MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, November 04, 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, November 4, 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-absent
    Rhonda Burchett-Chief Financial Officer
    Jessi Tolleson- Comptroller
    Joy Welch- Deputy City Clerk
    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 for the meeting with the addition of items 2.c, 3.b.vi, and 3.d.viii. 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 of the Regular Meeting on October 21, 2025. (Ashley Atkinson)

Agenda Attachments
1. Draft_10212025_minutes.pdf

It was moved by Alderman Crowe, seconded by Alderman Smith to approve the minutes of the Regular Meeting on October 21, 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 Smith, seconded by Alderman Howell-Atkinson to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 138519–138686 and ACH 308–310, Trust & Agency claims numbered 53697–53777 and ACH 209–210, Water & Sewer claims numbered 40459–40496 and ACH 264–265, OPC Activity Fund claims numbered 4535–4571, Bond & Interest claim numbered 7037, Metro Narcotics claims numbered 9255–9256 and ACH 99–100, and totaling $3,255,832.19. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

Agenda Attachments
1. Signed_engagement_letter_11042025.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve an engagement letter from Franks, Franks, Wilemon, and Hagood CPAs for the FY 2025 and FY 2026 audits. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

3. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Taylor 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 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)

Agenda 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 permisson to approve donations for the benefit of the Oxford ARC. (Kelli Briscoe)

Agenda 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)

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

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

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)

Agenda Attachments
1. 3256 MBoA Third Reading.pdf

Alderman Hyneman spoke of concerns and asked a few questions of Planning Director Ben Requet and of David Blackburn. Alderman Hyneman asked Director Requet about the amount of Suburban Multi-Family (SMF) zoned property in Oxford. Director Requet responded that there is very little undeveloped SMF land remaining. Director Requet also did note that Vision 2037 emphasized mixed-use developments, which allow for multi- family uses on upper floors or may be outright requested through a Special Exception, similar to the Ruby and the Pearl in Oxford Commons. Alderman Hyneman expressed concern about rezoning additional land for Suburban Multi-Family use and stated that he does not support rezoning this property at this time. He then stated that in 2 to 3 years, if this property begins development and there is a plan to get it developed, then the property owner can come back to the Board with that plan and the possibility of rezoning the property can be discussed again at that time. After the lengthy discussion, it was moved by Alderman Smith, seconded by Alderman Huelse to approve the 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. All the aldermen present voting aye, except for Aldermen Hyneman, Taylor, Crowe, and Howell-Atkinson who voted no, Mayor Pro-Tem Bailey declared the motion failed.

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)

Agenda Attachments
1. 3274 MBoA.pdf

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a 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). All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

6. Regular Agenda: Special Projects

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

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to advertise for bids for a Platform Skylift for the OUT Maintenence Shop. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

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

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith to approve a proposal from Brown Insurance/EMC for the City of Oxford's property insurance, as presented. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

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

It was moved by Alderman Crowe, seconded by Alderman Hyneman to approve Change Order #4, in the amount of $243,762.04, from Centry Construction for the Renovations to Historic City Hall Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

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

It was moved by Alderman Hyneman, seconded by Alderman Crowe to advertise for bids for the Conference Center Lighting Renovation Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

Agenda Attachments
1. 25070 Design Fee 03NOV25.pdf

It was moved by Alderman Smith, seconded by Alderman Crowe to approve a professional services contract with McCarty Architects, in an amount not to exceed $10,000.00, for the Renovations at the Development Services Annex Building Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

Agenda Attachments
1. Engineering and Street Invoices - 10.24.25.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the invoices for the emergency sewer repairs on Fudgetown Road, as presented. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

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

After calling for public comment and receiving none, it was moved by Alderman Hyneman, seconded by Alderman Smith to approve Ordinance 2025-16 amending Article IV, Sections 114-39, 118, and 119, of the Code of Ordinance of the City of Oxford. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

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

It was moved by Alderman Smith, seconded by Alderman Smith to approve Change Order No. 1 for Phillips Contracting Company, Inc., in the amount of $42,105.69, and to approve Payment Application No. 2, in the amount of $173,552.10, for the South Lamar Boulevard Pedestrian Improvements Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

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

It was moved by Alderman Crowe, seconded by Alderman Taylor to approve a request from Oakmont Oxford, LLC to release Performance Bond 4462067 for the asphalt and striping in Seminole Bluff Subdivision (Villa West, Phase 2). All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

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

It was moved by Alderman Crowe, seconded by Alderman Taylor to approve a request from Oakmont Oxford, LLC to release Performance Bond 4462068 for the sidewalk for Seminole Bluff Subdivision (Villa West, Phase 2). All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

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

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve Change Order No. 1, from Donald Smith Company, at no change in contract cost, to relocate Contract A-Anderson Road Wells No. 3 and No. 4 to mTrade Park. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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)

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

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

8. Regular Agenda: Closing the Meeting

8.a. Consider an executive session.

It was moved by Alderman Crowe, seconded by Alderman Huelse to consider an executive session for a personnel matter, two matters related to potential litigation, and a matter related to property ownership. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to enter into an executive session for a personnel matter in the Oxford Fire Department, a matter of potential litigation related to a proposed road, a matter of potential litigation related to a water well, and a matter related to property ownership of a closed road. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

It was moved by Alderman Hyneman, seconded by Alderman Crowe to follow the recommendation of the HR Director and suspend Oxford Fire Department employee Jalen Gross for five days without pay for violation of City Policy. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

8.b. Adjourn.

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

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Jason Bailey, Mayor Pro-Tem

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Ashley Atkinson, City Clerk-Finance Director