

**City of Bixby  
City Council Meeting  
Minutes  
City Hall Municipal Building  
116 W Needles, Bixby, OK 74008  
May 13<sup>th</sup>, 2019 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 10<sup>th</sup>, 2019 on or before 6:00 p.m.

Mayor Guthrie called the meeting to order at 6:06 p.m.

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

**Members Present**

**Blair  
Girard  
Guthrie  
Decatur  
Easton**

**Staff Present**

**Jared Cottle, City Manager  
Steve Oakley, City Attorney  
Ike Shirley, Police Chief  
Jason Mohler, Dev. Service Dir.  
Marcae' Hilton, City Planner  
Charles Barnes, Finance Dir.  
Bea Aamodt, Public Works Dir.  
Joey Wiedel, Fire Chief  
John Wood, Parks Director  
Yvonne Adams, City Clerk**

**PLEDGE OF ALLEGIANCE**

**Invocation was given by City Clerk Yvonne Adams.**

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

Consider and approve:

- a) Minutes for the Regular City Council meeting dated 04/22/19.
- b) Minutes for the Regular City Council meeting dated 04/22/19.
- c) Renewal of the mobile alert weather opts for early warning signs of storm and lighting alert for outdoor venues for a cost of \$5,405.88. This is a sole source vendor and funds will come from park budget. Partial cost will be shared with sports groups.
- d) Consider and/or approve re-adoption of the City of Bixby City Council Handbook originally adopted March 30, 2015.

- e) Resolution No. 2019-15, providing for the annual renewal, ratification and reaffirmation, in Fiscal Year 2019-2020, of a certain Sales Tax Agreement between the City of Bixby and the Bixby Public Works Authority, dated August 1, 2012.
- f) Resolution No. 2019-16, providing for the annual renewal, ratification and reaffirmation, in Fiscal Year 2019-2020, of a certain Security Agreement between the City of Bixby and the Bixby Public Works Authority, dated November 30, 2017.
- g) Request to approve replacement of roof on Station 2 (8300 E. 121<sup>st</sup> S.) by Roofscapes Exteriors, LLC not to exceed \$31,499.00 funding from 2018-2019 Capital Improvement.
- h) Knox Box Company as a sole source vendor pursuant to (Purchasing Ordinance No. 2121, 2-4-8) for Knox Box Key management for Fire Department.
- i) Northern Safety and Industrial as a sole source vendor pursuant to (Purchasing Ordinance No. 2121, 2-4-8) for Self - Contained Breathing Apparatus (SCBA) for Fire Department not to exceed \$25,000.00 funding from 2018-2019 Capital Improvement.

Public comments are limited to items listed on the agenda.

Mayor Guthrie asked if there are any questions or amendments to the consent agenda. Councilor Blair asked to pull item “d” Councilor Blair had some question on item ‘d’, Finance Director Charles Barnes gave some clarification on this item. Mayor Guthrie asked for a motion on the consent agenda with the exception of item’d’. Councilor Decatur made motion to approve, seconded by Vice Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Easton, Girard, Blair, Guthrie.

No: None.

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

Public hearing to receive input on the FY-20 Budget.

Presented by: Charles Barnes

Finance Director Charles Barnes gave council a brief presentation of the FY-20 Budget and asked if there were any question or concerns.

Charles asked if there were any question and opened it up to floor because of it a public hearing. Seeing none public hearing is closed.

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

Consider and/or approve FY20 budget including budget resolution.

Presented by: Charles Barnes

Finance Director Charles Barnes stated that we have been working on the budget for a number of months now and with our department heads and received input and with four presentations with Council. Charles stated that we have published our budget that is a requirement by the Municipal Budget Act and we are now asked for your approval of the FY20 budget.

Councilor Decatur asked to continue this item until the next regular meeting. Mayor Guthrie stated that we will continue until the next meeting.

Mayor Guthrie stated that we will continue this item.

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

Consider, discuss and confirm Mr. JR Donelson to the Bixby Planning Commission.

Presented by: Marcae' Hilton

Others that spoke: Jerry Perez 18216 S. 92<sup>nd</sup> E Ave., Mr. JR Donelson

City Planner Marcae' Hilton stated she would like councils approval of Mr. JR Donelson to the Bixby Planning Commission.

Jerry Perez gave public comments.

Discussion continued on this item.

Mayor Guthrie asked for a motion on item #3. Council Decatur made motion to approve, seconded by Vice Mayor Easton. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Easton, Girard, Blair, Guthrie.

No: None.

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

Consider, discuss and confirm the reappointment of Mr. Joshua L. Nave to the Bixby Planning Commission.

