MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, September 16, 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, September 16, 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-absent
Mary Martha Crowe, Alderman At-Large

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk
Hollis Green- Chief Operating Officer
Mark Levy- General Government
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 Hyneman, seconded by Alderman Huelse to adopt the agenda for the meeting with the addition of items 3.c.x, 3.c.xi, 3.c.xii, 4.b., 4.c., 4.e., 7.d., 8.k., and 8.l. 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 of the Regular Meeting on September 2, 2025 and the Recess Meeting on September 10, 2025. (Ashley Atkinson)

It was moved by Alderman Smith, seconded by Alderman Taylor to approve the minutes of the Regular Meeting on September 2, 2025 and the Recess Meeting on September 10, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 137849-138054 and ACHs 295-298, Water & Sewer claims numbered 40312-40368 and ACHs 256-257, Trust & Agency claims numbered 53439-53513 and ACHs 196-199, Metro Narcotics claims numbered 9232-9239 and ACHs 92-93, OPC Activity Fund claims numbered 4427-4461, and Bond & Interest claims numbered 7034-7035, and totaling $3,953,318.07. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson 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 a 64 Gb Apple iPhone 12 with SN H4YK2DA50DXP and asset #22618, a 64 Gb Apple iPhone 12 with SN HT2K8NQR0DXP and asset tag #22868, a 64 Gb Apple iPhone 12 with SN HT2K8TNE0DXP and asset tag 22867, and a 64Gb Apple iPhone with SN HT2K8T7W0DXP and asset tag 2866 surplus in the Development Services - Building Department and authorize their disposal. (Johnathan Mizell)
ii. Request permission to declare a Zebra handheld ID scanner, Model TC720L and SN21012522526183 surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)
iii. Request permission to declare a white and silver 40' 18-wheeler box trailer, a white and silver 50' 18-wheeler box trailer, and a white and silver Great Dane 18-wheeler box trailer surplus in the Buildings & Grounds Department and authorize their disposal. (Greg Pinion)
iv. Request permission to declare a 2010 Gold Medal chips warmer with SN SJ12-04971, a 2018 Carnival King Popcorn Popper with SN 23021820405, three 2022 Carnival King pretzel warmers with SN 1223, three 2022 Carnival King pretzel warmers with SN 1024, a 2023 Brio Countertop Water Dispenser with SN 2412030306, a 2023 Brio Countertop Water Dispenser with SN 2305040582, a 2023 Brio Countertop Water Dispenser with SN 2305040382 surplus at mTrade Park and authorize their disposal. (Brad Freeman)

Agenda Attachments
1. Bldg Dept- surplus of 4 iphones.pdf
2. OPD_surplus.pdf
3. B&G Surplus Items- BOA 9.16.25.pdf
4. mTrade- surplus combined.pdf

3.b. Grants:

i. Request permission to accept the FY2026 405D Alcohol and Drug Impaired Driving Training Grant, No. M5TR-2026- MD-22-51, from the MS Department of Public Safety, MS Office of Highway Safety in the amount of $560,097.94 for the Oxford Police Department. (Jeff McCutchen)
ii. Request permission to apply for a MS Opioid Settlement Fund Grant, for up to $50,000.00 with no required match, for the benefit of the Oxford Fire Department. (Joey Gardner)

Agenda Attachments
1. OPD- Training Grant Agreement.pdf

3.c. Human Resources:

