



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, March 04, 2025 at 05:00 PM

City Hall Courtroom

1. Opening the Meeting

1.a. Call to Order

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Pro-Tem Bailey at 5:00pm on Tuesday, March 4, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor-absent
Rick Addy, 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
Ben Requet- Director of Planning
Jeff McCutchen- Police Chief-absent
Sheridan Maiden-Deputy Police Chief
Braxton Tullos- Human Resources Director
Joey Gardner- Fire Chief
Shane Fortner-Emergency Management Director
Seth Gaines- Director of Oxford Park Commission
Mike Young- Asst. Director of Oxford Park Commission
Marlee Carpenter- Stronger Together Director
Rob Neely- General Manager of Oxford Utilities
Lynwood Jones- Superintendent of City Shop-absent
Amberlyn Liles- Environmental Services Director
Greg Pinion- Buildings & Grounds Superintendent
Kara Giles- Executive Assistant to the Mayor
John Crawley- City Engineer
Brad Freeman- mTrade Park Director-absent
Clay Brownlee- mTrade Park Assistant Director-absent

Michael Temple- IT Department-absent
Chris Simmons- IT Director-absent
Chandler Murabito-IT Department
Mark Levy- General Government
Laurie Steele-HR Department
Kelli Briscoe-Animal Resource Center Director
David Sabin-Police Department
Robert Baxter-Planning Dept.
Kate Kenwright-Planning Dept.

1.b. Adopt the agenda for the meeting.

It was moved by Alderman Hyneman, seconded by Alderman Huelse to adopt the agenda for the meeting, changing item 26 from a recess to an adjournment. 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 Items

2.a. Authorize the approval of the minutes of the Regular Meeting on February 18, 2025 and the Special Meeting on February 26, 2025. (Ashley Atkinson)

Agenda Attachments

1. [02182025_Agenda_final_w_minutes.pdf](#)
2. [02262025_SP_Agenda_final_w_minutes.pdf](#)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the minutes of the Regular Meeting on February 18, 2025 and the Special Meeting on February 26, 2025. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

2.b. Authorize the approval of accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 135287-135454 and ACHs 233-236, Water & Sewer claims numbered 39829-39869 and ACHs 227-228, Trust & Agency claims numbered 52389-52445 and ACHs 144-146, Metro Narcotics claims numbered 9166-9170 and ACHs 64-65, OPC Activity Fund claims numbered 3918-3953, and Bond & Interest claims numbered 7024-7025, and totaling \$2,499,539.60. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

3. Consider the consent agenda:

3.a. Fixed Asset Management:

- i. Request permission to declare an Exmark Lazer Z mower with VIN LRS801GKA60RA1 and asset tag 4605 surplus in the Buildings & Grounds Department and authorize its disposal. (Greg Pinion)
- ii. Request permission to declare a list of Point Blank ballistic panels and a list of Safariland ballistic panels surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Agenda Attachments

1. [B_G_Surplus_equipment.pdf](#)
2. [OPD_surplus.pdf](#)
3. [OPD_Surplus_2.pdf](#)

3.b. Grants:

3.c. Human Resources:

- i. Request permission to hire Cody Fly as a Utility Locator in the Oxford Utilities Department, with an annual salary of \$52,000.00. (Braxton Tullios)
- ii. Request permission to accept the retirement of Christopher Anderson in the Oxford

- Utilities-Electric Division, effective March 31, 2025. (Braxton Tullos)
- iii. Request permission to accept the retirement of Kevin Black in the Oxford Fire Department, effective June 30, 2025. (Braxton Tullos)
- iv. Request permission to approve volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)
- v. Request permission to accept the resignation of Part-Time employees, Tyler Ainsworth, Lyric Cosby, Sean Doyle, Javeear Gillard, Jaytus Gillard, Chloe Harrington, LaNorris Howell, Brandon Jimerson, Mary- Claire King, Hayden Moore, William Mott, Rachel Robinson, Paul Shipman, Nathan Stinson, and Ellis Farese. (Braxton Tullos)
- vi. Request permission to hire Salena Pierce and Lucy Catherine Freeman as Concession Stand employees in the mTrade Park Department. (Braxton Tullos)
- vii. Request permission to accept the resignation of Katrina Massey in the Development Services-Building Department, effective February 28, 2025. (Braxton Tullos)

3.d. Miscellaneous:

- i. Request permission to approve donations for the benefit of the Oxford Animal Resource Center. (Kelli Briscoe)
- ii. Request approval of water and/ or sewer adjustments in accordance with the Oxford Utilities Leak Adjustment Policy. (Rob Neely)

Agenda Attachments

1. [WS Adjustments_03042025.pdf](#)

3.e. Travel Requests:

