



**City of Oxford
Board of Aldermen
Regular Meeting
Tuesday, July 21, 2026 at 5:00 PM
City Hall Courtroom**

Minutes

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 5:00 PM on July 21, 2026, in the courtroom of Oxford City Hall, when and where the following were present, unless otherwise noted as absent:

Robyn Tannehill, Mayor
Erin Smith, Alderman Ward I
Mark Hulse, 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

Pope Mallette, PLLC of Counsel
Hollis Green - Chief Operating Officer
Rhonda Burchett - Chief Financial Officer
Kara Giles - Chief of Staff
Leslie McCormick - City Clerk
Amberlyn Liles, Environmental Services
Braxton Tullos, Human Resources
Greg Pinion, Building and Grounds
Joey Gardner, Fire Chief
John Crawley, City Engineer
Kelli Briscoe, Oxford Animal Resource Center
Mark Levy, Special Projects
Marlee Carpenter, Stronger Together
Seth Gaines, Oxford Park Commission

1.b. Adopt the agenda for the meeting

It was moved by Alderman Bailey, seconded by Alderman Crowe, to adopt the agenda for the meeting with the additions of items 3.c.xiv, 8.i, and 8.j. With all aldermen present voting aye, Mayor Tannehill declared the motion

carried.

1.c. Mayor's Report

2. Regular Agenda: Financial Administration Office

2.a. Request to approve the minutes of the Regular Board of Aldermen Meeting on July 7, 2026. (Leslie McCormick)

It was moved by Alderman Smith, seconded by Alderman Taylor, to approve the minutes of the Regular Board of Aldermen Meeting on July 7, 2026.

With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.b. Request to approve the minutes of the Recess Board of Aldermen meetings on July 13, 2026, and July 14, 2026. (Leslie McCormick)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to approve the minutes of the Recess Board of Aldermen meetings on July 13, 2026, and July 14, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.c. Request permission to approve the accounts for all city departments. (Leslie McCormick)

It was moved by Alderman Howell—Atkinson, seconded by Alderman Smith, to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 141702-141881; ACH 387-390, Water & Sewer claims numbered 41170-41206; ACH 301-302, Trust & Agency claims numbered 55199-55273; ACH 271-273, Metro Narcotics claim numbered 9338-9340; ACH 136-137; OPC Activity Fund claims numbered 5040-5050, and Bond and Interest claims numbered 7054-7054, totaling \$4,113,436.20. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

2.d. Request approval of Emergency Purchases that were made in response to Winter Storm Fern, which occurred January 23-26, 2026. (Rhonda Burchett)

It was moved by Alderman Hyneman, seconded by Alderman Crowe, to approve the Emergency Purchases that were made in response to Winter Storm Fern, which occurred January 23–26, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Consider the consent agenda

It was moved by Alderman Hyneman, seconded by Alderman Crowe, to approve all items on the consent agenda. With all aldermen voting aye, Mayor Tannehill declared the motion carried.

3.a. Fixed Asset Management

- i. Request permission to declare a 2010 Gillig bus (VIN Number: 15GGD2218Y1071157) from the OUT department surplus and authorize its disposal. (Donna Zampella)

- ii. Request permission to declare a Dell Computer with Monitors (Serial Numbers: N-0YKNFG-74445-6AD-A8BS-A000 and F9MXTD3) from the Development Services-Building Department surplus and authorize their disposal. (Johnathan Mizell)
 - iii. Request permission to declare three TVs (Serial Numbers: 1911GTC006511A01225, 05FTHCC801120T, and 1911GTC006511A04706) from the Oxford Police Department surplus and authorize their disposal. (Jeff McCutchen)
 - iv. Request permission to declare a YSI 550A P.O. Meter, an HP 4620 Printer (Serial Number: CN370341PJ0), a Precision Water Bath (Serial Number: 600071471; Asset Tag Number: 04027), an All American Steam Sterilizer (Asset Tag Number: 04023), a Thermo Scientific Rotary Evaporator (Serial Number: WUMBER10931265-03; Asset Tag Number: 04034), a Shelolab Water Bath (Asset Tag Number: 04028), from Oxford Utilities surplus and authorize their disposal. (Rob Neely)
 - v. Request permission to declare a 2017 Dell Computer (Serial Number: CN-OYKNFG-WS200-7BPB1XL; Service Tag Number: HNG77C2), a 2021 Dell Computer (Serial Number: CN-07W4X2-WSL00-116-228U-AOZ; Service Tag Number: BF5NC23), and a 2013 Dell Computer (Serial Number: OPHSNY-7446-32K-A79L; Service Tag Number: 7RPC3VI) from Stronger Together surplus and authorize their disposal. (Marlee Carpenter)
 - vi. Request permission to declare a Stihl FC96 (Serial Number: 612336481; Asset Tag Number: 03046) from the Building and Grounds - Landscape Services department surplus and authorize its disposal. (Nick Matthews)
- 3.b. Miscellaneous
- i. Request permission to accept a donation of \$500.00 from Crime Stoppers for the benefit of the Oxford Police Department. (Jeff McCutchen)
 - ii. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)
- 3.c. Travel Requests
- i. Request permission for two employees from the Financial Administration Department to attend the Fall Certified Municipal Clerk Program on September 23–25, 2026, in Oxford, Mississippi, at an estimated cost of \$650.00. (Rhonda Burchett)
 - ii. Request permission for two employees from the Financial Administration Department to attend the Fall Certified Municipal Clerk Program from September 30–October 2, 2026, in Ridgeland, Mississippi at an estimated cost of \$2,780.30. (Rhonda Burchett)

