



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, July 15, 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 July 1, 2025 and the Special Meeting on July 8, 2025. (Ashley Atkinson)

Attachments

- 1. [Draft_Minutes_07082025_SP.pdf](#)
- 2. [Draft_minutes_07012025.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 equipment surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)

Attachments

- 1. [OPD- surplus.pdf](#)

3.b. Human Resources:

- i. Request permission to accept the resignation of Debbie Herdahl, a full-time Communications Officer in the Oxford Police Department, effective July 11, 2025. (Braxton Tullos)

- ii. Request permission to hire Richard Carlton a part-time employee in the Oxford Police Department, at a rate of \$17.00 per hour. (Braxton Tullos)
- iii. Request permission to promote Johnnie Hudson from full-time PACE Officer to full-time Patrol Officer in the Oxford Police Department, with a new annual salary of \$52,531.65. (Braxton Tullos)
- iv. Request permission to hire Maggie Kate Kuchta as a full-time Patrol Officer in the Oxford Police Department, with an annual salary of \$52,531.65. (Braxton Tullos)
- v. Request permission to hire Sammy McEwen as a part-time employee in the Oxford Conference Center Department, with a rate of \$15.00 per hour. (Braxton Tullos)
- vi. Request permission to accept the resignation of part-time Docent, Robrecus Toles, in the Historic Properties Department, effective July 15, 2025. (Braxton Tullos)
- vii. Request permission to accept the resignation of full-time Firefighter Matthew Scerbak in the Oxford Fire Department, effective June 28, 2025. (Braxton Tullos)
- viii. Request permission to transfer and promote David Gray from the Buildings & Grounds Department to the Development Services- Building Department, where he will serve as a Building Inspector with a new annual salary of \$43,000.00, effective July 24, 2025. (Braxton Tullos)
- ix. Request permission to promote Landon Denley from Intern Lineman to Apprentice Lineman in the Oxford Utilities-Electric Department, with a new annual salary of \$45,260.80, effective July 31, 2025. (Braxton Tullos)
- x. Request permission to promote two Seasonal Laborers in the Environmental Services Department, to serve as full-time Grounds Workers in the Buildings & Grounds Department. Kiree Wilson's new annual salary will be \$35,568.00, effective July 17, 2025. Xavier Houston's new annual salary will be \$35,568.00, effective July 24, 2025. (Braxton Tullos)
- xi. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)
- xii. Request approval of a take-home vehicle for Perry Rogers in the Oxford Utilities- Water & Sewer Division, in accordance with City policy. (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. [WS_adjustments_07152025.pdf](#)

3.d. Travel Requests:

- i. Request permission for one employee to attend Basic Life Support training on July 18, 2025 in Memphis, TN at an estimated cost of \$79.00. (Jeff McCutchen)
- ii. Request permission for three employees to attend the DRE Conference on August 4-7, 2025 in Chicago, IL (to be paid by DUI Training Grant). (Jeff McCutchen)
- iii. Request permission for three employees to attend Mounted Patrol Certification and Training on July 21-25, 2025 in Oxford, MS at no cost to the city. (Jeff McCutchen)
- iv. Request permission for one employee to attend IAED 40 Hour Basic training on July 28-August 1, 2025 in Grenada, MS at an estimated cost of \$395.00. (Jeff McCutchen)
- v. Request permission for an employee to attend the Certified Public Manager Program (online) on various dates throughout the year at no cost to the City. (Shane Fortner)
- vi. Request permission for an employee to attend the TVPPA Engineering and Operations Conference in Chattanooga, TN on August 27-29, 2025 at an estimated cost of \$1,363.00. (Rob Neely)

4. Regular Agenda: Police Department

- 4.a. First Reading of a proposed Ordinance amending Chapter 82-Peddlers of the Code of Ordinances of the City of Oxford, Mississippi, to add Article II-Solicitation and Panhandling, as referenced by HB1197. (Jeff McCutchen)

Attachments

1. [Solicitation Panhandling 2025.pdf](#)

2. [Oxford_Panhandling_Permit_Policy_Updated.pdf](#)

3. [panhandle_permit updated 2.pdf](#)

- 4.b. Second Reading and Public Hearing for a Proposed Ordinance amending Chapter 74, Article I, to add Section 74-14 of the Code of Ordinances of the City of Oxford. (Jeff McCutchen)

Attachments

1. [OPD- 74 14 Hemp Ordinance.pdf](#)

- 4.c. Request permission to approve a Parade/Assembly permit for the National Alliance on Mental Illness to host an awareness walk on October 25, 2025 from 9am-11am. (Jeff McCutchen)

Attachments

1. [NAMI_permit.pdf](#)

- 4.d. Request permission to approve a Parade/Assembly permit for Ashley Callery to host the annual Witches Ride on October 27, 2025 from 6:30pm-7pm. (Jeff McCutchen)

Attachments

1. [Callery_Permit.pdf](#)

5. Regular Agenda: Special Projects

- 5.a. Consider Change Order #4 from JP Corp Construction for the Development Services Building Remodel Project. (Mark Levy)

Attachments

1. [Gen Govt- JP Corp- Change Order 4.pdf](#)

- 5.b. Consider the recommendation from Visit Oxford/mTrade Park for the Holly Jolly Holidays Walk of Lights Expansion, based on RFPs received. (Mark Levy)

Attachments

1. [HJH RFP- Memo.pdf](#)

2. [HJH RFP- Scoresheet.pdf](#)

6. Regular Agenda: Development Services-Engineering Department

- 6.a. Request permission to accept the bid received for the 2025 Micro-Surfacing Project. (John Crawley)

Attachments

1. [Memo - Request to Accept the Bid for the Micro-Surfacing 2025 Project - Combined.pdf](#)

- 6.b. Request permission to accept the bids received and award the bid for the Contract B-Anderson Road Water Treatment Plant Project. (John Crawley)

Attachments

1. [Memo - Request to Accept the Low Bid for the Contract B - Anderson Road Water Treatment Plant Project - Combined.pdf](#)

- 6.c. Request permission to accept the bids received and award a bid for Contract A-Anderson Wells No. 3 and No. 4 Project. (John Crawley)

Attachments

1. [Memo - Request to Accept the Low Bid for the Contract A - Anderson Road Production Wells No. 3 and No. 4.pdf](#)

- 6.d. Consider a request to close portions of Christman Drive, as needed, for a sanitary sewer installation project. (John Crawley)

Attachments

1. [Memo - Request to Have Moving Closures of Christman Drive for Sanitary Sewer Project.pdf](#)

- 6.e. Request permission for MaxxSouth to perform work on Monroe Avenue on the following Sundays: July 20th and July 27th. (John Crawley)

Attachments

1. [Memo - Request Permission for Maxxsouth to work on Sunday July 20 and 27 on Monroe](#)

[Avenue.pdf](#)

6.f. Consider the request for the installation of speed tables on Chickasaw Road. (John Crawley)

7. Regular Agenda: Closing the Meeting

7.a. Consider an executive session.

7.b. Recess to meet on Friday, July 18, 2025 at 8:00am.



MINUTES

City of Oxford

Board of Aldermen

Special Meeting

July 08, 2025 at 09:00 AM

City Hall Courtroom

1. Opening the meeting.

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 Tuesday, July 8, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor-via Microsoft Teams
Erin Smith, Alderman Ward I-via Microsoft Teams
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-absent
Paul Watkins, City Attorney-absent
Ashley Atkinson, City Clerk-Finance Director
Hollis Green, Chief Operating Officer-absent
Braxton Tullos, HR Director-absent
John Crawley, City Engineer-via Microsoft Teams

1.b. Adopt the agenda for the meeting.

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

2. New Business

2.a. Consider extended work hours for milling and paving around the Square. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Hulse to approve extended overnight work hours for milling and paving around the Square. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Consider an emergency purchase for repairs to a main interceptor sewer line that runs under the Franklin Farms Subdivision in Lafayette County. (John Crawley)

After a brief discussion, it was moved by Alderman Bailey, seconded by Alderman Huelse to approve an emergency purchase for repairs to a main interceptor sewer line that runs under the Franklin Farms Subdivision in Lafayette County. The line is over 50 years old and is not in good shape. It runs directly under approximately 10 houses in the subdivision. There have already been sink holes in the area and to prevent any further damage from the line, City Engineer, John Crawley, recommends the repairs as soon as possible. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Closing the meeting.

3.a. Consider an executive session.

No action was taken on this item.

3.b. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson 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



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, July 01, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to Order.

Minutes Attachments

1. [BOA_Oaths_of_Office_06202025.pdf](#)

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, July 1, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor
Erin Smith, 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-via Microsoft Teams

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Ben Requet- Director of Planning-absent
Jeff McCutchen- Police Chief
Rusty Rasberry-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.-absent

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to adopt the agenda for the meeting, with the addition of items 3.e.vii and 5.b and to add Change Order #3 to item 7.f. 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 June 17, 2025. (Ashley Atkinson)

Agenda Attachments

1. [Draft_06172025_minutes.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to approve the minutes from the Regular Meeting on June 17, 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 Taylor, seconded by Alderman Howell-Atkinson to approve the accounts for all City departments including a claims docket showing General Fund claims numbered 136901-137078 and ACHs 269-271, Trust & Agency claims numbered 53050-53105 and ACHs 177-179, Water & Sewer claims numbered 40128-40171 and ACHs 244-245, Metro Narcotics claims numbered 9205-9212 and ACHs 81-82, OPC Activity Fund claims numbered 4192-4210, a Bond & Interest claim numbered 7031, and a SB2468 claim numbered 1003, and totaling \$2,444,020.58. 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 3rd Eye Camera System Kit with SN EI-TECV4-2423-102288, a 3rd Eye Camera System Kit with SN EI-TECV\$-2433-104965, and a 3rd Eye Camera System Kit with SN EI-TECV-2423-104963 surplus in the Environmental Services Department and authorize their disposal. (Amberlyn Liles)
- ii. Request permission to declare 6 pretzel warmers, 3 with SN 1223 and 3 with SN 1024 surplus in the mTrade Park Department and authorize their disposal. (Brad Freeman)
- iii. Request permission to declare a Stihl F695 edger with SN 273597234 and asset tag 2617, a 2005 Dodge Ram 1500 with VIN 1D7HA18N85J556599 and asset tag 2613, and a tool box with SN 01182816 and asset tag 4760 surplus in the Buildings & Grounds Department and authorize their disposal. (Greg Pinion)

Agenda Attachments

1. [B&G- Surplus Items- BOA 7.1.25.pdf](#)
2. [mTrade Park- Surplus Form- Pretzel Warmers.pdf](#)
3. [Env Svcs- surplus.pdf](#)

3.b. Grants:

3.c. Human Resources:

- i. Request permission to accept the resignation of Dylan Davis and Eddie Neal in the Oxford Fire Department, effective July 6, 2025. (Braxton Tullos)
- ii. Request permission to transfer Jamal Giles from the Buildings & Grounds Department to the Oxford Fire Department, as a Probationary Firefighter, with an annual salary of \$49,044.79, and to hire Justin Parker as a Firefighter/EMT, with an annual salary of \$53,990.31, and to hire Joshua Pack as a Probationary Firefighter, with an annual salary of \$49,044.79 in the Oxford Fire Department. (Braxton Tullos)
- iii. Request permission to accept the resignation of Savantez McCaster in the Oxford Conference Center Department, effective July 1, 2025. (Braxton Tullos)
- iv. Request permission to accept the resignation of Christie Walls, Kali King, and Cara Beth Cornelius in the Oxford Police Department, effective July 9, 2025. (Braxton Tullos)
- v. Request permission to promote the following part-time employees in the mTrade Park Department: Karlie Ann Beckham, Brianna Barksdale, Calen Crowson, Tim Dotson, Abbie Britt, and McKenna Brown to Supervisors, each with a new hourly rate of \$15.00; Chrystian Scruggs, Lane Robertson, Katy Ann Roane, Archer Murphey, Jarvis Dunn, Chap Liles, Henry Rigsbee, and Killian Hollister to Supervisors, each with a new hourly rate of \$12.00; Maily Brown, Caroline Davis, Reagan Feathers, Simeon Maiden, Sanders Mattox, Sara Beth Huffman, and Riley Hunter to Concessionaires, each with an hourly rate of \$10.75; and Nathan Atkinson, Noah Benson, Adarius Brown, Rilee Brown, Kasidy Certion, Sean Doyle, Tra Dudley, Brody Everett, Ainslee Everett, Audrey Farr, Shun Flemons, Lucy Freeman, Deslyn Frierson, Demaire Frierson, Madison Grant, Sophia Harrington, Wade Hill, Zane Hill, Farris Hill, Niles Lovelady, Hudson Maxcy, Robert Neely, Salena Pierce, KK Pegues, Braylon Robinson, Jackson Robinson, DT Scott, Hannah Sisk, Riley Smith, Nicholas Thompson, Rob Upchurch, Evan Urbanek, William Vanderford, Gianna Villacci, and Emma Grace Ward to Concessionaires, each with an hourly rate of \$10.00. (Braxton Tullos)
- vi. Request permission to accept the resignation of Jonathan Stark in the Oxford ARC Department, effective July 11, 2025. (Braxton Tullos)
- vii. Request permission to approve a step increase for Nicholas Whitfield in the Development Services- Building Department for receiving his Residential Mechanical Inspector certification. His new salary will be \$45,618.70. (Braxton Tullos)
- viii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.d. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustments Policy. (Rob Neey)
- ii. Request permission to accept donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Agenda Attachments

1. [OU- water & sewer adjustments .pdf](#)

3.e. Travel Requests:

- i. Request permission for three employees in the City Clerk's Office to attend the Fall Municipal Clerk Conference on November 19-21, 2025, in Oxford, MS, at an estimated cost of \$975.00. (Ashley Atkinson)
- ii. Request permission for one employee in the Oxford Police Department to attend FBILEEDA Command Leadership Institute on September 22-22, 2025, in Senatobia, MS, at an estimated cost of \$795 (registration only). (Jeff McCutchen)
- iii. Request permission for one employee in the Oxford Police Department to attend SFST Master Instructor Course on July 21-24, 2025, in Ridgeland, MS, at no cost to the city. (Jeff McCutchen)
- iv. Request permission for one employee in the Oxford Police Department to attend TOSS Firearms Instructor course on September 22-26, 2025, in Hattiesburg, MS, at an estimated cost of \$1,250.00 (registration only). (Jeff McCutchen)
- v. Request permission for one employee in the Oxford Police Department to attend FLETC Use of Force Instructor course on July 21-31, 2025 in Tupelo, MS at no cost to the city. (Jeff McCutchen)
- vi. Request permission for one employee in the Human Resources Department to attend the

second session of MEC's Leadership Mississippi on July 23-25, 2025, in Cleveland, MS, at an estimated cost of \$350.00. (Braxton Tullos)

- vii. Request permission for two OUT employees to attend the 2025 MDOT Summit on July 23-25, 2025 in Jackson, MS at an estimated cost of \$994.16 (with RTAP scholarships covering \$784.16 of the cost). (Donna Zampella)

4. Regular Agenda: Other Departments

- 4.a. Authorize the appointment of the City Clerk-Finance Director, as required by MS Code Section 21-3-3.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to appoint Ashley Atkinson as the City Clerk-Finance Director, as required by MS Code Section 21-3-3. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.b. Authorize the appointment of the Chief Operating Officer, as required by MS Code Section 21-3-25.

It was moved by Alderman Smith, seconded by Alderman Hyneman to appoint Hollis Green as the Chief Operating Officer, as required by MS Code Section 21-3-25. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Authorize the appointment of the Police Chief, as required by MS Code Section 21-3-3.

It was moved by Alderman Huelse, seconded by Alderman Bailey to appoint Jeff McCutchen as the Police Chief, as required by MS Code Section 21-3-3. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.d. Authorize the appointment of the Fire Chief, as required by MS Code Section 21-25-1.

It was moved by Alderman Huelse, seconded by Alderman Smith to appoint Joey Gardner as the Fire Chief, as required by MS Code Section 21-25-1. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.e. Authorize the appointment of the Municipal Court Officers, including the Municipal Court Clerk, as required by MS Code Section 21-23-11, and the Municipal Judge and City Prosecutor, both as required by MS Code Section 21-3-3.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith to appoint Marc Boutwell as the Municipal Judge, Nickie Denley as the Municipal Court Clerk, and Jay Chain as the City Prosecutor, as required by MS Code Section 21-3-3. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.f. Authorize the appointment of the City Engineer.

