MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, December 02, 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, December 2, 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-via Microsoft Teams
Preston Taylor, Alderman Ward V
Jason Bailey, Alderman Ward VI
Mary Martha Crowe, Alderman At-Large

Mayo Mallette, PLLC- Of Counsel
Ashley Atkinson- City Clerk-absent
Leslie McCormick-City Clerk
Hollis Green- Chief Operating Officer
Rhonda Burchett-Chief Financial Officer
Jessi Tolleson- Comptroller
Joy Welch- Deputy City Clerk-absent
Mark Levy- General Government
Braxton Tullos- Human Resources Director
Holly Tubbs- Human Resources-absent
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-absent
Shane Fortner- Emergency Management Director-absent
Marlee Carpenter- Stronger Together Director-absent

Rob Neely- General Manager of Oxford Utilities
Amberlyn Liles- Environmental Services Superintendent-absent
Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor-absent
Kinney Ferris- Visit Oxford Director-absent
Chris Simmons- IT Director-absent
Bryce Hertl- IT Department
Kelli Briscoe- Oxford Animal Resource Center Director-absent
Nickie Denley- Municipal Court Clerk

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Smith, seconded by Alderman Hyneman to adopt the agenda for the meeting with the addition of items 2.e, 4.c, and 9.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 from the Regular Meeting on November 18, 2025. (Rhonda Burchett)

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve the minutes of the Regular Meeting on November 18, 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. (Rhonda Burchett)

It was moved by Alderman Crowe, seconded by Alderman Bailey to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 138881-139030 and ACH 315-317, Water & Sewer claims numbered 40536-40570, and ACH 268-269, Trust & Agency claims numbered 53960-54031 and ACH 216-218, Metro Narcotics claims numbered 9264-9274 and ACH 103-104, OPC Activity Fund claims numbered 4600-4622, and Bond and Interest claim numbered 7038, and totaling $1,452,973.01. All the aldermen present voted aye, Mayor Tannehill declared the motion carried.

2.c. Request permission to accept the 2025 tax rolls for Real and Personal Property, as provided by the Lafayette County Tax Assessor's Office. (Rhonda Burchett)

Agenda Attachments
1. Landroll_Recap_2025_Tax_Roll.pdf

It was moved by Aldermen Hyneman seconded by Alderman Smith to accept the 2025 tax rolls for Real and Personal Property, as provided by the Lafayette County tax Assessor's Office. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.d. October budget report. (Rhonda Burchett)

Agenda Attachments
1. October_Budget_Report.pdf

This was just an update. No action was taken on this item.

2.e. Request permission to accept the proposal from FNB Oxford for Municipal Depository Services for calendar years 2026-2029. (Rhonda Burchett)

Agenda Attachments
1. Bank Bid FNB Oxford Dec 2025.pdf
2. Bank Bid Guaranty Bank Dec 2025.pdf
3. Bank Bid Paragon Bank Dec 2025.pdf
4. Bank Bid Renasant Bank Dec 2025.pdf
5. Bank Bid Trustmark Dec 2025.pdf

It was moved by Aldermen Bailey, seconded by Alderman Hyneman to accept the proposal from FNB Oxford for Municipal Depository Services for calendar years 2026-2029. The option chosen was the 4-year variable rate, currently at 4.12%. All the aldermen present voting aye, Mayor Tannehill 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 Tannehill declared the motion carried.

3.a. Fixed Asset Management:

i. Request permission to declare a 1983 Leyl Double Decker Bus with VIN NLT0755 and a 1986 Leyl Double Decker Bus with VIN 2325DOR surplus in the Environmental Services Department and authorize their disposal. (Amberlyn Liles)
ii. Request permission to declare a Python III radar box with SN PYT846005633, a Code 3 Siren Box, an L3 Monitor with SN FBE310143, and a Federal Signal Siren Box with SN SS2000SS-D, and asset tags 1356, 1396, 1417, and 420 surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)
iii. Request permission to accept a donation of equipment from the Junior Auxiliary for the benefit of the Oxford Police Department-Victim Services Division. (Jeff McCutchen)

Agenda Attachments
1. DD_Bus_Surplus_755.pdf
2. DD_Bus_Surplus_DOR.pdf
3. OPD_Surplus_Equipment.pdf