i. Request permission to promote Kristi Carwile to LEAD Communications Officer, with a new annual salary of $42,998.70, effective October 1, 2025; and to promote Roderick Holmes to LEAD Communications Officer, with a new annual salary of $44,319.27, effective October 1, 2025; and to promote LaErin Burton to LEAD Communications Officer, with a new annual salary of $42,998.70, effective October 1, 2025, and to promote Keaton Varnon from Communications Officer to Patrol Officer, with a new annual salary of $54,107.60, effective October 1, 2025 in the Oxford Police Department. (Braxton Tullos)
ii. Request permission to correct Samuel Rutherford's salary in the Oxford Police Department to $65,878.80. (Braxton Tullos)
iii. Request permission to hire Greer Nabors as a Patrol Officer in the Oxford Police Department, with an annual salary of $54,107.60. (Braxton Tullos)
iv. Request permission to accept the resignation of Spencer Hillhouse in the Oxford Conference Center Department, effective September 23, 2025. (Braxton Tullos)
v. Request permission to hire Erik Niederhauser as a Firefighter/ Paramedic in the Oxford Fire Department, with an annual salary of $63,610.02. (Braxton Tullos)
vi. Request permission to transfer and promote Jalen Gross from Seasonal Laborer in the Environmental Services Department to full- time Hydrant Technician in the Oxford Fire Department, with a new annual salary of $40,170.00. (Braxton Tullos)
vii. Request permission to approve the resignation of Part-Time employees Noah Barron, Elisa Fuhrken, Anthony Gottlich, and Mae Shelby in the Historic Properties Department. (Braxton Tullos)
viii. Request permission to hire David Swain and Chloe Rea as Part-time Concessionaires in the mTrade Park Department, each with an hourly rate of $10.00. (Braxton Tullos)
ix. Request permission to promote Seasonal Driver, Dexter Baker, to a full-time Driver in the Environmental Services Department, with a new annual salary of $43,680.00. (Braxton Tullos)
x. Request permission to hire Rhonda Burchett as a Chief Financial Officer in the Financial Administration Department, with an annual salary of $175,000.00. (Braxton Tullos)
xi. Request permission to hire Tiffany Wilson as a Deputy Court Clerk in the Municipal Court Department, with an annual salary of $45,205.60. (Braxton Tullos)
xii. Request permission to transfer the following employees in the Buildings & Grounds Department to the Landscape Services Department: Nicholas Matthews, Whitney Blanchard, Ontario Fitts, Travis Trimble, McKinley Hamilton, Dalton Moore, Rashun Rockette, Larry Nelson, Cameren Brewer, Xavier Houston, William Ledford, Tyler May, Landon Hudson, Bradley Smith, and to transfer Aaron Gilliom and Aff Burt from the Environmental Services Department to the Landscape Services Department; and to transfer Michael Grant, Lawson Tharpe, Daniel Ross, Elijah House, Kiree Wilson, Al Neely, Desmond Mayes, Robert White, Norma Prewitt, Donald Smith, and Allen Coaten to the Facilities Maintenance Department, effective October 1, 2025. (Braxton Tullos)

3.d. Miscellaneous:

i. Request permission to accept a donation for the benefit of the Oxford Police Department. (Jeff McCutchen)
ii. Request permission to approve Nicole Strobel and Stephen Guirl as drivers for Local Bike Taxi, LLC. (Jeff McCutchen)
iii. Consider Water and/ or Sewer bill adjustments in accordance with Oxford Utilities Leak

Adjustment Policy. (Rob Neely)

Agenda Attachments
1. [OU- Water Sewer Adjustments.pdf]

3.e. Travel Requests:

i. Request permission for one OPD employee to attend Pistol Optics Fundamentals & Proficiency on October 1– 2, 2025, in Tupelo, MS, at an estimated cost of $309.27. (Jeff McCutchen)
ii. Request permission for four OPD employees to attend the Emergency Vehicle Operation Instructor training on November 17– 21, 2025, in Moorhead, MS, at an estimated cost of $5,832.00. (Jeff McCutchen)
iii. Request permission for two OFD employees to attend the 2025 Tennessee Fire Safety Inspectors Association Conference on December 2– 5, 2025, in Murfreesboro, TN, at an estimated cost of $1,854.00. (Joey Gardner)
iv. Request permission for an OFD employee to attend Special Operations in the Fire Service on November 17–21, 2025, in Pensacola, FL, at an estimated cost of $842.35. (Joey Gardner)
v. Request permission for nine OFD employees to attend an ARFF Live Burn at the MS State Fire Academy on September 18, 2025, at no cost to the City. (Joey Gardner)
vi. Request permission for two OFD employees to attend Haz Mat A & O training at the MS State Fire Academy on September 21–25, 2025, at no cost to the City. (Joey Gardner)
vii. Request permission for two OFD employees to attend Haz Mat A & O training at the MS State Fire Academy on November 9–13, 2025, at no cost to the City. (Joey Gardner)
viii. Request permission for one employee from the City Clerk's Office to attend the Winter Clerk Conference on December 10– 12, 2025, in Flowood, MS, at an estimated cost of $900.00. (Ashley Atkinson)
ix. Request permission for one employee in the General Government Department to attend the MAST Conference on October 15– 17, 2025, in Long Beach, MS, at an estimated cost of $574.00. (Hollis Green)
x. Request permission for three employees to travel to Washington, D.C., on November 2– 5, 2025, to meet with legislators on behalf of the City of Oxford at an estimated cost of $6,500.00. (Hollis Green)
xi. Request permission for one employee in the Oxford Utilities Department — Electric Division to attend the North Mississippi Engineering and Operations Plant Tour on October 16, 2025, in Tuscaloosa, AL, at an estimated cost of $178.00. (Rob Neely)
xii. Request permission for one employee in the HR Department to attend the Mississippi Economic Council's third session of Leadership Mississippi on October 1- 3, 2025, in Starkville, MS, at an estimated cost of $400.00. (Braxton Tullos)

4. Regular Agenda: Other Departments

4.a. Request permission to approve and authorize the Mayor to sign a purchase/order agreement, in the amount of $1,353,877.00, for a 75' Ladder Truck for the Oxford Fire Department. (Joey Gardner)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to approve and authorize the Mayor to sign a purchase/order agreement, in the amount of $1,353,877.00, for a 75' ladder truck for the Oxford Fire Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.b. Recognition of the Oxford Police Department Medal of Valor Award winner.