It was moved by Alderman Hyneman, seconded by Alderman Huelse to appoint John Crawley as the City Engineer. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.g. Authorize the appointment of all City Department Heads, as required by MS Code Section 21-35-17.

It was moved by Alderman Bailey, seconded by Alderman Huelse to re-appoint all current City Department Heads, as required by MS Code Section 21-35-17. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.h. Authorize the appointment of the City Attorney.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to appoint Mayo Mallette, PLLC as the City Attorney. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.i. Authorize the appointment of the Mayor Pro-Tempore.

It was moved by Alderman Huelse, seconded by Alderman Smith to appoint Jason Bailey as the Mayor Pro-Tempore. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.j. Request approval of official bonds, as required by MS Code Section 25-1-19.

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve all official

bonds, as required by MS Code Section 25-1-19. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.k. Authorize the re-employment of all current City employees.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to authorize the re-employment of all current City employees. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.l. Request permission to approve all current contracts.

It was moved by Alderman Bailey, seconded by Alderman Hulse to approve all current contracts. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.m. Request permission to approve the annual report for the Municipal Reserve & Trust Fund, as approved by the Municipal Reserve & Trust Fund Committee. (Ed Maxwell)

Agenda Attachments

1. [Ex E F v1_CITY OF OXFORD_95148_COMPILATION_WORKPAPERS_CITY_2025_03_31_2025-06-02_.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve the annual report for the Municipal Reserve & Trust Fund, as approved by the Municipal Reserve & Trust Fund Committee. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.n. Authorize appointments to the Planning Commission.

It was moved by Alderman Smith, seconded by Alderman Bailey to re-appoint JR Rigby, Joseph Murphy, and Harry Alexander, and to appoint Craig Brasfield and Chris Latimer to the Planning Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.o. Authorize appointments to the Courthouse Square Historic Preservation Commission.

It was moved by Alderman Smith, seconded by Alderman Bailey to re-appoint Amanda Hyneman and Kyle Stribling, and to appoint Forrest Hinton to the Courthouse Square Historic Preservation Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.p. Authorize appointments to the Historic Preservation Commission.

It was moved by Alderman Bailey, seconded by Alderman Hulse to re-appoint Jack Garner, Diane Scruggs, and Jimmy Mogridge to the Historic Preservation Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.q. Authorize appointments to the Affordable Housing Commission.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to re-appoint Brooke Worthy, Stewart Rutledge, and Teasha Sanders to the Affordable Housing Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.r. Authorize appointments to the Pathways Commission.

It was moved by Alderman Bailey, seconded by Alderman Hulse to re-appoint Claude Gunter and to appoint Charles Allen to the Pathways Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.s. Request approval of Multi-Modal Transit Project No. 503839-341100 Agreement in the amount of \$75,251.00 for the OUT Facility Renovation Project. (Donna Zampella)

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Hulse to approve the Multi-Modal Transit Project No. 503839-341100 Agreement in the amount of \$75,251.00 for the OUT Facility Renovation Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.t. Request permission to advertise for Request for Proposals (RFPs) for Health and Welfare Benefit Consulting Services. (Braxton Tullos)

Agenda Attachments

1. [HR- RFP - Self Insurance Memo.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to advertise for Request for Proposals (RFPs) for Health and Welfare Benefit Consulting Services. 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 Country Club of Oxford to host a fireworks show on July 3, 2025. (Jeff McCutchen)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve a Parade/Assembly Permit for The Country Club of Oxford to host a fireworks show on July 3, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. First Reading of a Proposed Ordinance amending Chapter 74, Article I, to add Section 74-14 of the Code of Ordinances of the City of Oxford. (Rusty Rasberry)

Agenda Attachments

1. [OPD- 74 14 Hemp Ordinance.pdf](#)

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

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval of a Final Plat for Case #3229, Mike Halford for 'Grove at Grand Oaks, Phase 6B', for property located at 1406 Pine Valley Lane (PPIN #26136). (Robert Baxter)

Agenda Attachments

1. [Planning- 3229 MBoA.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve, with noted conditions, a Final Plat for Case #3229, Mike Halford for "Grove at Grand Oaks, Phase 6B", for property located at 1406 Pine Valley Lane, being further identified as PPIN 26136. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

- 7.a. Request permission to Advertise for Avent Park Playground Improvements. (Mark Levy)

Agenda Attachments

1. [GenGovt- Permission to Request for Propsals for new playground equipment at Avent Park.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Smith to advertise for bids for Avent Park Playground Improvements. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Permission to renew Lease Agreement with 1308 North Lamar for use of office space for Stronger Together Oxford. (Mark Levy)

Agenda Attachments

1. [GenGovt- Lease for 1308 North Lamar- Stronger Together \(002\).pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to renew a lease agreement with 1308 North Lamar for the use of office space for Stronger Together Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Permission to renew Lease Agreement with Vault Farms for use of Horse Barn for the OPD Mounted Patrol Unit. (Mark Levy)

Agenda Attachments

1. [GenGovt- Lease with Vault Farms for use of a Horse Barn.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Huelse to renew a lease agreement with Vault Farms for the use of a horse barn for the OPD Mounted Patrol Unit. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.d. Permission to purchase IPS meter and sensor technology from IPS Group, Inc. (Mark Levy)

Agenda Attachments

1. [GenGovt- IPS sole source.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a sole source purchase of IPS meter and sensor technology from IPS Group, Inc. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.e. Consider bids for the Renovation of Oxford City Hall. (Mark Levy)

Agenda Attachments

1. [GenGovt- City Hall Reno Bid Tab.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to accept the bids received and award the bid to Century Construction, in the amount of \$ 1,412,000.00 for the Renovation of Oxford City Hall. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.f. Consider Change Orders #2 and #3 from JP Corp for the Development Services Building Renovation (715 Molly Barr). (Mark Levy)

Agenda Attachments

1. [Consider Change Order No 2 from JP Corp for the Development Services building.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve Change Order #2, in the amount of \$29,164.50, and Change Order #3, in the amount of \$22,464.88, for the Development Services Building Renovation Project at 715 Molly Barr Rd. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.g. Permission to advertise for bids for a temporary ice-skating rink. (Mark Levy)

Agenda Attachments

1. [GenGovt- advertise for bids for a temporary ice rink.pdf](#)

It was moved by Alderman Smith, seconded by Alderman Huelse to advertise for bids for a temporary ice-skating rink for Holly Jolly Holidays 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

8.a. Consider Task Order from Waggoner Engineering for professional services associated with water and sewer rate analysis. (Rob Neely)

Agenda Attachments

1. [OU- Waggoner Task Order.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to approve a new task order from Waggoner Engineering for professional services associated with a water and sewer rate analysis. This is an hourly contract on an "as-needed" basis. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Consider the request for the installation of speed tables on Chickasaw Road and Park Drive. (John Crawley)

Agenda Attachments

1. [Eng- Speed Tables on Chickasaw Rd and Park Drive.pdf](#)

The Board considered two requests for speed tables on Chickasaw Road and Park Drive. Currently, speed tables are not considered as traffic-calming measures, but both of these requests had already been made prior to removing speed tables as an option. The request for

Park Drive met all the qualifications, with the required 80% of residents signing the petition; therefore, it was moved by Alderman Hyneman, seconded by Alderman Taylor to approve the installation of rubber speed tables in appropriate areas along Park Drive.

The request for Chickasaw Road did not meet the qualifications (two residents requested that their names be removed from the petition prior to the Board Meeting). Therefore, the required 80% was not met. It was moved by Alderman Hyneman, seconded by Alderman Huelse to table the Chickasaw Road request until the first meeting in August. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Consider the request to perform extended concrete pours during July for The Edison at Colonnade Crossing. (John Crawley)

Agenda Attachments

1. [Eng- Extended hours for concrete pours- The Edison.pdf](#)

It was moved by Alderman Smith, seconded by Alderman Bailey to approve a request to perform extended concrete pours, starting at 3:00am, during July for The Edison at Colonnade Crossing. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.d. Consider the request for permission to work on Sundays in July and August from the primary contractor for Wellington Place. (John Crawley)

Agenda Attachments

1. [Eng- Sunday Work at Wellington.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve a request for permission to work on Sundays in July and August in Wellington Place. If complaints are received, this approval will be revoked. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.e. Consider the request by Miller-Valentine to work on the following Sundays for the Colonnade Self-Storage Facility located at 1669 Bainbridge Street: 7/13, 7/20, and 7/27. (John Crawley)

Agenda Attachments

1. [Eng- Sunday work at Colonnade Self Storage.pdf](#)

It was moved by Alderman Smith, seconded by Alderman Hyneman to approve a request from Miller-Valentine to work on the following Sundays, 7/13, 7/20, and 7/27, for the Colonnade Self-Storage Facility located at 1669 Bainbridge Street. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.f. Consider the request from Independent Roofing Systems to work on Sundays in July and August at the Oxford Conference Center. (John Crawley)

Agenda Attachments

1. [Eng- Sunday work at OCC.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to approve a request from Independent Roofing Systems to work on Sundays in July and August at the Oxford Conference Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.g. Consider the request for permission for the Mayor to execute contract documents for the South Lamar Boulevard Pedestrian Improvements Project. (John Crawley)

Agenda Attachments

1. [Eng- Contract for South Lamar Pedestrian Imp Proj.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to authorize the Mayor to execute contract documents for the South Lamar Boulevard Pedestrian Improvements Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.h. Public hearing regarding the proposed Highway 6 West & Ricky D Britt Drive Intersection Improvements Project. (John Crawley)

Agenda Attachments

1. [Eng- Public Hearing for Hwy 6 & Ricky Britt Improvements.pdf](#)
2. [Eng- Public Hearing- updated map .pdf](#)

The Mayor called for comments regarding the proposed Highway 6 West & Ricky D. Britt Drive Intersection Improvements Project and the following people spoke:

Trevor Moore, representing Moore Brothers car dealership, has concerns about the change, the loss of their direct entrance on Highway 6, and the routing of traffic once the project is complete.

John Granberry, Architect/Designer of the project; he stated that there were no plans to improve the crossover area at the Wellsgate Subdivision.

Joe Marshall, Barnes Crossing Auto Group; he owns property in the area and is in favor of the change. His company is locating a new car dealership near the proposed intersection.

Brian Childs, MDOT representative, stated that MDOT had not officially finalized the project, but that it was in the last stages of the approval process.

No action was taken on this item.

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to consider an executive session for two matters related to property ownership. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to enter into an executive session for a matter related to property ownership near the hospital and a matter of property ownership related to a city building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Bailey, seconded by Alderman Hyneman to get an appraisal for a city building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Smith 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



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: 7/15/25
Department that owns Fixed Asset: Oxford Police Department
Fixed Asset Tag Number (If item is not tagged, please put N/A): 01993
Physical Location of Asset: Oxford Police Department

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

IPAD \ PRO
Make Model Year
DLXX60ARJ262
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: Kayla Martin

Date Approved by BOA: _____

**107 Courthouse Square
Oxford, MS 38655**

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

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**06/26/25 - 07/09/25****TO BE APPROVED: 07/15/25**

ACCOUNT NUMBER	CUSTOMER NAME	ADDRESS	WATER ADJUSTMENT	SEWER ADJUSTMENT	ADJUSTMENT TYPE
224148-038406	SUMMER FRAIN	1002 SUNCREST DRIVE	-\$18.82	-\$25.02	INSIDE
004477-020682	REBEL MERCANTILE HOLDINGS LLC	1100 MERCHANTS DRIVE	-\$385.55	-\$479.08	INSIDE
201280-049798	DENEASE BISHOP	1120 MIMOSA STREET	-\$15.62	-\$20.77	INSIDE
004684-031081	JOHN M BROOKS	800 COLLEGE HILL ROAD UNIT 4301	-\$54.67	-\$72.69	INSIDE
201824-101818	HARVEY FERGUSON	WALNUT HILL B 2601 A1	-\$19.17	-\$25.49	INSIDE
225774-042943	CHAKITA JOHNSON	1108 DEBBIE LANE	-\$23.43	-\$61.83	OUTSIDE
206647-049959	GARRETT SMALLEY	1503B VAN BUREN AVENUE (DOWNSTAIRS)	-\$87.33	-\$232.22	OUTSIDE
201344-047876	STUART NOBLE	2201 HALEY STREET APT. B	-\$21.66	\$57.11	OUTSIDE
211169-049367	SILAS SIMMONS HICKS II	2703 SOUTHWIND COVE	-\$34.79	-\$92.81	OUTSIDE
TOTAL:			-\$661.04	-\$952.80	

Ordinance 2025-____

**ORDINANCE AMENDING CHAPTER 82 PEDDLERS, CODE OF
ORDINANCES OF THE CITY OF OXFORD, MISSISSIPPI –**

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI AS FOLLOWS:

SECTION I. That Chapter 82, PEDDLERS, Code of Ordinances, Oxford, Mississippi, is hereby amended as follows:

Chapter 82 – PEDDLERS, SOLICITATION, AND PANHANDLING

ARTICLE I – PEDDLERS

Sections 82-1 through 82-12 be placed under this Article.

SECTION II. That Chapter 82, Code of Ordinances, Oxford, Mississippi, is hereby amended as follows:

ARTICLE II – SOLICITATION AND PANHANDLING

Sec. 82-13. – Solicitation / Panhandling Permit

Sec. 82-14 Legislative Intent and Findings.

(a) The Board of Aldermen of the City of Oxford finds and declares that:

1. The City has a significant interest in protecting the health, safety, and welfare of its citizens, visitors, and businesses while preserving the rights of individuals to express themselves and request charitable assistance in a lawful manner.
2. The regulation of panhandling through a permit process serves to:
 - a. Prevent obstruction of sidewalks, entrances, and public spaces;
 - b. Avoid interference with or impede the ingress or egress of pedestrian and/or vehicle traffic;
 - c. Protect residents and visitors from aggressive solicitation;
 - d. Preserve the quiet enjoyment of public areas and business districts;
 - e. Ensure transparency and consistency in the use of public spaces.
3. This ordinance is adopted in accordance with applicable state law and with careful consideration of First Amendment protections. The permitting process outlined herein is content-neutral, does not discriminate based on the identity of the speaker or their message, and is narrowly tailored to serve the City's substantial governmental interests.

4. Nothing in this section shall be interpreted to prohibit peaceful solicitation or expression in public spaces outside of the time, place, and manner restrictions reasonably imposed by this policy.

Sec. 82-15. – Purpose.

In accordance with state law effective July 1, 2025, and in the interest of public safety, order, and the equitable use of public spaces, this section establishes permit requirements for panhandling in the City of Oxford. This policy is content-neutral and intended to balance constitutionally protected individual rights with the city’s responsibility to maintain the safety, cleanliness, and accessibility of public areas.

Sec. 82-16. – Definitions.

For the purposes of this section, the following definitions apply:

- Designated Public Area means locations identified by the city where panhandling is permitted and deemed not to obstruct pedestrian or vehicular traffic, interfere with commercial activity, or otherwise pose public safety concerns.
- Panhandling means any solicitation made in person, whether spoken, unspoken, written, or by gesture, requesting an immediate donation of money or other thing of value.
- Permit Holder means a person who has applied for and received written approval from the city to panhandle at a designated time and location.
- Solicitation or solicit means to request money or anything of value as a donation or contribution while standing, sitting or positioned in any manner on any road, street, highway median, traffic island or highway intersection; or to request any other thing of value in exchange for any goods, wares, merchandise or thing of values while standing, sitting or positioned in any manner on any road, street, highway median, traffic island or highway intersection.

Sec. 82-17. – Permit Required.

1. No person shall panhandle in public spaces within the City of Oxford without first obtaining a permit from the city in accordance with this policy.
2. The City Clerk, in consultation with the Chief of Police or their designee, shall receive and process applications for panhandling permits.

Sec. 82-19. – Application Procedure.

1. A completed application for a panhandling permit shall be submitted to the City Clerk’s Office at least seven (7) calendar days prior to the date of the intended panhandling activity.
2. The application shall include:
 - Applicant’s full legal name and contact information;
 - Requested date(s) and location(s);

- Any prior panhandling permit history within the past 60 days;
- Signed acknowledgment of rules and conditions under this section;
- Pay the \$25 application / permit fee for each calendar day requested.

Sec. 82-20. – Permit Conditions and Limitations.

1. A permit shall be valid for no more than three (3) consecutive days at the same location. Following any 3-day period, the same individual may not reapply for that location for at least two (2) full calendar days.