3.b. Human Resources:

i. Request permission to hire Kelvin Wesson as a Full-Time Grounds Worker in the Landscape Services Department, with an annual salary of $40,170.00. (Braxton Tullos)
ii. Request permission to hire Travary Hart as a Concessionaire in the mTrade Park Department, with an hourly rate of $10.00. (Braxton Tullos)
iii. Request permission to accept the resignation of Tiffany Wilson in the Municipal Court Department, effective November 21, 2025. (Braxton Tullos)
iv. Request permission to hire Robert Tucker as a Small Engine Mechanic in the City Shop Department, with an annual salary of $40,170.00. (Braxton Tullos)
v. Request permission to hire Emma Long as a Full-Time Patrol Officer in the Oxford Police Department, with an annual salary of $58,520.94. (Braxton Tullos)
vi. 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 donations on behalf of the Oxford ARC. (Kelli Briscoe)
iii. Request permission to approve donations for the Oxford Park Commission LLO Program. (Seth Gaines)

Agenda Attachments
1. WS_Adjustments_List_12022025.pdf

3.d. Travel Requests:

i. Request permission for one employee to attend SLI FBI-LEEDA training on January 12-16, 2026 in Southaven, MS at no cost to the city. (Jeff McCutchen)
ii. Request permission for two employees to attend Innovative Response Strategies to Domestic Violence on April 7-9, 2026 in New Orleans, LA at an estimated cost of $2,427.00. (Jeff McCutchen)

4. Regular Agenda: Other Departments

4.a. Adopt a Retirement Resolution for City Clerk-Finance Director, Ashley Atkinson.

Agenda Attachments
1. Ashley Atkinson Resolution.pdf

It was moved by Alderman Smith, seconded by Alderman Hyneman to approve the retirement resolution for City Clerk-Finance Director, Ashley Atkinson. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.b. Request permission to approve and authorize the Mayor to sign a letter for Oxford-University Transit to purchase buses from outside the State of Mississippi, as approved by MDOT and FTA. The cost to the City is $102,709.50. (Donna Zampella)

Agenda Attachments
1. Critical Need Vehicles 2025.pdf

It was moved by Alderman Crowe, seconded by Alderman Bailey to approve and authorize the Major to sign a letter for Oxford-University Tansit to purchase buses from outside the State of Mississippi, as approved by MDOT and FTA. The cost to the City is $102,709.50. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.c. Request permission to approve a contract for professional services for Oxford Utilities-Water & Sewer Division. (Rob Neely)

Agenda Attachments
1. 250924_FORM_LSA Phase 2_contract.pdf

It was moved by Alderman Huelse and seconded by Alderman Bailey to approve a contract for professional services for the Oxford Utilities Water & Sewer Division. All aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

5.a. Request permission to approve and authorize the Mayor and/or the Police Chief to sign an agreement with Flock for 6 cameras. (Jeff McCutchen)

Agenda Attachments
1. Flock_Agreement_OPD.pdf

It was moved by Alderman Bailey and seconded by Alderman Smith to approve and authorize the Mayor and/or the Police Chief to sign an agreement with Flock for 6 cameras. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

5.b. Request permission to approve and authorize the Mayor and/or the Police Chief to sign a data service agreement with Insight LPR. (Jeff McCutchen)

Agenda Attachments
1. Insight_LPR_agreement_OPD.pdf

It was moved by Alderman Bailey and seconded by Alderman Crowe to approve and authorize the Mayor and/or Police Chief to sign a date service agreement with Insight LPR. All the aldermen present voted aye, Mayor Tannehill declared the motion carried.

5.c. Request permission to approve a Resolution of the Mayor and Board of Aldermen requesting the Alcoholic Beverage Control Commission extend the hours for alcohol sales for Super Bowl LX on Sunday, February 8, 2026. (Jeff McCutchen)

Agenda Attachments
1. ABC_request_extended_alcohol_Sales_Super_BowlLX.pdf

It was moved by Alderman Huelse and seconded by Alderman Hyneman to approve a Resolution of the Mayor and Board of Alderman requesting the Alcoholic Beverage Control Commission extend the hours for alcohol sales for the Super Bowl LX on Sunday, February 8, 2026. All the aldermen present voted aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

6.a. Second Reading and Public Hearing for an Ordinance (Case #3291) Modifying Articles 3, 5 & 9 of the Land Development Code. (Ben Requet)

