



# AGENDA

**City of Oxford**

**Board of Aldermen**

**Regular Meeting**

**Tuesday, October 07, 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).

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## 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 September 16, 2025 and the Recess Meeting on October 1, 2025. (Ashley Atkinson)

### Attachments

- 1. Draft\_minutes\_09162025.pdf
- 2. Draft\_minutes\_10012025.pdf

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

### Attachments

- 1. Municipal\_compliance\_questionnaire\_09302025.pdf

- 2.d. Request permission to approve a list of budget amendments and re-allocations for FY 2024-2025. (Ashley Atkinson)

### Attachments

- 1. Amendments\_reallocations\_FY2025\_10072025.pdf

- 2.e. Request permission to advertise for bids for Municipal Depository Services for calendar years 2026-2029. (Ashley Atkinson)

## 3. Consider the consent agenda:

### 3.a. Fixed Asset Management:

- i. Request permission to declare a red 2012 Dodge Ram 1500 with VIN 1C6RD7KP0CS178280 and asset tag 1471 and a red 2015 Dodge Ram 1500 with VIN 3C6RR7KTXFG712069 and asset tag 1499 surplus in the Oxford Fire Department and authorize their disposal. (Joey Gardner)
- ii. Request permission to declare a 3rd Eye Side Camera model AWT2020T and SN 4C1FE6 TPC and a Hoshizaki Ice Maker model KM-320MAH and SN D16854E surplus in the Environmental Services Department and authorize their disposal. (Amberlyn Liles)
- iii. Request permission to declare a white 2016 Chevrolet 1500 with VIN 1GCRCMEC0GZ182917 and asset tag 2609, a blue New Holland tractor model TM65 and SN 001186048 and asset tag 3325, and a blue 2000 Dodge 3500 with a VIN ending in 5521 and asset tag 2600 surplus in the Building & Grounds Department and authorize their disposal. (Greg Pinion)
- iv. Request permission to declare a 13" iPad Pro with SN DLXX742NJ262 and asset tag 20052 surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)

#### Attachments

1. 2015 Dodge.pdf
2. 2011 Dodge.pdf
3. Env\_Svcs\_surplus.pdf
4. B\_G\_Surplus.pdf
5. OPD\_surplus\_form.pdf

### 3.b. Human Resources:

- i. Request permission to accept the retirement of Ashley Atkinson in the Financial Administration Department-City Clerk's Office, effective December 31, 2025. (Braxton Tullos)
- ii. Request permission to promote Rayna Matthews in the Environmental Services Department for receiving her Commercial Class I Rubbish Site Operator Certificate. Her new salary will be \$54,636.35. (Braxton Tullos)
- iii. Request permission to accept the resignation of Roderick Holmes (effective October 14, 2025), Taylor Alexander (effective October 15, 2025), and Brandon Cissna-Elliott (effective October 1, 2025) in the Oxford Police Department. (Braxton Tullos)
- iv. Request permission to accept the resignation of Part-Time employees, Taylor Barnes, Johanna Veliz, and James Cooper, in the Oxford Police Department, all effective October 7, 2025. (Braxton Tullos)
- v. Request permission to promote Orrin Todd to Captain in the Oxford Police Department, with a new annual salary of \$81,382.06, effective October 16, 2025. (Braxton Tullos)
- vi. Request permission to promote Dustin Benjamin from RDO to Lieutenant in the Oxford Fire Department, with a new annual salary of \$50,516.14. (Braxton Tullos)
- vii. Request permission to hire Charles Waller as a Firefighter in the Oxford Fire Department, with an annual salary of \$50,516.14. (Braxton Tullos)
- viii. Request permission to accept the resignation of Kelsey Cooper in the mTrade Park Department, effective October 29, 2025. (Braxton Tullos)
- ix. Request permission to promote Alec Vaughn from Turf Grass Specialist to Officer Manager in the mTrade Park Department, with a new annual salary of \$42,241.10, effective October 16, 2025. (Braxton Tullos)
- x. Request permission to hire Hunter Kropf as a Concessionaire in the mTrade Park Department, with an hourly rate of \$10.00. (Braxton Tullos)
- xi. Request permission to appoint Kimberly Hampton as a Public Defender in the Oxford Municipal Court Department. (Braxton Tullos)
- xii. Request permission to approve a step-raise for David Gray in the Development Services-Building Department for the successful completion of his Residential Plumbing Inspector Exam. His new salary will be \$45,618.70. (Braxton Tullos)
- xiii. Request permission to hire Amelia Hirsh as the Volunteer and Community Partnership Coordinator in the Stronger Together Oxford Department, with an annual salary of \$42,500.00. (Braxton Tullos)
- xiv. Request permission to hire Blake Cain as a Patrol Officer in the Oxford Police Department, with an annual salary of \$54,107.60. (Braxton Tullos)
- xv. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

