



# MINUTES

**City of Oxford**

**Board of Aldermen**

**Regular Meeting**

**Tuesday, March 18, 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 18, 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-absent  
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 Crowe to adopt the agenda for the meeting with the addition of items 3.e.viii, 4.c, and 6.f. 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. Authorize the approval of the minutes of the Regular Meeting on March 4, 2025. (Ashley Atkinson)

Agenda Attachments

1. [03042025\\_Minutes.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Taylor to approve the minutes of the Regular Meeting on March 4, 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 Addy, seconded by Alderman Crowe to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 135457-135616 and ACHs 237-240, Trust & Agency claims numbered 52471-52531 and ACHs 147-150, Water & Sewer claims numbered 39870-39905 and ACHs 229-230, Metro Narcotics claims numbered 9171-9175 and ACHs 66-67, OPC Activity fund claims numbered 3955-3979, and totaling \$1,693,521.41. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

3. Consider the consent agenda:

3.a. Fixed Assets Management

- i. Request permission to declare a Stihl weed eater, with SN 504480124 and asset tag 1253, a Stihl weed eater with SN 275958433 and asset tag 1254, a Stihl weed eater with unreadable SN and no asset tag, and a Brio countertop water dispenser with SN2011040340 surplus in the mTrade Park Department and authorize their disposal. (Brad Freeman)
- ii. Request permission to declare a DeWalt 18volt sawzall with asset tag 1759 surplus in the Oxford Fire Department and authorize its disposal. (Joey Gardner)
- iii. Request permission to declare a 1999 Exmark Model LZ25KC604 mower with SN 213864 surplus in the Oxford Utilities-Water & Sewer Department and authorize its disposal. (Rob Neely)
- iv. Request permission to declare an iPad Pro with SN DMPVX049J2D2 and asset tag 1812, and a list of Point Blank and Safari Land ballistic panels surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Agenda Attachments

1. [mTrade Surplus Form weed eaters.pdf](#)

2. [mTrade surplus 2.pdf](#)

3. [OFD\\_surplus.pdf](#)

4. [OU\\_WS\\_Surplus.pdf](#)

5. [OPD\\_surplus.pdf](#)

6. [OPD\\_surplus\\_2.pdf](#)

### 3.b. Grants

### 3.c. Human Resources

- i. Request approval to promote Karlie Ann Beckham to Part-Time Lead Supervisor, with a new hourly rate of \$13.00, and to promote Josh Maiden to Part-Time Supervisor, with a new hourly rate of \$11.25, in the mTrade park department. (Braxton Tullos)
- ii. Request approval to hire Anna Grant Slate, Hank Hewitt, and Hannah Sisk as Part-Time Concessionaires in the mTrade Park Department, each with an hourly rate of \$9.25. (Braxton Tullos)
- iii. Request approval to promote Jeremy Maxey from Firefighter/EMT to Fire Inspector/EMT in the Oxford Fire Department, with a new annual salary of \$67,297.90, effective July 1, 2025. (Braxton Tullos)
- iv. Request approval to accept the resignation of contractual employee, Christi McCoy, in the Municipal Court Department, effective March 10, 2025. (Braxton Tullos)
- v. Request approval to accept the resignation of Cody Fly in the Oxford Utilities-Electric Division, effective March 4, 2025. (Braxton Tullos)
- vi. Request approval to hire Luke Kiihnl as a Utility Locator in the Oxford Utilities-Electric Division, with an annual salary of \$45,760.00. (Braxton Tullos)
- vii. Request approval to hire James Hirsch as a Planner I in the Development Services-Planning Department, with an annual salary of \$53,000.00. (Braxton Tullos)
- viii. Request permission to promote the following eleven employees in the Environmental Services Department: Kenneth Mullin to Waste Collection Foreman, with a new annual salary of \$67,485.60; Carlos Barnes to ASL Driver, with a new annual salary of \$49,275.20; Derrick Gale to Front-End Driver, with a new annual salary of \$55,702.40; Kendall Johnson to Front-End Loader/Driver, with a new annual salary of \$55,702.40; Jalen Egerson to ASL Driver, with a new annual salary of \$49,275.20; Archie Tyes to Front-End Loader/Driver, with a new annual salary of \$55,702.40; Terrence Carter to Front-End Loader/Back-up Driver, with a new annual salary of \$53,281.49; Tylishia Hodges to ASL Driver, with a new annual salary of \$49,275.20; Jeran Brown to Transfer Station Equipment Operator, with a new annual salary of \$40,020.03; Aaron Gilliom to Cemetery Crew Chief, with a new annual salary of \$54,130.73; and Dexter Turner to Right of Way Crew Chief, with a new annual salary of \$47,771.15. These promotions are due to the retirement of three employees and the death of an employee. (Braxton Tullos)
- ix. Request permission to hire Rachel Smith as an Animal Care Technician in the Oxford Animal Resource Center Department, with an annual salary of \$35,568.00. (Braxton Tullos)
- x. Request permission to approve volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)