The Board recognized Oxford Police Department employee, Macarell Hickinbottom, as the winner of the Medal of Valor Award, for his actions during a recent active shooter event. The Board thanked him for his heroism and dedication to the community.

4.c. Recognition of the Oxford Police Department Gold Line Award winners.

The Board recognized Oxford Police Department employees, Kristi Carwile, Jeannie Gonzalez-Jones, Agela Carlisle, Christina Hervey, and LaErin Burton, as the winners of the Gold Line Award, for their actions during a recent active shooter event. The Board thanked them for their calm direction during a hectic event and their dedication to the community.

4.d. Consider Oxford Utilities Department - Electric Division Construction Policy. (Rob Neely)

Agenda Attachments
1. OU- Construction Policy.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith to approve the proposed Oxford Utilities Department-Electric Division Construction Policy, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.e. Request permission to accept the low quote received for insurance for the Oxford-University Transit System. (Donna Zampella)

Agenda Attachments
1. RLI Quote.pdf

It was moved by Alderman Huelse, seconded by Alderman Smith to accept the low quote, from RLI, in the amount of $589,409.00, for insurance for the Oxford-University Transit System. 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 UM Athletics Department to have a photoshoot/video shoot on the top floor of the City's Downtown Parking Garage on September 22, 2025 from 4:00-7:00pm. (Jeff McCutchen)

Agenda Attachments
1. UM_Parade_Assembly_Permit.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve a Parade/Assembly Permit for the UM Athletics Department to have a photoshoot/video shoot on the top floor of the City's Downtown Parking Garage on September 22, 2025 from 4:00-7:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

6.a. Request approval of a Final Plat for Case #3260, MFM Developments (JW McCurdy) for 'Colonnade Crossing Subdivision, Phase 5', for property located at Claremont Avenue (PPIN #4563)

Agenda Attachments
1. 3260 MBoA.pdf

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve a Final Plat for Case #3260, MFM Developments (JW McCurdy) for "Colonnade Crossing Subdivision, Phase 5", for property located at Claremont Avenue, being further identified as PPIN 4563. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6.b. Request approval of a Preliminary and Final Plat for Case #3261, Landmark Properties, LLC (Bryan Boyle) for 'Oxford Farms Subdivision, Phase 13', for property located at 2665 Oxford Way (PPIN #7984)

Agenda Attachments
1. 3261 MBoA.pdf

It was moved by Alderman Hyneman, seconded by Alderman Huelse to approve a Preliminary and Final Plat for Case #3261, Landmark Properties, LLC (Bryan Boyle) for "Oxford Farms Subdivision, Phase 13", for property located at 2665 Oxford Way, being further identified as PPIN #7984. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

7.a. Consider Change Order No. 1 from BCI, Inc. for the OPC Activity Center Campus Camera System Project. (Mark Levy)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve

Change Order No. 1 from BCI, Inc., in the amount of $27,340.60 for the OPC Activity Center Campus Camera System Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.b. Request permission to advertise for bids for the FY 2025-2026 Police Vehicle Upfits. (Mark Levy)

Agenda Attachments
1. GenGovt- Advertise for police vehicle upfits.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to advertise for bids for the FY 2025-2026 Police Vehicle Upfits. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.c. Request approval of a professional services contract with Beard + Riser for the interior renovation of the Oxford Orthopedic Indoor Practice Facility at mTrade Park. (Mark Levy)

Agenda Attachments
1. GenGovt- Beard + Riser contract for mTrade IPF.pdf

It was moved by Alderman Smith, seconded by Alderman Crowe to approve a professional services contract with Beard + Riser for the interior renovation of the Oxford Orthopedic Indoor Practice Facility at mTrade Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.d. Request permission to accept the low bid from Industrial Frigo and authorize the Mayor to sign a contract for a temporary ice skating rink for Holly Jolly Holidays at mTrade Park. (Mark Levy)

Agenda Attachments
1. Temporary_Skating_Rink-Bid_Documents-FINAL_CONTRACT-09.15.2025.pdf

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to accept the low bid from Industrial Frigo and authorize the Mayor to sign a contract, in the amount of $69,500.00, for a temporary ice skating rink for Holly Jolly Holidays at mTrade Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

