

**Special Work Session Minutes**  
Dawes Conference Room  
113 West Dawes Avenue, Bixby, Oklahoma 74008  
April 24, 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 April 21, 2017, on or before 5:00 p.m.

Mayor Easton called the meeting to order at 5:09 p.m. Deputy City Clerk Gladys Gill called the roll and all members were present, except Vice Mayor Guthrie. Councilor Stewart came in at 5:17 p.m.

Members Present

Decatur  
Stewart  
Blair  
Easton

Staff Present

Jared Cottle, City Manager  
Phil Frazier, City Attorney  
Marcae Hilton, City Planner  
Andy Choate, Asst. Police Chief  
Bea Aamodt, PW Director  
Charles Barnes, Finance Director  
Jason Mohler, Dev. Services Dir.  
Patrick Boulden, Assoc. Attorney  
Gladys Gill, Deputy City Clerk

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

Discussion on the adoption a Records Retention Policy for the City of Bixby.

Presented by: Jared Cottle

City Manager Jared Cottle stated that this item we have been looking at for 2 years and trying to get everyone comfortable and satisfied and we are being over whelmed by paper while looking at our long term plans are and we are running out of room to put the paper. Jared stated that this is a way to relieve this, and if you have any question about this and all our department heads have signed off on this with the sections that apply to them.

Assoc. City Attorney Patrick Boulden stated that we included this in the packet for you to take a look at. Patrick stated that cities are required to adopt a Records Retentions Policy governing on how long you can keep some of the records and some are spelled out on one statue with a broad list on how long municipalities shall retain their records, with certain records having limited regulations. Patrick stated that the departments have review it and it is ready for adoption and with the approval we will be able to dispose some of the records indicated in the outline of the policy. Patrick stated that we do recommend adoption of this policy.

No Action Taken  
Discussion only.

**Mayor Easton said item #2 on the Special Work Session agenda is:**  
Discussion on possible renovations to the Dawes and Municipal Buildings.

Presented by: Jared Cottle

City Manager Jared Cottle stated what I have handed out is this is the internal project phases of City Hall and the Dawes Building and we have review this several times with Staff and different departments were we are headed on the long haul. Jared stated that what is most important is the architectural décor do you want, and I am going to show you guys three pictures and tell me which ones you like and you don't like for City Hall. Jared presented to Council the pictures from the architects. Jared stated that we will bring this back when we final cost and design.

No Action Taken.  
Discussion only.

**Mayor Easton said item #3 on the Special Work Session agenda is:**  
Presentation and discussion on proposed downtown streetscaping.

Presented by: Jared Cottle

City Manager Jared Cottle stated that you have individual booklets that shows details for the downtown streetscape plans and this is showing the overall scoop of the phase. Jared continued to explain what area these plans show where the project will be placed in the downtown area of Bixby. Council had some input on the proposed downtown streetscape that was discussed.

Discussion only.  
No action taken.

Adjournment was called at 5:37 p.m.

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MAYOR

ATTEST

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CITY CLERK