- iii. Request permission for one employee from the Development Services-Engineering Department to attend the Mississippi Damage Prevention Summit on November 3–7, 2026, in Biloxi, Mississippi, at an estimated cost of \$1,230.00. (John Crawley)
- iv. Request permission for two employees from the Oxford Police Department to attend the Professional Development Communication IQ Workshop on September 21, 2026, in Pearl, Mississippi, at an estimated cost of \$707.10. (Jeff McCutchen)
- v. Request permission for two employees from the Oxford Police Department to attend the IACP Impaired Driving and Traffic Safety Conference on August 19–24, 2026, in Anaheim, California, at an estimated cost of \$912.00. (Jeff McCutchen)
- vi. Request permission for six employees from the Oxford Police Department to attend the TOSS Handgun, Shotgun, Rifle Lifetime Instructor Certification on August 3–7, 2026, in Oxford, Mississippi, at an estimated cost of \$6,000.00. (Jeff McCutchen)
- vii. Request permission for one employee from the Oxford Police Department to attend Bulletproof Courtroom Testimony on August 20, 2026, in Southaven, Mississippi, at an estimated cost of \$225.00. (Jeff McCutchen)
- viii. Request permission for the Deputy Chief from the Oxford Police Department to teach Courtroom Testimony on August 31, 2026, in Moorehead, Mississippi. (Jeff McCutchen)
- ix. Request permission for the Deputy Chief from the Oxford Police Department to teach Report Writing on August 16–17, 2026, in Moorehead, Mississippi. (Jeff McCutchen)
- x. Request permission for one employee from the Oxford Police Department to attend SSGT Vanguard Level 1 on August 24–28, 2026, in Pearl, Mississippi, at an estimated cost of \$1,390.00. (Jeff McCutchen)
- xi. Request permission for one employee from the Oxford Police Department to attend SSGT Vanguard Level 2 on August 31–September 4, 2026, in Pearl, Mississippi, at an estimated cost of \$1,390.00. (Jeff McCutchen)
- xii. Request permission for one employee from Oxford Utilities to attend the TVPPA Engineering and Operations Conference on August 19–21, 2026, in Chattanooga, Tennessee, at an estimated cost of \$1,371.00. (Rob Neely)
- xiii. Request permission for two employees from the Mayor's Office to attend a conference on July 28–30, 2026, in New Orleans, Louisiana, at an estimated cost of \$1,009.00.

- xiv. Request permission for City of Oxford employees and members of the Board of Aldermen to travel to Washington, D.C., on September 21–24, 2026.

3.d. Human Resources

- i. Request permission to accept the resignation of Patrol Officer, John Dukes, effective July 22, 2026, and Records Clerk, Larrie Hardy, effective July 31, 2026, from the Oxford Police Department. (Braxton Tullos)
- ii. Request permission to promote Anna Scott from part-time Communications Officer to full-time Communications Officer with an annual salary of \$41,798.70 for the Oxford Police Department. (Braxton Tullos)
- iii. Request permission to hire Ava Gaddis as a full-time Patrol Officer with an annual salary of \$54,107.60 for the Oxford Police Department. (Braxton Tullos)
- iv. Request permission to hire Eden Cain as a certified part-time Communications Officer with an hourly wage of \$20.00 for the Oxford Police Department. (Braxton Tullos)
- v. Request permission to hire Gavin Smith as a full-time laborer with an annual salary of \$40,170.00 for the Waste Collection Division of the Environmental Services Department. (Braxton Tullos)
- vi. Request approval of a promotion for Jack Roberts to a full-time Right of Way Groundsman with an annual salary of \$46,612.80 for Oxford Utilities. (Braxton Tullos)
- vii. Request permission to hire Logan Ross as a full-time Small Engine Mechanic with an annual salary of \$40,170.00 for the City Shop. (Braxton Tullos)
- viii. Request approval of a 3 % step increase for Lavina Dyer for obtaining the Certified Municipal Clerk's certification with an annual salary increase from \$52,960.18 to \$54,548.99 from the Financial Administration Department. (Braxton Tullos)

