



MINUTES

City of Oxford

Board of Aldermen

Regular Meeting

Tuesday, December 16, 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 16, 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 Hulse, Alderman Ward II
Brian Hyneman, Alderman Ward III
Kesha Howell-Atkinson, Alderman Ward IV- absent
Preston Taylor, Alderman Ward V - absent
Jason Bailey, Alderman Ward VI - Mayor Pro Tem
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 - absent
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 Raspberry- Deputy Police Chief
David Sabin- PACE Unit, Oxford Police Department - absent
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 - absent
Kara Giles- Executive Assistant to the Mayor-absent
Kinney Ferris- Visit Oxford Director-absent
Chris Simmons- IT Director
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 Crowe, seconded by Alderman Hyneman to adopt the agenda for the meeting with the addition of items 3.a.iii, 3.c.vii, 3.c.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 December 2, 2025. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Crowe, to approve the minutes of the Regular Meeting on December 2, 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. (Leslie McCormick)

It was moved by Alderman Crowe, seconded by Aldermen Huelse to approve the accounts for all city departments, including a claims docket showing General Funds claims numbered 139031-139216 and ACH 318-322, Water and Sewer claims numbered 40571-40611, and ACH 270-271, Trust & Agency claims numbered 54033-54103 and ACH 219-222, Metro Narcotics claims numbered 9276-9281 and ACH 105-106, OPC Activity Fund claims numbered 4632-4638 and Bond and Interest claim numbered 7039-7040, and totaling \$9,821,339.71. All the aldermen present voted aye; Mayor Pro Tem Bailey declared the motion carried.

3. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Smith 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 an HP Office Jet Pro 8710 printer with SN CN73SH30N5 and asset tag number 3619 surplus in the Oxford Fire Department and authorize its disposal. (Joey Gardner)
- ii. Request permission to declare a 3rd Eye UDU Unit with SN EI- U-2322-088641 in the Environmental Services Department and authorize its disposal. (Amberlyn Liles)
- iii. Request permission to declare a 2019 Ford F-150 with VIN number 1FTEW1E56KKC54012 and a 2021 Chevrolet Tahoe with VIN number 1GNSKLED5MR388528 surplus in the Oxford Police Department-Metro Narcotics Division and authorize their disposal. (Alex Fauver)

3.b. Grants:

- i. Request permission to apply for the 2026-2027 Rural Public Transit Grant. (Donna Zampella)

3.c. Human Resources:

- i. Request permission to hire Matthew Samuels as a full-time Patrol Officer with an annual salary of \$66,818.03 in the Oxford Police Department. (Braxton Tullos)
- ii. Request permission to approve a step increase for Communications Officer, LaErin Burton, from \$42,998.70 to \$43,243.16 for obtaining her TAC certification in the Oxford Police Department. (Braxton Tullos)
- iii. Request permission to approve a step increase for Adam Keith from a Lineman Step 6 to a

Lineman Step 7 for completing his sixth step of the TVPPA Apprentice Lineman Training with a step increase from \$33.72/ hr to \$36.10/ hr, Steven Hale from a Lineman Step 4 to a Lineman Step 5 for completing his fourth step of TVPPA Apprentice Lineman Step with a step increase from \$29.43/hr to \$31.50/hr, Wyatt Smith from a Lineman Step 4 to a Lineman Step 5 for completing his fourth step of the TVPPA Apprentice Lineman Training with a step increase from \$29.43/ hr to \$31.50/ hr, Brandon Washington from a Lineman Step 3 to a Lineman Step 4 for completing his third step of the TVPPA Apprentice Lineman training with a step increase from \$27.49/ hr to \$29.43/ hr, Shedd Castle from a Lineman Step 3 to a Lineman Step 4 for completing his third step fo TVPPA Apprentice Lineman training with a step increase from \$27.49/ hr to \$29.43/ hr, Dylan Houston from a Lineman Step 0 to a Lineman Step 1 for completing his initial step of TVPPA Apprentice Lineman Training with a step increase from \$22.41/hr to \$23.99/hr, and Landon Denley from a Lineman Step 0 to a Lineman Step 1 for completing his initial step of the TVPPA Apprentice Lineman Training with a step increase from \$22.41/hr to \$23.99/hr in the Oxford Utilities Department - Electric Division, effective January 1, 2026. (Braxton Tullos)

- iv. Request permission to hire John Putman as a Water/Wastewater Treatment Plant Operator with an annual salary of \$48,526.40 in Oxford Utilities - Water/ Sewer Division. (Braxton Tullos)
- v. Request permission to hire Dylan Severane as a Deputy Court Clerk with an annual salary of \$45,205.60 in the Municipal Court Department. (Braxton Tullos)
- vi. Request permission for a step increase for Michael Brown from \$55,297.68 to \$56,959.61 for successfully passing the Residential Electrical Inspector examination and receiving the certification in the Development Services Department. (Braxton Tullos)
- vii. Request permission for a step increase for Nicholas Whitfield from \$46,986.54 to \$48,396.13 for successfully passing the Residential Building Inspector examination and receiving the certification in the Development Services Department. (Braxton Tullos)
- viii. Request permission to approve volunteers for the Oxford ARC. (Kelli Briscoe)

