413, adjacent to Franklin Farms Subdivision. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Request permission to approve Change Order No. 7 for the SR 7 Water Improvements Project, Phase II B. (John Crawley)-369

Agenda Attachments

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

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve Change Order No. 7, in the amount of \$6,108.00, for the SR 7 Water Improvements Project, Phase IIB. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Request permission to re-advertise for bids for the Haley Well No. 2 Project. (John Crawley)-370

Agenda Attachments

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

It was moved by Alderman Huelse, seconded by Alderman Crowe to re-advertise for bids for the Haley Well No. 2 Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)-371

Agenda Attachments

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

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a request from Seeker Properties, LLC to close the sidewalk on North 11th Street due to the construction of The Zachery. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)-372

Agenda Attachments

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

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

- 8.f. Request permission to accept the bids received and award a bid for the North Lamar/Molly Barr Roundabout Project. (John Crawley)-385

Agenda Attachments

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

It was moved by Alderman Huelse, seconded by Alderman Crowe to accept the bids received and award the bid to Phillips Contractins, Inc. in the amount of \$2,578,699.50 for the North Lamar/Molly Barr Roundabout Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)-386

Agenda Attachments

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

Alderman Hyneman arrived to the meeting.

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve a request from Century Construction for an overnight concrete pour at The Magnolia Collection at Tyler Avenue and North 14th Street. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting-98

9.a. Consider an executive session.-357

It was moved by Alderman Huelse, seconded by Alderman Hyneman to consider an executive session for personnel issues and two matters related to property. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Addy to enter into an executive session for personnel issues in the Court Department and the Stronger Together Oxford Department and two property matters related to leases. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Addy 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 Huelse to seek an appraisal for the barn space currently rented by the OPD Mounted Patrol Unit. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to seek an

appraisal for the office space currently rented by the Stronger Together Oxford Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huese to follow the recommendation of the HR Director and suspend Stronger Together Oxford employee, Marlee Carpenter, for five days for violation of City policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Adjourn.-358

It was moved by Alderman Addy, 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-Finance Director