

**City of Bixby
City Council Meeting
Minutes
City Hall Municipal Building
116 W Needles, Bixby, OK 74008
October 12, 2015 6:00 P.M.**

The agenda for the regularly scheduled meeting of the City Council of the City of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on October 9th, 2015 on or before 5:00 p.m.

Mayor Easton called the meeting to order at 6:05 p.m.

Yvonne Adams City Clerk called roll and all members were present.

Members Present

**Guthrie
King
Stewart
Loudermilk
Easton**

Staff Present

**Patrick Boulden, City Attorney
Betty Koehn, Finance Director
Jared Cottle, Engineer/Assist CM
Erik Enyart, City Planner
Bea Aamodt, PW Director
Bryan Wood, Fire Chief
Andy Choate, Police Department
Yvonne Adams, City Clerk**

PLEDGE OF ALLEGIANCE

Invocation was given by City Clerk Yvonne Adams

**Mayor Easton said Item #1 on the Consent Agenda is:
CITY CLERKS REPORT**

Consider and approve:

- a) Minutes for the Regular City Council meeting dated 9/28//15.
- b) Minutes for the Special Work Session meeting dated 9/28/15.
- c) Government (INCOG) for E-911 services.
- d) Purchase a 2016 Chevrolet Tahoe 4x4 and equipment from John Vance Auto Group for the Fire Department and will be funded from the Capital Improvement Fund. Vehicle and equipment not to exceed \$45,000.
- e) Acknowledge receipt of Permit No. WL000072150713, Potable Water Line Extension along Highway 64, Facility No. 3007243.
- f) Endorse 2016 "One Voice" Regional Legislative Agenda.

Mayor Easton asked if there are any questions or amendments to the consent agenda. Councilman Stewart asked about item (s) f and to be pulled for further discussion.

Mayor Easton asked for a motion on the consent agenda for the items a through e, Councilman Guthrie made motion to approve, seconded by Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Guthrie, Easton, Loudermilk, Stewart, King

No: None

Item “f”

Councilman Stewart asked for more clarification on this item, Assistant Jared Cottle explained that this endorsement is the result of an annual three month, comprehensive, collaborative effort coordinated by the Tulsa Metro Chamber, and developed by numerous regional partners, to outline legislative priorities and issues for our region at both the state and federal level.

Ron Bussert, Chairman of the Board stated that the Tulsa Regional Chamber administers the “OneVoice” process, which includes a great number of entities in the Northeast Oklahoma area and it is designed to give a bigger impact to the desires of people in communities in this part of the state. Ron continued to explain about some of the topics that the committees have come up with for this agenda.

Mayor Easton asked for a motion on item “f”. Councilman King made motion to approve, seconded by Vice Mayor Loudermilk. The vote was taken with the following results:

Carried 4-1

Yes: King, Loudermilk, Guthrie, Easton

No: Stewart

Mayor Easton said item #1 on the Regular Agenda is:

Discuss City Meter Reading and the Water Billing Department.

Presented by: Jared Cottle

Others that spoke: Roxane Scoman 14519 S. Lake Ave, Bob Evens, South County

Assistant City Manager Jared Cottle stated that he would like to give you a look internally at the process and procedures of the meter reading department and water billing and customer services, our Public Works Director Bea Aamodt and Water Office Supervisor Lucy Christen will give you some outline of what their department’s roles are each day.

Public Works Director Bea Aamodt explained the procedures and policies of the meter reading such as reading a meter, potential issues that a meter reader might encounter, what can impact the monthly bill and how any issues that are encountered during meter reading are addresses.

Water Office Supervisor Lucy Christen explained the procedures and policies of the water billing and customer services such as how they handle the handheld meter reading from the meter readers and download the reading into the computer, run several reports such as meters with a

high consumption and if the reading are high the customer service department will send out a different meter reader out to the address with the high consumption and re-read the meter and notify the customer if there is a problem and then bill each customer. Lucy explained that with two billing clerks they handle a large volume of calls each day with customer complaints, building permits are paid for in this department, and municipal court payments as well and other fees for various licenses.

Roxane Scoman 14519 S. Lake Ave explain that she has a high consumption on her bill this month and would like some clarification on this bill and she did state they did re-read her meter.

