



# MINUTES

**City of Oxford**

**Board of Aldermen**

**Regular Meeting**

**Tuesday, April 01, 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 Tannehill at 5:00pm on Tuesday, April 1, 2025 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
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  
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 Bailey, seconded by Alderman Hyneman to adopt the agenda for the meeting with the deletion of item 4.a. 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. Authorize the approval of accounts for all city departments.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 135648-135835 and ACHs 241-243, Trust & Agency claims numbered 52537-52614 and ACHs 151-153, Water & Sewer claims numbered 39908-39935 and ACHs 231-232, Metro Narcotics claims numbered 9176-9178 and ACHs 68-69, OPC claims numbered 3981-3989, and totaling \$3,593,248.30. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request permission to approve the minutes from the Regular Meeting on March 18, 2025.  
(Ashley Atkinson)

Agenda Attachments

1. 03182025\_Minutes.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve the minutes from the Regular Meeting on March 18, 2025. 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 Howell-Atkinson 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 list of equipment surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)

Agenda Attachments

1. OPD\_surplus.pdf

3.b. Grants:

- i. Request permission to apply for the 2025 MOHS Grant for up to \$80,000.00, with no match, for the Oxford Fire Department. (Joey Gardner)
- ii. Request permission to apply for the Firehouse Subs Firefighter Assistance Grant for up to \$45,000.00, with no match, for the Oxford Fire Department. (Joey Gardner)

3.c. Human Resources:

- i. Request permission to accept the resignation of Sarah Grace Hollowell in the Oxford Conference Center Department, effective March 28, 2025. (Braxton Tullios)
- ii. Request permission to accept the resignation of Blake Horton in the Oxford Police Department, effective April 7, 2025. (Braxton Tullios)

- iii. Request permission to hire Cameron Chunn as a Patrol Officer in the Oxford Police Department, with an annual salary of \$52,531.65. (Braxton Tullos)
- iv. Request permission to hire Wendy Parham as a Full-Time Communications Officer in the Oxford Police Department, with an annual salary of \$37,575.24. (Braxton Tullos)
- v. 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. (Roby Neely)
- ii. Request permission to accept donations for the benefit of the Oxford Animal Resource Center. (Kelli Briscoe)
- iii. Request permission to accept the donation of treats and supplies from Wal-Mart for the benefit of the Oxford Police Department K-9 and Mounted Patrol Units. (Jeff McCutchen)

#### Agenda Attachments

- 1. [WS\\_Adjustments\\_04012025.pdf](#)
- 2. [donations.pdf](#)

#### 3.e. Travel Requests

- i. Request permission for three employees to attend the MS Municipal Court Clerk's Summer Conference on July 22-25, 2025 in Biloxi, MS at an estimated cost of \$3,000.00. (Nickie Denley)
- ii. Request permission for two employees to attend Enhanced Force Investigations on May 27-30, 2025 in Nashville, TN at an estimated cost of \$3,449.55. (Jeff McCutchen)
- iii. Request permission for five employees to attend Remote Pilot Operations Course on April 28-May 1, 2025 in Oxford, MS at an estimated cost of \$4,055.00. (Jeff McCutchen)
- iv. Request permission for one employee to attend Instructor Development on April 7-11, 2025 in Oxford, MS for an estimated cost of \$400.00. (Jeff McCutchen)
- v. Request permission for one employee to attend Human Trafficking Investigator training on April 29-May 1, 2025 in Hernando, MS at no cost to the city. (Jeff McCutchen)
- vi. Request permission for one employee to attend MS Law Enforcement Child Abuse Conference on May 13, 2025 in Batesville, MS for an estimated cost of \$100.00. (Jeff McCutchen)
- vii. Request permission for the Emergency Management Director to apply for the Executive Leaders Program through the Center for Homeland Defense and Security at no cost to the city. (Shane Fortner)
- viii. Request permission for one Courthouse Square Historic Preservation Commissioner to attend the Mississippi Department of Archives and History Preservation Bootcamp on April 23-24, 2025 in Jackson, MS at an estimated cost of \$650.00. (Ben Requet)
- ix. Request approval to add an additional night to a previously approved travel request for an HR employee, at an estimated cost of \$746.99. (Braxton Tullos)
- x. Request permission for an employee from the Environmental Services Department and an employee from the Development Services- Engineering Department to attend the American Public Works Association Conference on August 17-20, 2025 in Chicago, IL at an estimated cost of \$5,620.00. (Amberlyn Liles/John Crawley)
- xi. Request permission for two Environmental Services Department employees and two Shop employees to travel to Pelham, AL on April 8-9, 2025, at an estimated cost of \$872.00, to view and inspect equipment for the Environmental Services Department. (Amberlyn Liles)

#### 4. Regular Agenda: Other Departments

- 4.a. Request permission to approve a payment policy for the Oxford Municipal Court. (Nickie Denley)

#### Agenda Attachments

- 1. [COLLECTIONS POLICY.pdf](#)

This item was removed from the agenda.

