

**City of Bixby  
City Council Meeting  
Minutes  
City Hall Municipal Building  
116 W Needles, Bixby, OK 74008  
May 09, 2016 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 May 6, 2016 on or before 5:00 p.m.

Mayor Easton called the meeting to order at 6:02 p.m.

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

**Members Present**

**Guthrie  
King  
Stewart  
Decatur  
Easton**

**Staff Present**

**Patrick Boulden, City Attorney  
Jared Cottle, City Manager  
Ike Shirley, Police Chief  
Jason Mohler, Dev. Service Dir  
Marcae Hilton, City Planner  
Charles Barnes, Finance Dir.  
Bea Aamodt, Public Works Dir.  
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 04/25/16.
- b) Minutes for the Special meeting dated 4/25/16.
- c) Surplus two utility vehicles from the Parks Department for auction.
- d) Professional service agreement and purchase order to Crawford and Associates for FY-16 Financial Statement preparation and accounting assistance as needed in the amount of \$22,500 (General Fund portion).
- e) Proclamation for the National Police Officer Week 2016.
- f) Purchase and purchase order to Taser International in the amount of \$3,720. Funds from the capital equipment.
- g) Purchase and purchase order to Harris for one new portable police radio in the amount of \$3,450.

- h) Emergency purchase order to Air Assurance Co. for replacement of AC unit in the Police Department for the amount of \$10,193.
- i) Low bid for re-connection of sanitary sewer from Harvard Ponds to the proposed sanitary sewer serving Pine Valley and awarding the contract to the lowest and best bid.
- j) Authorize signature of DEQ permit applications for construction Water and Sewer Lines to serve the residences at Boardwalk development at 121<sup>st</sup> & Memorial.
- k) Advertising for bids for mowing contract to include Drainage facilities, Right-of-Ways, and Cemetery.

Mayor Easton asked if there are any questions or amendments to the consent agenda, Vice Mayor Guthrie asked to discuss item “h”, after clarification on some concerns Vice Mayor Guthrie made motion to approve, seconded by Councilor King. The vote was taken with the following results:

Carried 5-0

Yes: Guthrie, King, Decatur, Stewart, Easton

No: None.

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

Discussion and/or action to honor Chris Harris Jr. for giving back to Bixby kids and recognition for his 2016 Super Bowl win this year.

Presented by: Councilor King

Others that spoke: Jennifer Saied, Chase Boles

Councilor King stated that he has brought this back to council for discussion on some recognition for Chris Harris Jr that we can do as a City to show support of his accomplishments.

Councilman Stewart stated that he had some question that will be referenced from City Council Handbook that was adopted on March 30, 2015 for our City Attorney Patrick Boulden, after clarification from the City Attorney concluded that this is an action item appropriate for council, Mayor Easton asked if there was any one that was present to speak on this item.

Jennifer Saied stated that she coming to you from the Harris family which she explained they are very dear to my heart, and I think that we have totally lost sight of what he had done for this community and it means a lot to our community because he has given back and has never asked for anything from this community. Jennifer stated that she think we should give him something to show how we appreciated him.

Chase Boles stated that he has been friends with Chris since an early age and he does give to kids that don't have anything, he very humble and he comes back to Bixby every summer and does a free football camp. Chase asked council to do something for Chris to show him that we do appreciate him and his accomplishments.

Dewitt Jennings stated that he grew up with Chris and he is very dear to me and my family, Dewitt explained about things that Chris has done for his family and anyone else. I would like for you to give him the recognition for what he has done in his life.

Vice Mayor Guthrie stated that he would recommend that we honor him with a Chris Harris Jr. Day.

City Attorney stated when will this day take place, Mayor Easton stated in conjunction with Bixby Public Schools on Friday May 13.

Mayor Easton asked for a motion on Item #1. Vice Mayor Guthrie made motion for a Chris Harris Jr. Day, seconded by Councilman Stewart. The vote was taken with the following results:

Carried 5-0

Yes: Guthrie, Stewart, Decatur, King, Easton.

No: None

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

Discussion and consideration to approve a Comprehensive Plan Amendment (BCPA-14), Residential Entitlements.

