



AGENDA

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, November 04, 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).

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 of the Regular Meeting on October 21, 2025. (Ashley Atkinson)

Attachments

- 1. Draft_10212025_minutes.pdf

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

- 2.c. Request permission to approve an engagement letter from Franks, Franks, Wilemon, and Hagood CPAs for the FY 2025 and FY 2026 audits. (Ashley Atkinson)

Attachments

- 1. Signed_engagement_letter_11042025.pdf

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare a Stihl BT45 Auger with SN 288400010 and asset tag 2666 surplus in the Landscape Department and authorize its disposal. (Nick Matthews)
- ii. Request permission to transfer a list of equipment from the Environmental Services Department to the Landscape Department. (Amberlyn Liles)
- iii. Request permission to declare a 2001 school bus with VIN 1HVBRAAL81A911518 surplus in

the City Shop Department and authorize its disposal. (Michelle Robinson)

Attachments

1. Landscape_surplus.pdf
2. Transfer Form - 1632.pdf
3. Transfer Form - 2150.pdf
4. Transfer Form - 2273.pdf
5. Transfer Form - 3265.pdf
6. Transfer Form - 3380.pdf
7. Transfer Form - 3462.pdf
8. Transfer Form - 4138.pdf
9. Transfer Form - 5578.pdf
10. Transfer Form - 6472.pdf
11. Transfer Form - 6481.pdf
12. Transfer Form - 8514.pdf
13. Surplus_form_old_bus.pdf

3.b. Human Resources:

- i. Request permission to promote Hillary Smith to Sergeant, with a new annual salary of \$70,061.84, to promote Benjamin Hamilton to Captain, with a new annual salary of \$81,382.06, and to promote David Sabin to Captain, with a new annual salary of \$81,382.06 in the Oxford Police Department. All of these promotions are effective November 13, 2025. (Braxton Tullos)
- ii. Request permission to hire Gage Maness as a PACE Officer in the Oxford Police Department, with an annual salary of \$41,460.84. (Braxton Tullos)
- iii. Request permission to approve a voluntary demotion for Sarah Scott from Full- time Communications Officer to Part- time Communications Officer in the Oxford Police Department, with a new hourly rate of \$20.00. (Braxton Tullos)
- iv. Request permission to hire Kevin Purdon as an Associate Turf Grass Manager in the mTrade Park Department, with a new annual salary of \$54,528.00. (Braxton Tullos)
- v. Request permission to promote Jordan Slate from Sports Turf Manager to Maintenance Supervisor in the mTrade Park Department, with a new annual salary of \$58,500.00. (Braxton Tullos)
- vi. Request permission to accept the resignation of Kenny House in the Oxford Utilities-Water & Sewer Division, effective November 4, 2025. (Braxton Tullos)
- vii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.c. Miscellaneous:

- i. Approve a Proclamation for World AIDS Day on December 1, 2025.
- ii. Approve a Proclamation for the United States Postal Service.
- iii. Request permission to deny Ryan Edwards Necaise's application as a Driver for Oxford Pedicab, LLC. (Jeff McCutchen)
- iv. Request permission to approve the water and sewer adjustments as per the Oxford Utilities Adjustment Policy. (Rob Neely)
- v. Request permission to approve donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Attachments

1. 2025 WAD Proclamation Draft (1)79.pdf
2. USPSOxfordProclamation2025.pdf
3. Taxi_driver_denial.pdf
4. 110425 Agenda Items.pdf

3.d. Travel Requests:

- i. Request permission for an alderman to attend the 2025 Mid-Winter Legislative Conference on January 13-15, 2025 in Jackson, MS at an estimated cost of \$1,200.00. (Ashley Atkinson)
- ii. Request permission for three employees to attend the USSSA National Convention on November 17-20, 2025 in Kansas City, MO at an estimated cost of \$4,900.00. (Brad Freeman)
- iii. Request permission for one employee to attend Active Shooter Instructor training on November 9-11, 2025 in Pearl, MS at no cost to the city. (Jeff McCutchen)

- iv. Request permission for one employee to attend SFST training on November 4-6, 2025 in Southaven, MS at no cost to the city. (Jeff McCutchen)
- v. Request permission for one employee to attend Dispatch Violence Training on December 11, 2025 in New Albany, MS at an estimated cost of \$150.00. (Jeff McCutchen)
- vi. Request permission for one employee to attend FBI-LEEDA Executive Leadership Institute on December 15-19, 2025 in Senatobia, MS for an estimated cost of \$795.00. (Jeff McCutchen)
- vii. Request permission for two employees to attend Proactive Social Media Investigators on December 12, 2025 in Oxford, MS at no cost to the city. (Jeff McCutchen)
- viii. Request permission for an employee to attend the Code Academy in Mobile, AL on December 7-12, 2025 at an estimated cost of \$2,100.00. (Johnathan Mizell)