- i. Request permission for an employee to attend the MS Municipal Judges Conference on May 28-30, 2025 in Biloxi, MS at no cost to the City. (Nickie Denley)
- ii. Request permission for three employees to attend Congressional Meetings in Washington, DC on March 10-13, 2025 at an estimated cost of \$4,000.00.
- iii. Request permission for three employees to attend a Code Academy Class on April 14-18, 2025 in Mobile, AL at an estimated cost of \$6,641.50. (Johnathan Mizell)
- iv. Request permission for up to three employees to attend Instructor Development on April 11-17, 2025 in Oxford at an estimated cost of \$400.00. (Jeff McCutchen)
- v. Request permission for an employee to attend Supervising Critical Incidents on March 27-28, 2025 in Oxford at an estimated cost of \$311.00. (Jeff McCutchen)
- vi. Request permission for an employee to teach at the Police Academy in Moorhead, MS on March 12-13, 2025 at no cost to the City. (Jeff McCutchen)
- vii. Request permission for an employee to teach at the Police Academy in Moorhead, MS on April 27-28, 2025 at no cost to the City. (Jeff McCutchen)
- viii. Request permission for two employees to attend Core Pipeline Safety Training on March 10, 2025 in Oxford at no cost to the City. (Jeff McCutchen)
- ix. Request permission for two employees to attend DRE Training on March 3-April 2, 2025 in Tupelo, MS at no cost to the City. (Jeff McCutchen)
- x. Request permission for an employee to attend First Amendment Issues for Supervisors on March 17-April, 11, 2025 in Oxford at an estimated cost of \$350.00. (Jeff McCutchen)
- xi. Request permission for an employee to attend CIT Dispatch Training on March 19-20, 2025 in Grenada, MS at no cost to the City. (Jeff McCutchen)
- xii. Request permission for an employee to attend the Regional Fire Prevention Conference on April 16-18, 2025 in Memphis, TN at an estimated cost of \$55.20. (Joey Gardner)
- xiii. Request permission for an employee to attend the Firefighter Wellness & Suicide Prevention Conference on March 19-21, 2025 in Nashville, TN at an estimated cost of \$1,861.24. (Joey Gardner)
- xiv. Request permission for an employee to attend TVPPA Annual Conference on May 18-21, 2025 in Biloxi, MS at an estimated cost of \$1,803.00. (Rob Neely)
- xv. Request permission for an employee to attend the MS Floodplain Conference on April 7-10, 2025 in Natchez, MS at an estimated cost of \$828.30. (Hollis Green)

4. Regular Agenda-New Business

4.a. OPC Annual Report. (Seth Gaines)

Agenda Attachments

1. [Copy of year to year numbers.pdf](#)

2. [Yearly Report by Seth 2024.pdf](#)

OPC Director, Seth Gaines, presented the annual report. The Board thanked him for the information. No action was taken.

4.b. Recognize the MRPA Professional of the Year, Felisa McKnight. (Seth Gaines)

OPC Director, Seth Gaines, introduced the MRPA Professional of the Year, Felisa McKnight. The Board thanked Felisa for her service to the children of the Oxford community and congratulated her on winning the award.

4.c. Consider new fee schedule for the OPC Pool for the 2025 Season. (Seth Gaines)

Agenda Attachments

1. [Copy of proposed pool charges 2025.pdf](#)

After a brief discussion, it was moved by Alderman Hyneman, seconded by Alderman Addy to make no changes to the fee schedule for the OPC Pool at this time. It will be re-evaluated at a future date. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

4.d. Discuss the OPC Park Inventory Project with master planning ideas. (Seth Gaines)

Agenda Attachments

1. [park inventory project PP 2.pdf](#)

The Board discussed the OPC Park Inventory but took no action. This plan will be part of a larger study of parks throughout the City.

4.e. Request permission to advertise for an RFP for additional light displays for Holly Jolly Holidays 2025. (Kinney Ferris/Clay Brownlee)

It was moved by Alderman Addy, seconded by Alderman Huelse to advertise for an RFP for additional light displays for Holly Jolly Holidays 2025. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

4.f. Request permission to approve a Parade/Assembly permit for the Lafayette County Democratic Party to host a demonstration on March 8, 2025 from 10:00am-11:00am. (Jeff McCutchen)

Agenda Attachments

1. [Hemmins_permit.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve a Parade/Assembly permit for the Lafayette County Democratic Party to host a demonstration on March 8, 2025 from 10:00am -11:00am. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

4.g. Request permission to approve a Parade/Assembly permit for the Oxford-Lafayette County Chamber of Commerce to host a 5k, 10k, and kid's fun run on April 26, 2025 from 4:00am-12:00pm. (Jeff McCutchen)

Agenda Attachments

1. [Start_2_finish_DDAF_Run.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Crowe to approve a Parade/Assembly permit for the Oxford-Lafayette County Chamber of Commerce to host a 5k, 10k, and kid's fun run on April 26, 2025 from 4:00am-12:00pm. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

4.h. Request permission to approve a Parade/Assembly permit for CASA of North MS to host a 5k and kid's fun run on March 29, 2025 from 5:00am-10:00am. (Jeff McCutchen)

Agenda Attachments

1. [Start_2_finish_CASA.pdf](#)

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve a Parade/

Assembly permit for CASA of North MS to host a 5k and kid's fun run on March 29, 2025 from 5:00am-10:00am. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.i. Consider bids received for the Woodlawn Davis Park Trail Extension Project. (Mark Levy)