8.a. Request to accept the low bids for the Fiscal Year 2025-2026 Annual Material Bids for the City of Oxford. (John Crawley)

Agenda Attachments
1. Eng- FY2526 Annual Bid.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to accept the low bids for the Fiscal Year 2025-2026 Annual Material Bids for the City of Oxford, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Request to accept the low bid for the Fillmore Avenue, South 11th Street, and Lincoln Avenue Drainage Improvements Project. (John Crawley)

Agenda Attachments
1. Eng- Fillmore, South 11th, Lincoln Drainage.pdf

It was moved by Alderman Crowe, seconded by Alderman Hyneman to accept the low bid for the Fillmore Avenue, South 11th Street, and Lincoln Avenue Drainage Improvements Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.c. Request permission to advertise for the Sewer Extension at Highway 314 and Gus Booker Road. (John Crawley)

Agenda Attachments
1. Eng- Advertise for Sewer Ext at Hwy 314 and Gus Booker Road.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to advertise for bids for the Sewer Extension at Highway 314 and Gus Booker Road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.d. Request permission for the Mayor to execute the professional services contracts with Elliott and Britt, PA, for the Pegues Road Extension Project. (John Crawley)

Agenda Attachments
1. Eng- Contract for Pegues Road Extension.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith to authorize the Mayor to execute the professional services contracts with Elliott & Britt, PA, for the Pegues Road Extension Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.e. Request to approve Change Order No. 1 for the College Hill Lift Stations Project. (John Crawley)

Agenda Attachments
1. Eng- Change Order 1- College Hill Lift Stations Project .pdf

It was moved by Alderman Crowe, seconded by Alderman Hyneman to approve Change Order No. 1, to Hemphill Construction, Inc., in the amount of $20,354.31, for the College Hill Lift Station Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.f. Request to approve Change Order No. 4 for the North Lamar Sewer Improvements Project. (John Crawley)

Agenda Attachments
1. Eng- Change Order 4 - North Lamar Sewer Improvements Project .pdf

This item should have been removed from the agenda at item 1.b.

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to remove this item from the agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.g. Request to approve Change Order No. 8 for the SR 7 Water and Sewer Relocations Project, Phase 2 B. (John Crawley)

Agenda Attachments
1. Eng- Change Order 8- SR 7 Utility Relocations Project Phase 2B .pdf

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to approve Change Order No. 8, from Argo Construction, in the amount of $10,186.25, for the SR 7 Water and Sewer Relocation Project, Phase 2B. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.h. Request to approve Change Order No. 9 & Final for the SR 7 Water and Sewer Relocations Project, Phase 2 B. (John Crawley)

Agenda Attachments
1. Eng- Change Order 9 and Final - SR 7 Utility Relocations Project Phase 2B .pdf

It was moved by Alderman Crowe, seconded by Alderman Smith to approve Change Order No. 9-Final, from Argo Construction, in the amount of ($124,240.19), for the SR 7 Water and Sewer Relocations Project, Phase 2B. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.i. Request to approve night work for the contractor for the South Lamar Pedestrian Improvements Project. (John Crawley)

Agenda Attachments
1. Eng- Night Work for the South Lamar Ped Improv Project.pdf

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve night work for the contractor for the South Lamar Pedestrian Improvements Project, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.j. Request permission to close Varner Loop. (John Crawley)

Agenda Attachments
1. Eng- Close Varner Loop .pdf

After a brief discussion, it was moved by Alderman Smith, seconded by Alderman Hyneman to close Varner Loop, between Rogers Road and Ivy Road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.k. Request permission to approve and authorize the Mayor to sign contracts for the Haley Well project. (John Crawley)

Agenda Attachments
1. Memo - Permission to Execute Contracts - Haley Well No. 2.pdf

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve and authorize the Mayor to sign contracts for the Haley Well project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.l. Request permission to obtain two appraisals for property needed for the Howell Loop Easement. (John Crawley)

Agenda Attachments
1. Memo-Permission to obtain 2 appraisals for Howell loop lift station upgrades.pdf
2. Howell Loop LS-Easement Survey_Revised 09-02-25.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to obtain two appraisals for property needed for the Howell Loop Easement. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

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

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to enter into an executive session for issues related to property ownership for property located on F.D. "Buddy" East Parkway, a City-owned property, and property needed for a proposed road near the hospital. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Hyneman to obtain appraisals for the property needed for the proposed road, based on the preferred design (the 45 degree road), to connect Oxford Way to Belk Boulevard. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Recess to meet on Wednesday, October 1, 2025 at 1:00pm.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to recess the meeting until Wednesday, October 1, 2025 at 1:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill, Mayor

Ashley Atkinson, City Clerk-Finance Director