Bob Evans South County stated that on the website he has two years of history of his water consumption and Bob explained that in July he did a tremendous amount of watering, and August billing should have been just as high and he didn't understand why the difference. Bob stated that he thinks Jared may have answered his question with sometimes we have three week cycles and sometimes a five week cycle so that could explain my question.

Assistant City Manager Jared stated that if any customer has a problem with their water bills please call customer service and a work order will be generated and they will do what they can to fix the problem.

Discussion ensued on this item pertaining to the policies and procedures of the meter reading and water billing department.

No action was taken on this item.

Mayor Easton said on Item #2 on the Regular Agenda is:

Discussion on automated meter reading.

Presented by: Bea Aamodt

Public Works Director Bea Aamodt explained that a method at addressing these issues we are looking into automated meter readings, Bea stated that we have been looking at this new technology for the past three years. Bea continued to explain in more detail about what we could do and to look at outline areas and replace those meters with these automated meters.

Discussion ensued on this item pertaining to automated meter reading.

No action taken on this item.

Mayor Easton said on Item #3 on the Regular Agenda is:

Consider, discuss and take any action necessary to audit the city manager's compensatory time notes, spreadsheet and other records.

Presented by: Councilman King

Assistant City Manager Jared Cottle stated that we did request proposal from auditors in nearby communities and we have a list to hand out to you and we did not get a proposal back from this list. Council would like to have staff contact these firms by phone calls and see if they are interested in accepting this proposal.

Mayor Easton said on Item #4 on the Regular Agenda is:

First Reading of an ordinance amending Ordinance No. 272 and approving supplemental zoning **PUD 91 and rezoning from AG to RS-2 per BZ-385** for approximately 6 acres in part of the W/2 of the W/2 of Section 31, T18N, R14E, property addressed 11625 S. Mingo Rd.

Presented by: Erik Enyart

City Planner Erik Enyart stated that this is the first reading of this ordinance.

No action on this item.

Mayor Easton said on Item #5 on the Regular Agenda is:

First Reading of an ordinance to close a Drainage/Detention Easement within Lot 2, Block 4, *The Enclave at Legacy*, property addressed 10629 S. 91st E. Ave. (V-49).

Presented by: Erik Enyart

City Planner Erik Enyart stated that this is the first reading of this ordinance.

No action on this item.

Mayor Easton said on Item #6 on the Regular Agenda is:

Discussion on the use of the Senior Citizen Van.

Presented by: Mayor Easton

Discussion Ensued

Mayor Easton said on Item #7 on the Regular Agenda is:

Assistant City Manager's Report

Presented by: Jared Cottle

1. Fall break is this week for the schools.
2. Update on the Buy Bixby Program.

Mayor Easton said on Item #8 on the Regular Agenda is:

New Business

There being no new business.

Mayor Easton said on Item #9 on the Regular Agenda is:

Motion to enter into Executive Session.

Mayor John Easton

Discussion with the City Attorney on the employment of the City Manager. (Other than discussion, no action will be taken.) Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.1.

City Attorney Patrick Boulden

Mayor Easton asked for a motion to enter into Executive Session. Councilman Stewart made motion to approve, seconded by Vice Mayor Loudermilk. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, Loudermilk, King, Guthrie, Easton

No: None

Mayor Easton said on Item #10 on the Regular Agenda is:

Motion to reconvene the open meeting and exit Executive Session.

Mayor Easton asked for a motion. Councilman Stewart made motion, seconded by Vice Mayor Loudermilk. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, Loudermilk, King, Guthrie, Easton

No: None

No action taken.

Mayor Easton called adjournment at 8:54 p.m.

MAYOR

ATTEST

CITY CLERK

BIXBY PUBLIC WORKS AUTHORITY MEETING
Board of Trustees
Municipal Building
Minutes
116 W. Needles, Bixby, OK 74008
October 12, 2015 6:00 P.M.

NOTICE OF CANCELLATION

THE REGULAR MEETING OF THE BIXBY PUBLIC WORKS AUTHORITY SCHEDULED FOR MONDAY, OCTOBER 12, 2015 AT 6:00 P.M. HAS BEEN CANCELED DUE TO A LACK OF SUBSTANTIVE BUSINESS.