MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, October 21, 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, October 21, 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-via Microsoft Teams
    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 Smith, seconded by Alderman Taylor to adopt the agenda with the addition of items 7.a, 7.b, and 8.e. 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 October 7, 2025. (Ashley Atkinson)

Agenda Attachments
1. Draft_10072025_minutes.pdf

It was moved by Alderman Smith, seconded by Alderman Crowe to approve the minutes of the Regular Meeting on October 7, 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 Hyneman, seconded by Alderman Howell-Atkinson to approve the accounts for all City departments including a FY 24/25 claims docket showing General Fund claims numbered 138311-138361, Trust & Agency claims numbered 53639-53657, Metro Narcotics claims numbered 9252- 9253, and OPC Activity Fund claims numbered 4511- 4512 totaling $177,900.06, and a FY 25/26 claims docket showing General Fund claims numbered 138362- 138495 and EFT/ACH # 304- 307, Trust & Agency claims numbered 53658- 53694 and EFT/ACH # 205- 208, Water & Sewer claims numbered 40425- 40457 and EFT/ACH # 261- 263, Metro Narcotics Claims numbered 9254 and EFT/ACH # 97- 98, a Bond and Interest claim numbered 7036, and OPC Activity Fund claims numbered 4513- 4530, and totaling $1,975,022.51. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments
1. Amendments_reallocations_FY2025_final.pdf

It was moved by Alderman Hyneman, seconded by Alderman Howell-Atkinson to approve a list of final budget amendments and re-allocations for FY 2024-2025. 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 2016 Dell Optiplex 3040 computer with SN 784LMD2 and asset tag 1103 surplus in the Oxford Conference Center Department and authorize its disposal. (Micah Quinn)
ii. Request permission to declare a Stihl BG50 backpack blower with SN 534348837 and asset tag 4333 surplus in the Development Services-Street Department and authorize its disposal. (Ken Knight)
iii. Request permission to declare a Sharp MX-M264N Copier with SN 4502996Y and asset tag 1065 surplus in the Development Services-Building Department and authorize its disposal. (Johnathan Mizell)
iv. Request permission to declare a Dell Precision T1700 Computer with SN 752GR22 and asset tag 2002 surplus in the Oxford Utilities-Water & Sewer Division and authorize its disposal. (Rob Neely)

v. Request permission to declare a red and black Craftsman pancake air compressor, with asset tag 3121, a Stihl weedeater with asset tag 2706/ WASP 21875, and a red and black Craftsman pancake air compressor with asset tag 4141 surplus in the Oxford Fire Department and authorize their disposal. (Joey Gardner)
vi. Request permission to transfer equipment from the Environmental Services Department to the Landscaping Department (multiple forms attached). (Amberlyn Liles)
vii. Request permission to declare two Safari Land bullet-proof panels, with SNs 200000189161 and 200000189243, and a Cradlepoint model IRB1100LPE and SN MM170281900031 surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Agenda Attachments
1. OCC_Surplus.pdf
2. Street_Dept_surplus.pdf
3. Building_Dept_surplus.pdf
4. WS_surplus.pdf
5. OFD_surplus.pdf
6. Transfer of Assets Forms for Landscaping Services.pdf
7. OPD_surplus.pdf

3.b. Human Resources:

i. Request permission to hire Makenna Harvey as Lead Concessionaire in the mTrade Park Department, with an hourly salary of $15.00. (Braxton Tullos)
ii. Request permission to transfer Christopher "Kaleb" Joyner from the Oxford Park Commission to the mTrade Park Department, as the Director of Operations, with a new annual salary of $53,000.00. (Braxton Tullos)
iii. Request permission to accept the resignation of Part-time employee, Larry Harris, in the Environmental Services Department, effective April 29, 2025. (Braxton Tullos)
iv. Request permission to accept the resignation of John Taylor Barefoot in the Oxford Utilities-Water & Sewer Division, effective October 20, 2025. (Braxton Tullos)
v. Request permission to promote JaKendra Milliner to LEAD Communications Officer in the Oxford Police Department, with a new annual salary of $42,998.70, effective October 30, 2025. (Braxton Tullos)
vi. Request permission to promote Barron Pruitt to Lieutenant in the Oxford Police Department, with a new annual salary of $72,268.51, effective October 30, 2025. (Braxton Tullos)
vii. Request permission to accept the resignation of Part-time employee, Steven Rosamond, in the Oxford Police Department, effective October 16, 2025. (Braxton Tullos)
viii. Request permission to hire Evan Chouteau, as an Event Producton Supervisor in the Oxford Conference Center Department, with an annual salary of $46,000.00. (Braxton Tullos)
ix. 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 a take-home vehicle for Nick Matthews, in the Landscape Services Department, as per City Policy. (Braxton Tullos)
iii. Request permission to approve donations on behalf of the Oxford ARC. (Kelli Briscoe)

