



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, October 07, 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 Pro-Tem Bailey at 5:00pm on Tuesday, October 7, 2025, in the courtroom of Oxford City Hall, when and where the following were present:

Robyn Tannehill, Mayor-absent
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-Mayor Pro-Tem
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 Crowe to adopt the agenda for the meeting with the addition of items 4.d, 4.e, 7.a, 7.b, 8.g, and 8.h. All the aldermen present voting aye, Mayor Pro-Tem Bailey 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 September 16, 2025 and the Recess Meeting on October 1, 2025. (Ashley Atkinson)

Agenda Attachments

1. [Draft_minutes_09162025.pdf](#)
2. [Draft_minutes_10012025.pdf](#)

It was moved by Alderman Smith, seconded by Alderman Taylor to approve the minutes from the Regular Meeting on September 16, 2025 and the Recess Meeting on October 1, 2025. All the aldermen present voting aye, Mayor Pro-Tem Bailey 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 Smith to approve the accounts for all City departments, including a FY 24/25 claims docket showing General Fund claims numbered 138092- 138256 & 138304- 138307, and EFT/ACH # 299- 301, Trust & Agency claims numbered 53532- 53586, & 53603- 53608 , and EFT/ACH # 200- 202, Metro Narcotics claims numbered 9242- 9247 & 9251, and EFT/ACH # 94- 95, and OPC Activity Fund claims numbered 4489- 4506 totaling \$1,015,802.22, and a FY 25/26 claims docket showing General Fund claims numbered 138257- 138303 & 138308, Trust & Agency claims numbered 53587- 53600 & 53609- 53612, Water & Sewer claims numbered 40370- 40423 and EFT/ACH # 258- 260, Metro Narcotics Claims numbered 9248- 9250 and EFT/ACH # 96, and OPC Activity Fund claims numbered 4507- 4508 totaling \$2,062,887.11. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

2.c. Request permission to approve the Municipal Compliance Questionnaire. (Ashley Atkinson)

Agenda Attachments

1. [Municipal_compliance_questionnaire_09302025.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Smith to approve the Municipal Compliance Questionnaire for FY 2024-2025. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

Agenda Attachments

1. [Amendments_reallocations_FY2025_10072025.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to approve a list of budget amendments and re-allocations for FY 2024-2025. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

It was moved by Alderman Smith, seconded by Alderman Hyneman to advertise for bids for Municipal Depository Services for calendar years 2026-2029. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

3. Consider the consent agenda:

It was moved by Alderman Taylor, seconded by Alderman Hyneman to approve the following consent agenda. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

Agenda 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)

Agenda 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)

Agenda Attachments

1. [City of Oxford 2025-2026 5311 CONTRACT.pdf](#)
2. [Approved 5311 Budget 2025-2026.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve and authorize the Mayor to sign the FY 2025-2026 5311 Rural Public Transit Grant for the Oxford-University Transit System. All the aldermen present voting aye, Mayor Pro-Tem Bailey

declared the motion carried.

- 4.b. Request permission to advertise for reverse auction bids for approved equipment in the Environmental Services Department. (Amberlyn Liles)

It was moved by Alderman Taylor, seconded by Alderman Crowe to advertise for reverse auction bids for approved equipment in the Environmental Services Department. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to advertise for bids for the construction and installation of a synthetic liner for the proposed rubbish site expansion. All the aldermen present voting aye, Mayor Pro-Tem Bialek declared the motion carried.

- 4.d. Appoint Corrine Jackson and Nicolas Brown to the Oxford Tourism Council.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to appoint Corrine Jackson and Nicolas Brown to the Oxford Tourism Council. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.e. Consider the approval of light pole banners on University Avenue and West Jackson Avenue for Holly Jolly Holidays. (Nadia Thornton)

It was moved by Alderman Smith, seconded by Alderman Crowe to approve the installation of light pole banners on University Avenue and West Jackson Avenue for Holly Jolly Holidays. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

Agenda Attachments

1. [2025_Christmas_Parade_Permit.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson 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. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

Agenda Attachments

1. [Proof_Media_Mix_Permit.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve a Parade/Assembly Permit for Proof Media Mix to host a promotional event on November 13, 2025 from 5:00pm-11:00pm on 10th Street (updated location). All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

Agenda Attachments

1. [Language_Line_Svcs_Agreement_OPD.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to approve and authorize the Mayor and/or the Police Chief to sign a service agreement with Language Line Services. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

Agenda Attachments

1. [Ordinance Change for Trespass towing Format 202589.pdf](#)

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

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)

Agenda Attachments

1. [3256 MBoA First Reading.pdf](#)

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

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.

Agenda Attachments

1. [Consider Change Order No. 5 from JP Corp General Contractors.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe 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. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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.

Agenda Attachments

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

It was moved by Alderman Smith, seconded by Alderman Hyneman to approve Change Order No. 3, in the amount of \$5,580.22, from Century Construction for the City Hall Renovation Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

Agenda Attachments

1. [EDMISTER_ANNEX_MAP.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Crowe to authorize counsel to draft an annexation ordinance, with the legal description of the subject property, to be considered at a future meeting. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

Agenda Attachments

1. [Memo - Execute Contracts for South 11th, Fillmore Drainage Project.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to authorize the Mayor to execute the contracts for the Fillmore Avenue, South 11th Street, and Lincoln Avenue Drainage Improvements Project. All the aldermen present voting aye, Mayor Pro-Tem

Bailey declared the motion carried.

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

Agenda Attachments

1. [Memo - Execute Contracts for Punkin Water System - Water Plant Demolition Project.pdf](#)

It was moved by Alderman Smith, seconded by Alderman Taylor to authorize the Mayor to execute the contracts for the Punkin Water System-Water Plant Demolition. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

Agenda Attachments

1. [Memo - Request to Release Subdivision Bond for Isom Hill - Combined.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Smith to release Subdivision Bond #11515321 for Isom Hill Subdivision. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

Agenda Attachments

1. [Memo - Permission to Execute Task Order No. 2 with Neel Schaffer Inc - Combined.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Crowe to approve the Mayor to execute Task Order No. 2 for Neel-Schaffer for preliminary engineering design of upgraded to the Old Taylor Road/Chucky Mullins/Shiloh Intersection. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

Agenda Attachments

1. [Memo - Permission to Execute Task Order 15A with Waggoner - Combined.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve the Mayor to execute Task Order No. 15A for Waggoner Engineering, Inc., for the improvements and upgrades to the Max Hipp Industrial Park sewer system. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 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)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to approve a request from the asphalt stamping contractor to work on Sundays, 10/19 and 10/26, for the crosswalks around the square. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 8.h. Request permission to approve and authorize the Mayor to sign the contract for the Punkin Water System-Well Abandonment Project. (John Crawley)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to approve and authorize the Mayor to sign the contract for the Punkin Water System-Well Abandonment Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey 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 a police security matter. All the aldermen present voting aye, Mayor

Pro-Tem Bailey declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Smith to enter into an executive session for a police security matter in the downtown area. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

9.b. Adjourn.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to adjourn the meeting. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

Jason Bailey, Mayor Pro-Tem

Ashley Atkinson, City Clerk-Finance Director