



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, November 18, 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, November 18, 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
Mary Martha Crowe, Alderman At-Large

Mayo Mallette, PLLC - Of Counsel
Rhonda Burchett — Chief Financial Officer, Financial Administration Dept.
Ashley Atkinson — City Clerk, Financial Administration Dept.- absent
Jessi Tolleson — Comptroller, Financial Administration Dept.
Hollis Green — Chief Operating Officer, General Government Dept.
Mark Levy — Special Projects Director, General Government Dept.
Braxton Tullos — Director, Human Resources Dept.
Ben Requet — Director, Dev Svcs- Planning Dept.
Robert Baxter — Senior Planner, Dev Svcs- Planning Dept.
Jeff McCutchen — Police Chief, Oxford Police Dept.- absent
Rusty Rasberry — Deputy Police Chief, Oxford Police Dept.
David Sabin — Captain of PACE Unit, Oxford Police Dept.
Joey Gardner — Fire Chief, Oxford Fire Dept.
Shane Fortner — Director, Emergency Management Dept.
Seth Gaines — Director, Oxford Park Commission
Marlee Carpenter — Director, Stronger Together Oxford
Rob Neely - General Manager, Oxford Utilities
Amberlyn Liles — Superintendent, Environmental Services Dept.
Greg Pinion — Superintendent, Buildings & Grounds Dept.
Nick Matthews — Director, Landscape Services Dept.

John Crawley — City Engineer, Dev Svcs- Engineering Dept.
Kelli Briscoe, Director, Oxford ARC
Bryce Hertl, General Government- IT Dept.
Chandler Murabito- General Government- IT Dept.

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson, to adopt the agenda for the meeting with the addition of item 2.b.viii and with a change to item 2.b.vi - to change from three promotions to the correct number, which is two promotions, in the Oxford Police Department. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

1.c. Mayor's Report.

2. 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 Tannehill declared the motion carried.

2.a. Fixed Asset Management:

- i. Request permission to declare equipment surplus in the Landscape Services Department and authorize its disposal. (Nick Matthews)
 - i. Stihl Weedeater FS131R, with serial number 535913380 and City of Oxford asset tag number 03242
 - ii. Stihl Weedeater, with serial number 529182150 and City of Oxford asset tag number 04423
 - iii. Stihl Weedeater FS131R, with serial number 522945578
- ii. Request permission to declare equipment surplus in the Oxford Police Department and authorize its disposal. (Jeff McCutchen)
 - i. 2016 Dodge Charger with VIN 2C3CDXAG2GH130071
 - ii. Dell Computer, with service tag number D4KROQ1 and City of Oxford asset tag number 00659

Agenda Attachments

1. [Surplus- Landscaping.pdf](#)
2. [Surplus- OPD.pdf](#)

2.b. Human Resources:

- i. Request permission to hire two full-time Communication Officers — Roger Kirby and Angel Madkins, both with an annual salary of \$41,798.70 — and one part-time Communication Officer — Jessie Pollard, who is uncertified, at a rate of \$12.00/hour — in the Oxford Police Department. (Braxton Tullos)
- ii. Request permission to hire a full-time Patrol Officer — Nicholas Davis, with an annual salary of \$54,107.60 — in the Oxford Police Department. (Braxton Tullos)
- iii. Request permission to accept the resignation of five Reserve Officers — Cody Pruitt, Steven Austin, Shawn Williams, Rickey Raine, and Cory Gray — in the Oxford Police Department, effective November 18, 2025. (Braxton Tullos)
- iv. Request permission to accept the resignation of two part-time Communication Officers — Joe Williard and Sarah Scott — in the Oxford Police Department, effective November 19, 2025. (Braxton Tullos)
- v. Request permission to promote one full-time PACE Officer — Charles Hefner — to full-time Patrol Officer, with an annual salary of \$54,107.60 in the Oxford Police Department, effective November 27, 2025. (Braxton Tullos)
- vi. Request permission to promote two full-time Officers — Marty Stokes, who was promoted from Patrol Officer to Corporal, with a new annual salary of \$57,263.14, and Hunter Stewart, who was promoted from Patrol Officer to Corporal, with a new annual salary of \$67,855.16 — in the Oxford Police Department. Both promotions are effective November 27, 2025. (Braxton Tullos)
- vii. Request permission to hire three full-time CDL Drivers — Jarvis Jeffries, Demetric Cook, and Dorian Sanford, each at an annual salary of \$46,300.80 — in the Environmental Services Department. (Braxton Tullos)
- viii. Request permission to accept the resignation of one full-time employee, Jalen Gross, Fire