Agenda Attachments
1. WS_adjustments.pdf
2. Take Home Vehicle Matthews - Facilities and Landscape Maintenance.pdf

3.d. Travel Requests:

i. Request permission for an employee to attend the MAGIC Conference on November 19-21, 2025 in Memphis, TN at an estimated cost of $234.47. (Hollis Green)
ii. Request permission for an employee to attend the BOAM Winter Conference on December 2-5, 2025 in Natchez, MS at an estimated cost of $1,045.95. (Johnathan Mizell)
iii. Request permission for two employees to attend the Code Academy on December 7-12, 2025 in Mobile, AL at an estimated cost of $4,000.00. (Johnathan Mizell)

iv. Request permission for one employee to attend IAED 40 Hour Basic Class on October 27-31, 2025 in Tupelo, MS at an estimated cost of $395.00. (Jeff McCutchen)
v. Request permission for one employee to attend Supervising Property and Evidence Unit on November 4, 2025 in Oxford, MS at an estimated cost of $199.00. (Jeff McCutchen)
vi. Request approval for the 405D Alcohol and Drug Impaired Driving - Training Coordination Grant employees to travel to Brandon, MS, on December 15- 18, 2025, to host ARIDE & SFST Classes, in accordance with the requirements of the grant. (Jeff McCutchen)
vii. Request permission for an employee to attend the MEC Hobnob on November 27-30, 2025 in Jackson, MS at an estimated cost of $1,530.50. (Braxton Tullos)
viii. Request permission for an employee to attend a Local Power Company meeting in Murfreesboro, TN on October 27, 2025 at an estimated cost of $200.00. (Rob Neely)
ix. Request permission for an employee to attend the 2025 Fall Leadership Conference on November 6-7, 2025 in Oxford, MS at no cost to the City. (Nickie Denley)
x. Request permission for three employees to attend the MS- AL American Planning Association Chapter Conference in Hattiesburg, MS on October 28-30, 2025 at an estimated cost of $850.00. (Ben Requet)

4. Regular Agenda: Other Departments

4.a. Public Hearing for the University of Mississippi's issuance of bonds in the amount of $160,000,000.00, as required by IRS code. (Sue Fairbank)

Agenda Attachments
1. PRG Ole Miss - Memo for Oxford Mayor and Board of Alderman.pdf
2. PRG Ole Miss - TEFRA Notice (local).pdf

The Mayor opened the public hearing and called for comments; receiving none, the following Resolution was considered.

4.b. Request permission to approve a Resolution of the Mayor and Board of Aldermen approving the issuance of Public Finance Authority Student Housing Revenue Bonds (PRG-Oxford Properties, LLC Project) Series 2025 in an aggregate principal amount not exceeding $160,000,000.00 for the purpose of financing the construction of an approximately 1,282-bed student housing facility on the campus of the University of Mississippi, and for related purposes. (Sue Fairbank)

Agenda Attachments
1. PRG Ole Miss - Local TEFRA Approval.pdf

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a Resolution of the Mayor and Board of Aldermen approving the issuance of Public Finance Authority Student Housing Revenue Bonds (PRG-Oxford Properties, LLC Project) Series 2025 in an aggregate principal amount not exceeding $160,000,000.00 for the purpose of financing the construction of an approximately 1,282-bed student housing facility on the campus of the University of Mississippi, and for related purposes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.c. Request permission to adopt a Resolution of the Mayor and Board of Aldermen authorizing and directing the issuance of not to exceed seven million one hundred eighty thousand dollars ($7,180,000) tax increment financing bond (Oxford Commons Project, Phase II), Series 2025 of the City of Oxford, Mississippi; prescribing the form and details of said bonds; directing the preparation, execution, and delivery of said bonds; authorizing the negotiated sale and private placement of said bonds; approving the form of and authorizing the execution and delivery of a private placement agreement and tax pledge and security agreement in connection with the sale and issuance of said bonds; authorizing proper officers to do all things deemed necessary or advisable in connection with the sale and issuance of said bonds; and for related purposes. (Sue Fairbank)