### 3.c. Miscellaneous:

- i. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
- ii. Request permission to approve Jaeon Johnson as a driver for Oxford Pedicab, LLC. (Jeff McCutchen)
- iii. Request permission to approve Samuel Wershow as a driver for Local Bike Taxi, LLC. (Jeff McCutchen)
- iv. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)

Attachments

- 1. WS\_Adjustments\_10072025.pdf
- 2. Johnson\_verification.pdf
- 3. Wershow\_verification.pdf

3.d. Travel Requests:

- i. Request permission for an employee to attend the 2025 Winter Municipal Clerk's Conference in Flowood, MS on December 10-12, 2025 at an estimated cost of \$900.00. (Ashley Atkinson)
- ii. Request permission for an employee to attend an MML CMO Evening Class on November 20, 2025 in Oxford, MS at a cost of \$25.00. (Ashley Atkinson)
- iii. Request permission for one employee to attend Photographing the Death Scene on October 15, 2025 in Oxford, MS at an estimated cost of \$150.00. (Jeff McCutchen)
- iv. Request permission for two employees to attend REID Interrogation and Investigation in Collierville, TN on October 21-24, 2025 at an estimated cost of \$1,260.00. (Jeff McCutchen)
- v. Request permission for one employee to attend LPVO Operator training on October 18, 2025 in Nesbit, MS at an estimated cost of \$285.00. (Jeff McCutchen)
- vi. Request permission for 25 employees to attend Bridge the Gap: Agency Success Through Mentoring training on February 17-18, 2026 in Oxford, MS at an estimated cost of \$6,250.00. (Jeff McCutchen)
- vii. Request permission for nine employees to attend First Aid training on October 10, 2025 in Oxford, MS at an estimated cost of \$129.50. (Jeff McCutchen)
- viii. Request permission for one employee to attend Homicide Investigation and Crime Scene Management on October 7-9, 2025 in Oxford, MS at an estimated cost of \$200.00. (Jeff McCutchen)
- ix. Request approval for the 405D Alcohol and Drug Impaired Driving- Training Coordination Grant employees to travel to Southaven, MS on November 4-6, 2025 to host an SFST Class, in accordance with the requirements of the grant. (Jeff McCutchen)
- x. Request permission for three employees to attend the Mississippi- Alabama American Planning Association Conference on October 28-30, 2025 in Hattiesburg, Mississippi at an estimated cost of \$2,675.00. (Ben Requet)
- xi. Request permission for an employee to attend the Animal Protection and Wellness Expo in Alpharetta, GA on October 16-19, 2025 at an estimated cost of \$2,000.00. (Kelli Briscoe)
- xii. Request permission for an employee to attend the Dispatch 40 Hour Basic Class on October 20-24, 2025 in Grenada, MS at an estimated cost of \$395.00. (Jeff McCutchen)

4. Regular Agenda: Other Departments

- 4.a. Request permission to approve and authorize the Mayor to sign the FY 2025-2026 5311 Rural Public Transit Grant for the Oxford-University Transit System. (Donna Zampella)

Attachments

- 1. City of Oxford 2025-2026 5311 CONTRACT.pdf
- 2. Approved 5311 Budget 2025-2026.pdf

- 4.b. Request permission to advertise for reverse auction bids for approved equipment in the Environmental Services Department. (Amberlyn Liles)
- 4.c. Request permission to advertise for bids for the construction and installation of a synthetic liner for the proposed rubbish site expansion. (Amberlyn Liles)
- 4.d. Appoint Corrine Jackson and Nicolas Brown to the Oxford Tourism Council.
- 4.e. Consider the approval of light pole banners on University Avenue and West Jackson Avenue for Holly Jolly Holidays. (Nadia Thornton)