Presented by: Jim Coffey

Planning Consultant Jim Coffey explained to council that one of the first thing to do was to continue the work that had been going on for about a year on some changes in the Comprehensive Plan Amendment and the Zoning. Jim explained that there has been several meetings with City Council and Planning Commission in regards to working with staff on these changes, Jim stated that the Planning Commission has recommended for approval of the two items before, Jim stated that the Ordinance 2188 which has to with changes in the Comprehensive Plan. Jim asked if council had any question or need some clarification. Discussion continued pertaining to the Comprehensive Plan Amendment.

Mayor Easton asked for a motion on Item #2. Councilor Stewart made motion to approve, seconded by Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, Easton, Decatur, King, Guthrie.

No: None

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

First Reading and/or discussion and consideration of an ordinance to amend Ordinance No. 272, Bixby Zoning Code/City Code Title 11 Sections 11 to add, subtract, and/or change certain residential zoning districts.

Presented by: Jim Coffey

Planning Consultant Jim Coffey explained that this is to place the RS-2.5 which is not presently in the Zoning Code, the changes in the Zoning Code are to incorporate the RS-2.5. Jim continued to explain in more detail the changes in the Zoning Code for further clarification.

City Attorney Patrick Boulden stated we would ask you to approve Ordinance 2187 on a separate vote for the Emergency Clause related to this.

Mayor Easton asked for a motion on Item #3. Councilor Stewart made motion to approve, seconded by Decatur. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, Decatur, King, Guthrie, Easton.

No: None

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

Discussion and consideration to attach an Emergency Clause to the previous items ordinance.

Presented by: Jim Coffey

Mayor Easton asked for a motion on Item #4. Councilor Decatur made motion to approve, seconded by Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Easton, Stewart, King, Guthrie.

No: None

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

Discussion and possible action to approve a Site Plan for a portion of (Tract 1 and Tract 2) of Lot Eleven (11), Block Two (2), Southwood, an addition to the City of Bixby, Tulsa County, State of Oklahoma, according the recorded Plat No. 2585, 8112 E. 111<sup>th</sup> Street, generally located south and east of 111<sup>th</sup> Street and Memorial Drive.

Presented by: Marcae' Hilton

City Planner Marcae' Hilton stated that this item is requesting a site plan approval for a redevelopment of an existing car wash which is generally located south and east of 111<sup>th</sup> Street and Memorial Drive. Marcae' stated that this parcel has been approved for zoning for the Use Unit 17 carwash use and the applicant also owns the vacant 0.43-acre parcel to the south and will use the entire property for the redevelopment of the car wash. Marcae' explained that the proposed Use Unit 17 carwash is compatible with abutting and nearby CS and CG zoning, as well at the automotive-related and other heavy commercial uses surrounding the subject property in all directions. Staff recommend approval subject to the corrections, and modifications.

Mayor Easton asked for a motion on Item #5, Councilor Stewart made motion to approve, seconded by Councilor King. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, King, Decatur, Guthrie, Easton.

No: None

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

Discussion and possible action to enter into a contract with CBEW for the FY-16 audit for the second year of a three year contract in the amount of \$8,700 (General Fund portion).

Presented by: Charles Barnes

Finance Director Charles Barnes stated that CBEW Professional Group for the FY-16 audit for the second year of a three year contract, they have performed the audit in the pass for us and been pleased with their work and their knowledge of the governmental auditing and I am asking for your approval of this contract.

Mayor Easton asked for a motion on Item #6. Councilor Decatur made motion to approve, seconded by Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Easton, Stewart, King, Guthrie.

No: None

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

Discuss and/or take action on a Construction Funding Agreement with the Oklahoma Department of Transportation for the 111<sup>th</sup> & Mingo Intersection Signalization Project.

Presented by: Bea Aamodt

Public Works Director Bea Aamodt stated that the City of Bixby received monies from the STP (Surface Transportation Program) through ODOT to construct a signal and widen the intersection at the 111<sup>th</sup> & Mingo Intersection. Bea explained the estimated cost would be \$1,402,842 which is a 75% /25% match and the City is responsible for 25% of that cost which is about \$350,710 and these numbers are estimated which we will know the final number when they go out to bid in June and in hopes of beginning the project in August. Mayor Easton stated that our portion will come from the bond election in 2011.