Agenda Attachments
1. Oxford Commons 2025 TIF - Bond Resolution with exhibits.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huelse to adopt a Resolution of the Mayor and Board of Aldermen authorizing and directing the issuance of not to exceed seven million one hundred eighty thousand dollars ($7,180,000) tax increment financing bond (Oxford Commons Project, Phase II), Series 2025 of the City of Oxford, Mississippi; prescribing the form and details of said bonds; directing the preparation, execution, and delivery of said bonds; authorizing the negotiated sale and private placement of said bonds; approving the form of and authorizing the execution and delivery of a private placement agreement and tax pledge and security agreement in connection with the sale and issuance of said bonds; authorizing proper officers to do all things deemed necessary or advisable in connection with the sale and issuance of said bonds; and for related purposes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.d. Request permission to adopt a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi approving the form of and authorizing said City to enter into an interlocal cooperation agreement with Lafayette County, Mississippi, in connection with the financing of the costs of installing and constructing certain infrastructure improvements necessary for the development of a residential, commercial, and mixed-use development within said City and said County through the sale and issuance by said City of its tax increment financing bonds in an aggregate principal amount of not to exceed two million nine hundred thousand dollars ($2,900,000.00); and for related purposes. (Sue Fairbank)

Agenda Attachments

1. City of Oxford - The Lamar -City resolution approving Interlocal Agreement with exhibits (2).pdf

It was moved by Alderman Huelse, seconded by Alderman Smith to adopt a Resolution of the Mayor and Board of Aldermen of the City of Oxford, Mississippi approving the form of and authorizing said City to enter into an interlocal cooperation agreement with Lafayette County, Mississippi, in connection with the financing of the costs of installing and constructing certain infrastructure improvements necessary for the development of a residential, commercial, and mixed-use development within said City and said County through the sale and issuance by said City of its tax increment financing bonds in an aggregate principal amount of not to exceed two million nine hundred thousand dollars ($2,900,000.00); and for related purposes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.e. Request permission to approve a professional services contract with RJ Young for the digitizing of records for the HR Department. (Braxton Tullos)

Agenda Attachments

1. RJ Young Contract Memo - HR.pdf

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a professional services contract with RJ Yound for the digitizing of records for the HR Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.f. Request permission to advertise for bids for the Old Taylor Road Substation Voltage Regulator Addition Project. (Rob Neely)

Agenda Attachments

1. Request_permission_to_bid_OU.pdf

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to advertise for bids for the Old Taylor Road Subdivision Voltage Regulator Addition Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.g. First Reading of a proposed Ordinance amending Chapter 38-Fire Protection & Prevention, Article III-Fireworks and Pyrotechnic Composition. (Joey Gardner)

Agenda Attachments

1. Ordinance Change OFD.pdf

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

4.h. First reading of a proposed Ordinance amending Chapter 18-Animals & Fowl to remove Sections 18-72 thru 18-74, 18-75(b) thru 18-75(d) and to amend Sections 18-75(a) and 18-77, to remove dog license requirements. (Kelli Briscoe)

Agenda Attachments
1. Ordinance Review. license.pdf

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

5. Regular Agenda: Police Department

5.a. Second Reading and Public Hearing on a proposed Ordinance amending Chapter 102, Article XXII-Nonconsensual Towing. (Jeff McCutchen)

Agenda Attachments
1. Ordinance Change for Trespass towing Format 202589.pdf

The Mayor opened the Public Hearing and called for comments; receiving none, it was moved by Alderman Hyneman, seconded by Alderman Huelse to approve Ordinance 2025-15 amending Chapter 102, Article XXII-Non-consensual Towing. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

6.a. Second Reading and Public Hearing for 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 Second Reading.pdf

The Mayor opened the Public Hearing and called for comments. The project engineer, Paul Koshenina, and the Developer, David Blackburn, spoke about the project. Heather McNeer Toney, a resident of the area, spoke with concerns regarding future development in the area and maintenance of the buffer along the development. A vote on this proposed ordinance will be at the next meeting.