2. The permit holder shall:

- a) Carry a copy of the permit at all times while engaging in panhandling;
- b) Remain within the approved location and within one hundred (100) feet from the intersection approved under the permit;
- c) Not obstruct or impede traffic on sidewalks, roadways, entrances, or driveways;
 - 1. Only enter or remain in a roadway, street or thoroughfare only while the controlling traffic signal prohibits vehicular movement;
- d) Not panhandle within 100 feet of:
 - 1) Any ATM or financial institution;
 - 2) A place of worship during active services;
 - 3) Any public or private school property during school hours.
- e) Not engage in aggressive or threatening conduct, as separately defined by city ordinance.
 - 1) No person shall persist after solicitation has been denied, act in a demanding or harassing manner, or use any sound or voice-amplifying apparatus or device(s).
- f) Permits will allow panhandling only between the hours of 9:00 a.m. and one hour before sunset.

3. Permits shall not be issued for locations or timeframes in conflict with a previously approved special event, public assembly, or parade.

Sec. 82-21. – Denial, Suspension, or Revocation of Permit.

1. A permit may be denied, suspended, or revoked for:

- Incomplete or false information on the application;
- Violation of the terms of this policy or any city ordinance;
- Safety or traffic concerns;
- Interference with other permitted uses of public space.

2. An applicant whose permit is denied or revoked shall have the right to appeal the denial to the Board of Alderman. They should submit a written appeal to the Chief of Police and a copy to the City Clerk, within five (5) business days. The Board of Alderman shall act upon the appeal at the next scheduled meeting following receipt of the notice of appeal.

Sec. 82-22. – Enforcement.

This section shall be enforced by the Oxford Police Department. Violations of this section may result in the issuance of a citation, revocation of a permit, or other penalties provided by law.

Sec. 82-23. – Penalty.

Any person violating any of the provisions of this article shall, upon conviction, be punished as set forth in section 1-8 of this Code. Each time that an offense or violation of this article occurs shall be deemed a separate offense.

SECTION III. REPEALING CLAUSE

All ordinances or parts of ordinances in conflict herein shall be, and the same are hereby repealed.

SECTION IV. EFFECTIVE DATE

The above ordinance having being first reduced to writing and read and considered section by section at a public meeting or the governing authorities of the City of Oxford Mississippi on motion of Alderman _____, seconded by Alderman _____, and the roll being called, the same by the following votes:

Alderman Smith	voted	_____
Alderman Hulse	voted	_____
Alderman Hyneman	voted	_____
Alderman Atkinson	voted	_____
Alderman Taylor	voted	_____
Alderman Bailey	voted	_____
Alderman Crowe	voted	_____

APPROVED, this the ____ day of, 2025

ROBYN TANNEHILL, MAYOR

ASHLEY ATKINSON, CITY CLERK

CITY OF OXFORD

PANHANDLING PERMIT POLICY

[To be codified under Chapter 82 PEDDLERS]

Sec. 82-13. – Solicitation / Panhandling Permit

Sec. 82-14 Legislative Intent and Findings.

(a) The Board of Aldermen of the City of Oxford finds and declares that:

1. The City has a significant interest in protecting the health, safety, and welfare of its citizens, visitors, and businesses while preserving the rights of individuals to express themselves and request charitable assistance in a lawful manner.
2. The regulation of panhandling through a permit process serves to:
 - a. Prevent obstruction of sidewalks, entrances, and public spaces;
 - b. Avoid interference with or impede the ingress or egress of pedestrian and/or vehicle traffic;
 - c. Protect residents and visitors from aggressive solicitation;
 - d. Preserve the quiet enjoyment of public areas and business districts;
 - e. Ensure transparency and consistency in the use of public spaces.
3. This ordinance is adopted in accordance with applicable state law and with careful consideration of First Amendment protections. The permitting process outlined herein is content-neutral, does not discriminate based on the identity of the speaker or their message, and is narrowly tailored to serve the City's substantial governmental interests.
4. Nothing in this section shall be interpreted to prohibit peaceful solicitation or expression in public spaces outside of the time, place, and manner restrictions reasonably imposed by this policy.

Sec. 82-15. – Purpose.

In accordance with state law effective July 1, 2025, and in the interest of public safety, order, and the equitable use of public spaces, this section establishes permit requirements for panhandling in the City of Oxford. This policy is content-neutral and intended to

balance constitutionally protected individual rights with the city's responsibility to maintain the safety, cleanliness, and accessibility of public areas.

Sec. 82-16. – Definitions.

For the purposes of this section, the following definitions apply:

- Designated Public Area means locations identified by the city where panhandling is permitted and deemed not to obstruct pedestrian or vehicular traffic, interfere with commercial activity, or otherwise pose public safety concerns.
- Panhandling means any solicitation made in person, whether spoken, unspoken, written, or by gesture, requesting an immediate donation of money or other thing of value.
- Permit Holder means a person who has applied for and received written approval from the city to panhandle at a designated time and location.
- Solicitation or solicit means to request money or anything of value as a donation or contribution while standing, sitting or positioned in any manner on any road, street, highway median, traffic island or highway intersection; or to request any other thing of value in exchange for any goods, wares, merchandise or thing of values while standing, sitting or positioned in any manner on any road, street, highway median, traffic island or highway intersection.

Sec. 82-17. – Permit Required.

(a) No person shall panhandle in public spaces within the City of Oxford without first obtaining a permit from the city in accordance with this policy.

(b) The City Clerk, in consultation with the Chief of Police or their designee, shall receive and process applications for panhandling permits.

Sec. 82-19. – Application Procedure.

(a) A completed application for a panhandling permit shall be submitted to the City Clerk's Office at least seven (7) calendar days prior to the date of the intended panhandling activity.

(b) The application shall include:

- Applicant's full legal name and contact information;
- Requested date(s) and location(s);
- Any prior panhandling permit history within the past 60 days;
- Signed acknowledgment of rules and conditions under this section;

- Pay the \$25 application / permit fee for each calendar day requested.

Sec. 82-20. – Permit Conditions and Limitations.

(a) A permit shall be valid for no more than three (3) consecutive days at the same location. Following any 3-day period, the same individual may not reapply for that location for at least two (2) full calendar days.

(b) The permit holder shall:

1. Carry a copy of the permit at all times while engaging in panhandling;
 2. Remain within the approved location and within one hundred (100) feet from the intersection approved under the permit;
 3. Not obstruct or impede traffic on sidewalks, roadways, entrances, or driveways;
 - Only enter or remain in a roadway, street or thoroughfare only while the controlling traffic signal prohibits vehicular movement;
 4. Not panhandle within 100 feet of:
 - Any ATM or financial institution;
 - A place of worship during active services;
 - Any public or private school property during school hours.
 5. Not engage in aggressive or threatening conduct, as separately defined by city ordinance.
 - No person shall persist after solicitation has been denied, act in a demanding or harassing manner, or use any sound or voice-amplifying apparatus or device(s).
 6. Permits will allow panhandling only between the hours of 9:00 a.m. and one hour before sunset.
- (c) Permits shall not be issued for locations or timeframes in conflict with a previously approved special event, public assembly, or parade.

Sec. 82-21. – Denial, Suspension, or Revocation of Permit.

(a) A permit may be denied, suspended, or revoked for:

- Incomplete or false information on the application;
- Violation of the terms of this policy or any city ordinance;
- Safety or traffic concerns;

- Interference with other permitted uses of public space.

(b) An applicant whose permit is denied or revoked shall have the right to appeal the denial to the Board of Alderman. They should submit a written appeal to the Chief of Police and a copy to the City Clerk, within five (5) business days. The Board of Alderman shall act upon the appeal at the next scheduled meeting following receipt of the notice of appeal.

Sec. 82-22. – Enforcement.

This section shall be enforced by the Oxford Police Department. Violations of this section may result in the issuance of a citation, revocation of a permit, or other penalties provided by law.

Sec. 82-23. – Penalty.

Any person violating any of the provisions of this article shall, upon conviction, be punished as set forth in section 1-8 of this Code. Each time that an offense or violation of this article occurs shall be deemed a separate offense.



OXFORD POLICE DEPARTMENT

Jeff McCutchen
Chief of Police

SOLICITATION PERMIT APPLICATION

In accordance with House Bill 1197 "Safe Solicitation Act" - no person shall engage in or conduct any type of panhandling/solicitation 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 seven (7) calendar days prior to the proposed date of which the solicitation will occur.

Application fee is \$25.00, per calendar day requested and is due at the time the application is submitted.

A permit shall be valid for no more than three (3) consecutive days at the same location. Following any 3-day period, the same individual may not reapply for that location for at least two (2) full calendar days.

I. Applicant Information:

Name: _____

Phone Number: _____ E-mail Address: _____

Address: _____

_____/_____/_____

II. Permit Information:

Date: _____ Start Time: _____ End Time: _____

Location Where Solicitation Will Occur: _____

Have you applied for a solicitation permit in the last 60 days? _____

- If yes, when did you apply and what location(s): _____

III. Permit Regulations:

Only one (1) permit will be issued for an intersection on any given day. This is based on a first come basis to those applicants who submit a completed application form. A separate permit must be issued for each day that the solicitation will take place.

IV. Conditions and Requirements:

Any person who has received a permit may solicit in accordance with the following terms and conditions:

- Carry a copy of the permit at all times while engaging in solicitation;
- Remain within the approved location and within one hundred (100) feet from the intersection approved under the permit;
- Not obstruct or impede traffic on sidewalks, roadways, entrances, or driveways;
 - Only enter or remain in a roadway, street or thoroughfare only while the controlling traffic signal prohibits vehicular movement;
- Not panhandle within 100 feet of:
 - Any ATM or financial institution;
 - A place of worship during active services;
 - Any public or private school property during school hours.
 - Not engage in aggressive or threatening conduct, as separately defined by city ordinance.
- No person shall persist after solicitation has been denied, act in a demanding or harassing manner, or use any sound or voice-amplifying apparatus or device(s).
- Permits will allow panhandling only between the hours of 9:00 a.m. and one hour before sunset.

The City of Oxford Police Department may stop solicitation activities at any time if any conditions or requirements of this act are not met.

V. **Signatures:** Applicant's Signature acknowledges they have read and understand the procedures outlined in the Code of Ordinances for the City of Oxford regarding this requested permit.

Applicant Signature

Date

Approved By: Chief of Police, Oxford Police Department

Date

Ordinance 2025-____

ORDINANCE AMENDING CHAPTER 74, ARTICLE 1, SECTION 74-14 CODE OF ORDINANCES OF THE CITY OF OXFORD, MISSISSIPPI – PURCHASE, POSSESSION, DISTRIBUTION, SALE OR OFFERING FOR SALE ANY PRODUCT DERIVED FROM THE HEMP PLANT, DESIGNED FOR HUMAN INGESTION AND/OR CONSUMPTION, THAT IS NOT APPROVED BY THE UNITED STATES FOOD AND DRUG ADMINISTRATION; PROHIBITED.

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF OXFORD, MISSISSIPPI AS FOLLOWS:

SECTION I. That Section 74-14, Code of Ordinances, Oxford, Mississippi, is hereby amended as follows:

Sec. 74-14. Purchase, possession, distribution, sale or offering for sale any product derived from the Hemp plant, designed for human ingestion and/or consumption, that is Not Approved by the United States Food and Drug Administration; prohibited.

- a) No person shall purchase, possess, distribute, sale or attempt to possess, purchase, distribute or sale or publicly display for sale any product derived from the Hemp plant, designed for human ingestion and/or consumption, that is Not Approved by the United States Food and Drug Administration, in compliance with Mississippi Code 41-29-113.
- b) If the aforementioned substance(s) shall be found in the possession of any person, unless specifically excluded herein, the substances shall be confiscated by law enforcement officials.
- c) It shall not be an offense under subsection (a) above of this section if a person shall be acting at the direction of an authorized agent of the city to enforce or ensure compliance with this law prohibiting the possession, purchase, distribution or sale or the attempt to possess, purchase, distribute or sale or publicly display for sale the aforementioned substances.
- d) This section shall not apply to any person who shall commit any act described in this section pursuant to the direction or prescription of a duly licensed physician or dentist authorized to direct or prescribe such act.
- e) Any person found to be guilty of violating this section shall be deemed guilty of a misdemeanor and shall be punished by a fine not to exceed \$1,000.00 or imprisoned in the county jail not to exceed six months or both.

SECTION II. REPEALING CLAUSE

All ordinances or parts of ordinances in conflict herein shall be, and the same are hereby repealed.

SECTION III. EFFECTIVE DATE

The Mayor and Board of Aldermen find that the above ordinance having being first reduced to writing and read and considered section by section at a public meeting or the governing authorities of the City of Oxford Mississippi on motion of Alderman _____, seconded by Alderman _____, and the roll being called, the same by the following votes:

Alderman Smith	voted	_____
Alderman Hulse	voted	_____
Alderman Hyneman	voted	_____
Alderman Atkinson	voted	_____
Alderman Taylor	voted	_____
Alderman Bailey	voted	_____
Alderman Crowe	voted	_____

APPROVED, this the ____ day of, _____, 2025

ROBYN TANNEHILL, MAYOR

ASHLEY ATKINSON, CITY CLERK



OXFORD POLICE DEPARTMENT

Jeff McCutchen

Chief of Police

Sheridan Malden

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: Missy Nesbitt on behalf of NAMI Oxford (National Alliance on Mental Illness)

Phone Number: 615-613-2767 E-mail Address: oxfordoutreach@namims.org

Address: 2998 Old Taylor Road, Apt. 406

Oxford \ MS \ 38655

(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: NAMI Oxford (National Alliance on Mental Illness)

Director of Business/Organization: Mary Harrington

Phone Number: 662-202-2922 E-mail Address: ccmary@olemiss.edu

Address: 217 Colonial Road

Oxford \ MS \ 38655

(City)

(State)

(Zip Code)

Name of On-Site Contact Person at Event: Missy Nesbitt or Mary Harrington

Phone Number: 615-613-2767 E-mail Address: oxfordoutreach@namims.org

II. Event Information:

Date: October 25, 2025 Start Time: 9:00 a.m. End Time: 11:00 a.m.

Type of Event: fundraising Walk, this is not a 5k race, simply a walk for awareness

Event Location Information:

Starting Point Location: Old Armory Pavllion

Finish Line Location: back to Old Armory Pavllion

Detailed Route: walk down Bramlett to Oxford Middle School and back

Other Information: we have reserved the Old Armory Pavllion for this event

Designation of any City of Oxford Facilities and/or Equipment to be Utilized: none

Number of Expected Participants: 50+ Number of Expected Spectators: same

Spacing Intervals to be Maintained Between Units: _____

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

Used by Event: we will have a NAMI sign carried by 2 people at the start of the line

III. Application Fee:

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

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:

Missy Nesbitt
Applicant Signature

7/2/2025
Date

Approved By: Chief of Police, Oxford Police Department

Date

PAYMENT DATE
07/02/2025
COLLECTION STATION
Station 1
RECEIVED FROM
NAMI Mississippi
DESCRIPTION
Fundraising walk - 10/25/2025

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

BATCH NO.
2025-00000721
RECEIPT NO.
2025-00003860
CASHIER
Joy Welch

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 border="1"> <thead> <tr> <th>Type</th> <th>Detail</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Check</td> <td>1646</td> <td>\$25.00</td> </tr> <tr> <td colspan="2">Total Cash</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Check</td> <td>\$25.00</td> </tr> <tr> <td colspan="2">Total Charge</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Wire</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Other</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Remitted</td> <td>\$25.00</td> </tr> <tr> <td colspan="2">Change</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total Received</td> <td>\$25.00</td> </tr> </tbody> </table>	Type	Detail	Amount	Check	1646	\$25.00	Total Cash		\$0.00	Total Check		\$25.00	Total Charge		\$0.00	Total Wire		\$0.00	Total Other		\$0.00	Total Remitted		\$25.00	Change		\$0.00	Total Received		\$25.00	
Type	Detail	Amount																														
Check	1646	\$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: Joy Welch

Page 1 of 1

07/02/2025 09:10:45 AM



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: Ashley Callery
Phone Number: 662-801-1946 E-mail Address: accallery@gmail.com
Address: 27 CR 2052
Oxford MS. 38655
(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: Oxford Witches Ride
Director of Business/Organization: Ashley Callery
Phone Number: 662-801-1946 E-mail Address: accallery@gmail.com
Address: 27 CR 2052
Oxford MS. 38655
(City) (State) (Zip Code)
Name of On-Site Contact Person at Event: Ashley Callery
Phone Number: 662-801-1946 E-mail Address: accallery@gmail.com

II. Event Information:

Date: Oct. 27, 2025 Start Time: 6:30 pm End Time: 7 pm

Type of Event: Bicycle / Golf cart ride benefiting the Partry

Event Location Information:

Starting Point Location: Mid-town Shopping Center

Finish Line Location: Midtown Shopping Center

Detailed Route: Midtown down Lamar and around the square back to midtown shopping center

Other Information: Riders would like to have both sides of the street available.