Mayor Easton asked for a motion on Item #7. Mayor Easton made motion to approve, seconded by Councilor Stewart. The vote was taken with the following results:

Carried 5-0

Yes: Easton, Stewart, Decatur, King, Guthrie.

No: None

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

Discuss and/or take action to authorize advertising for bids on the Charley Young Event Park Projects.

Presented by: Bea Aamodt

Public Works Director Bea Aamodt stated that in order to maintain a construction schedule consistent with the Green Corn Festival, bids will be opened in June with an anticipated start date later this summer with a completion day in 2017.

Mayor Easton asked for a motion on Item #8. Councilor Stewart made motion to approve, seconded by Councilor Decatur. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, Decatur, King, Guthrie, Eaton.

No: None

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

Discuss and/or take action on an Information Technology Consultant Services Contract with Brian Boman.

Presented by: Jared Cottle

City Manager Jared Cottle stated that Kevin has done a great job helping us out on the IT side, but we are in need of long term needs such as software, reconstruct our website, long term capital plan including system security and we would like some outside help with these long term plans.

Mayor Easton asked for a motion on Item #9. Councilor Decatur made motion to approve, seconded by Councilor King. The vote was taken with the following results:

Carried 4-1

Yes: Decatur, King, Guthrie, Easton.

No: Stewart

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

Discuss and/or take action on an Information Technology Mutual Assistance Agreement with Bixby Public Schools.

Presented by: Jared Cottle

City Manager Jared Cottle stated that in order to provide department redundancy and capacity for short term staff expansions as needed to operate, maintain, and deploy Information Technology systems, the City proposes to enter into a Mutual Aid Agreement with the Bixby Public Schools.

Mayor Easton asked for a motion on Item #10. Councilor Stewart made motion, seconded by Councilor Decatur. The vote was taken with the following results:

Carried 5-0

Yes: Stewart, Decatur, King, Guthrie, Easton.

No: None

**Mayor Easton said on Item #11 on the Regular Agenda is:**

Discuss and/or approve a quote from McGuire Brothers in the amount of \$48,560 for the Quail Creek Erosion Repair Project.

Presented by: Bea Aamodt

Public Works Director Bea Aamodt stated that the City of Bixby owns and maintains the drainage facility at 106<sup>th</sup> Street and 85<sup>th</sup> E Avenue which is Quail Creek Park and throughout the years we have been fighting erosion issues so we want to look at a more permanent solution so we took a look at our budget and put together this small project and we asked for quotes for contractors to provide labor to install Turf Reinforcement Mats and sod which we will buy the materials. This is the first part, we sent out quotes for this project and we received quotes from four which I have provided to you in your packet and McGuire Brothers have provide the lowest quote in the amount of \$48, 560.

Mayor Easton asked for a motion on Item #11. Mayor Easton made motion to approve, seconded by Councilor Decatur. The vote was taken with the following results:

Carried 5-0

Yes: Easton, Decatur, Stewart, King, Guthrie.

No: None

**Mayor Easton said on Item #12 on the Regular Agenda is:**

Discuss and/or approve \$50,000 to purchase materials for the Quail Creek Erosion Repair Project.

Presented by: Bea Aamodt

Public Works Director Bea Aamodt stated this is for purchasing materials for the Quail Creek Erosion Repair Project.

Mayor Easton asked for a motion on Item #12. Councilor Decatur made motion to approve, seconded by Vice Mayor Guthrie. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Guthrie, Stewart, King Easton.

No: None

**Mayor Easton said on Item #13 on the Regular Agenda is:**

City Manager's Report

1. End of school year later this week.

2. I want to congratulate the Rotary Club for the Bar-B-Que and Blues festival held this last weekend which was successful.
3. The Optimist Club will be hosting the Green Corn Festival which will be coming up next month.
4. The cleanup at Lake Bixhoma went well and we appreciate the people that help to make that a success.
5. Thanks to the people that help out downtown after the tornado from a number of volunteer groups that chipped in to help clean up the area, plus our Department from the City also help with that process.
6. Fishing Derby will be this Weekend also.
7. Chris Harris Jr Day will be in conjunction with the Bixby Schools this Friday.