Presented by: Marcae' Hilton

City Planner Marcae' Hilton stated that this is a reappointment of Mr. Joshua Nave to the Bixby Planning Commission and would like councils approval.

Discussion continued on this item.

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

Carried 4-1

Yes: Blair, Easton, Girard, Guthrie.

No: None.

Abstain: Decatur.

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

Consider, discuss and approve Ordinance No. 2278, AN ORDINANCE AMENDING TITLE 11 OF THE BIXBY CITY CODE, ENTITLED “ZONING REGULATIONS”, CHAPTER 2 ENTITLED “DEFINITIONS”, BY ADDING DEFINITIONS OF “AGRICULTURAL EVENT CENTER (SMALL, INTERMEDIATE, LARGE AND MEGA)”, “COMMUNITY CENTER”, “COMMERCIAL EVENT CENTER”, “EVENT”, AND “NOT AN EVENT”; CHAPTER 9 ENTITLED “USE UNITS”, “BY ADDING “REQUIREMENTS AND STANDARDS”, TO “11-9-5 USE UNIT 5 COMMUNITY SERVICES AND SIMILAR USES”: AND, DECLARING AN EMERGENCY.

Presented by: Marcae’ Hilton

City Planner Marcae’ Hiltons stated that we have been trying to add some Definitions and clear up some areas of our zoning code, and one of the area that is kind of vague is community centers/event centers, and there is not a lot of Definitions on this directions. Maraca’ continued to give council some clarification on the Ordinance.

Discussion continued on this item.

This item will be continued until the next meeting.

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

Public Hearing for Ordinance No. 2277 closing 170 feet of street-right-of-way being a portion of North Edison Street lying south on 151<sup>st</sup> S. South (State Highway 67) of the City of Bixby.

Presented by: Jason Mohler

Others who spoke: Stephen Schuller, 100 W. 5<sup>th</sup> St Ste. 1100 Tulsa, Ok, Leonard Medill, 207 N. Franklin

Development Services Director Jason Mohler stated that this item is a requirement of Ordinance 2277 and we have heard this item previously and it is for the closure of a street behind QuikTrip. Jason said this is a public hearing.

Leonard Medill gave public comments.

Discussion continued on this item.

Mayor Guthrie stated that this is a public hearing and no action taking on item #6.

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

Request to approve Resolution No. 2019-11 approving Bixby Tax Increment Financing District No. 2 Project Plan for submission to the Bixby Planning Commission for review, comments and recommendations.

Presented by: Steve Oakley

Other who spoke: Katy O'Meilia 5314 S Yale Ave Ste 510, Jerry Perez 18216 S. 92<sup>nd</sup> E. Ave.,

City Attorney Steve Oakley stated that at the last meeting we had on the agenda Project plans for TIF District for 1 and 2 with #1 passing and #2 had a 2-2 vote with on 4 council members present with some concerns that need more clarification. Steve continue to give council some clarification on this item.

Katy O'Meilia gave council some clarification on this item with a presentation for review.

Public comments were given by Jerry Perez.

Discussion continued on this item.

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

Carried 3-2

Yes: Decatur, Easton, Guthrie.

No Girard, Blair.

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

An ordinance No. 2279 amending title 3 “business and license regulations”, chapter 11 “mobile food vendors”, section 3-11-7, by adding a subsection a.3. Requiring location only in conjunction with a special event, and amending title 4 “health and sanitation” chapter 2 “food code” section 4-2-2 b.6. To exempt mobile food vendors from the city’s food establishment fee only.

Presented by: Steve Oakley

Others who spoke: Richard Oltmann 14127 S Winston, Victoria Oltmann

Discussion continued on this item.

Mayor Guthrie asked for a motion on item #8. Councilor Blair made motion to approve, seconded by Mayor Guthrie. The vote was taken with the following results:

Carried 3-2

Yes: Blair, Guthrie, Girard.

No: Easton.

Abstain: Decatur.

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

Action includes possible approval of Ordinance No. 2279, with separate approval of an emergency Clause.

Presented by: Steve Oakley

Mayor Guthrie asked for a motion on item #9. Councilor Blair made motion to approve, seconded by Mayor Guthrie. The vote was taken with the following results:

Carried 4-1

Yes: Blair, Guthrie, Girard, Easton.

No: None

Abstain: Decatur.

Mayor Guthrie closed the regular meeting and opened up the BPWA at 8:15 p.m.

Mayor Guthrie opened the regular meeting up at 8:20 p.m. and will go to item #13.