3.e. Grants

- i. Request permission for the Oxford Police Department to accept a grant from the MS Office of Highway Safety for the 405D Alcohol and Drug Impaired Driving Fund (Training Coordination) for FY27, in the amount of \$745,030.52. (Jeff McCutchen)
- ii. Request permission for the Oxford Police Department to accept a grant from the MS Office of Highway Safety for the 402 Police Traffic Services for FY27, in the amount of \$20,877.30. (Jeff McCutchen)

- iii. Request permission for the Oxford Police Department to accept a grant from the MS Office of Highway Safety for the 405D Alcohol and Drug Impaired Driving Fund (Enforcement) for FY27, in the amount of \$199,676.82. (Jeff McCutchen)
- iv. Request permission for the Oxford Police Department to apply for the FY26 Law Enforcement Mental Health and Wellness Act Program grant, for up to \$250,000.00 with no required match. (Jeff McCutchen)

4. Regular Agenda: Other Departments

4.a. Consider appointments to multiple City of Oxford Commissions.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to appoint Jim Williams to the Courthouse Square Preservation Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Smith, to reappoint Joli Nichols and Priscilla Wright to the Historic Preservation Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to appoint Marvin Smith to the Historic Preservation Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson, to appoint Dale Riser to the Historic Preservation Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to reappoint Don Feitel and David Rubenstein to the Pathways Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe, to reappoint Alonzo Hilliard to the Affordable Housing Commission. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

4.b. Request permission for the Mayor to sign an agreement with the Economic Development Administration. (Amberlyn Liles)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Smith, for the Mayor to sign an agreement with the Economic Development Administration. With all 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 Visit Oxford to host Third Thursday—Music in the Park on September 17, 2026, October 17, 2026, November 19, 2026, and December 17, 2026, from 5:00 p.m. to 7:00 p.m. (Jeff McCutchen)

It was moved by Alderman Bailey, seconded by Alderman Huelse, to approve a Parade/Assembly permit for Visit Oxford to host Third Thursday—Music in the Park on September 17, 2026, October 17, 2026, November 19, 2026, and December 17, 2026, from 5:00 p.m. to 7:00 p.m. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 5.b. Request permission to approve a Parade/Assembly permit for the Oxford-Lafayette Chamber of Commerce to host Shop Oxford on November 14, 2026, from 9:00 a.m. to 2:00 p.m. (Jeff McCutchen)

It was moved by Alderman Hyneman, seconded by Alderman Smith, to approve a Parade/Assembly permit for the Oxford-Lafayette Chamber of Commerce to host Shop Oxford on November 14, 2026, from 9:00 a.m. to 2:00 p.m. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Regular Agenda: Development Services-Planning Department

- 6.a. Request approval for Case #3371, Final Plat for 'The Heights, Phase 6' subdivision requested by Oxford Commons Lots, LLC (David Blackburn) for property located at Devonshire Drive (PPIN #37696) (James Hirsch)

It was moved by Alderman Bailey, seconded by Alderman Smith, to approve Case #3371, Final Plat for 'The Heights, Phase 6' subdivision requested by Oxford Commons Lots, LLC (David Blackburn) for property located at Devonshire Drive (PPIN #37696). With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 6.b. Request approval for Case #3372, Preliminary and Final Plat for 'Montecito Medical' subdivision requested by Montecito Medical Real Estate (Daniel Davis) for property located at 98 F.D. "Buddy" East Parkway (PPIN #40307) (James Hirsch)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey, to approve Case #3372, Preliminary and Final Plat for 'Montecito Medical' subdivision requested by Montecito Medical Real Estate (Daniel Davis) for property located at 98 F.D. "Buddy" East Parkway (PPIN #40307). With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Regular Agenda: Special Projects

- 7.a. Request permission to advertise for bids for a roof coating at the Old Activity Center. (Mark Levy)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to advertise for bids for a roof coating at the Old Activity Center. With all

aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.b. Consider Change Order No. 1 from RKA Construction for the Development Services Annex Building. (Mark Levy)

It was moved by Alderman Huelse, seconded by Alderman Smith, to approve Change Order No. 1 from RKA Construction for the Development Services Annex Building. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 7.c. Request permission to advertise for bids for an Audio Visual System in the Development Services Annex building. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Crowe, to advertise for bids for an Audio Visual System in the Development Services Annex building. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Regular Agenda: Development Services-Engineering Department

- 8.a. Request permission to advertise for the 2026-2027 Material Bids for the City of Oxford, Mississippi. (John Crawley)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Huelse, to advertise for the 2026-2027 Material Bids for the City of Oxford, Mississippi. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.b. Request permission to advertise for bids for the Oxford Square Crosswalk Lighting In-Pavement Project. (John Crawley)