3.d. 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 Paul A. Dilella Jr. and Mary A. Liberatore as new drivers for Local Bike Taxi, LLC. (Jeff McCutchen)

3.e. Travel Requests:

- i. Request approval for the 405D Alcohol and Drug Impaired Driving-Training Coordination Grant employees to travel to the following locations, in accordance with the requirements of the grant: Lowndes County, Mississippi, January 12-15, 2026 to host an SFST Class, Canton, Mississippi, February 5, 2026, to attend the MS Office of Highway Safety's Impaired Driving Task Force Meeting, Talladega, Alabama, February 8-19, 2026 to attend and assist teaching DRE school, Jacksonville, Florida, February 21-27, 2026 to attend and assist teaching DRE Field Certifications, Oxford, Mississippi, March 16-19 to host an SFST Class, and Southaven, Mississippi, March 23-25 to host an ARIDE Class. (Jeff McCutchen)
- ii. Request permission to approve the 2026 training calendar for the Oxford Fire Department. (Joey Gardner)
- iii. Request permission to approve two employees from the Oxford Fire Department to attend the Officer Development Program in Pensacola, FL, on January 4-10, 2026, at an estimated cost of \$2,223.91 for registration and hotel. (Joey Gardner)
- iv. Request permission for three employees from the Oxford Police Department to attend Supervisory Leadership Institute training on January 12– 16, 2026, in Southaven, MS, at an estimated cost of \$2,385.00 for registration only. (Jeff McCutchen)
- v. Request permission for an employee from the Oxford Police Department to attend Advanced Roadside Impaired Driving Enforcement training on December 16–17, 2025, for an estimated cost of \$119.00 for meals only. (Jeff McCutchen)
- vi. Request permission for an employee from the Municipal Court Department to attend multiple meetings on various dates in 2026 of the Joint Board of Governors and Constituent Advisory Committee. (Nickie Denley)
- vii. Request permission for an employee from the General Government Department to attend the

- PIP Conference in Biloxi, Mississippi, on March 4–6, 2026, at an estimated cost of \$1,022.00 for lodging, registration, and per diem. (Hollis Green)
- viii. Request permission for a WWTP employee from Oxford Utilities to attend the MsRWA Wastewater Certification class in Raymond, Mississippi, on January 12-16, 2026, at an estimated cost of \$1,532.00. (Rob Neely)
 - ix. Request permission for an Oxford Utilities engineer to attend TVPPA Engineering and Operations planning meeting on January 23, 2026, at an estimated cost of \$200.00. (Rob Neely)
 - x. Request permission for two employees from the Financial Administration Department to attend Tyler Connect on April 6-10, 2026, in Las Vegas, NV, at an estimated cost of \$6,500.00. (Rhonda Burchett)

4. Regular Agenda: Other Departments

- 4.a. Request permission to submit the proposed budget to MDOT for the 2026-2027 Program Year and to approve and authorize the Mayor to sign Standard Form 424-Application for Assistance. (Donna Zampella)

It was moved by Alderman Smith, seconded by Alderman Crowe, to approve the proposed budget to MDOT for the 2026-2027 Program Year and to approve and authorize the Mayor to sign Standard Form 424-Application for Assistance. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 4.b. Request permission to accept bids for Heavy-Duty Shop Lift for OUT and award purchase contract. (Donna Zampella)

It was moved by Alderman Hyneman, seconded by Alderman Huelse to accept and award the purchase contract to Hunter Engineer for a Heavy-Duty Shop Lift for OUT. All the aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 4.c. Consider the bids received for Old Taylor Road Substation Voltage Regulator Addition Project and award contract to William E. Groves Construction. (Rob Neely)

It was moved by Alderman Huelse, seconded by Alderman Smith to consider the bids and award the contract to William E. Groves Construction for the Old Taylor Road Substation Voltage Regulator Addition Project. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 4.d. Consider FY2025 Oxford Utilities Electric Division Audit Report and TVA annual report. (Rob Neely)

It was moved by Alderman Smith, seconded by Alderman Hyneman accept the FY2025 Oxford Utilities - Electric Division Audit Report and TVA Annual report. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Request permission for Visit Oxford to host an event at the City Hall Pocket Park on December 19, 2025 from 12:00pm-3:00pm. (Jeff McCutchen)

It was moved by Alderman Hyneman, seconded by Alderman Crowe, to approve a Visit Oxford event at the City Hall Pocket Park on December 19, 2025 from 12:00 pm-3:00 pm. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 5.b. Request permission to approve the "Free Parking" dates for 2026. (Jeff McCutchen)

