

**Special Work Session Minutes**  
Dawes Conference Room  
113 West Dawes Avenue, Bixby, Oklahoma 74008  
January 23, 2017 5:00 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 January 20, 2017, on or before 5:00 p.m.

Mayor Easton called the meeting to order at 5:04 p.m. Deputy City Clerk Gladys Gill called the roll and all members were present.

Members Present

Decatur  
King  
Stewart  
Guthrie  
Easton

Staff Present

Jared Cottle, City Manager  
Phil Frazier, City Attorney  
Charles Barnes, Finance Dir.  
Marcae Hilton, City Planner  
Jason Mohler, Dev. Service Dir.  
Bea Aamodt, PW Director  
Yvonne Adams, City Clerk

**Mayor Easton said item #1 on the Special Work Session agenda is:**

Presentation by PDG, Inc. (Planning Design Group) and discussion on proposals for downtown Bixby streetscaping.

Presented by: PDG and Jared Cottle  
Others that spoke: Jim Crosby

Jim Crosby from PDG stated that he hand out some information on the proposed downtown street scape. Jim stated the project would start on Memorial and come up to city hall, and pass Armstrong, Cabiness, Needles, Breckinridge and Dawes. Jim stated that this is just a concept of what is being proposed to this project, and after you review this information then we can review the construction documents to look at the streets and drainage with a presentation presented to council for question and concerns. Jim stated that he has met with the County and they were happy with the proposed project and he had no objections on what we are looking at.

City Manager Jared Cottle stated that we are going to coordinate with the stake holder Jim Brown that owns the Dollar General Building and some of the other folks and will be looking at the parking lots in that area.

Discussion continued on this item from Jim which he gave council more details on the proposed project.

Discussion only. No action taken.

This item will be brought back at a later date.

**Mayor Easton said item #2 on the Special Work Session agenda is:**

Discussion on draft amendments to City itinerate vendor ordinances to accommodate mobile food vendors and farmer's market events.

Presented by: Patrick Boulden

City Attorney Patrick Boulden stated that before you is a draft of the mobile food vendor ordinance, and we have had discussion on this item within the year and I went over what Tulsa had and I made a draft of that and I hope this will conform to what Bixby will need. Patrick stated that he had tried to coordinate the mobile vendors in in our itinerated ordinance and the main page to point of is on page two of the draft is the definition of itinerate which we will regulate that separately that is read in the rest of the ordinance and modified the prevision of the definition of the itinerate vendor, and we have seasonal itinerate vendors like snow cones, or shaved ice vendors and mobile food vendors that are trucks (transportable). Patrick stated that he wanted to let you review this draft and see if this may or may not fit.

City Manager Jared stated that on page 8 is how we add in location so we don't have food trucks circling at any time. Patrick stated that is a prevision for site plans to where they will be located for the mobile food vendors, and in Tulsa they have to be 150 ft. away from schools and the main thing I would like for you to think about is the 150ft from a restaurant.

Discussion continued on this item.

Discussion only. No action taken.

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

Discussion on the Public Information Coordinator proposal.

City Manager Jared Cottle stated that I am just looking for some direction for Public Information Coordinator proposal and some feedback on how you guys want to proceed, would you like to be in on the interview process, or to bring them in to talk to each one of them, I am just looking for some direction on what you guys thought on how we want to move forward.

Presented by: Jared Cottle

Discussion continued on this item.

Adjournment was called at 5:56 p.m.

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MAYOR

ATTEST

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CITY CLERK