Hydrant Maintenance, in the Oxford Fire Department, effective November 18, 2025.

2.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 accept a donation of \$250 from Tractor Supply for the benefit of the Oxford Police Department. (Jeff McCutchen)
- iii. Request permission to accept a donation of TAGD Threat Assessment and Threat Management Platform services from Daniel Sanford for the benefit of the Oxford Police Department. (Jeff McCutchen)

Agenda Attachments

1. [OU- Water and Sewer Adjustments.pdf](#)
2. [OPD- TAGD.pdf](#)

2.d. Travel Requests:

- i. Request permission for four employees in the Facilities Maintenance Department to travel to attend Electrical Safety Training Presented by MDOT on November 18–19, 2025, in Jackson, MS, at an estimated cost of \$800.00. (Mike Grant)
- ii. Request permission for one employee in the Human Resources Department to travel to attend Mississippi Leadership Class Graduation on November 30– December 4, 2025, in Biloxi, MS, at an estimated cost of \$910.00. (Braxton Tullos)
- iii. Request permission for two employees in the Metro Narcotics Division of the Oxford Police Department to travel to attend the MS Narcotics Officers Association Inaugural Conference on December 8–10, 2025, in Biloxi, MS, at an estimated cost of \$1,300.00. (Alex Fauver)
- iv. Request permission for two employees in the Stronger Together Oxford Department to travel to attend the DOVIA Meeting on December 19 – 20, 2025, in Jackson, MS, at an estimated cost of \$500.00. (Marlee Carpenter)
- v. Request approval for the 405D Alcohol and Drug Impaired Driving - Training Coordination Grant for employees to travel in accordance with the requirements of the grant to the MS Law Enforcement Officers Training Academy in Pearl, MS, on November 20, 2025, to host a DRE Continuing Education Class. (Jeff McCutchen)
- vi. Request permission for one employee to attend Introduction to Interview and Interrogation on December 11, 2025, in Oxford, MS for an estimated cost of \$250 (registration only). (Jeff McCutchen)
- vii. Request permission for two employees to attend Mississippi ARIDE training on December 16– 17, 2025 in Brandon, MS for an estimated cost of \$272 (per diem only). (Jeff McCutchen)
- viii. Request permission for one employee to attend Wellness for Telecommunications/ Dispatchers training on November 20, 2025, in Oxford, MS for an estimated cost of \$125 (registration only). (Jeff McCutchen)
- ix. Request permission for one employee to attend TAC Class on December 1–5, 2025 in Pearl, MS for an estimated cost of \$1,024 (\$616 lodging, \$408 per diem). (Jeff McCutchen)
- x. Request permission for the Chief to attend the Chief's Winter Conference on December 8-12, 2025 in Oxford, MS for an estimated cost of \$375 (registration only). (Jeff McCutchen)
- xi. Request permission for five employees to attend CIT training on December 1-5, 2025 in Oxford, MS at no cost to the city. (Jeff McCutchen)
- xii. Request permission for one employee to attend 40 Hour Basic Dispatch Class on December 15-19, 2025 in Gluckstadt, MS for an estimated cost of \$1,550 (\$395 tuition, \$650 lodging, \$340 per diem, \$210 mileage). (Jeff McCutchen)