### 3.d. Miscellaneous

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

### Agenda Attachments

#### 1. WS\_Adj\_03182025.pdf

### 3.e. Travel Requests:

- i. Request permission for five employees to attend the SWANA Regional Conference on April 26-May 1, 2025 in Biloxi, MS at an estimated cost of \$1,360.00. (Amberlyn Liles)
- ii. Request permission for an employee to attend the 2025 Building Officials Conference on June 8-14, 2025 in Gulfport, MS at an estimated cost of \$1,687.40. (Joey Gardner)
- iii. Request permission for an employee to attend Ballistic Shield Instructor training in Frankfort, KY on April 7-10, 2025 for an estimated cost of \$1,658.00. (Jeff McCutchen)
- iv. Request permission for an employee to attend Instructor Development in Oxford, MS on April 7-11, 2025 for an estimated cost of \$400.00. (Jeff McCutchen)
- v. Request permission for one employee to teach Courtroom Testimony in Moorehead, MS on June 2, 2025 at no cost to the City. (Jeff McCutchen)
- vi. Request permission for three employees to attend the Points of Light conference on June

- 3-6, 2025 in New Orleans, LA at an estimated cost of \$4,000.00. (Marlee Carpenter)
- vii. Request permission for an employee to attend the Mississippi Partners in Preparedness Conference on May 19-23, 2025 in Biloxi, MS at an estimated cost of \$963.00. (Hollis Green)
- viii. Request permission for seven employees to attend Critical Incident Stress Management training on March 27-28, 2025 in Southaven, MS at no cost to the city. (Joey Gardner)

#### 4. Regular Agenda: New Business

- 4.a. Request permission to advertise for reverse auction bids for two 8-yard rear load garbage trucks. (Amberlyn Liles)

It was moved by Alderman Addy, seconded by Alderman Crowe to advertise for reverse auction bids for two 8-yard rear load garbage trucks. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.b. Request permission to approve a subscription agreement with LexisNexis for public records search services for the Oxford Municipal Court and City Clerk's Office. (Ashley Atkinson)

##### Agenda Attachments

- 1. [LexisNexis\\_public\\_records\\_agreement.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a subscription agreement with LexisNexis for public records search services for the Oxford Municipal Court and City Clerk's Office. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.c. Request permission to approve and authorize the Mayor to sign a contract with Tindall for repairs and maintenance to the Oxford Parking Garage, based on the proposal and quotes received. (Mark Levy)

##### Agenda Attachments

- 1. [Parking Garage Repair Quote Tabulation \(002\).pdf](#)

It was moved by Alderman Addy, seconded by Alderman Taylor to approve and authorize the Mayor to sign a contract with Tindall for repairs and maintenance to the Oxford Parking Garage, based on the proposal and quotes received. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.d. Request permission to allow the John C. Stennis Institute of State Government and Community Development to perform a salary survey for the City of Oxford. (Braxton Tullos)

##### Agenda Attachments

- 1. [Salary Survey - HR.pdf](#)
- 2. [City of Oxford 2025 Salary Comparison Survey.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Crowe to allow the John C. Stennis Institute of State Government and Community Development to perform a salary survey for the City of Oxford. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 4.e. Request permission to approve a Parade/Assembly permit for Brooks Fuller to host a ribbon cutting for Room2Room Movers in the City Hall Pocket Park on Monday, March 24, 2025 from 11:30am-12:00pm. (Jeff McCutchen)

##### Agenda Attachments

- 1. [Room2Room Movers \(3.24.25\).pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a Parade/Assembly permit for Brooks Fuller to host a ribbon cutting for Room2Room Movers in the City Hall Pocket Park on Monday, March 24, 2025 from 11:30am-12:00pm. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

#### 5. Regular Agenda: Development Services-Planning Department

- 5.a. Request approval of a Preliminary and Final Plat for Case #3197, Daniel Karnis (Jeff Williams,

Williams Engineering), for '805 University Avenue', for property located at 803 University Avenue being further identified as PPIN #6026. (Kate Kenwright)

#### Agenda Attachments

##### 1. 3197\_MBoA.pdf

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve, with noted conditions, a Preliminary and Final Plat for Case #3197, Daniel Karnis (Jeff Williams, Williams Engineering), for "805 University Avenue", for property located at 803 University Avenue, being further identified as PPIN #6026. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 5.b. Request approval of a Preliminary Plat for Case #3196, Capstone Development (Mac Monteith) for 'The Lamar Phase 7', for property located at the southeast corner of Molly Barr Rd and Chickasaw Rd being further identified as PPIN #41130. (Robert Baxter)

#### Agenda Attachments

##### 1. Case #3196 MBoA.pdf

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve, with noted conditions, a Preliminary Plat for Case #3196, Capstone Development (Mac Monteith) for 'The Lamar Phase 7', for property located at the southeast corner of Molly Barr Rd and Chickasaw Rd being further identified as PPIN #41130. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 5.c. Request approval of a Final Plat for Case #3173, Oxford Commons Lots, LLC (David Blackburn) for 'The Summit, Phase 3', for property located at Ed Perry Boulevard being further identified as PPIN #4712. (Robert Baxter)