6.b. Consider an appeal from the Stoa Group, regarding the denial of a Special Exception for Case #3264. (Ben Requet)

Agenda Attachments
1. 3264 Appeal MBoA.pdf

The Board discussed an appeal from the Stoa Group, regarding the denial of a Special Exception for Case #3264. Blake Benton, representative for the developer, gave an overview of the project. After a brief discussion, the Mayor called for a motion; receiving none, the item died for lack of a motion. No action was taken.

7. Regular Agenda: Special Projects

7.a. Request permission to advertise for bids for the renovation of the Indoor Practice Facility at mTrade Park. (Mark Levy)

Agenda Attachments
1. Request permission to advertise for bids for the renovation of the Indoor Practice Facility.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to advertise for bids for the renovation of the Indoor Practice Facility at mTrade Park. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.b. Consider a professional services proposal from Corbette Legge & Associates for lighting renovations at the Oxford Conference Center. (Mark Levy)

Agenda Attachments
1. Consider proposal from Corbette Legge Assocs for Lighting Renovations at the Oxford

Conference Center.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve a professional services proposal from Corbette Legge & Associates for lighting renovations at the Oxford Conference Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

8.a. Request permission to advertise for bids for the Anderson Road Piping Segment Project. (John Crawley)

Agenda Attachments
1. Memo- Request Permission to Advertise - Anderson Road Piping.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to advertise for bids for the Anderson Road Piping Segment Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Request permission to terminate Contract B-Anderson Road Water Treatment Plant Upgrades with Cleveland Construction. (John Crawley)

Agenda Attachments
1. Memo-Request Permission to Terminate Contract B - Anderson Road Water Treatment Project.pdf

It was moved by Alderman Hyneman, seconded by Alderman Huelse to terminate the Contract B-Anderson Road Water Treatment Plant Upgrades Project with Cleveland Construction. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.c. Request permission to extend the stop work notice for Contract A-Anderson Production Wells No. 3 & No. 4. (John Crawley)

Agenda Attachments
1. Memo-Request Permission to Extend Stop Work Order for Contract A - Anderson Production Wells No. 3 and No. 4.pdf

It was moved by Alderman Smith, seconded by Alderman Huelse to extend the stop work notice for Contract A-Anderson Production Wells No. 3 & No. 4. until the next meeting on November 4, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.d. First Reading of a proposed Ordinance amending Chapter 114, Article IV, Sections 114-39, 118, and 119, to update the fee schedule for utility connection fees. (John Crawley)

Agenda Attachments
1. Memo - First Reading of Proposed Changes to Article IV Sections 114-39, 118, and 119 - Combined.pdf

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

8.e. Discuss the South Lamar Sidewalk Addition Project. (John Crawley)

The Board discussed complaints received about the traffic along South Lamar where the new sidewalks are being constructed. The construction crews are stopping traffic to allow for concrete pours. The Board instructed City Engineer, John Crawley, to give the crews some more appropriate times to stop traffic, before 7:30am and after 5:30pm, if possible. No further action was taken.

9. Regular Agenda: Closing the Meeting

9.a. Consider an executive session.

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

It was moved by Alderman Huelse, seconded by Alderman Smith to enter into an executive session for personnel issues in the Environmental Services Department and the Oxford Police Department, matters of potential litigation related to an Ordinance, a proposed road, and a closed road, and matters related to property ownership of a historic property and a sewage lagoon. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to negotiate a total sale price of $190,000.00 plus the cost of a section of 10-ft multi-use pathway along a section of Landis Road, based on the finding that it is in the best interest of the taxpayers of the State of Mississipp to sell this piece of property to one specific buyer. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Smith to remove Environmental Services employee, Jeran Brown, from the OPC Suspension List. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to demote Oxford Police Department employee, Hildon Sessums, from Captain to Patrol Lieutenant, for violation of the Oxford Police Department Social Media Policy & Procedures. His new salary will be $73,813.18, effective October 30, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Crowe to adjust the hourly rate of certified Communications Officers to $20.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

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Robyn Tannehill, Mayor

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Ashley Atkinson, City Clerk-Finance Director