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

Number of Expected Participants: 150 Number of Expected Spectators: 200 ?

Spacing Intervals to be Maintained Between Units: _____

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

Used by Event: One banner leading the ride

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:

Anthony Lanning
Applicant Signature

July 7, 2025
Date

Approved By: Chief of Police, Oxford Police Department

Date

DESCRIPTION
Oxford Witches Ride - 10.27.2025

BATCH NO.
2025-00000730
RECEIPT NO.
2025-00003910
CASHIER
Joy Welch

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																														
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	Change	\$0.00																														
	Total Received	\$25.00																														
Total Amount:		\$25.00																														

Customer Copy



THE CITY OF
OXFORD

MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green
Date: July 15, 2025
Re: Consider Change Order No. 4 from JP Corp for the Development Services building.

Changer Order No. 4 is for the following scope of work:

Scope of Work	Reason for Change	Amount
Add gutters and downspouts on the front of the building	Since project inception, we have noticed flooding that could be fixed by adding gutters.	\$6,160.00
Add Camera and access controls	There are currently no security cameras at this location. We are adding cameras at all our locations throughout the city. The access control is compatible with the camera security system	\$35,088.75
Replace 21 grilles and registers	The original air grilles are rusted and in bad shape.	\$3,733.55
Add drywall furring in storage rooms	Two existing rooms are hardended and echo. One of these is an office and the other room is storage. The storage can be converted to office, but needs sound control	\$6,978.43
Add dishwasher in Break Room	Request of Development Service	\$3,251.66
Change Order Subtotal		\$55,212.39
Latent Condition Allowance	Credit	(\$25,000.00)
Change Order #4		\$30,212.39

The contractor is not requesting additional days to complete the work in Change Order 4, so the deadline will remain July 14, 2025.

Enclosure (1)



July 11, 2025

Mayor Robyn Tannehill
City of Oxford
107 Courthouse Square
Oxford, MS 38655

RE: Change Order 04
Oxford Old Police Department Renovations
Oxford, Mississippi

Dear Mayor Tannehill:

Please find attached Change Order 04 from J.P. Corp for your review and approval. Change Order 04 includes an increase to Contract in the amount of \$30,212.39 for multiple items. Substantial Completion Date remains July 6, 2025.

Feel free to contact me should you have any questions.

Regards,

A handwritten signature in blue ink, appearing to read 'K. Shettles', followed by a period.

Kurt Shettles, AIA
President & CEO / Architect

KS:br

c: Mark Levy, City of Oxford
24038.550

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Old Oxford Police Department Renovations Oxford, MS 38655	CONTRACT INFORMATION: Contract For: General Construction Date: 02-19-2025	CHANGE ORDER INFORMATION: Change Order Number: 004 Date: 07-11-2025
OWNER: <i>(Name and address)</i> City of Oxford 107 Courthouse Square Oxford, MS 38655	ARCHITECT: <i>(Name and address)</i> McCarty Architects Professional Association 533 West Main Street Tupelo, MS 38804	CONTRACTOR: <i>(Name and address)</i> J.P. Corp General Contractors P.O. Box 115 Oxford, MS 38655

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

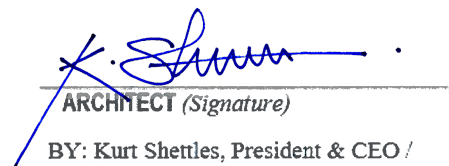
Deduct for Allowance #1 - Contingency Allowance. Deduct (\$25,000)
 COR 05 - Replace gutters and downspouts on the front of the building. Add \$6,160
 COR 09 - Add cameras and access controls. Add \$35,088.75
 COR 13 - Replace 21 grilles and registers. Add \$3,733.55
 COR 15 - Add drywall furring in storage rooms 116 and 117. Add \$6,978.43
 COR 17 - Add dishwasher in Break Room. Add \$3,251.66

The original Contract Sum was	\$ 774,451.00
The net change by previously authorized Change Orders	\$ 101,648.59
The Contract Sum prior to this Change Order was	\$ 876,099.59
The Contract Sum will be increased by this Change Order in the amount of	\$ 30,212.39
The new Contract Sum including this Change Order will be	\$ 906,311.98

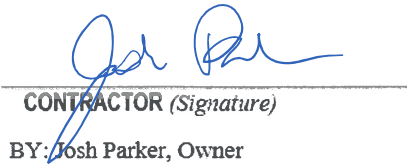
The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

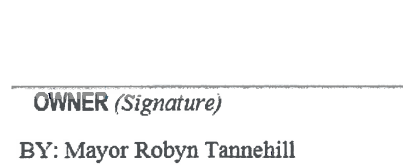
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT (Signature)
 BY: Kurt Shettles, President & CEO /
 Architect
*(Printed name, title, and license
 number if required)*

11 July 2025
Date


CONTRACTOR (Signature)
 BY: Josh Parker, Owner
(Printed name and title)

7/11/2025
Date


OWNER (Signature)
 BY: Mayor Robyn Tannehill
(Printed name and title)

Date



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

COR # 5

DATE 6/25/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	LS	PR-01 - Gutters and Downspouts Bishop Gutters - Gutters and downspouts on front per PR-01	\$ 5,600.00	\$ 5,600.00

WE AGREE hereby to make the change(s) specified above at this price \$ 5,600.00

G.C. Overhead and Profit at 10% \$ 560.00

Taxes

Total Change Order Request \$ 6,160.00

Original Contract Amount \$ 774,451.00

Revised Contract Total \$ 780,611.00

Kelly Carpenter, PM

6/25/2025

Your Name, Title

Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature

Date of Acceptance



163' GUTTER THAT IS 6.5" WIDE BY 5" TALL

.032 ALUMINUM SEAMLESS IN MUSKET BROWN COLOR TO MATCH EXISTING BUILDING

METAL FASCIA TAB INSTALLED TO ALLOW GUTTER TO HANG AT 90 DEGREES

8 – 3X4 CORRIGATED DOWNSPOUTS (160' MATERIAL)

MATERIAL = \$3,500.00

LABOR = 4 MEN @ \$45 PER HOUR X 8 HOURS = \$1,440.00

SUBTOTAL = \$4,940.00

OH/P = \$660.00

TOTAL = \$5,600.00

LEAF GUARDS – ADD \$500



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

COR # 9.r.1

DATE 6/26/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	LS	Adding cameras, access controls, etc BCI - Cameras, Access Controls BCI - is checking lead times on the materials. We reserve the right to request days on materials for this work. Installation will take approx 3-4 days.	\$ 31,898.86	\$ 31,898.86

WE AGREE hereby to make the change(s) specified above at this price \$ 31,898.86

G.C. Overhead and Profit at 10% \$ 3,189.89

Taxes

Total Change Order Request \$ 35,088.75

Original Contract Amount \$ 774,451.00

Revised Contract Total \$ 809,539.75

Kelly Carpenter, PM

6/26/2025

Your Name, Title

Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature

Date of Acceptance



Camera/& Wireless (Old OPD) 2025

Quote Information:

Quote #: 049674
Version: 2
Delivery Date: 06/25/2025
Expiration Date: 07/02/2025

Bill To:

City of Oxford
715 MOLLY BARR RD.
Oxford, MS 38655
Chris Simmons
csimmons@oxfordms.net
(662) 232-2307

Ship To:

City of Oxford
107 Courthouse Square
Oxford, MS 38655
Accounts Payable
bills@oxfordms.net
(662) 236-1310



Hardware

Part #	Description	Price	Qty	Ext. Price
It is BCI's understanding that the following items are provided under another contract for the City of Oxford. The items below are excluded from BCI's pricing: Conduit, Cabling, Bushings, Boxes, Floor boxes, Raceway, Cable trays, & J-Hooks				
AC12-HW	AC12 1 Door Controller	\$525.00	1	\$525.00
AC42-HW	AC42 4 Door Controller	\$1,439.00	1	\$1,439.00
AD64-HW	AD64 Multi-format, Single Gang Card Reader with Keypad	\$479.00	5	\$2,395.00
LIC-AC-3Y-CAP	3-Year Door License, Capacity Increase	\$431.28	5	\$2,156.40
CD63-512E-HW	CD63-E Outdoor Dome Camera, 512GB, 30 Days Max	\$1,199.00	1	\$1,199.00
CB52-256E-HW	CB52-E Outdoor Bullet Camera, 256GB, 30 Days Max	\$1,007.28	2	\$2,014.56
CD63-512-HW	CD63 Indoor Dome Camera, 512GB, 30 Days Max	\$1,079.28	1	\$1,079.28
LIC-CAM-3Y-CAP	3-Year Camera License, Capacity Increase	\$395.28	4	\$1,581.12
ACC-MNT-SJBOX-1	Square Junction Box Mount	\$64.08	2	\$128.16
ACC-POE-90W-NA	Indoor 90W PoE++ (802.3bt-2018) Injector, GigE, NA Type B	\$121.68	2	\$243.36
CH52-1TBE-HW	CH52-E Outdoor Multisensor Camera, 1TB, 30 Days Max	\$2,591.28	1	\$2,591.28
LIC-CAM-MLT4-3Y-CAP	3-Year Four-Camera Multisensor License, Capacity Increase	\$1,187.28	1	\$1,187.28



Quote #: 049674 Version: 2

Business Communications, Inc.
442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

Hardware

Part #	Description	Price	Qty	Ext. Price
CY53-512E-HW	CY53-E Outdoor Two-Camera Multisensor, 512GB, 30 Days Max	\$1,583.28	1	\$1,583.28
LIC-CAM-MLT2-3Y-CAP	3-Year Two-Camera Multisensor License, Capacity Increase	\$719.28	1	\$719.28
Subtotal:				\$18,842.00

Wireless

Part #	Description	Price	Qty	Ext. Price
AP4000-WW	Indoor Tri Radio WiFi 6E AP 2.4 GHz 5GHz 6GHz Multirate Port. Integrated Light power sensors BLE/Zigbee. AI/ML green mode. INT antennas. T-Bar Incl Mt (AH-ACC-BKT-AX-TB). Domain World Sku	\$545.56	6	\$3,273.36
97004-AP4000-WW	EW NBD AHR AP4000-WW	\$56.00	6	\$336.00
XIQ-PIL-S-C-EW	ExtremeCloud IQ Pilot SaaS Subscription and EW SaaS Support for one -1 device (1 year)	\$93.75	6	\$562.50
Subtotal:				\$4,171.86

Project Labor

Part #	Description	Price	Qty	Ext. Price
BCI-LABOR-PROJECT-FIXED-FEE	Fixed Fee Project Labor- See Scope of Work Fixed Fee Project Labor	\$8,885.00	1	\$8,885.00
Subtotal:				\$8,885.00

Quote Summary	Amount
Hardware	\$18,842.00
Wireless	\$4,171.86
Project Labor	\$8,885.00
Total	\$31,898.86

Return Policy: All requests to return merchandise and/or materials purchased are subject to manufacturer's authorization and return policy. If purchased materials and/or merchandise is damaged, defective, and/or non-functional on arrival, customers have 30 days from date of invoice to request a return. All returned materials and/or merchandise must be complete with all manuals, cables, warranty cards, static bags, etc., just as the Customer received them. All other materials and/or merchandise can only be returned if the box and/or packaging has not been opened. Authorization of these returns are subject to the manufacturer's approval and are subject to a restocking fee.



Quote #: 049674 Version: 2

Business Communications, Inc.
442 Highland Colony Parkway / Ridgeland, MS 39157
Phone: 601.898.1890 / Fax: 601.898.1310

By signing this document the customer acknowledges that they have received and read a copy of the BCI General Customer Agreement and agrees to all the terms contained therein. This quote is valid through 7/2/2025 12:00:00 AM.

Customer signature and acceptance of this quote serves as authorization for BCI to procure the products and services detailed in the quote on behalf of the customer and to invoice customer accordingly.

Pricing includes 3% discount for payments made by cash, check, or ACH.

BCI will generate an invoice for the customer when the hardware ships from the supplier.

City of Oxford

Business Communications, Inc

Accepted By:
Signature

Name

Title

Date

By:
Signature

Name

Title

Date

John McIntyre

Account Executive

June 25, 2025

John McIntyre, Account Executive

442 Highland Colony Parkway
Ridgeland, MS 39157

Office: 601.427.4254

Fax 601.898.1310

Email: jmcintyre@bcianswers.com

Website: <http://bcianswers.com/>



Statement of Work

Old OPD BLDG (SOW & PS) 2025

Prepared for City of Oxford

Business Communications Inc

Sales Executive: John McIntyre

Solution Architect: Tray Bradshaw

SOW Generated on June 12, 2025, Version 1

1 Project Summary

1.1 Client Contact Information

Client Name	City of Oxford
Project Name	Old OPD BLDG (SOW & PS) 2025

1.2 Locations in Scope

PRIMARY: 107 Courthouse Square, Oxford MS 38655

1.3 Executive Summary

Business Communications, Inc ("BCI") is pleased to propose the following solution to the City of Oxford MS ("Oxford"). This Statement of Work ("SOW") defines the scope of work to be accomplished by BCI. The task to be performed by BCI are defined and the responsibilities of BCI and Customer are contained herein as well.

1.4 Solution Description

City of Oxford MS ("Oxford") has contracted Business Communications Inc. (BCI) to install physical security and security cameras at the old police department building.

The objective of this Statement of Work is to define BCI and the Client's role and responsibilities.

BCI will work with Oxford IT with scheduling the installation and testing components once completed.

Work will be done on-site and billed once project is completed.

1.5 Business Communications Inc Responsibilities

JSI (cabling contractor) will install cabling for access control and cameras.

BCI will travel to the customer location.

BCI will install and configure the below security equipment.

1. (6) Cameras
2. (5) Access control (doors)

-
3. (2) Mag locks
 4. (5) Exit buttons
 5. (2) Emergency pull stations

BCI will test functionality with the customer.

BCI will provide a Project Manager (PM), who will be single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for the overall project timeline, scope, budget management, resource scheduling/tracking, communication planning, and execution in accordance with the BCI project Lifecycle Methodology.

Throughout the project, Client resources may be required for completion of specific tasks, providing key information or data, oversight, review and approvals. The responsibilities of Client are outlined in this document.

BCI will schedule a kick-off call before any work is done
During this meeting an official plan will be developed from this scope of work and additional items may be discovered requiring an addendum to this scope of work. **Refer to the Change of Scope of Work section*.

- Project Overview
- Project scheduling
- Identify key stakeholders with the project, with contact information and method of communication.
- Discuss Project Change Request Process
- General Assumptions, Billing, BCI Responsibilities and Client Responsibilities.
- Schedule project status calls.

1.6 Client Responsibilities

The Client will ensure access to all areas at the install location.

The Client will be available for testing and to answer any questions.

2 Scope of Work

2.1 Project Coordination

BCI will provide a Project Manager (PM), who will be single point of contact for all project support issues within the scope of this project. The PM is experienced in project management best practice methodologies and familiar with the technology involved. This Project Manager is responsible for the overall project timeline, scope, budget management, resource scheduling/tracking, communication planning, and execution in accordance with the BCI project Lifecycle Methodology.

Throughout the project, Client resources may be required for completion of specific tasks, providing key information or data, oversight, review and approvals. The responsibilities of Client are outlined in this document.

2.2 Initiation Phase

a) Kickoff & Status Calls

2.3 Execution Phase

b) Installation

- i. Camera Install
- ii. Access Control Install

2.4 Monitoring & Control Phase

c) Day 2 Support and Documentation

2.5 Closure Phase

d) Closure call

2.6 Out of Scope

BCI is responsible for performing only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope.

All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed. Specific examples from this project may be listed below.

Tasks not expressly indicated within this SOW will be considered Out of Scope and require a Change Request.

Any work performed on items not expressly covered by this document will be billed on a separate invoice.

- There are no specific Out of Scope for this project.

2.7 Key Assumptions

The key assumptions for this project are:

- There are no specific Key Assumptions for this project.

2.8 Deliverables/Success Milestones

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables/Success Milestones for this project.

