



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, July 15, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to Order.

The Regular 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 15, 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- absent
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- absent
Jessi Tolleson- Comptroller, City Clerk's Office
Caitlan McLarty- Deputy City Clerk, City Clerk's Office
Hollis Green- Chief Operating Officer
Mark Levy- General Government- via Microsoft Teams
Braxton Tullos- Human Resources Director
Holly Tubbs- Human Resources
Ben Requet- Dev Svcs- Director of Planning
John Crawley- Dev Svcs- City Engineer
Johnathan Mizell- Dev Svcs- Building Official
Jeff McCutchen- Police Chief
Rusty Rasberry- Deputy Police Chief
David Sabin- PACE Unit, Oxford Police Department
Paul Sheppard- Oxford Police Department
Joey Gardner- Fire Chief
Shane Fortner- Emergency Management Director
Marlee Carpenter- Stronger Together Director
Rob Neely- General Manager of Oxford Utilities
Amberlyn Liles- Environmental Services Superintendent

Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor
Kinney Ferris- Visit Oxford Director
Chris Simmons- IT Director-absent
Bryce Hertl- IT Department
Kelli Briscoe- Oxford Animal Resource Center Director
Nickie Denley- Municipal Court Clerk

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to adopt the agenda with the addition of items 3.c.xii. and 6.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 July 1, 2025 and the Special Meeting on July 8, 2025. (Ashley Atkinson)

Agenda Attachments

1. [Draft_Minutes_07082025_SP.pdf](#)
2. [Draft_minutes_07012025.pdf](#)

It was moved by Alderman Smith, seconded by Alderman Taylor, to approve the minutes of the Regular Meeting on July 1, 2025, and the Special Meeting on July 8, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to approve the accounts for all City departments, including a claims docket showing General Fund claims numbered 137079–137229 & ACH #s 272–276, Trust & Agency claims numbered 53115–53164 & ACH #s 180–182, Water & Sewer claims numbered 40172–40208 & ACH #s 246–248, Metro Narcotics claims numbered 9213–9215 & ACH #s 83–84, Bond & Interest claim numbered 7032, OPC Activity Fund claims numbered 4233–4274, and SB2468 claims numbered 1004–1005. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

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

3.a. Fixed Asset Management:

- i. Request permission to declare equipment surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)

Agenda Attachments

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

Apple iPad Pro with serial number DLXX60ARJ262 and fixed asset tag # 01993

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 Johnie 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 Neey)
- ii. Request permission to accept donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Agenda 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)

Agenda Attachments

1. [Solicitation Panhandling 2025.pdf](#)
2. [Oxford_Panhandling_Permit_Policy_Updated.pdf](#)
3. [panhandle_permit updated 2.pdf](#)

The Mayor stated that the Second Reading and Public Hearing on this proposed Ordinance will be held at the Board's next meeting, on August 5, 2025.

- 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)

Agenda Attachments

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

The Mayor called for public comment and received none. The Mayor also noted that no feedback was received from the public by anyone in the Mayor's Office. Therefore, it was moved by Alderman Crowe, seconded by Alderman Hulse to approve Ordinance 2025- 6, an Ordinance amending Chapter 74, Article I, to add Section 74-14, of the Code of Ordinances of the City of Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. [NAMI_permit.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to approve a Parade/Assembly permit for the National Alliance on Mental Illness to host an Awareness Walk on October 25, 2025, from 9:00am- 11:00am. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

1. [Callery_Permit.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Smith to approve a Parade/Assembly permit for Ashley Callery to host the annual Witches Ride on October 27, 2025, from 6:30pm- 7:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Special Projects

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

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Taylor to approve Change Order #4 from JP Corp Construction for the Development Services Building Remodel Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

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

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to accept the RFP submitted by Jubilee Decor and to engage in contract negotiations with them. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Engineering Department

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

Agenda Attachments

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

It was moved by Alderman Hulse, seconded by Alderman Bailey to award the bid for the 2025 Micro-Surfacing Project to Vance Brothers in the amount of \$399,678.96. All the

aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Taylor, seconded by Alderman Bailey to award the bid for Contract B- Anderson Road Water Treatment Plant Project to Cleveland Construction in the amount of \$3,555,000.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 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)

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Huelse to award the bid for Contract A- Anderson Wells No. 3 and No. 4 Project to Donald Smith Company in the amount of \$1,213,874.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Huelse to close portions of Christman Drive, as needed, for a sanitary sewer installation project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

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

It was moved by Alderman Bailey, seconded by Alderman Huelse to give permission to MaxxSouth to perform work on Monroe Avenue on the following Sundays: July 20th and July 27th. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Bailey, seconded by Alderman Smith to approve the request for the installation of speed tables on Chickasaw Road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Closing the Meeting

- 7.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Huelse to consider an executive session for personnel issues and potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to enter into an executive session for personnel issues in the Oxford Conference Center Department, the Oxford Police Department, the Metro Narcotics Division of the Oxford Police Department, and the Oxford Park Commission Department, and for potential litigation involving an Oxford Utilities water meter. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor 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 Huelse to follow the recommendation of the HR Director and suspend Oxford Conference Center employee, Destinee Mangrum, for five days without pay for violation of City policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to follow the recommendation of the Department Head to reinstate Oxford Police Department employee, Ronnie Goudy, back to full duty and back to his former annual salary as a Patrol Officer of \$64,871.87. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Bailey, seconded by Alderman Huelse to Recess to meet until Friday, July 18, 2025, at 8:00am. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill, Mayor

Jessi Tolleson, Comptroller