3. Regular Agenda: City Clerk's Office

- 3.a. Request permission to approve the minutes of the Regular Meeting on November 4, 2025. (Jessi Tolleson)

Agenda Attachments

1. [Draft minutes 11.4.2025.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe, to approve the

minutes of the Regular Meeting on November, 4, 2025. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

3.b. Request permission to approve the accounts for all City departments. (Jessi Tolleson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith to approve the accounts for all City departments, including a claims docket showing General Fund claims numbered 138689- 138855 & ACH #s 311- 313, Trust & Agency claims numbered 53797- 53870 & ACH #s 211- 215, Water & Sewer claims numbered 40497- 40534 & ACH #s 266- 267 , Metro Narcotics claims numbered 9258- 9262 & ACH #s 101- 102 , and OPC Activity Fund claims numbered 4572- 4598 totaling \$2,135,994.46. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

4. Regular Agenda: Other Departments

4.a. Request approval of calendar-year 2026 health insurance rates. (Braxton Tullos)

Agenda Attachments

1. [HR- 2026 Insurance Rates.pdf](#)
2. [HR- 2026 Insurance Rates Memo.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve calendar-year 2026 health insurance rates as presented. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

Agenda Attachments

1. [OFD- Fireworks letter.pdf](#)
2. [OFD- Ordinance Change- Fireworks.pdf](#)

The Mayor called for public comment and received none. Therefore, it was moved by Alderman Bailey, seconded by Alderman Hyneman to approve Ordinance 2025-17, an Ordinance amending Chapter 38- Fire Protection & Prevention, Article III- Fireworks and Pyrotechnic Composition, of the Code of Ordinances of the City of Oxford. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.c. Second Reading and Public Hearing of a proposed Ordinance amending Chapter 18- Animals & Fowl, to remove Sections 18-72 through 18-74 and 18-75(b) through 18-75(d), and to amend Sections 18-75(a) and 18-77, to remove dog license requirements. (Kelli Briscoe)

Agenda Attachments

1. [ARC- Ordinance Change.pdf](#)

The Mayor called for public comment and received none. The Mayor also noted that no feedback was received from the public by anyone in the Mayor's Office. Therefore, it was moved by Alderman Bailey, seconded by Alderman Huelse to approve Ordinance 2025-18, an Ordinance amending Chapter 18- Animals & Fowl, to remove Sections 18-72 through 18-74 and 18-75(b) through 18-75(d), and to amend Sections 18-75(a) and 18-77, to remove dog license requirements, of the Code of Ordinances of the City of Oxford. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.d. Request permission to approve a Resolution Recognizing and Implementing the Updated Definition of "Hotel" for Purposes of Special Levy Tax Collections on Short-Term Rentals and Third-Party Facilitators, as Provided in Mississippi Senate Bill 2805 (2025 Regular Session). (Kinney Ferris)

Agenda Attachments

1. [VO- Oxford STR Resolution Nov 2025.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve a Resolution Recognizing and Implementing the Updated Definition of "Hotel" for Purposes of Special Levy Tax Collections on Short-Term Rentals and Third-Party Facilitators, as Provided in Mississippi Senate Bill 2805 (2025 Regular Session). All the Aldermen present voting aye, Mayor

Tannehill declared the motion carried.

- 4.e. Presentation of the 4th Quarter Report from the Oxford Park Commission for FY24/25. (Seth Gaines)

Agenda Attachments

1. [OPC- Q4 Report 2024-2025- 2.pdf](#)
2. [OPC- Q4 Report 2024-2025.pdf](#)

Oxford Park Commission Director, Seth Gaines, presented the most recent quarterly report from the Oxford Park Commission. The Mayor and Board thanked Seth for his hard work.