Agenda Attachments
1. 3291 MBoA 2nd Reading.pdf

Since there was no public comment, it was moved by Alderman Bailey and seconded by Alderman Huelse to approve Ordinance 2025-19 for Case #3291 modifying articles 3, 5, and 9 of the Land Development Code. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Development Services-Engineering Department

7.a. Consider a request from Dismuke Design/PLOWSHARE Creative to temporarily block the sidewalk, if needed, on the alley side of Moe's Original BBQ at Tyler Avenue and South Lamar Boulevard for no longer than two weeks beginning Wednesday, December 3rd. (John Crawley)

Agenda Attachments
1. Memo - Request to Temporarly Block Sidewalk at Moe's Original BBQ - Combined.pdf

It was moved by Alderman Bailey and seconded by Alderman Huelse to approve the request from Dismuke Design/Plowshare Creative to temporarily block the sidewalk, if needed, on the alley side of Moe's Original BBQ at Tyler Avenue and South Lamar Boulevard for no longer than two weeks beginning Wednesday, December 3rd. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

7.b. Consider a request from Magnolia Materials, LLC, for the city to provide water service to the proposed hot mix asphalt plant to be located on Pat Patterson Parkway in Lafayette County, MS. (John Crawley)

Agenda Attachments
1. Memo - Request to Provide Water to Proposed Magnolia Materials Asphalt Plant - Combined.pdf

It was moved by Alderman Bailey and seconded by Alderman Crowe to approve a request from Magnolia Materials LLC, for the city to provide water service to the proposed hot mix asphalt plant to be located on Pat Patterson Parkway in Lafayette County, MS. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

7.c. Consider a request from the Donald Smith Company, Inc. to work outside of regular working hours for the Regional Water Supply Haley Well No. 2 Project. (John Crawley)

Agenda Attachments
1. Memo - After Hours Request from Donald Smith Company for Haley Well No. 2 - Combined.pdf

It was moved by Alderman Huelse and seconded by Alderman Bailey to approve a request from the Donald Smith Company, Inc. to work outside of regular working hours for the Regional Water Supply Haley Well No. 2. All alderman present voted aye, Mayor Tannehill declared the motion carried.

7.d. Consider a reimbursement request from Prince Oil, due to reported sewer damage as a result of the SR 7 Phase 2C Water Relocation Project. (John Crawley)

Agenda Attachments
1. Memo - Request for Reimbursement for Prince Oil - Combined.pdf
2. Prince_Oil_Invoices.pdf

This item was removed from agenda.

7.e. Consider the proposed updated schedule of connection fees from the Oxford Utilities- Water & Sewer Division. (John Crawley)

Agenda Attachments
1. Memo - Request to Approve Updated Connection Fee Schedule for Oxford Utilities - Combined.pdf

It was moved by Alderman Bailey and seconded by Alderman Huelse to approve the proposed updated schedule of connection fees from the Oxford Utilities Water and Sewer Division. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

7.f. Consider a Task Order from Waggoner Engineering to develop a wastewater plan. (John Crawley)

Agenda Attachments
1. Memo - Request to Approve Task Order 16 for Waggoneer Engineering for Sanitary Sewer Plan - Combined.pdf

It was moved by Alderman Huelse and seconded by Alderman Hyneman to approve a task order from Waggoner Engineering to develop a waterwater plan. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

7.g. Consider a request for 24-hour workdays, Monday-Sunday, until 12/31/2025, on Anderson Road. (John Crawley)

Agenda Attachments
1. Memo-Request from Montgomery Martin for 24 hr work.pdf
2. Anderson Rd. Student Housing.pdf

Alderman Bailey expressed concerns of excess noise during The University of Mississippi final exams, he requested the date to start be moved until December 12, 2025 and continue to January 12, 2025. Also, to include if there were any complaints the request could be rescinded. It was moved by Alderman Bailey and seconded by Alderman Hulse to approve the request for 24-hour work days on Anderson Road beginning December 12th through January 12th. All aldermen present voted aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Closing the Meeting

8.a. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe to consider an executive session for a matter related to property ownership. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey and seconded by Alderman Smith to obtain two appraisals for 1.5 acres by mTrade Park for potential purchase for the construction of a new water treatment plant. All the alderman present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, and seconded by Alderman Crowe to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8.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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Leslie McCormick, City Clerk