2.9 IT Asset Disposal Options - Client Select

- The client does not need any disposal or recycling services.
- The client wants BCI to haul away hardware for disposal and does not require any data destruction or recycling.
- The client would like to have BCI haul away hardware for recycling. With the recycling option, BCI will remove and deliver hardware for recycling and issue a Certificate of Recycling back to the client, reflecting the number of pounds of recycled hardware.
- The client would like to have hard drives go through the data destruction process. With the data destruction option, BCI will prepare the hard drive to go through a data destruction process with our partner and issue a Serialized Certificate of Destruction to the client.
- There are no specific IT Asset Disposal Options - Client Select for this project.

3 Services Pricing

3.1 Fixed Fee Pricing

3.1.1 The fees associated with this engagement are:

Fee Type	Ref. BCI Quote Number -49674v1
----------	--------------------------------

Services Fees	\$10,500.00
---------------	-------------

3.2 *Payment Terms:*

- Material costs are not included in this fee and may be billed separately if applicable/incurred in the course of the project.
- Estimated Expenses are included in this fee. This amount may change based on actuals.

4 **Terms & Conditions**

4.1 *Limitation of Liability*

BCI shall perform all services using the same level of care or better than that is expected in the industry. However, in no event shall Service Provider be held liable for indirect, special, incidental, or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs and damages.

4.2 *Confidentiality*

BCI and its agents will not use or disclose any Client information, except as necessary for or consistent with providing the contracted services, and will use our best efforts to protect against unauthorized use.

The Client must designate which authorized employee(s) are allowed to make changes to the account, request password modification for themselves or other users.

4.3 *Payment Methods*

Payments can be made via check, bank routing, or credit card and can be set to automatic payment at the Client's request if applicable.

4.4 *Price and Term Validity*

The price displayed on this document is valid for 30 days from the date displayed. In the event both BCI and the Client agree to a change in this Statement of Work, a written description of the agreed upon change will be added as an addendum to the project. This addendum will be used to describe the change, the rationale for the change, and to specify any change in the charges, estimated schedule, or other terms. Depending on the extent and complexity of the requested changes, BCI may charge for the effort required to analyze the

change. When charges are necessary to analyze a change, BCI will provide written estimate and begin analysis upon written authorization from the Client. The terms of a mutually agreed addendum will prevail over those of this statement of work or any previous change addendum. BCI makes the following assumptions in developing this Statement of Work. These assumptions serve as the basis to which the project estimate, approach and timeline were developed.

4.4.1 General Assumptions

The following project assumptions are made and will be verified as part of the engagement: 1. All BCI activities will take place during normal working hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) unless noted as “Off Hours” in this SOW. 2. Any items or tasks not explicitly listed as in-scope within this SOW will be considered outside of the scope and not associated with this SOW and price. 3. Changes to the Design, Equipment List or proposed timeline presented to Client in this SOW will require an addendum. An addendum could impact the cost of the project. 4. BCI will not be held responsible for troubleshooting networks, applications and/or hardware if Client has no formal change management documented processes and policies. 5. All maintenance is current on any new and existing equipment that is part of this project. All applications have active and up to date maintenance contracts. 6. BCI will not make changes to the configuration of any network equipment after it has been installed and successfully tested. 7. All tasks as stated within this SOW are subject to scheduling and may occur in a non- consecutive timeframe. 8. The Test Plan only tests basic functionality of the products; it does not measure performance, nor does it have required or specified outcomes. Therefore, these are pass/fail only tests. 9. The Client’s network must support the necessary network traffic as identified by the application vendor documentation/solutions reference design guides for products being installed under this statement of work. Any configuration of network devices or firewalls is the Client’s responsibility. Discovery or troubleshooting of a client’s network issues will be performed via a Project Change Request. 10. Additional required tasks discovered after the execution of this SOW that are not mentioned in this SOW will require an addendum. 11. All documentation will be furnished in English in soft copy only. 12. Financial arrangements will be fulfilled prior to the start of the project. 13. By signing this document, customer acknowledges they have received a copy and agrees to the terms and conditions of the Business Communications, Inc. General Customer Agreement. 14. If a project is delayed at customer request, it could result in additional extended delays based on project resource availability. Excessive customer delays may result in additional charges. 15. All Shipping Charges will be responsibility of the customer and will be billed each month during the project. 16. Project billing is based on each phased and or site completed. Once a phase and or site is completed, BCI will invoice the Client for that phase and or site.

The following items are listed as responsibilities of Client for this engagement. Client is responsible for performing the items and activities listed in this section or arranging for them to be performed by a third-party if appropriate. 1. Provide a single Client point of contact with the authority and the responsibility of issue resolution and the identification, coordination and scheduling of Client personnel to participate in the implementation of the SOW. 2. Participate

in any required design sessions or workshops. 3. Provide or procure all appropriate hardware, software, licensing and media required for implementation of the SOW. 4. Supply current equipment configuration for review if applicable. 5. Schedule appropriate maintenance windows for system upgrades or installs and notify user community. 6. Provide all required functional access (passwords, IP address information, etc.), as required for BCI to complete the tasks. 7. Provide to BCI all required IP addresses, passwords, system names, and aliases. 8. Client has sufficient power and cooling requirements for any device at the location that BCI installs included in this SOW. (racks, desk, etc...) 9. Client will need to have available rack space or suitable location identified for the mounting of the any device that BCI installs in this SOW to include proper grounding. BCI cannot guarantee proper operation in case of a power surge if racks and equipment are not properly grounded.

10. Provide remote access for troubleshooting and configurations related to the project - preferably VPN access, as necessary. 11. Provide requested documentation or information needed for the project within two (2) business days, unless otherwise agreed to by all parties. 12. Ensure all Cat. 5 (or higher) and fiber cable infrastructure is in place and tested (for all sites).

5 Project Acceptance

IN WITNESS HEREOF, the parties hereto have caused this Statement of Work Agreement to be executed by their duly authorized representatives on the dates set forth below.

Accepted by:

By: City of Oxford

Name:

Title:

Date: June 12, 2025

By: Business Communications Inc

Name:

Title:

Date: June 12, 2025



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

COR # 13

DATE 6/25/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
1	LS	M&T Mechanical - replace existing 21 grills and registers in ceilings	\$ 3,394.14	\$ 3,394.14

WE AGREE hereby to make the change(s) specified above at this price \$ 3,394.14

G.C. Overhead and Profit at 10% \$ 339.41

Taxes

Total Change Order Request \$ 3,733.55

Original Contract Amount \$ 774,451.00

Revised Contract Total \$ 778,184.55

Kelly Carpenter, PM

6/25/2025

Your Name, Title

Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature

Date of Acceptance

June 18, 2025

JP Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

Attn: Kelly Carpenter

Re: Oxford PD Grills

Gentlemen

We are quoting a price of \$3,546.00 to remove and replace 21 grills and registers on the above referenced project. We offer the following breakdown.

Material	2,086.14	\$99.34 per grill/register
Labor (16mhrs@ \$52.50)	\$840.00	
O & P	468.00	
Total	3,394.14	

If you have any questions or need additional information, please feel free to call.

Thanks

Michael Babb



CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
 2411 S Lamar Blvd, Suite C
 Oxford, MS 38655

COR # 15

DATE 7/1/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
		PR-03		
1	LS	Acoustics - Furr-out walls in storage rooms 116, 117.	\$ 4,181.57	\$ 4,181.57
1	LS	Desoto - Storage room 117 and correcting carpet in room 116	\$ 2,162.46	\$ 2,162.46

WE AGREE hereby to make the change(s) specified above at this price \$ 6,344.03

G.C. Overhead and Profit at 10% \$ 634.40

Taxes _____

Total Change Order Request \$ 6,978.43

	Original Contract Amount	\$ <u>774,451.00</u>
	Revised Contract Total	\$ <u>781,429.43</u>

Kelly Carpenter, PM **7/1/2025**
 Your Name, Title Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature _____
 Date of Acceptance _____



Acoustics & Specialties, LLC

3929 Senator Street
MEMPHIS, TN 38118
PHONE 901-365-8450
FAX 901-365-8801

6/24/2025

Description:	PR-03				
Company:	JP Corp	Project:	Old OPD	Location:	Oxford, MS

Scope of Work	UOM		Unit Cost	Total Amount		Total
Materials & Miscellaneous						
				\$1,250.00		
5/8" gyp board	880	SF	\$0.60	\$528.00		
Finishing Materials	1	EA	\$100.00	\$100.00		
20G 7/8" Furring Channel	720	LF	\$0.75	\$540.00		
Fasteners	820	EA	\$0.10	\$82.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
			\$0.00	\$0.00		
Total Materials				\$1,250.00		
Taxes (7%)				\$0.00		
Subtotal				\$1,250.00		\$1,250.00
Labor						
				\$2,354.80		
Carpenter Labor	32	HR	\$40.60	\$1,299.20		
Finisher labor	26	HR	\$40.60	\$1,055.60		
				\$0.00		
				\$0.00		
				\$0.00		
Total Labor				\$2,354.80		
Subtotal				\$2,354.80		\$2,354.80
Equipment						
	0	Ea	\$0.00	\$0.00		
				\$0.00		
Total Equipment				\$0.00		
Taxes (7%)				\$0.00		
Subtotal				\$0.00		\$0.00
Subtotal						\$3,604.80
OH & P						\$576.77
					Total	\$4,181.57

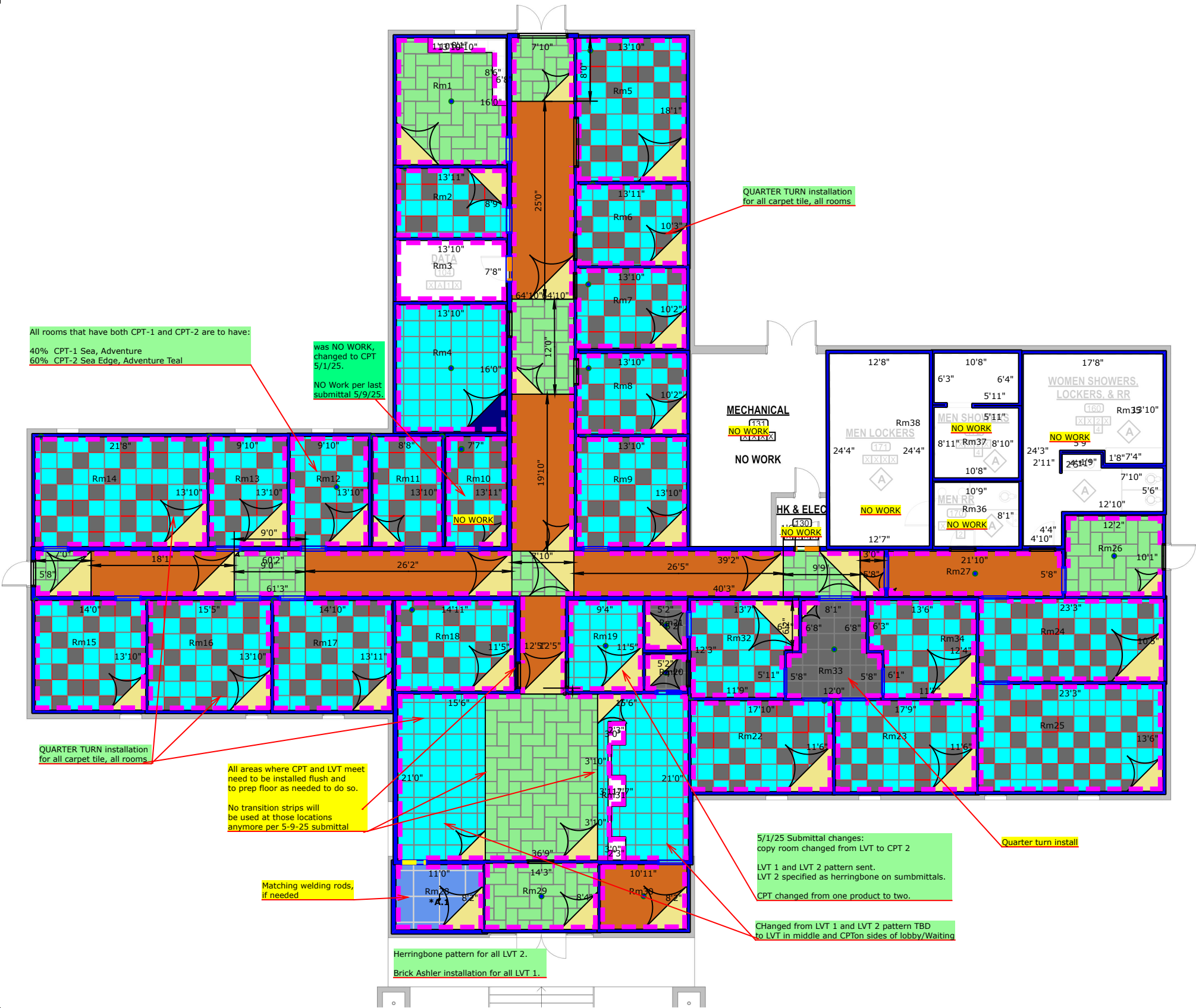


Customer		Job Site	
Item Description		Full; Split; Edge	
 CPT -1 Shaw, Sea 5T172, color: Adventure 72481 24" x 24" SY			
 CPT -2 Shaw, Sea Edge 5T173, color: Adventure Teal 72484 24" x 24" SY CPT -1 Shaw, Sea 5T172, color: Adventure 72481			
 Demo - Take up Carpet SY			
 Demo existing VCT floors and vinyl base SF			
 LVT-1 Mohawk, Hot and Heavy II, product: Secoya 5.0 #C2104, Color: 142 caramel Oak C2104, 9.84" x 59.06" x 5 mm 9-27/32" x 59-1/16" SF			
 LVT-2 Mohawk, Hot and Heavy II, Product: Bolder 5.0 #C2108, Color: 838 Dune 18" x 36" x 5 mm 18" x 36" SF			
 RB Tarkett Duracove, Color: 29 Moonrock WG, 120 ft x 0.125 in x 4 in 4" LF color to be determined. Performed corners.			
 SV Mohawk, Sisalana II C2055, color: 959 Meteorite, 2mm thick, with matching welding rod 13'2" (3'3.37" x 3'3.17") SY			
TRANS-1 OMIT per 5/9/25 Submittal (lvt 5mm to cpt 1/4") ? 4" LF Fusion 721 is 9.5mm to 3.2mm.  Omit - Mannington Fusion Transition Strip 721, Color: Black/Brown 523 & #190 subfloor transition under cpt			
 TRANS-2 (cpt 6mm to sv2mm) Mannington Fusion Transition Strip 720, Color: Black/Brown 523 & #190 subfloor transition under cpt 0.50" LF Fusion strip 720 is the 9.5mm to 2.5mm			
 TRANS-3, (lvt 5mm to sc) Transition (SLT-29-L) "29 Moonrock to match base" 4" LF			



10886 DeSoto Rd
Olive Branch, MS 38654

Prepared by
6/30/2025 11:09 AM
Main Floor 2/2





DeSoto Floor Coverings & Interiors

P.O. Box 73

10886 DeSoto Road

Olive Branch, MS 38654

(662) 408-4660

(662) 404-7027

J.P. CORP 2411 S LAMAR BLVD STE C OXFORD, MS 38655 US	Proposal	1-002339
	Today's Date	6/30/2025 3:51 PM
	Quote Date	6/30/2025
	Salesperson Name	HOUSE ACCOUNT

Notes and Special Instructions	Ship To
	JPCORP / EX OLD OXFORD POLICE DEPT STORAGE ROOM 117 CHANGE ORDER US P 662-871-4880

Line	Description	Amount
001	VCT DEMO - SF - VCT LABOR	\$319.23
002	SCHONOX SL 10LB - NA	\$61.96
003	PREP FLOOR - EA - MISC LABOR	\$100.00
004	SEA 24X24 - ADVENTURE	\$383.76
005	SEA EDGE 24X24 - ADVENTURE TEAL	\$383.76
006	CARPET TILE - SY - CARPET LABOR	\$120.96
007	LOKWORX+ CARPET TILE ADHESIVE 1GAL - 1 GAL	\$68.50
008	JHN BASE RUBBER 4X1/8 4FT G3 - MOON ROCK	\$213.60
009	RUBBER/VINYL COVEBASE - LF - RUBBER/VINYL LABOR	\$137.70
010	FREIGHT CHARGE - LOCAL DELIVERY	\$372.99

This quote includes removing VCT in Storage Room 117, prepping floor, and installing new carpet and wall base. It also includes removing and replacing the wall base and carpet tile along the perimeter of room 116.
Total material cost including freight \$1247.03.
Total labor cost \$617.16.
Overheat & Profit 16%.