- 4.b. Request permission to accept the Continuing Disclosure Report for fiscal year ended September 30, 2024, as provided by Butler Snow, LLP. (Ashley Atkinson)

Agenda Attachments

1. FY 2024 Continuing Disclosure Invoice and Submissions - City of Oxford MS.pdf

It was moved by Alderman Bailey, seconded by Alderman Hulse to accept the Continuing Disclosure Report for fiscal year ended September 30, 2024, as provided by Butler Snow, LLP. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 4.c. Request permission to approve and authorize the Mayor to sign an agreement with UKG, to add UKG Bryte AI to the City payroll system at no charge for the trial period. (Braxton Tullos)

Agenda Attachments

1. UKG Order Form UKG Bryte AI.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve and authorize the Mayor to sign an agreement with UKG, to add UKG Bryte AI to the City payroll system at no charge for the trial period. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Regular Agenda: Police Department

- 5.a. Request permission to approve a Parade/Assembly permit for Oxford Pride/Isom Center to host a parade on May 3, 2025 from 2:00pm-3:00pm. (Jeff McCutchen)

Agenda Attachments

1. Isom\_center\_permit.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to approve a Parade/Assembly permit for Oxford Pride/Isom Center to host a parade on May 3, 2025 from 2:00pm-3:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. Request permission to approve a Parade/Assembly permit for Marlee Carpenter with Stronger Together Oxford to host a Volunteer Recognition Ceremony in the City Hall Pocket Park on April 23, 2025 from 12:00pm-7:00pm. (Jeff McCutchen)

Agenda Attachments

1. STO\_Parade\_Permit.pdf

It was moved by Alderman Addy, seconded by Alderman Hulse to approve a Parade/Assembly permit for Marlee Carpenter with Stronger Together Oxford to host a Volunteer Recognition Ceremony in the City Hall Pocket Park on April 23, 2025 from 12:00pm-7:00pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Special Projects

- 6.a. Request permission to approve and authorize the Mayor to sign a contract, in the amount of \$165,985.00, with TM Productions, LLC, for the Woodlawn Trail Extension Project based on bids previously accepted. (Mark Levy)

Agenda Attachments

1. Permission to accept contract with TM Productions LLC for the Woodlawn Davis Trail Extension project.pdf

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve and authorize the Mayor to sign a contract, in the amount of \$165,985.00, with TM Productions, LLC, for the Woodlawn Trail Extension Project, based on bids previously accepted. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Request permission to advertise for bids for technology upgrades at the Oxford Park Commission Activity Center and the Ulysses "Coach" Howell Activity Center. (Mark Levy)

Agenda Attachments

1. Permission to advertise for technology upgrades at the Oxford Activity Center.pdf

It was moved by Alderman Howell-Atkinson, seconded by Alderman Addy to advertise for

bids for technology upgrades at the Oxford Park Commission Activity Center and the Ulysses "Coach" Howell Activity Center. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

## 7. Regular Agenda: Development Services-Engineering Department

- 7.a. Request permission to advertise for bids for the Anderson Road Water Treatment Plant Upgrades Project and two Anderson Road Well Sites. (John Crawley)

### Agenda Attachments

1. Memo - Request Permission to Advertise for Bids - Anderson Road Water Treatment Plant Upgrades and Wells.pdf

It was moved by Alderman Bailey, seconded by Alderman Huelse to advertise for bids for the Anderson Road Water Treatment Plant Upgrades Project and two Anderson Road Well Sites. All the Aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Request permission to advertise for reverse auction bids for a new 14-yard dump truck with a snow plow for the Development Services-Street Department. (John Crawley)

### Agenda Attachments

1. Memo - Request Permission to Advertise for Reverse Auction Bids - New 14 Yard Dump Truck with Snow Plow.pdf

It was moved by Alderman Addy, seconded by Alderman Bailey to advertise for reverse auction bids for a new 14-yard dump truck with a snow plow for the Development Services-Street Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Consider Change Order #2 and Payment Application #2 for the mTrade Roundabout Project. (John Crawley)

### Agenda Attachments

1. Memo - Request Permission to Approve CO2 and Pay App 2 - mTrade Park Roundabout Project - Combined.pdf

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve Change Order #2, in the amount of \$12,390.00, to M & N Excavators, and to approve Payment Application #2, in the amount of \$175,005.21, for the mTrade Roundabout Project. All the aldermen present voting aye, except for Alderman Addy who voted no, Mayor Tannehill declared the motion carried.

## 8. Regular Agenda: Closing the Meeting

- 8.a. Consider an executive session.

It was moved by Alderman Hyneman, seconded by Alderman Bailey to consider an executive session for matters related to property ownership/acquisition and potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to enter into an executive session for two matters of property ownership/acquisition on Anderson Road, an issue of potential litigation regarding a contract, an issue of potential litigation regarding a lawsuit, and an issue of potential litigation related to the demolition of a building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to make an offer, of the appraisal price, to the owners of a piece of property on Anderson Road. This property would be a possible location for the construction of a future water well. All the aldermen present voting aye, Mayor Tannehill declare the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Addy to get an appraisal for approximately 7 acres of property on Anderson Road. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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

8.b. Recess to meet at 1:00pm on Wednesday, April 2, 2025.

It was moved by Alderman Hulse, seconded by Alderman Hyneman to recess the meeting until 1:00pm on Wednesday, April 2, 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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Robyn Tannehill, Mayor

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Ashley Atkinson, City Clerk