#### Agenda Attachments

##### 1. Case #3173 MBoA.pdf

It was moved by Alderman Addy, seconded by Alderman Taylor to approve, with noted conditions, a Final Plat for Case #3173, Oxford Commons Lots, LLC (David Blackburn) for 'The Summit, Phase 3', for property located at Ed Perry Boulevard being further identified as PPIN #4712. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 5.d. Request Approval of a Preliminary and Final Plat for Case #3201, Oxford Commons Lots, LLC (David Blackburn) for 'The Crossing, Phase 5' for property located at F.D. Buddy East Parkway being further identified as PPINs #3966 & #9142. (Ben Requet)

#### Agenda Attachments

##### 1. Case #3201 MBoA.pdf

It was moved by Alderman Addy, seconded by Alderman Hyneman to approve, with noted conditions, a Preliminary and Final Plat for Case #3201, Oxford Commons Lots, LLC (David Blackburn) for 'The Crossing, Phase 5' for property located at F.D. Buddy East Parkway being further identified as PPINs #3966 & #9142. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 5.e. Request Approval of a Preliminary and Final Plat Amendment for Case #3200, Ricky D Britt Storage, LLC (Kyle Swafford) for 'Greenpointe Commercial Plus Subdivision, Phase II, Lot 1' for property located at 253 Ricky D Britt Boulevard being further identified as PPIN #7503. (Ben Requet)

#### Agenda Attachments

##### 1. Case #3200 MBoA.pdf

It was moved by Alderman Addy, seconded by Alderman Crowe to approve, with noted conditions, a Preliminary and Final Plat Amendment for Case #3200, Ricky D Britt Storage, LLC (Kyle Swafford) for 'Greenpointe Commercial Plus Subdivision, Phase II, Lot 1' for property located at 253 Ricky D Britt Boulevard being further identified as PPIN #7503. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

6. Regular Agenda: Development Services-Engineering Department

- 6.a. Consider a request from Delgado Construction for permission to work on Sundays from March 23rd to March 30th on the North Lamar and Varner Loop Drainage Improvements Project. (John Crawley)

Agenda Attachments

1. [Memo - Request Permission to Work on Sundays - North Lamar and Varner Loop - Combined.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Addy to approve a request from Delgado Construction for permission to work on Sundays from March 23rd to March 30th on the North Lamar and Varner Loop Drainage Improvements Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 6.b. Request permission to advertise for bids for the South Lamar Pedestrian Improvements Project. (John Crawley)

Agenda Attachments

1. [Memo - Request Permission to Advertise for Bids - South Lamar Pedestrian Improvements.pdf](#)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to advertise for bids for the South Lamar Pedestrian Improvements Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 6.c. Request permission to advertise for bids for the North Lamar and Molly Barr Roundabout Project. (John Crawley)

Agenda Attachments

1. [Memo - Request Permission to Advertise for Bids - North Lamar and Molly Barr Roundabout.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Taylor to advertise for bids for the North Lamar and Molly Barr Roundabout Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 6.d. Request permission to release Performance Bond #30053726 for the Evergreens, Phase III A&B, for water and sewer improvements. (John Crawley)

Agenda Attachments

1. [Memo - Request Permission to Release Performance for Evergreens Phase III A B - Combined.pdf](#)

It was moved by Alderman Crowe, seconded by Alderman Hyneman to release Performance Bond #30053726 for the Evergreens, Phase III A&B, for water and sewer improvements. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 6.e. Request permission to accept Change Order No. 5-Final and Pay Application No. 8 for the Oxford Square Downtown Detention Project. (John Crawley)

Agenda Attachments

1. [Memo - Request Permission to Approve CO5 and Pay App 8 for Oxford Square Downtown Detention Project - Combined.pdf](#)

It was moved by Alderman Addy, seconded by Alderman Crowe to accept Change Order No. 5-Final, to Patton Construction, LLC, in the amount of \$92,112.97, and Pay Application No. 8, in the amount of \$114,252.40, for the Oxford Square Downtown Detention Project. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

- 6.f. Request permission to extend the sidewalk closure at 401 East Jackson until Monday, March 24, 2025. (John Crawley)

It was moved by Alderman Hyneman, seconded by Alderman Huelse to extend the sidewalk closure at 401 East Jackson until Monday, March 24, 2025. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

7. Regular Agenda-Closing the Meeting

7.a. Consider an executive session.

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

It was moved by Alderman Crowe, seconded by Alderman Hyneman to enter into an executive session for a matter related to police security in the downtown district and a matter of potential litigation related to an attorney general's opinion. 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 allow the Oxford Police Department to apply for a grant to fund necessary items for security measures in the downtown area. All the aldermen present voting aye, Mayor Pro-Tem Bailey declared the motion carried.

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

7.b. Adjourn.

It was moved by Alderman Crowe, seconded by Alderman 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