Agenda Attachments

1. Consider bids for Woodlawn Davis Park Trail Extension.pdf

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to accept the bids received and award a contract to TM Productions, LLC, in the amount of \$165,985.00. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.j. Consider Change Order #3 from JP Corp for unforeseen additions and owner requested items for the Oxford Swimming Pool Renovation Project. (Mark Levy)

Agenda Attachments

1. Consider Change Order #3 from JP Corp for Oxfors Swimming Pool Renovation project.pdf

It was moved by Alderman Addy, seconded by Alderman Crowe to approve Change Order #3, in the amount of \$6,581.18, from JP Corp for unforeseen additions and owner requested items for the Oxford Swimming Pool Renovation Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.k. Consider a request from Blackburn Construction, Inc. for Sunday work at The Pearl, Phase II in Oxford Commons. (John Crawley)

Agenda Attachments

1. Memo - Request for Sunday Work Hours at The Pearl Phase 2 in Oxford Commons.pdf

It was moved by Alderman Huelse, seconded by Alderman Addy to approve a request from Blackburn Construction, Inc. for Sunday work at The Pearl, Phase II in Oxford Commons. This approval is limited to interior work only, during the hours of 1:00pm-7:00pm through the end of July. No workers are to park in the church parking lot; and if there are any complaints received, the approval will be revoked. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.l. Consider a request from RH-Design Build to work on Sundays in March and April to construct The Belle within The Lamar Development. (John Crawley)

Agenda Attachments

1. Memo - Request for Sunday Work Hours for The Belle in March and April - Combined.pdf

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a request from RH Design Build to work on Sundays in March and April to construct The Belle within The Lamar Development. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.m. Consider a request from Seeker Properties, LLC for permission to place a lift for exterior painting in front of Boure' Restaurant during the week of March 17-22, 2025 and to also place a roll-off dumpster in the same area. (John Crawley)

Agenda Attachments

1. Memo - Boure Seeker Properties Exterior Painting Oxford Square.pdf

It was moved by Alderman Huelse, seconded by Alderman Addy to approve a request from Seeker Properties, LLC for permission to place a lift for exterior painting in front of Boure' Restaurant during the week of March 17-22, 2025 and to also place a roll-off dumpster in the same area. This approval includes the use of two parking spaces in front of Boure'. All the aldermen present votin aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.n. Request permission to accept the bids received and award a contract for the Oxford Conference Center Re-Roof Project. (John Crawley)

Agenda Attachments

1. Memo - Request to Accept Bid for Oxford Conference Center Re-Roof - Combined.pdf

It was moved by Alderman Addy, seconded by Alderman Taylor to accept the bids received and award a contract for the Oxford Conference Center Re-Roof Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.o. Consider approval of a General Services Contract with HDR Engineering, Inc. for professional engineering services. (John Crawley)

Agenda Attachments

1. Memo - Consider Approval for General Services Contract with HDR Engineering Inc - Combined.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huelse to approve a General Services Contract with HDR Engineering, Inc. for professional engineering services. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.p. Consider Change Orders #2 and #3 for the SR7 Water & Sewer Relocation Project, Phase IIB. (John Crawley)

Agenda Attachments

1. Memo - Request to Approve Change Orders No.2 and No. 3 for SR 7 Phase IIB - Combined.pdf

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve Change Orders #2 and #3 to Argo Construction, in the amounts of \$24,010.00 and \$31,480.00, respectively; for the SR7 Water & Sewer Relocation Project, Phase IIB. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.q. Consider Change Order #1 and Pay App #1 for the mTrade Roundabout Project. (John Crawley)

Agenda Attachments

1. Memo - Request to Approve Change Order No.1 and Payment Application No. 1 for mTrade Park Roundabout - Combined.pdf

It was moved by Alderman Hyneman, seconded by Alderman Crowe to approve Change Order #1 to M & N Excavators, Inc., in the amount of \$16,154.60 and Pay App #1, in the amount of \$88,206.46, for the mTrade Roundabout Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.r. Consider a request for an intersection conversion at Heritage Drive and Anderson Road. (John Crawley)

Agenda Attachments

1. Memo - Request for Heritage Drive and Anderson Road Intersection Conversion - PDF.pdf

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve a request for an intersection conversion at Heritage Drive and Anderson Road. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

5. Consider an executive session.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to consider an executive session for personnel issues and matters related to police security measures. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Crowe to enter into an executive session for a personnel matter in the Oxford Police Department and a matter related to police security measures in the Downtown District. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to approve the rental of items for the Double Decker Arts Festival as they relate to police security measures; and to authorize the sole source purchase of those same items, for future use; to be paid from the 2% Food and Beverage Fund. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Addy to return to regular session. All the

aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to follow the recommendation of the HR Director and the Department Head and suspend Oxford Police Department employees, Dylan Hudson and DeMarcus Rogers, for one shift day each. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

6. Adjourn.

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

Jason Bailey, Mayor Pro-Tem

Ashley Atkinson, City Clerk