Taxable	\$2,162.46
Non-Taxable	\$0.00
Sales Tax	\$0.00
Grand Total	\$2,162.46
Deposit	\$0.00
Balance	\$2,162.46

Customer Signature:_____

**AIA**[®]**Document G709™ – 2018****Proposal Request**

PROJECT: *(name and address)*
 Old Oxford Police Department
 Renovations
 Oxford, MS 38655

CONTRACT INFORMATION:
 Contract For:
 General Construction
 Date:
 02-19-2025

Architect's Project Number: 24038
 Proposal Request Number: 03
 Proposal Request Date: 06-17-2025

OWNER: *(name and address)*
 City of Oxford

107 Courthouse Square
 Oxford, MS 38655

ARCHITECT: *(name and address)*
 McCarty Architects Professional
 Association
 533 West Main Street
 Tupelo, MS 38804

CONTRACTOR: *(name and address)*
 J.P. Corp General Contractors

P.O. Box 115
 Oxford, MS 38655

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Ten (10) days or notify the Architect in writing of the anticipated date of submission.
(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

Provide pricing to furr out walls in Rooms 116 and 117.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

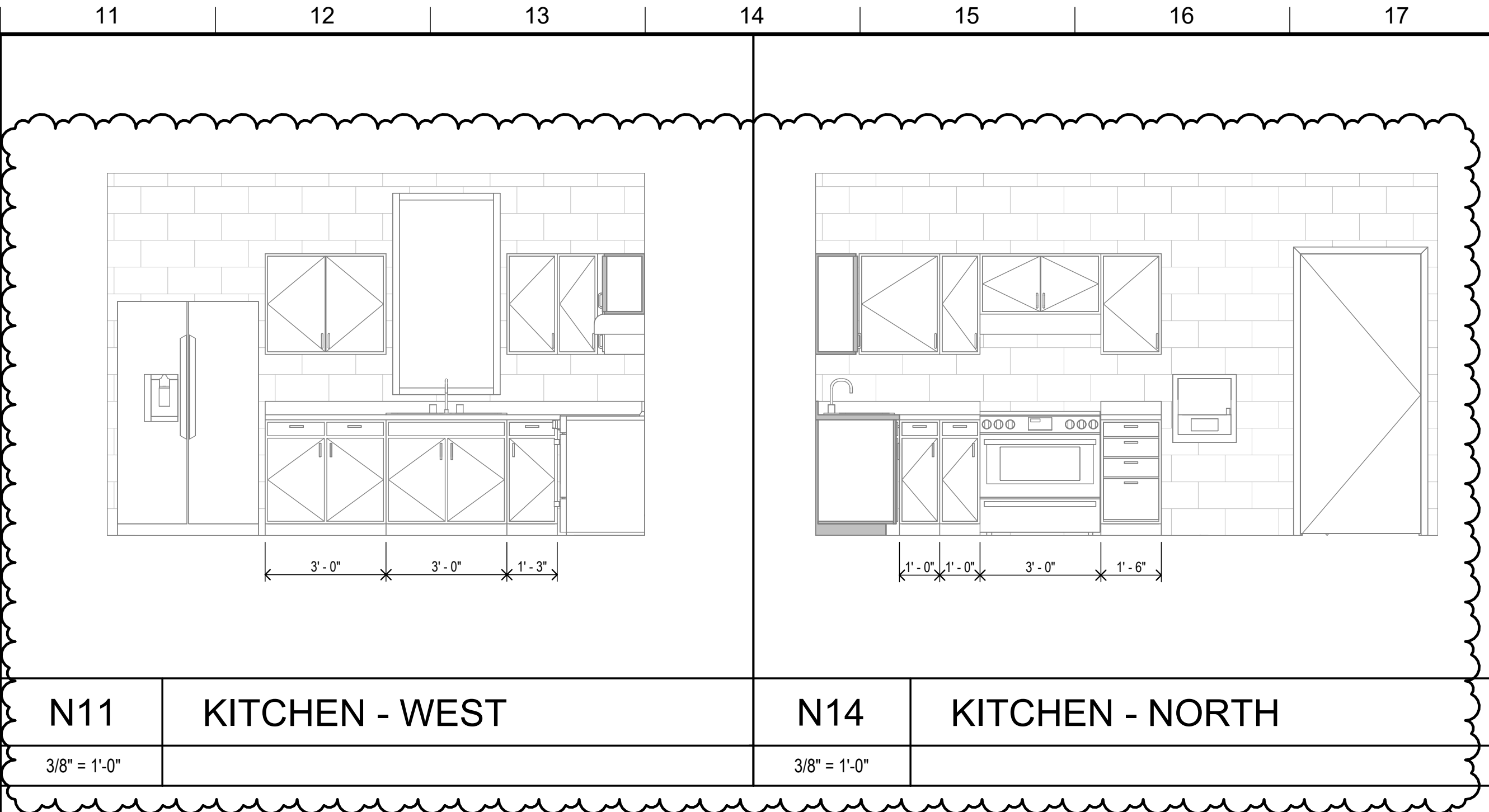
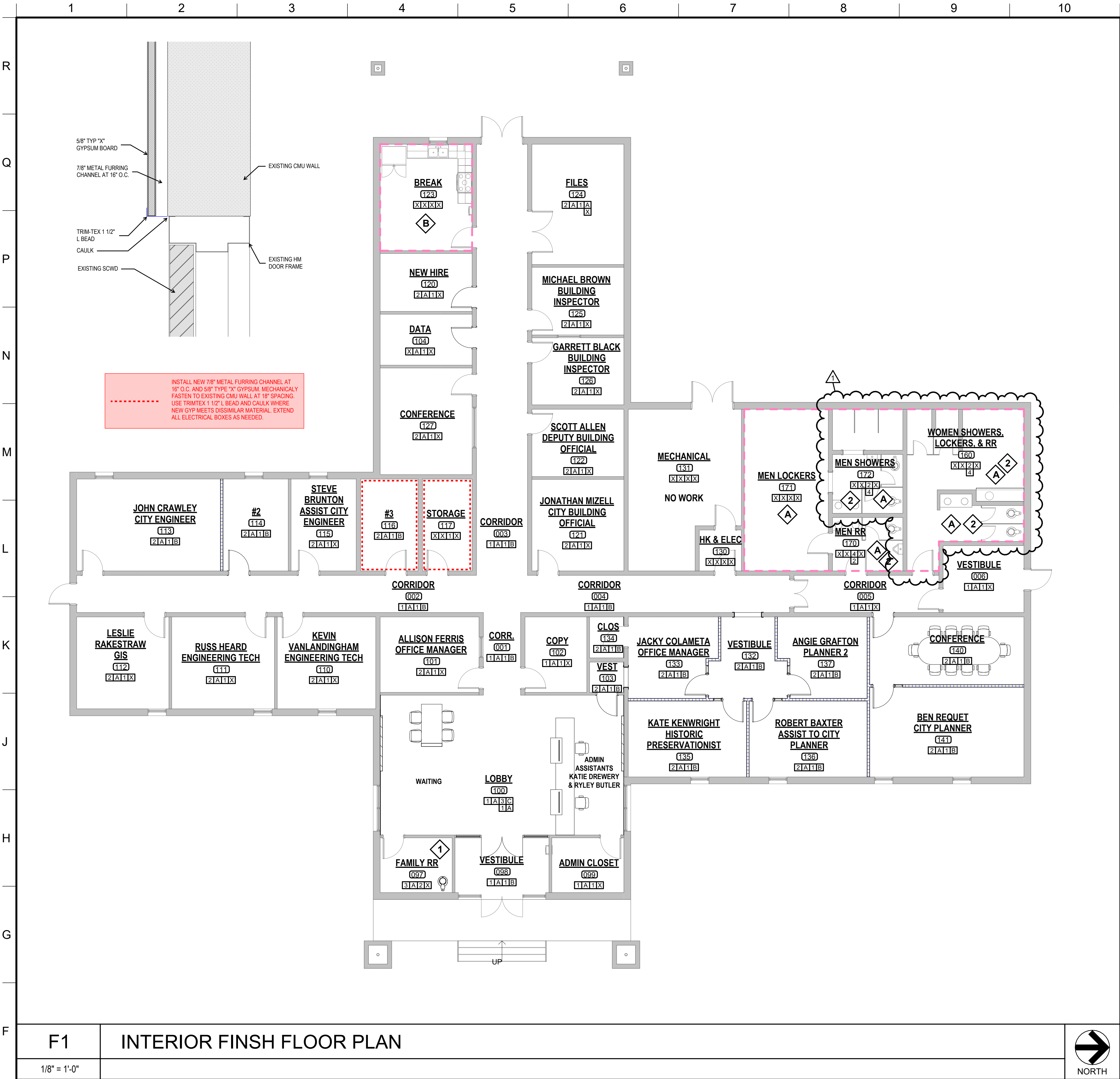
REQUESTED BY THE ARCHITECT


ARCHITECT *(Signature)*

BY: Kurt Shettles, AIA, President & CEO / Architect

(Printed name, title, and license number if required)

2/6/2025 9:59:23 AM



KEYNOTES	
1	INSTALL SHEET FLOORING CLEANLY, NEATLY, WITH-OUT GAPS AROUND EXISTING TOILET, CLARK CLEAN AND NEATLY AROUND EXISTING TOILET AS SPECIFIED BY FLOORING MANUFACTURER.
2	WALLCOVERING IS PART OF BASE BID. WALLCOVERING TO BE INSTALLED PER MANUFACTURER'S WRITTEN INSTRUCTIONS. WALLCOVERING IS TO BE INSTALLED ON EXISTING GYPSUM WALL, NOT ON CMU WALLS.
OWNER PROVIDED EQUIPMENT	
ALL FURNITURE IS TO BE OWNER PROVIDED, NOT IN CONSTRUCTION.	
FLOOR TRANSTIONS	
FT-1 MANNINGTON BURKE COLLECTION FUSION STRIP TO BE USED WHEN TRANSITIONING FROM LUXURY VINYL TO CARPET TILES.	
INTERIOR FINISH LEGEND	
1	FLOOR
1	LUXURY VINYL TILE
2	CARPET TILES
3	SHEET FLOORING
X	EXISTING TO REMAIN
A	BASE
X	EXISTING TO REMAIN
1	WALLS
1	PAINTED (LATEX)
2	PAINTED (EPOXY)
3	WOOD SLAT SYSTEM
4	WALLCOVERING VINYL TYPE II
X	EXISTING TO REMAIN
A	CEILING
A	PAINTED GYP. BOARD (LATEX)
B	2' X 4' ACOUSTICAL LAY-IN
C	WOOD SLAT SYSTEM
X	EXISTING TO REMAIN
FLOOR— BASE— CEILING WALLS FINISH KEY	
FINISH TAGS INDICATE BASE BID WORK.	
ALTERNATES	
A	ALTERNATE A: MEN'S AND WOMEN'S LOCKERS AND RESTROOMS.
B	ALTERNATE B: BREAK ROOM.
C	ALTERNATE C: (NOT INDICATED ON PLAN) PAINT OLD OPD BUILDING EXTERIOR
D	ALTERNATE D: (NOT INDICATED ON PLAN) PAINT ANNEX BUILDING EXTERIOR
GENERAL NOTES INTERIOR FINISHES	
1. CONTRACTOR TO PROVIDED 12 GAGE METAL BLOCKING IN STUD WALLS FOR ANCHORAGE OF WALL MOUNTED ITEMS INCLUDING BUT NOT LIMITED TO TOILET ACCESSORIES, WALL CABINETS, WOOD MOLDINGS, WALL MOUNTED TV'S, SHELVING, TOILET PARTITIONS, OWNER FURNISHED EQUIPMENT INDICATED AND SIMILAR ITEMS.	
2. CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL OVERAL DIMENSIONS AND CLEAR DIMENSIONS FOR MILLWORK, SPECIALTY ITEMS, EQUIPMENT, AND FIXTURES.	
3. PAINT ALL VENTS / GRILLS LOCATED ON WALLS AND CEILINGS TO MATCH SPECIFIED WALL COLOR, UNLESS OTHERWISE NOTED.	
4. DO NOT STOP OR START DIFFERENT PAINT COLORS ON OUTSIDE CORNERS. CONTACT INTERIOR DESIGNER WITH PAINT QUESTIONS.	
5. ALL WALL PAINT FINISHES TO BE SATIN / EG-SHEIL UNLESS OTHERWISE NOTED.	
6. THE LOCATIONS OF ALL ACCENT WALLS TO BE DETERMINED BY INTERIOR DESIGNER DURING SUBMITTAL PHASE.	
7. PAINT ALL HOLLOW METAL FRAME AND METAL DOORS WITH SEMI-GLOSS FINISH. SPRAY APPLY PAINT.	
8. ALL FLOOR AND FINISHES ARE TO BE CLEANED AND PROTECTED PER MANUFACTURER'S WRITTEN INSTRUCTIONS.	
9. FURNITURE IS OWNER FURNISHED, NOT PART OF THE CONSTRUCTION CONTRACT..	

REGISTERED ARCHITECT
KURT SMITH
#3349
TUPERO, MS
STATE OF MISSISSIPPI
12 JAN 25

OFFICE ADDRESS:
535 WEST MAIN STREET
TUPERO, MS 38884-4450
PHONE: (662) 844-4450
FAX: (662) 844-5500

Mc CARTY ARCHITECTS

KURT SMITH, ARCHITECT • JUSTIN HARRINGTON, ARCHITECT

PROJECT TITLE
OLD OPD RENOVATION
CITY OF OXFORD
715 MOLLY BARR ROAD
CITY OF OXFORD PROJECT 2025-001

PROJECT NO:
• 24038
DRAWN BY:
• awh
CHECKED BY:
• Checker
DATE ISSUED:
• 2025-01-13

REVISIONS & ADDENDUMS
1 Addendum 1 2025-02-06

SHEET TITLE
INTERIOR
FINISH FLOOR
PLAN

SHEET NUMBER
A701
of

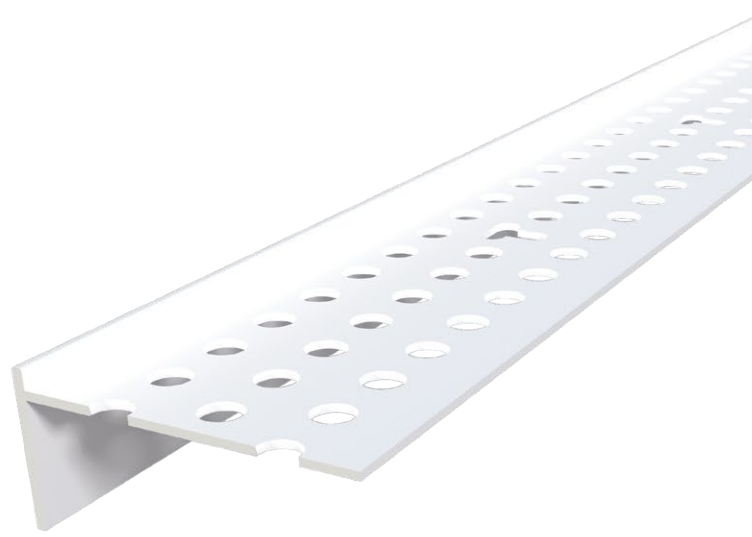
Plot Date: 13 JANUARY 2025 CONSTRUCTION DOCUMENTS

62

Architectural L Bead

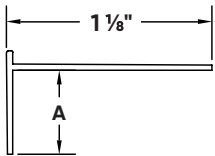
Finish the rough edge of drywall with the sharpest and cleanest L Bead on the market. The possibilities with Architectural L Bead are practically endless, from flawless window returns to intricate ceiling designs to flush baseboards.

AS3650 1 1/2" L BEAD IS BASIS OF DESIGN



Installation Guide

Technical Specs



Scan Below for
Installation Video



Before Installation:

Measure, cut and dry fit the bead.

Step 1:

Spray the bead with 2 coats of Trim-Tex 847 Spray Adhesive.

Step 2:

Press the bead in place, applying pressure to the mud legs.

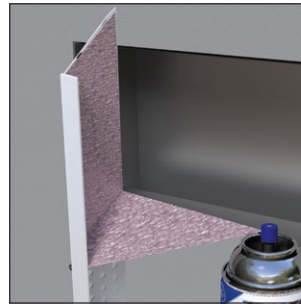
Step 3:

Staple every 6"-8" using 1/2" staples.