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly permit for Community Church to host a Christmas Eve Celebration on December 24, 2025 from 4pm-7pm. (Jeff McCutchen)

Agenda Attachments

1. [OPD- Parade Permit- Community Church.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve a Parade/ Assembly permit for Community Church to host a Christmas Eve Celebration on December 24, 2025, from 4pm-7pm. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval of a Preliminary and Final Plat for Case #3285, 'Patterson Place Subdivision', for property located at 3851 Fenwick Road (PPIN #15716). (Robert Baxter)

Agenda Attachments

1. [Planning- 3285 MBoA.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Bailey to approve a Preliminary and Final Plat for Case #3285, 'Patterson Place Subdivision', for property located at 3851 Fenwick Road (PPIN #15716). All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. First Reading of an Ordinance (Case #3291) Modifying Articles 3, 5 & 9 of the Land Development Code. (Ben Requet)

Agenda Attachments

1. [Planning- 3291 MBoA.pdf](#)

The Second Reading and Public Hearing on this proposed Ordinance will be at the next Regular Meeting on December 2, 2025.

- 6.c. Request approval of a Preliminary Plat for Case #3283, Oxford Commons, LLC (David Blackburn) for 'The Heights, Phase 6', for property located at Devonshire Drive (PPIN #37696). (Robert Baxter)

Agenda Attachments

1. [Planning- 3283 MBoA.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Huelse to approve a Preliminary Plat for Case #3283, Oxford Commons, LLC (David Blackburn) for 'The Heights, Phase 6', for property located at Devonshire Drive (PPIN #37696). All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

- 7.a. Consider bids for the FY26 Oxford Police Department Vehicle Upfits. (Mark Levy)

Agenda Attachments

1. [GenGovt- OPD Vehicle Upfits.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith to award the bid for the FY26 Oxford Police Department Vehicle Upfits to Emergency Equipment Professionals in the amount of \$177,144.00. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.b. Consider contract for the playground equipment at Avent Park. (Mark Levy)

Agenda Attachments

1. [GenGovt- Playground equipment at Avent Park.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to approve the contract with Planet Recess for the playground equipment at Avent Park. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.c. Public Hearing Regarding Public Use of City Property Policy and Consider Resolution of the Same. (Mark Levy)

Agenda Attachments

1. [GenGovt- Public hearing Regarding Public Use of City Property and Resolution.pdf](#)

The Mayor called for public comment and received none. Therefore, it was moved by Alderman Huelse, seconded by Alderman Bailey to approve a Resolution and Implementation of the Public Use of City Property Policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7.d. Consider Change Order #5 from J.P. Corp for the City of Oxford Pool Improvements Project. (Mark Levy)

Agenda Attachments

1. [GenGovt- Change Order No. 5 from J.P. Corp for the City of Oxford Pool Improvement Project.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Smith to approve Change Order No. 5 from J.P. Corp General Contractors for the City of Oxford Pool Improvements Project. Change Order No. 5 results in a decrease of the Contract Sum in the amount of (\$15,361.84) bringing the new Contract Sum to \$5,199,078.39. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

8.a. Consider the request to approve the low bid for the Hwy 314/Gus Booker Road Sewer Extension Project. (John Crawley)

Agenda Attachments

1. [Eng - Approve Low Bid for Hwy 314 Gus Booker Rd Sewer Extension - Combined.pdf](#)

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to award the bid for the Hwy 314/Gus Booker Road Sewer Extension Project to ENSCOR, LLC in the amount of \$318,975.00. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.b. Consider the request to select the date for the proposed Pegues Road Extension Project Public Hearing. (John Crawley)

Agenda Attachments

1. [Eng - Request Date for Public Hearing for Proposed Pegues Road Extension Project - Combined.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to select the date of December 9, 2025, for the Pegues Road Extension Project Public Hearing. The Public Hearing will take place at the Oxford Conference Center. There will be maps on display and City of Oxford and MDOT engineers will be present at the meeting to hear and address any citizen questions and/or concerns. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.c. Consider the request from Oxford Farms, LLC to release Site Restoration Performance Bond