## 5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly Permit for Stronger Together Oxford to host the annual Christmas Parade on December 1, 2025 from 6:30pm-8:30pm. (Jeff McCutchen)

### Attachments

1. 2025\_Christmas\_Parade\_Permit.pdf

- 5.b. Request permission to approve a Parade/Assembly Permit for Proof Media Mix to host a promotional event on November 13, 2025 from 5:00pm-11:00pm. (Jeff McCutchen)

### Attachments

1. Proof\_Media\_Mix\_Permit.pdf

- 5.c. Request permission to approve and authorize the Mayor and/or the Police Chief to sign a service agreement with Language Line Services. (Jeff McCutchen)

### Attachments

1. Language\_Line\_Svcs\_Agreement\_OPD.pdf

- 5.d. First Reading of a proposed Ordinance amending Chapter 102, Article XXII-Nonconsensual Towing. (Jeff McCutchen)

### Attachments

1. Ordinance Change for Trespass towing Format 202589.pdf

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

- 6.a. First Reading of a Proposed Ordinance amending the Zoning Map for Case #3256 by Blackburn Holdings, LLC (David Blackburn), to rezone +/- 64 acres to Suburban Corridor, +/- 85.5 acres to Suburban Multi-Family, +/- 122.88 acres to Neighborhood Residential and +/- 52.29 acres Suburban Residential East of Highway 7, north of Highway 30 and west of Charger Lane, being further identified as PPINs #3520, #3531, #4425, #4506 & #4635. (Ben Requet)

### Attachments

1. 3256 MBoA First Reading.pdf

## 7. Regular Agenda: Special Projects

- 7.a. Request permission to approve Change Order No. 5, in the amount of \$5,895.63, from JP Corp General Contractors for the Development Services Building Remodel Project.

### Attachments

1. Consider Change Order No. 5 from JP Corp General Contractors.pdf

- 7.b. Request permission to approve Change Order No. 3, in the amount of \$5,580.22, from Century Construction for the City Hall Renovation Project.

### Attachments

1. Consider Change Order #3 from Century Construction for the City Hall Renovation.pdf

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

- 8.a. Consider a request for annexation, from Robert Edmister, for property located on George G. "Pat" Patterson Parkway. (John Crawley)

### Attachments

1. EDMISTER\_ANNEX\_MAP.pdf

- 8.b. Request permission for the mayor to execute the contracts for the Fillmore Avenue, South 11th Street, and Lincoln Avenue Drainage Improvements Project. (John Crawley)

### Attachments

1. Memo - Execute Contracts for South 11th, Fillmore Drainage Project.pdf

- 8.c. Request permission for the mayor to execute the contracts for the Punkin Water System- Water Plant Demolition. (John Crawley)

Attachments

1. Memo - Execute Contracts for Punkin Water System - Water Plant Demolition Project.pdf

- 8.d. Request permission to release Subdivision Bond #11515321 for Isom Hill Subdivision. (John Crawley)

Attachments

1. Memo - Request to Release Subdivision Bond for Isom Hill - Combined.pdf

- 8.e. Request permission to approve the mayor to execute Task Order No. 2 for Neel-Schaffer for preliminary engineering design of upgrades to the Old Taylor Road/Chucky Mullins/Shiloh intersection. (John Crawley)

Attachments

1. Memo - Permission to Execute Task Order No. 2 with Neel Schaffer Inc - Combined.pdf

- 8.f. Request permission to approve the mayor to execute the Task Order No. 15A for Waggoner Engineering, Inc., for the improvements and upgrades to the Max Hipp Industrial Park sewer system. (John Crawley)

Attachments

1. Memo - Permission to Execute Task Order 15A with Waggoner - Combined.pdf

- 8.g. Consider a request from the asphalt stamping contractor to work on Sundays, 10/19 and 10/26, for the crosswalks around the square. (John Crawley)
- 8.h. Request permission to approve and authorize the Mayor to sign the contract for the Punkin Water System-Well Abandonment Project. (John Crawley)

9. Regular Agenda: Closing the Meeting

- 9.a. Consider an executive session.
- 9.b. Adjourn.