It was moved by Alderman Huelse, seconded by Alderman Crowe to approve the "Free Parking" dates for 2026. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 5.c. Request permission for Chief Jeff McCutchen to sign a renewal with T2Systems for the PACE handheld ticketing devices. (Jeff McCutchen)

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve Chief Jeff McCutchen to sign a renewal with T2Systems for the PACE handheld ticketing devices. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request permission to approve a Final Plat for Case #3293, York Developments (Chance Walker) for "York Flats", for property located on Anchorage Road, being further identified as PPIN 36686. (James Hirsch)

It was moved by Alderman Hyneman, seconded by Alderman Crowe to approve a Final Plat for Case #3293, York Developments (Chance Walker) for "York Flats", for the property located on Anchorage Road, being further identified as PPIN 36686. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 6.b. Request permission to approve a Preliminary and Final Plat for Case #3294, Ran Management (Aman Devji) for the "Hwy 6 Express Commercial Subdivision", for property located at 2546 University Avenue, being further identified as PPIN 9145. (James Hirsch)

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a Preliminary and Final Plat for Case #3294, Ran Management (Aman Devji) for the "HWY 6 Express Commercial Subdivision", for property located at 2546 University Avenue, being further identified as PPIN 9145. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 6.c. Request permission to approve a request for City utilities outside the City limits for Case #3301, McGrath Real Estate (Alan Hyland) for "MREP Development", which also includes a request for Site Plan approval. (Kate Kenwright)

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve a request for City utilities outside the City limits for Case #3301, McGrath Real Estate (Alan Hyland) for "MREP Development", including a Site Plan approval. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 6.d. First reading of a proposed Ordinance enlarging, extending, and defining the corporate limits and boundaries of the City of Oxford, Lafayette County, Mississippi. (Ben Requet)

The second reading and public hearing of the proposed Ordinance enlarging, extending, and defining the corporate limits and boundaries of the City of Oxford, Lafayette County, Mississippi, will be at the next regular board meeting on January 6, 2026.

7. Regular Agenda: Development Services-Engineering Department

- 7.a. First Reading of an Ordinance amending Chapter 114-Utilities, Section 114-40-Sewer Connection Fees. (John Crawley)

The second reading and public hearing on Ordinance amending Chapter 114-Utilities, Section 114-40-Sewer Connection Fees will be at the next regular Board meeting on January 6, 2026.

- 7.b. Request permission to approve and authorized the mayor to sign and execute the contract documents for the Highway 314/Gus Booker Road Sewer Extension Project. (John Crawley)

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve and authorize the Mayor to sign and execute the contract for documents for the Highway 314/Gus Booker Road Sewer Extension Project. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 7.c. Consider a request from LT2, LLC to release the Maintenance Bond 1001222284 for The Grove at Grand Oaks, Phase VIII, Part II. (John Crawley)

It was moved by Alderman Huelse, seconded by Alderman Smith to approve the request from LT2, LLC to release the Maintenance Bond 1001222284 for the Grove at Grand Oaks, Phase VIII, Part II. All aldermen present voting aye, Mayor Pro Tem Bailey declares the motion carried.

- 7.d. Consider a request from LT2, LLC to release the Maintenance Bond 1001222287 for the Grove at Grand Oaks, Phase VIII, Part III. (John Crawley)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve the request from LT2, LLC to release the Maintenance Bond 1001222287 for the Grove at Grand Oaks, Phase VIII, Part III. All aldermen present voting aye, Mayor Pro Tem Bailey declares the motion carried.

- 7.e. Request permission to approve Change Order No. 1, a final quantity change order, for the Oxford Conference Center Re-Roof Project. (John Crawley)

It was moved by Alderman Smith, seconded by Alderman Hyneman, to approve Change Order No. 1, a final quantity change order for the Oxford Conference Center Re-Roof Project. All aldermen present voting aye, Mayor Pro Tem Bailey declares the motion carried.

- 7.f. Consider a request from Montgomery Martin Contractors to approve a lane shift on Molly Barr Road at the Chelsea Lofts Project. (John Crawley)

This item was removed from the agenda.

8. Regular Agenda: Closing the Meeting

- 8.a. Consider an executive session.

It was moved by Alderman Smith, seconded by Alderman Crowe to consider an executive session for matters related to personnel, potential litigation, and 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 personnel issues in the Facilities Maintenance Department and the Street Department. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

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

It was moved by Alderman Crowe, seconded by Alderman Huelse to approve the advertisement of the position of journeyman electrician for the Facilities Maintenance Department at an annual salary of \$61,200.00 or \$30 per hour. All aldermen present voting aye, Mayor Pro Tem Bailey declared to motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Smith to approve the termination of Street Department employee, Anthony Varner, for violation of City policy. All aldermen present voting aye, Mayor Pro Tem Bailey declared the motion carried.

- 8.b. Adjourn.

It was moved by Alderman Smith, 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

Leslie McCormick, City Clerk