4. Regular Agenda: Other Departments

- 4.a. Request permission to approve an amendment to the e-Subpoena Program and a Judge's Order for Procedures for the Oxford Police Department and the Oxford Municipal Court. (Nickie Denley)

Attachments

- 1. BOA MEMO- ECOURT-GENERAL ORDER.pdf
- 2. GENERAL ORDER-BOUTWELL.pdf
- 3. TENANT QUOTE.pdf

5. Regular Agenda: Development Services-Planning Department

- 5.a. Third Reading and Vote on a Proposed Ordinance amending the Zoning Map for Case #3256 by Blackburn Holdings, LLC (David Blackburn), to rezone +/- 324 acres of property located on MS Highway 7, MS Highway 30, and Charger Lane, being further identified as PPINs #3520, #3531, #4425, #4506 & #4635. (Ben Requet)

Attachments

- 1. 3256 MBoA Third Reading.pdf

- 5.b. Request for City Utilities which would normally include a Site Plan Approval and a Special Exception as provided in Section 5.6 Building Façade for Case #3274, York Developments (Bennett York) for 'Space Box Flex Space', for property located at County Road 101 (PPIN #3457) (James Hirsch)

Attachments

- 1. 3274 MBoA.pdf

6. Regular Agenda: Special Projects

- 6.a. Request permission to advertise for bids for a Platform Skylift for the OUT Maintenance Shop. (Donna Zampella)

- 6.b. Consider a proposal from Brown Insurance/EMC for the City of Oxford's property insurance. (Mark Levy)

Attachments

- 1. Consider proposal for property and casualty insurance for the City of Oxford.pdf

- 6.c. Consider Change Order No. 4 from Century Construction for the Renovations to Historic City Hall Project. (Mark Levy)

Attachments

- 1. Consider Change Order No. 4 with Century Construction for the renovation to the Historic City Hall.pdf

- 6.d. Request permission to advertise for bids for the Conference Center Lighting Renovation Project. (Mark Levy)

Attachments

- 1. Request Permission to advertise for bids for the Conference Center lighting renovation project.pdf

- 6.e. Request permission to approve a professional services contract with McCarty Architects for the Renovations at the Development Services Annex Building. (Mark Levy)

Attachments

1. 25070 Design Fee 03NOV25.pdf

7. Regular Agenda: Development Services-Engineering Department

- 7.a. Request permission to approve the invoices for the emergency sewer repairs on Fudgetown Road. (John Crawley)

Attachments

1. Engineering and Street Invoices - 10.24.25.pdf

- 7.b. Second reading and Public Hearing for proposed ordinance changes to Article IV, Sections 114-39, 118, and 119, Code of Ordinances. (John Crawley)

Attachments

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

- 7.c. Consider Change Order No. 1 and Payment Application No. 2 for the South Lamar Boulevard Pedestrian Improvements Project. (John Crawley)

Attachments

1. Memo - Change Order No. 1 and Pay App 2 for South Lamar Blvd Ped Project - Combined.pdf

- 7.d. Consider a request from Oakmont Oxford, LLC to release Performance Bond 4462067 for the asphalt and striping in Seminole Bluff Subdivision (Villa West, Phase 2). (John Crawley)

Attachments

1. Memo - Request to Release Performance Bond for Asphalt and Striping - Combined.pdf

- 7.e. Consider a request from Oakmont Oxford, LLC to release Performance Bond 4462068 for the sidewalk for Seminole Bluff Subdivision (Villa West, Phase 2). (John Crawley)

Attachments

1. Memo - Request to Release Performance Bond for Sidewalks - Combined.pdf

- 7.f. Consider Change Order No. 1 to relocate Contract A - Anderson Road Wells No. 3 and No. 4 to mTrade Park. (John Crawley)

Attachments

1. Memo-Approve a Change Order for Relocating Anderson Road Contract A to Mtrade Park.pdf

- 7.g. Request permission to reject the bid of UNIVAR KENT for Hydrofluorosilic Acid and accept the next lowest bid from BRENNTAG for the 2025-2026 Material Bids in relation to the Water and Wastewater Treatment Chemical Section. (John Crawley)

Attachments

1. Memo - Material Bids 25-26 Request to Reject Univar Kent Bid for Hydrofluorosilic Acid - Combined.pdf

8. Regular Agenda: Closing the Meeting

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