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

1. Motion to enter into Executive Session:

Mayor Guthrie

*A. Request to authorize the City Attorney to file a Declaratory Judgment Action against Andrew Brame to determine if his Open Records Requests and videos of individuals without their consent are for commercial purposes. (Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B. 4).*

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

Deny 5-0

Yes: Decatur, Easton, Girard, Blair, Guthrie.

No: None.

Mayor Guthrie reconvened at 8:45 pm

No action taken into Executive Session.

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

Motion to exit Executive Session and reconvene in open session.

Mayor Guthrie asked for a motion on item #11. Vice Mayor Easton made motion to exit executive session, seconded by Councilor Blair. The vote was taken with the following results:

Carried 5-0

Yes: Easton, Blair, Decatur, Girard, Guthrie.

No: None.

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

Consider and take action on City Attorney being authorized to file a Declaratory Judgment action against Andrew Brame.

Presented by: Mayor Guthrie

Other who spoke: Jerry Perez 18216 S. 92<sup>nd</sup> E. Ave.

Public comments were given by Jerry Perez.

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

Carried 5-0

Yes: Decatur, Easton, Girard, Blair, Guthrie.

No: None.

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

City Manager's Report

- May 14<sup>th</sup> with a protector presentation at the Community Center at 10:00 am.
- May 15<sup>th</sup> the Chamber will sponsor "Picnic in the Park" at Washington Irving Park from 11:00-2:00 pm and this event is open to the public.
- May 16<sup>th</sup> will be "Boot and Badges" blood drive at the at the First United Methodist gym sponsored by Doc' Country Mart.
- May 16<sup>th</sup> Food Trucks in the Park at Charley Young Park
- May 18<sup>th</sup> Farmers Market sponsored by Council Blair and Councilor Girard
- May 23<sup>rd</sup> Taste of Bixby and that is at Charley Young Park in downtown Bixby
- May 27<sup>th</sup> a Memorial Day Service sponsored by the Rotary Club at the Bixby Cemetery.
- June 1<sup>st</sup> will be touch a truck sponsored by the Library
- June 1<sup>st</sup> will be a Farmers Market downtown Bixby
- Mayor Guthrie is celebrating a mile stone Birthday today, wishing him a Happy Birthday.
- Keystone Lake update on their plan of action.

**Mayor Guthrie said on Item #14 on the Regular Agenda is:**

New Business

There being none.

Adjournment was called at 8:50 p.m.

---

MAYOR

ATTEST

---

CITY CLERK

**BIXBY PUBLIC WORKS AUTHORITY MEETING**  
**Board of Trustees**  
**Municipal Building**  
**Minutes**  
**116 W. Needles, Bixby, OK 74008**  
**May 13<sup>th</sup>, 2019 6:00 P.M.**  
**Time: 6:00 P.M. or immediately Following the City Council Meeting**

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 10<sup>th</sup>, 2019 on or before 5:00 p.m.

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 8:15 p.m. All members were present.

**Members Present**

**Blair**  
**Girard**  
**Guthrie**  
**Decatur**  
**Easton**

**Staff Present**

**Jared Cottle, City Manager**  
**Steve Oakley, Attorney**  
**Charles Barnes, City Treasurer**  
**Marcae' Hilton, City Planner**  
**Jason Mohler, Development Serv.**  
**John Wood, Parks Director**  
**Joey Wiedel, Fire Chief**  
**Andy Choate, Assist. Chief**  
**Bea Aamodt, PW Director**  
**Yvonne Adams, City Clerk**

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

Consider and approve:

- a) Minutes for the Bixby Public Works Authority meeting dated 04/22/19.
- b) Consider and/or approve FY20 budget including budget resolution.

Mayor Guthrie asked for a motion on the consent agenda and pull item "b" with the exception of item "b". Councilor Girard made motion to approve with the exception of item "b", seconded by Councilor Decatur. The vote was taken with the following results.

Carried 5-0

Yes: Girard, Decatur, Blair, Easton, Guthrie.

No: None.

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



Discuss and/or approve a Proclamation declaring May 19-25, 2019, "Public Works Week".

Presented by: Bea Aamodt

Mayor Guthrie read the Proclamation declaring May 19-25, 2019. "Public Works Week".

Mayor Guthrie asked for a motion on item #1. Councilor Decatur made motion to approve, seconded by Councilor Blair. The vote was taken with the following results:

Carried 5-0

Yes: Decatur, Blair, Girard, Easton, Guthrie.

No: None.

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

New Business

There being none.

Adjournment was called at 8:20 p.m.

---

MAYOR

ATTEST

---

CITY CLERK