It was moved by Alderman Crowe, seconded by Alderman Hyneman, to advertise for bids for the Oxford Square Crosswalk Lighting In-Pavement Project. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.c. Consider the request from ICM Construction for extended work hours for concrete pours at Bramlett Elementary on either August 5th, August 6th, or August 7th, weather permitting. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Crowe, to approve the request from ICM Construction for extended work hours for concrete pours at Bramlett Elementary on either August 5th, August 6th, or August 7th, 2026, weather permitting. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.d. Consider the request from Landmark Construction for early concrete pours at the Oxford Station Project at Oxford Way beginning Friday, July 24, 2026, until October 2026. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to approve the request from Landmark Construction for early concrete pours at the Station at Oxford Project at Oxford Way, beginning Friday, July 24,

2026, and continuing through October 2026, except the pours cannot take place on Ole Miss home football weekends, and if there are complaints, the pours must stop. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.e. Consider the request from Oak Hill Development, along County Road 101, for water service. (John Crawley)

It was moved by Alderman Crowe, seconded by Alderman Bailey, to approve the request for water service from Oak Hill Development, along County Road 101. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.f. Request permission to submit a modification request to the Mississippi Municipality and County Water Infrastructure (MCWI) Grant Program to adjust the project budgets for Project 107-2-DW.15 and Project 246-2-CW-5.5. (John Crawley)

It was moved by Alderman Huelse, seconded by Alderman Hyneman, to submit a modification request to the Mississippi Municipality and County Water Infrastructure (MCWI) Grant Program to adjust the project budgets for Project 107-2-DW.15 and Project 246-2-CW-5.5. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.g. Request to approve the low bid of Donald Smith Company, Inc. for the mTrade Wells No. 3 and No. 4 Project. (John Crawley)

It was moved by Alderman Smith, seconded by Alderman Howell-Atkinson, to approve the low bid of \$1,135,500.00 from the Donald Smith Company, Inc. for the mTrade wells No. 3 and No. 4 Project. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.h. Request to approve Change Order No. 1 for the Gus Booker Sewer Project. (John Crawley)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to approve Change Order No. 1 for the Gus Booker Sewer Project. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.i. Consider the request from Montgomery Martin Contractors, general contractor for the Anderson Road Student Housing Project, to close the intersection of Heritage Drive and Anderson Road for paving operations on Wednesday, July 22, 2026, and Thursday, July 23, 2026. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Taylor, to approve the request from Montgomery Martin Contractors, general contractor for the Anderson Road Student Housing Project, to close the intersection of Heritage Drive and Anderson Road for paving operations on July 30, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 8.j. Request permission for Overnight Work Hours for the Belle at Oxford Commons beginning Wednesday, July 22, 2026, through Friday, July 24, 2026. (John Crawley)

It was moved by Alderman Hulse, seconded by Alderman Bailey, to grant permission for overnight work hours for the Belle at Oxford Commons beginning Wednesday, July 22, 2026, through Friday, July 24, 2026. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Regular Agenda: Closing the Meeting

- 9.a. Consider an executive session

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to consider an executive session to discuss City of Oxford personnel matters and potential litigation. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

The City Clerk left the room at this time.

It was moved by Alderman Crowe, seconded by Alderman Smith, to enter an executive session to discuss personnel matters in the Oxford Police Department and potential litigation concerning the Anderson Road water main, Thacker Road sidewalk, and a dirt-moving project on Highway 7. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Smith, to suspend Wilmer Diaz from the Oxford Police Department for three days for violation of City Policy. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Hyneman, to terminate contractor Jeff Williams for the Thacker Road sidewalk project and do the work in-house. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

For the Anderson Road water main project, the Board of Aldermen was fully informed about the contractor's problems, delays, insufficient staffing, problems with the construction and testing of work done so far, and the unlikely ability of the contractor to reach substantial completion by the contract date. Also, the Board of Aldermen was notified of the problems the contractor's work has created for vehicular traffic, adjoining properties and developments, and the increased problems that will increase with further delays. It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson, to authorize the city engineer to provide notice of intent to terminate the contractor and to terminate the contract if no cure was made

within the time provided under the contract. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

On the Highway 7 dirt-moving project, the Board of Aldermen discussed possible litigation by an attorney for Gary Lane and was briefed on the surrounding circumstances.

It was moved by Alderman Smith, seconded by Alderman Hyneman, to return to regular session. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

- 9.b. Recess meeting until August 3, 2026, at 11:00 a.m. in the City Hall Courtroom

It was moved by Alderman Hyneman, seconded by Alderman Crowe, to recess the meeting until August 3, 2026, at 11:00 a.m. in the City Hall Courtroom. With all aldermen present voting aye, Mayor Tannehill declared the motion carried.

Robyn Tannehill, Mayor

Leslie McCormick, City Clerk