Step 4:

Finish with drywall compound.

Step 1:



Step 2:



Step 3:



Step 4:





CHANGE ORDER REQUEST

CONTRACTOR:

J.P. Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

COR # 17

DATE 7/1/2025

PROJECT:

OLD OXFORD POLICE DEPARTMENT RENO

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
		Dishwasher in Break room		
1	LS	Dave Waldman Electric - electrical outlet	\$ 125.00	\$ 125.00
1	LS	JPCorp - Dishwasher	\$ 628.05	\$ 628.05
1	LS	M&T - plumbing for Dishwasher	\$ 403.00	\$ 403.00
1	LS	SCS - Reworking millwork to accommodate dishwasher	\$ 1,800.00	\$ 1,800.00

WE AGREE hereby to make the change(s) specified above at this price \$ 2,956.05

G.C. Overhead and Profit at 10% \$ 295.61

Taxes

Total Change Order Request \$ 3,251.66

Original Contract Amount \$ 774,451.00

Revised Contract Total \$ 777,702.66

Kelly Carpenter, PM

7/1/2025

Your Name, Title

Date

Accepted - The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Signature

Date of Acceptance

RE: Old OPD - Owner requested phone call for an added Dishwasher

1 message

Mike Chisholm <mike@scsarc.com>
To: Kelly Carpenter <kelly.jpcorpms@gmail.com>

Tue, Jul 8, 2025 at 2:27 PM

*Kelly**The cost for a new base cabinet 1single door and drawer would be \$1,800.00 installed**Thanks**Mike***Michael E. Chisholm**

mike@scsarc.com

301 West Olive Ave

Memphis, tn. 38106

Cell: 901-301-3135**Office: 901-948-6610 x103****Fax: 901-948-0411**

From: Kelly Carpenter <kelly.jpcorpms@gmail.com>**Sent:** Tuesday, July 8, 2025 1:35 PM**To:** Mike Chisholm <mike@scsarc.com>; Mark Bradley <mark.jpcorpms@gmail.com>; Dave Waldman <djwc2@hotmail.com>; Michael Babb <mbabb@mandtmech.com>; Josh Parker <jpcorpms@gmail.com>;

Dodd jones <dodd.jpcorpms@gmail.com>; Certy Aldison <certy.jpcorpms@gmail.com>
Subject: Old OPD - Owner requested phone call for an added Dishwasher

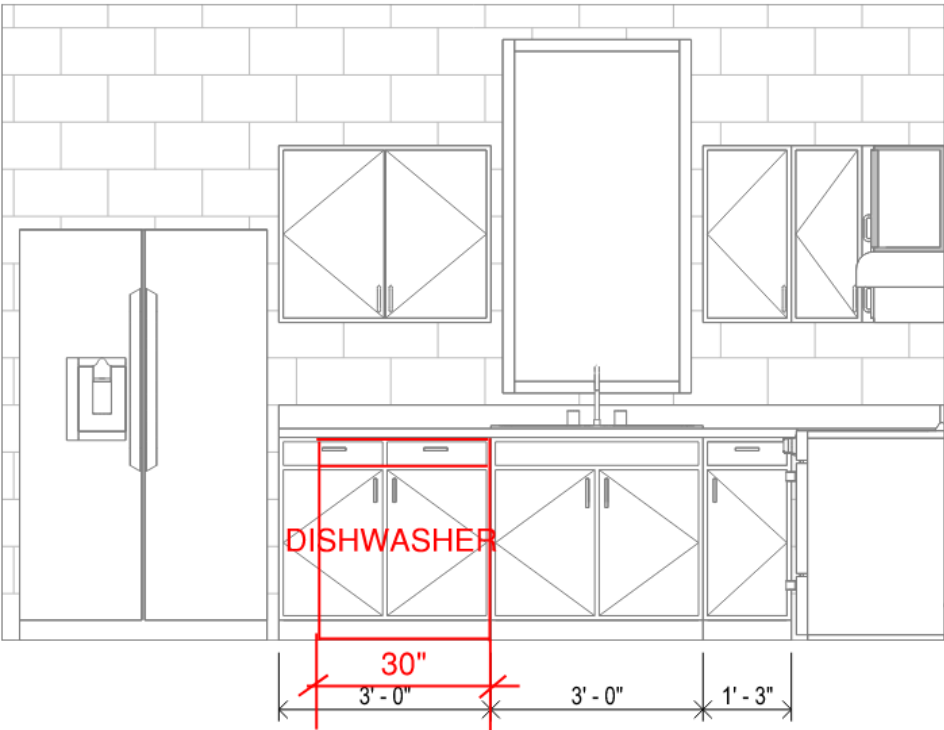
Can you tell me how much it would cost to add a dishwasher in the breakroom?

Michael -

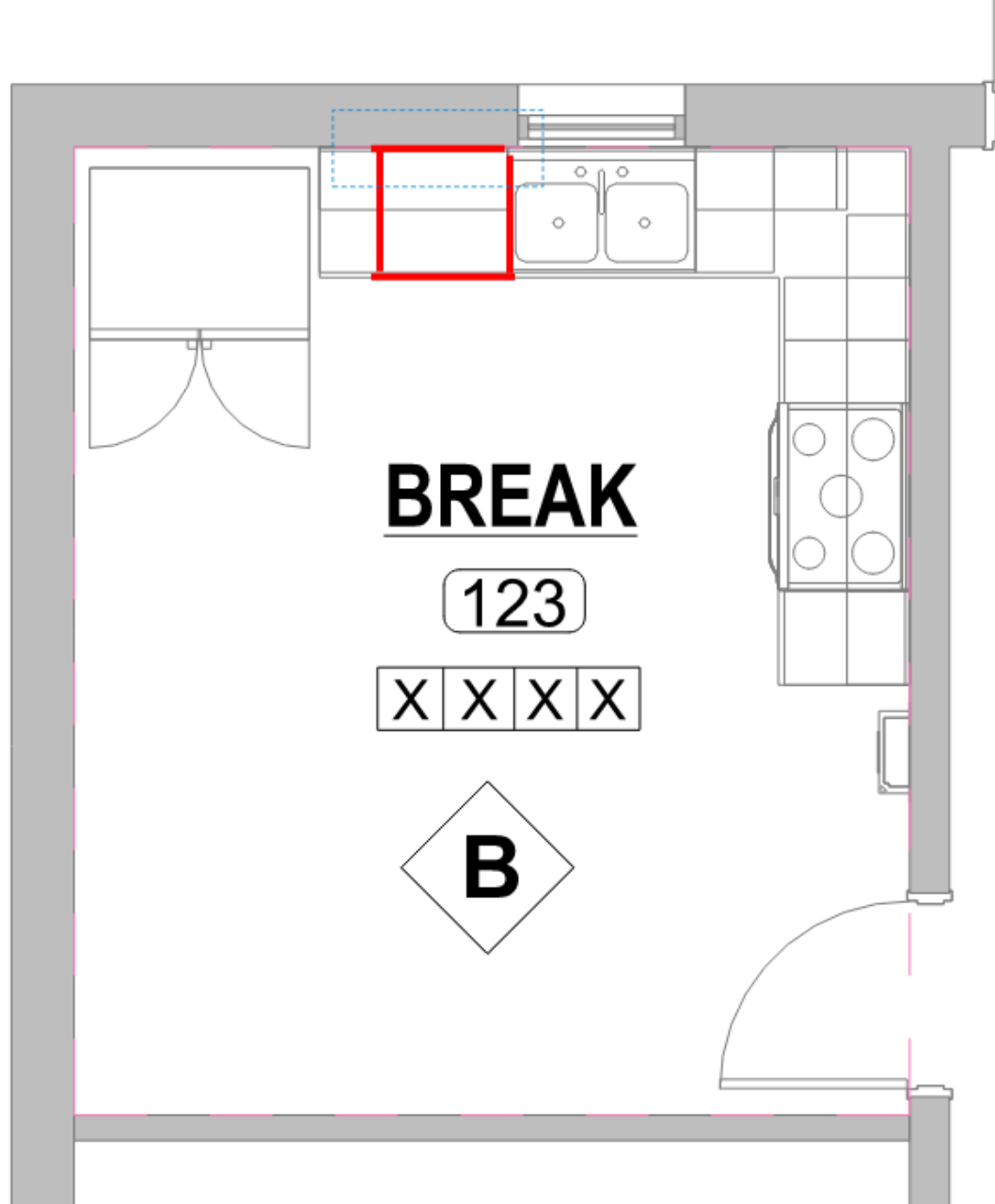
Could it drain/connect into the piping for the sink?

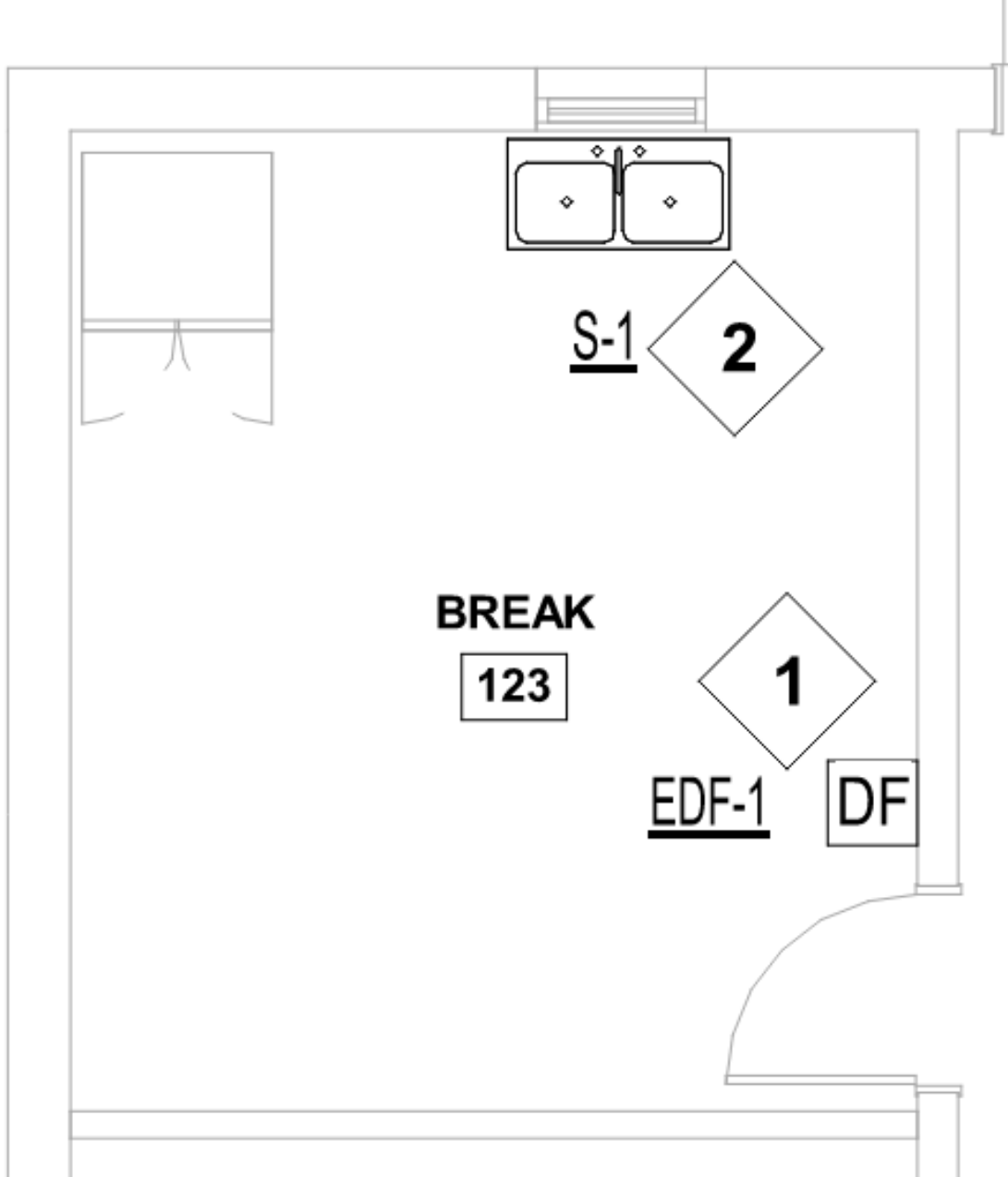
Dave -

Do we have power there in the wall for it?



N11	KITCHEN - WEST
-----	----------------





Kelly Carpenter | AIA, LEED AP BD+C, CDT

Project Manager | J.P. Corp General Contractors

[2411 S Lamar Blvd, Suite C, Oxford, MS 38655](#)

(662) 801-8405



July 8, 2025

JP Corp General Contractors
2411 S Lamar Blvd, Suite C
Oxford, MS 38655

Attn: Kelly Carpenter

Re: Oxford PD Dish washer

Gentlemen

We are quoting a price of \$403.00 to install hot water and drain for a dish washer on the above referenced project. We offer the following breakdown.

Material	137.00
Labor(<u>4mhrs@\$52.50</u>)	210.00
O & P	56.00
Total	403.00

If you have any questions or need additional information, please feel free to call.

Thanks


Michael Babb



Oxford 9PM

38655

W.

Oxford 9PM

38655

Menu Quotes Lists Kelly

Order #WG93659915

Placed on: Jul 09, 2025

Billing Information

Kelly Roeder
2411 S LAMAR BLVD suite c
Oxford MS 38655

Payment Method: VISA ***3222

Item	Price/Item	Qty	Line Total
Appliance Delivery (1 item)			
715 Molly Barr Rd , Oxford, MS 38655			
Samsung Fingerprint Resistant 53 dBA Dishwasher with Adjustable Rack in Stainless Steel	\$398.00 \$649.00 Saved 39%	1	\$398.00
Parts & Services			
Dishwasher Parts Kit & Adapter			\$26.98
Dishwasher 110v Cord			\$12.98
Dishwasher Install			\$149.00

Expect it on Jul, 15 2025

Subtotal	
Appliance Delivery	FREE
Sales Tax	\$41.09
Total	\$628.05
You Saved	\$251.00

Need help?

Online Customer Support:
1-800-430-3376

Major Appliances:
1-877-961-6683

Call 7 days a week:
6 a.m. to 2 a.m. EST





THE CITY OF
OXFORD
MEMORANDUM

To: Board of Aldermen
From: Mark Levy
CC: Hollis Green, Clay Brownlee, Kinney Ferris
Date: July 15, 2025
Re: Consider recommendation of Visit Oxford/mTrade for the Holly Jolly
Holiday Lighting Expansion

Earlier this year, the Board granted a Request-for-Qualification (hereafter, RFP) for a lighting expansion to the Holly Jolly Holiday Walk of Lights at mTrade Park. On Friday, July 11th, the city received two submissions—one from Jubilee Décor and the other from Shadrack Productions. Both companies met the basic submission requirements.

Subsequently, the proposals were reviewed by a panel of Visit Oxford and mTrade staff. Upon review of the two proposals, the selection committee voted to recommend **Jubilee Décor** as the manufacturer and installer for the lighting expansion project.

The total cost for the project is \$300,000.00. The project is fully funded in the FY 2025 budget. Upon approval of the recommendation, a contract will be finalized with the schedule and fee structure.

The project will be completed for this year's Holly Jolly Holiday in November.

Enclosed is a summary of the selection committee's scoresheets.

Staff recommends acceptance of the RFP with **Jubilee Décor** and permission to engage in contract negotiations.

Enclosures (1)

Selection Committee Scoresheet



SCORESHEETS FOR WALK OF LIGHTS EXPANSION

clay@mtradepark.com

To Board of Aldermen:

The committee for scoring each RFP, one from Jubilee Décor and one from Shadracks Productions were: Clay Brownlee, Kinney Ferris, Nadia Thornton, Caitlan McLarty and Leah Veazey. The criteria were listed within the RFP and were weighted based on each criterion.

Final score for Jubilee Décor: 4.87

Final score for Shadracks Productions: 2.85

It is the committee's recommendation to award Jubilee Décor.

Sincerely,

A handwritten signature in black ink, appearing to read "Clay Brownlee".

