

Special Work Session Minutes  
Fairfield Inn & Suites Tulsa Downtown  
111 North Main Street, Tulsa, Oklahoma 74103  
March 18, 2016 7:00 p.m.

The Special Work Session agenda for the regularly scheduled meeting of the City of Bixby was posted on the bulletin board at City Hall, 116 W. Needles Avenue, Bixby, Oklahoma on March 17, 2016, on or before 5:00 p.m.

Mayor Easton called the meeting to order at 7:15 p.m., all members were present.

Members Present

King  
Guthrie  
Stewart  
Decatur  
Easton

Staff Present

Patrick Boulden, City Attorney  
Jared Cottle, City Manager  
Jason Mohler, Dev. Service Dir  
Marcae Hilton, City Planner  
Bea Aamodt, PW Dir.  
Ike Shirley, Police Chief  
Bryan Wood, Fire Chief  
Charles Barnes, Finance Director  
Don Cash, Parks Director  
Yvonne Adams, City Clerk

**Mayor Easton said item #3 on the Special Work Session agenda is:**

Discussion on City Council Rules.

Presented by: Jared Cottle

City Manager Jared Cottle opened the meeting to get some directions and input on the rules concerning the Citizen Agenda Items request and what they would prefer on the timing, format, and protocol. There has been several current request from Citizens wanting some discussion time with the City Council. Jared stated that his recommendation would be when we have them filed their request I would like to have them on the Work Session Agenda for discussion every quarter or three months in the council chambers instead of the Dawes Conference Room with a limit on time for discussion and to not battle this every meeting or every other meeting. CM Jared Cottle gave some background on some of the issues that are pending right now. Jared stated that he has talk to some of the Citizens on their items but they still would like to speak with the council on their concerns.

Discussion ensued.

No Action taken on this item.

Councilors directed CM Jared Cottle to decide on what would be best for these Citizens to come before the City Councilor's to hear their request.

**Mayor Easton said item #4 on the Special Work Session agenda is:**

Discussion on the City's Fiscal Year 2016-2017 budget.

Presented by: Jared Cottle

CM Jared Cottle started with the General Fund Revenue with some historical and current worksheets with graphs showing council Fiscal Years starting at 2005 thru projected 2016. Jared continued with break downs of line items with a Revenue Analysis graphs to show City Councilors a trend of the revenues and expenditures, Councilors were also shown Department comparison starting from 2005-2015. Jared Cottle explained the revenues such as building permits fees and services, false alarms calls were also discussed and with totals and comparisons from 2011-2015 from alarm calls. Jared also discussed the expenditures such as employee health care with a focus on the impact of high cost of claimants which Councilor's had some questions and concerns, Council asked Jared to present new information to the insurance committee with a new overview of what the Council's concerns are that are relating to the health insurance cost. Council also discussed the Capital Improvements with a five year projections with a departmental break down a focus on Public Safety needs. Jared presented worksheets for Capital Outlay request for street overlays, and project cost for the City of Bixby facility analysis report for renovations projects at Municipal complex's at The City of Bixby with input on numbers relating to the projects and budget breakdowns from the Finance Director Charles Barnes. Further discussion was relating to the Comprehensive Land Use Plan updated from an outside source if the budget allowed for the funds. City Planner Marcae Hilton explained that with an outside source they would have a staff that does this kind of work on a full time basis with plenty of expertise in this field and they can also focus on Economic Development areas which is another benefit that they can bring to the table at such a critical time for Bixby's future going forward. Public Works Director Bea Aamodt explained to Council the Street Pavement Management finding with the company IMS surveying approximately 120 miles of pavement, including both asphalt and concrete pavement. Bea explained the conditions of each road segment and their recommended repairs and the total pavement rehabilitation with cost recommended repairs and maintenance techniques.

Discussion ensued pertaining to the discussion on the City's Fiscal Year 2016-2017 budget. No action taken on this item.

**Mayor Easton said item #5 on the Special Work Session agenda is:**

Discussion on the terms and conditions of Bentley Park user Agreements.

CM Jared Cottle explained that upcoming renewals for soccer and baseball would like a multi-year contract agreement, and we are asking council for directions on this. Council directed Jared to have the clubs come back before council to discuss why they would like a multi-year contract plus the terms and conditions for council to review.

Discussion ensued pertaining to the discussion on the terms and conditions of Bentley Park user Agreements.

No action taken.

Adjournment was called at 11:50 p.m.

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MAYOR

ATTEST

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CITY CLERK