Mayor Easton stated that he would like to make a announce that Tom Daniels has one of the oldest buildings in downtown Bixby and they are having their 1<sup>st</sup> VIP musical this Saturday at 7:00 p.m. admission is free and this is the kind of thing that what we would like to build on to resurrect downtown Bixby for events like this.

Mayor Easton said on Item #14 on the Regular Agenda is:  
New Business

Their being none.

Mayor Easton called adjournment at 7:06 p.m.

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MAYOR

ATTEST

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CITY CLERK

**BIXBY PUBLIC WORKS AUTHORITY MEETING**  
**Board of Trustees**  
**Municipal Building**  
**Minutes**  
**116 W. Needles, Bixby, OK 74008**  
**May 9, 2016 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 May 6<sup>th</sup> on or before 5:00 p.m.

Mayor Easton called the Bixby Public Works Authority Meeting to order at 7:06.m. all members were present.

**Members Present**

**Guthrie**  
**King**  
**Stewart**  
**Decatur**  
**Easton**

**Staff Present**

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

**Mayor Easton said Item #1 on the BPWA Consent Agenda is:**

**CITY CLERKS REPORT**

Consider and approve:

- a. Minutes for Bixby Public Works Authority regular meeting of 04/25/16.
- b. Professional service agreement and purchase order to Crawford and Associates for FY-16 Financial Statement preparation and accounting assistance as needed in the amount of \$22,500 (BPWA portion).
- c. Request from Oklahoma Water Resources Board for a decision regarding refinancing ORF-09-0002-DW bond.
- d. Emergency repairs at 126<sup>th</sup> Lift Station to L & L Construction in the amount of \$3,430.
- e. Repair pump at 126<sup>th</sup> Lift Station to Industrial Motors in the amount of \$9,500.

Mayor Easton asked if there were any amendments or corrections to the consent agenda. Mayor Easton asked for a motion on the consent agenda. Councilor Decatur made motion to approve, seconded by Councilor Stewart. The vote was taken with the following results.

Carried 5-0

Yes: Decatur, Stewart, King, Guthrie, Easton  
No: None

**Mayor Easton said on Item #1 on the Regular BPWA agenda is:**

Discussion and possible action to enter into a contract with CBEW for the FY-16 audit for the second year of a three year contract in the amount of \$8,700 (BPWA portion).

Presented by: Charles Barnes

Mayor Easton asked for a motion. Councilor Decatur made motion to approve, seconded by Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Easton, Stewart, King, Guthrie  
No: None

**Mayor Easton said on Item #2 on the Regular BPWA agenda is:**

Discuss and/or approve purchasing CCTV Equipment for the Public Works Department from Key Equipment for \$81,521. Funded from BPWA Capital Improvements.

Public Works Director Bea Aamodt stated that over the last 12 years we have had this in the budget but I wasn't sure if we could justify this piece of equipment and now I think we can. Bea continued to explain why there is a need for this equipment, Bea stated that staff will explore the possibility of using this equipment to inspect new infrastructure in new subdivisions. Vice Mayor Guthrie asked since this is an \$80,000 piece of equipment what are you going to do to protect this equipment from disappearing? Bea stated that we could place it in a safe in the Utility/Water Supervisors office. Mayor Easton asked if that is going to require special training, Bea stated that yes two days training. Councilor Decatur asked Bea does any other city have one of these, Bea stated that the City of Tulsa does. Councilor Stewart asked Bea how often have we had a need for this equipment, Bea stated that it is about twice a year for sinkholes and small projects, but when I was looking for someone to inspect a mile section in a line I received a quote from a company for \$24,000.

Mayor Easton asked for a motion on Item #2 Councilor King made motion to approve, seconded by Councilor Decatur. The vote was taken with the following results:

Carried 4-1

Yes: King, Decatur, Guthrie, Easton.  
No: Stewart

Mayor Easton said on Item #3 on the Regular BPWA agenda is:

New Business

There being no new business

Adjournment was called at 7:20 p.m.

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MAYOR

ATTEST

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CITY CLERK