Clay Brownlee
Assistant Director
mTrade Park

scoresheets for walk of lights expansion

COMPETITOR ANALYSIS FOR WALK OF LIGHTS

Name of Scorer: Caitlan McLarty

<< View Competitor Demographics

<-----IGNORE THIS

Use this scale to rate each competitor: 5 - EXCELLENT 4 - GOOD 3 - ACCEPTABLE 2 - WEAK 1 - UNACCEPTABLE

CRITERION	WEIGHT %	JUBLIEE SCORE	JUBLIEE WEIGHTED		SHADRACK SCORE	SHADRACK WEIGHTED
EXPERIENCE/PAST PERFORMANCE*	17.5%	5.0	0.88		4.0	0.70
INSTALL/TAKEDOWN*	17.5%	5.0	0.88		1.0	0.18
PROPOSAL/WORK PLAN	32.5%	5.0	1.63		2.0	0.65
PRICE	32.5%	5.0	1.63		3.0	0.98
TOTAL SCORE:	100.0%		5.00			2.50

*Technically in the RFP both of these were in one bullet point. Their weight combined equals 35% which is what was specified in the RFP

COMPETITOR ANALYSIS FOR WALK OF LIGHTS

Name of Scorer: Nadia Thornton

<< View Competitor Demographics

<-----IGNORE THIS

Use this scale to rate each competitor: 5 - EXCELLENT 4 - GOOD 3 - ACCEPTABLE 2 - WEAK 1 - UNACCEPTABLE

CRITERION	WEIGHT %	JUBLIEE SCORE	JUBLIEE WEIGHTED		SHADRACK SCORE	SHADRACK WEIGHTED
EXPERIENCE/PAST PERFORMANCE*	17.5%	5.0	0.88		4.0	0.70
INSTALL/TAKEDOWN*	17.5%	5.0	0.88		2.0	0.35
PROPOSAL/WORK PLAN	32.5%	5.0	1.63		2.5	0.81
PRICE	32.5%	5.0	1.63		2.5	0.81
TOTAL SCORE:	100.0%		5.00			2.68

*Technically in the RFP both of these were in one bullet point. Their weight combined equals 35% which is what was specified in the RFP

COMPETITOR ANALYSIS FOR WALK OF LIGHTS

Name of Scorer: Kinney Ferris

<< View Competitor Demographics

<-----IGNORE THIS

Use this scale to rate each competitor: 5 - EXCELLENT 4 - GOOD 3 - ACCEPTABLE 2 - WEAK 1 - UNACCEPTABLE

CRITERION	WEIGHT %	JUBLIEE SCORE	JUBLIEE WEIGHTED		SHADRACK SCORE	SHADRACK WEIGHTED
EXPERIENCE/PAST PERFORMANCE*	17.5%	5.0	0.88		4.0	0.70
INSTALL/TAKEDOWN*	17.5%	5.0	0.88		1.0	0.18
PROPOSAL/WORK PLAN	32.5%	5.0	1.63		2.0	0.65
PRICE	32.5%	5.0	1.63		3.0	0.98
TOTAL SCORE:	100.0%		5.00			2.50

*Technically in the RFP both of these were in one bullet point. Their weight combined equals 35% which is what was specified in the RFP

COMPETITOR ANALYSIS FOR WALK OF LIGHTS

Name of Scorer: Clay Brownlee

<< View Competitor Demographics <-----IGNORE THIS

Use this scale to rate each competitor: 5 - EXCELLENT 4 - GOOD 3 - ACCEPTABLE 2 - WEAK 1 - UNACCEPTABLE

CRITERION	WEIGHT %	JUBLIEE SCORE	JUBLIEE WEIGHTED		SHADRACK SCORE	SHADRACK WEIGHTED
EXPERIENCE/PAST PERFORMANCE*	17.5%	4.8	0.84		4.5	0.79
INSTALL/TAKEDOWN*	17.5%	4.8	0.84		4.0	0.70
PROPOSAL/WORK PLAN	32.5%	4.7	1.53		3.5	1.14
PRICE	32.5%	3.9	1.27		4.0	1.30
TOTAL SCORE:	100.0%	4.6	4.48		4.0	3.93

*Technically in the RFP both of these were in one bullet point. Their weight combined equals 35% which is what was specified in the RFP

COMPETITOR ANALYSIS FOR WALK OF LIGHTS

Name of Scorer: Leah Veazey

<< View Competitor Demographics <-----IGNORE THIS

Use this scale to rate each competitor: 5 - EXCELLENT 4 - GOOD 3 - ACCEPTABLE 2 - WEAK 1 - UNACCEPTABLE

CRITERION	WEIGHT %	JUBLIEE SCORE	JUBLIEE WEIGHTED		SHADRACK SCORE	SHADRACK WEIGHTED
EXPERIENCE/PAST PERFORMANCE*	17.5%	5.0	0.88		3.5	0.61
INSTALL/TAKEDOWN*	17.5%	5.0	0.88		1.5	0.26
PROPOSAL/WORK PLAN	32.5%	5.0	1.63		3.0	0.98
PRICE	32.5%	4.5	1.46		2.5	0.81
TOTAL SCORE:	100.0%		4.84			2.66

*Technically in the RFP both of these were in one bullet point. Their weight combined equals 35% which is what was specified in the RFP



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

CC: Hollis Green, COO

Date: July 15, 2025

Re: Request to Accept Low Bid, 2025 Micro-Surfacing Project

On Monday, July 7, 2025, one bid was received from Vance Brothers for the above-captioned project. The bid was in the amount of **\$399,678.96**. Vance Brothers has performed the previous micro-surfacing projects for the city with positive results. This bid price is in line with the Engineering Department's estimate for this project. A map of the proposed streets to be treated is attached hereto for your review.

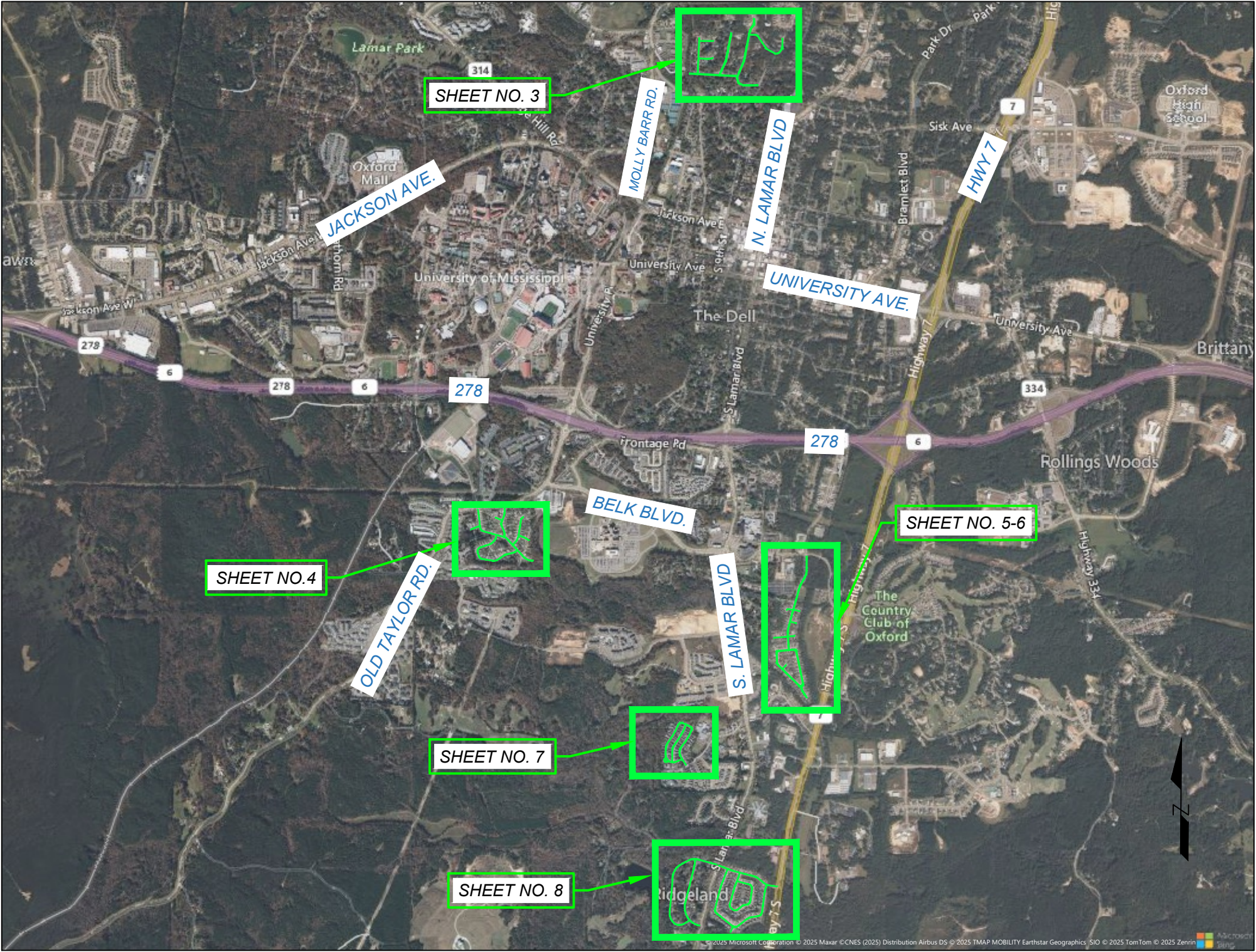
CITY OF OXFORD, MS
MICRO-SURFACING 2025



OXFORD
ENGINEERING
DEPARTMENT

JOHN CRAWLEY, P.E.
107 COURTHOUSE SQUARE
OXFORD, MS 38655
662-232-2306

CITY OF OXFORD, MS
MICRO-SURFACING 2025



REVISIONS:

DATE:
06-04-25

DRAWN BY:
NSN

SHEET TITLE:
WINDSOR FALLS
WHIPORWILL &
MOCKINGBIRD

SHEET NO.

01



TABULATION OF BIDS
Microsurfacing 2025

Bid Date: 07-07-25

Bid Time: 10 a.m.

COMPANY NAME	Addendum(s)	CERT. OF RESP.	BID BOND	BASE BID AMT
Vance Bros. LLC	✓	12030-SC	XL Specialty Insurance Co	399,678.96

Norman Nichols 7-7-25
Assist. City Engineer



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

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

Date: July 15, 2025

Re: Request to Accept Low Bid, Contract B-Anderson Road Water Treatment Plant Project

On Thursday, July 10, 2025, bids were opened for the above-captioned project. Engineering requests that the low bid from Cleveland Construction, for **\$3,555,000**, be accepted. This project proposes constructing a new drinking water treatment plant at the existing site on Anderson Road. The existing plant will be demolished, with equipment recycled or reused, as needed. The engineering estimate for the project is **\$3,420,000**.

This project is eligible for reimbursement through the MCWI program, which is administered through MDEQ, and therefore meets all federal and state procurement standards.

City of Oxford
107 Courthouse Square
Oxford, MS 38655
July 10, 2025 - 11:00 A.M.

BID TABULATION
CITY OF OXFORD
CONTRACT B - ANDERSON WATER TREATMENT PLANT

Base Bid		Engineering Estimate	Cleveland Construction Hernando, MS Certificate No. 03884-SC	McKee Construction Philadelphia, MS Certificate No. 23807-MC	Hemphill Construction Florence, MS Certificate No. 02449-MC	T.L. Wallace Construction Columbia, MS Certificate No. 03770-MC	Eubank Construction Booneville, MS Certificate No. 24650-MC
Item No.	Item Description	Lump Sum Amount	Lump Sum Amount	Lump Sum Amount	Lump Sum Amount	Lump Sum Amount	Lump Sum Amount
1	Mobilization	\$85,000.00	\$110,000.00	\$290,000.00	\$246,891.00	\$400,000.00	\$17,268.00
2	Concrete Clearwell	600,000.00	472,000.00	548,700.00	829,202.00	614,006.00	1,059,302.00
3	Water Treatment Plant Building	175,000.00	125,000.00	155,900.00	344,892.00	218,000.00	422,874.00
4	2,000 GPM Aerators	440,000.00	437,000.00	434,500.00	359,932.00	401,920.00	477,533.00
5	Service Pumps	340,000.00	423,000.00	412,500.00	229,415.00	357,240.00	291,903.00
6	Chemical Feeders	100,000.00	87,500.00	79,000.00	70,715.00	98,000.00	170,967.00
7	Electrical and Controls	750,000.00	904,000.00	1,110,000.00	855,210.00	1,030,000.00	1,342,002.00
8	600 KW Generator	250,000.00	250,000.00	224,000.00	237,777.00	254,040.00	279,049.00
9	100 KW Generator	60,000.00	57,500.00	50,000.00	59,716.00	57,000.00	138,459.00
10	Raw Water & Plant Piping	240,000.00	340,000.00	264,900.00	504,461.00	334,000.00	607,975.00
11	Site Work	95,000.00	111,000.00	155,000.00	88,495.00	150,000.00	94,910.00
12	Fencing	60,000.00	68,000.00	51,150.00	46,136.00	51,100.00	121,681.00
13	Demolition	125,000.00	82,000.00	27,150.00	104,752.00	65,000.00	69,288.00
14	Relocation of Existing Aerator	100,000.00	88,000.00	55,800.00	19,130.00	195,000.00	97,002.00
Total Base Bid		\$3,420,000.00	\$3,555,000.00	\$3,858,600.00	\$3,996,724.00	\$4,225,306.00	\$5,190,213.00

This is certified to be a true and correct tabulation of bids received:

 7.10.25

David G. Daniels, PE
Consulting Engineer
Daniels & Associates, Inc.



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

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

Date: July 15, 2025

Re: Request to Accept Low Bid, Contract A-Anderson Road Production Wells No. 3 and No. 4

On Thursday, July 10, 2025, bids were opened for the above-captioned project. Engineering requests that the low bid from the Donald Smith Company, for **\$1,213,874**, be accepted. This project proposes drilling two new drinking water wells to supply the new treatment plant being constructed under Contract B. The engineering estimate for the project is **\$1,400,000**.

This project is eligible for reimbursement through the MCWI program, which is administered through MDEQ, and therefore meets all federal and state procurement standards.

City of Oxford
107 Courthouse Square
Oxford, MS 38655
July 10, 2025 - 11:00 A.M.

BID TABULATION
CITY OF OXFORD
ANDERSON WELL NOS. 3 & 4

BASE BID		Engineering Estimate	Donald Smith Company Headland, AL Cert. No. 14810-MC	Double S, Inc. Grenada, MS Cert. No. 12020-MC	Layne The Woodlands, TX Cert. No. 00181-MC
Item No.	Lump Sum Item Description		Lump Sum Bid Amount	Lump Sum Bid Amount	Lump Sum Bid Amount
1	Mobilization	\$50,000.00	\$100,000.00	\$100,000.00	\$216,500.00
2	New Water Supply Well No. 3 - 125' Depth	675,000.00	556,937.00	799,000.00	765,500.00
3	New Water Supply Well No. 4 - 125' Depth	675,000.00	556,937.00	799,000.00	765,500.00
TOTAL BASE BID AMOUNT		\$1,400,000.00	\$1,213,874.00	\$1,698,000.00	\$1,747,500.00

UNIT PRICE BID ITEMS (For Final Price Adjustment of Designated Base Bid Items)
(Add or deduct amount per vertical foot of listed item)

Item No.	Unit Price Item Description	Unit		Bid Unit Price	Bid Unit Price	Bid Unit Price
1	New Water Supply Well - Depth	V.F.	\$100.00	\$100.00	\$100.00	\$825.00
2	Supply Well - 16" Screen	V.F.	240.00	151.00	250.00	660.00
3	Supply Well - 16" Inner Casing	V.F.	250.00	303.00	200.00	560.00

This is certified to be a true and correct tabulation of bids received:

 7-10-25
David G. Daniels, PE
Project Engineer



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

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

Date: July 15, 2025

Re: Request to Close Portions of Christman Drive, Sanitary Sewer Installation Project

Engineering requests permission to institute moving closures on Christman Drive, between Chickasaw Road and Sandy Cove, to accommodate the installation of a new sanitary sewer line. The sewer line installation will take place from manhole to manhole, and it will vary in length from 100 feet to 200 feet at a time. Traffic can be easily re-routed around the area by detouring to North Lamar and Chickasaw. Please note, pending Board of Aldermen approval, this project would begin as soon as possible.



MEMORANDUM

To: Mayor and Board of Aldermen

From: John Crawley, City Engineer

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

Date: July 15, 2025

Re: Request Permission for Maxxsouth to perform work in Monroe Avenue July 20 and 27

Maxxsouth has requested permission to perform a small open cut trench on Monroe Avenue behind Boure Restaurant on the Sundays of July 20th and July 27th to install and setup new fiber optic service. Maxxsouth has previously been approved for this work under ROW permit # 2025-24.

Engineering supports this request.