2336667 for the road extension inside Oxford Farms. (John Crawley)

Agenda Attachments

1. [Eng - Request Release of Performance Bond 2336667 for Oxford Farms LLC - Combined.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve the request from Oxford Farms, LLC to release Site Restoration Performance Bond 2336667 (in the amount of \$163,677.00) for the road extension inside Oxford Farms. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.d. Consider the Resolution for the Mayor to sign and execute the contract for the sale and purchase of Landas Road in Oxford, Lafayette County, Mississippi. (John Crawley)

Agenda Attachments

1. [Eng- Resolution on Property Surplus Landas Rd.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve the Resolution Regarding Sale of City Property Not Needed for Municipal Purpose and for the Mayor to sign and execute the contract for the sale and purchase of Landas Road in Oxford, Lafayette County, Mississippi. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting

9.a. Consider an Executive Session.

It was moved by Alderman Bailey, seconded by Alderman Huelse to consider an executive session for potential litigation, for two matters of land acquisition, and for personnel issues in multiple City departments. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to enter into an executive session for potential litigation related to a proposed road located off of South Lamar Blvd., for a matter of land acquisition on Howell Loop, for a matter of land acquisition related to a new water well, and for personnel issues in the Environmental Services Department, the Municipal Court Department, the Oxford Utilities Department, Water & Sewer Division, the Financial Administration Department, the Oxford Fire Department, and the Oxford Utilities Department, Electric Division. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to authorize City Engineer, John Crawley, to negotiate with Mr. Larry McAlexander, the owner of the property located on Howell Loop that is needed for a new sewer lift station. The Board authorized an offer in the amount of the average cost of two appraisals (\$55,000.00 and \$56,000.00). All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to return to regular session. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to authorize City Attorney Pope Mallette to gather information on a potential class-action lawsuit.

It was moved by Alderman Bailey, seconded by Alderman Huelse to raise the salary of Jamie Shaw, Asst. Director of the Environmental Services Department, by \$5,000.00, effective November 27, 2025, giving him a new annual salary of \$95,658.54. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to raise the salary of Marc Boutwell, Municipal Court Judge, by \$10,741.50, effective November 27, 2025, giving him a new annual salary of \$90,000.00. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve multiple

personnel changes within the Oxford Utilities Department, Water & Sewer Division. It was noted that all other changes are contingent upon hiring a new Superintendent.

1. Offer the position of Water/ Wastewater Superintendent of the Oxford Utilities Department, Water & Sewer Division to Dillon Childers with an annual salary up to \$100,000.00, effective November 19, 2025.
2. To promote two employees within the Oxford Utilities Department, Water & Sewer Division – to promote Nathanael Cotton to Assistant Superintendent of Wastewater Collection, with a new annual salary of \$75,000.00, and to promote Chad Hamilton to Assistant Superintendent of Water Distribution, with a new annual salary of \$75,000.00. Both promotions are effective as of November 19, 2025.
3. To promote two employees – Brent Hale and Robert Thomas – to the position of Foreman, both with a new annual salary of \$60,731.47, effective November 19, 2025.

All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to follow the recommendation of the HR Director to transfer Leslie McCormick from the Oxford Utilities, Electric Division, to the Financial Administration Department and promote her to City Clerk with a new annual salary of \$75,000.00, effective December 25, 2025. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Smith to follow the recommendation of the HR Director to approve multiple personnel changes within the Oxford Utilities Department, Electric Division.

1. Promote Kantress Evans from Customer Services Manager to Billing Specialist, with a new annual salary of \$64,067.29, effective December 25, 2025.
2. Promote Kyla Armstrong from Customer Service Representative/ Teller to Customer Accounts Specialist, with a new annual salary of \$57,202.93, effective December 25, 2025.
3. Permission to advertise for Customer Service Representative/ Teller.

All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

9.b. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Huelse to adjourn the meeting. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill, Mayor

Jessi Tolleson, Comptroller