

Special Work Session Minutes

Residence Inn by Marriott Oklahoma City Downtown/Bricktown
400 E. Reno Ave, Oklahoma City, OK 73104
June 24, 2017 12:30 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 June 21, 2017, on or before 7:00 p.m.

Vice Mayor Guthrie called the meeting to order at 1:10 p.m. Deputy City Clerk Gladys Gill called the roll and all members were present except Councilor Stewart. Mayor Easton entered at 1:16 p.m.

Members Present

Easton
Blair
Decatur
Guthrie

Staff Present

Jared Cottle, City Manager
Marcae Hilton, City Planner
Jason Mohler, Dev. Services Dir.
Tammy Ewing, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Dir.
Gladys Gill, Deputy City Clerk

Vice Mayor Guthrie asked to move Item 4 up on the agenda. Items listed on the agenda were not discussed in order.

Vice Mayor Guthrie said item #3 on the Special Work Session agenda is:

Discussion on City economic development programs, including but not limited to development standards, incentives and branding.

Presented by: Jared Cottle

City Manager Jared Cottle stated that a lot of the information in your notebook is just informational so we won't go through it at length but there is some highlights I would like to discuss. Jared stated that there is some information from the Tulsa Chamber about walkable cities and different aspects of it, and the study "Walkable Tulsa recommends eliminating on-way streets, narrowing car lands and adding more bike lanes, and this is Tulsa vision to create a walkable city, also it picks up other suburbs in the article with downtown Claremore and there main streets and all of this is just to give you some other looks to take a look at. Jared continued to explain about another article about downtown development framework and this is what we talk a little about last night to put together a book to guide and develop downtown and in this book is exerts of Oklahoma City. Jared explained what core objectives of the framework which is link together past planning efforts throughout the downtown area into one unified vision for development; connect short-term decisions to the 'big picture' of downtown revitalization; create a more predictable development environment by acting as a developer's guide, establishing City expectations for investment, and clarifying design standards and guidelines; better integrated land use and transportation and establish a process that streamlines

the design of future street projects. Jared continued to explain Development Typologies, High Intensity Mixed Use Typology, Commercial Corridor Typology, from examples from Oklahoma City geography. City Planner Marcae Hilton suggested that from this plan, this would be something to follow to lay out the process and she pointed out design standard and design guidelines because there is some confusion. Jarred explained that the Chamber send to him what the citizens would like for downtown Bixby also there was a Bixby incentive policy outline that Jared spoke on terms of downtown with the current incentives, and public incentive information and if you have any thoughts on these items please let us know. Jared continued to explain about Economic growth with information from Bain and Company with explanation on future trends.

Discussion continued on these items.

No action taken.

Vice Mayor Guthrie called for a recess and reopened at 2:36 p.m.

City Manager Jared Cottle stated that he has a presentation on pictures that council and staff from some communities in the downtown areas.

Lengthy discussion continued on the downtown ideas.

No action taken.

Vice Mayor Guthrie called for a recess and reopened at 7:15 p.m.

City Manager Jared Cottle stated that he wanted to discuss branding with option and what direction we want and we have collection every logo we have used and I have added it to your notebook for you take a look at the image and mainly thinking about our website for a theme, colors should we go with, and when you get to the website pages take a look and give us your feedback and directions. Jared stated that this is for how do we want to brand ourselves for an image, Jared continued to explain what our status is on the new website and what council would want to see on the page.

Jared stated that he wanted to give council information on event planning schedule with feedback on the concerts, movies, art in the park and pets in the park at the new renovated Charley Young Park, Lengthy discuss was focused on the Bixby Economic Development Advisory Council on jobs in Bixby and the quality of jobs such as average wage of worker employed in Bixby. Jarred focused on the target industry analysis with key factors such as transportation & market access, sites and buildings, permitting and regulatory, business climate, labor forces and workforce development.

Vice Mayor Guthrie said item #4 on the Special Work Session agenda is:

Update and discussion on the 2017 Roadway CIRP (City-wide Infrastructure Rehabilitation Program).

Presented by: Bea Aamodt

Public Works Director Bea Aamodt stated that this is for the benefit of Councilor Blair and Councilor Decatur because they were not here when this was implemented, Bea explained that in 2016 we hired Meshach and Associate along IMS there are a survey company which they have a truck that drives around the city and take pictures and they measure the condition of the road, 120 miles from there they determine something that is call PCI (Pavement Condition Index) for example 65 is really bad and 85 is excellent so really they identify about 80 million dollars' worth of road work which is to increase our PCI and fix our roads. Bea stated that some of the roads need to be completely replaced while some need varies degrees of overlay and others need routine maintenance and they provided us with a schedule/spreadsheet that summarize road conditions and what they thought they could do, and some of this is suggestions for repair and this was 2 years ago and the roads will continue to get worse. Bea explained that we presented this shortly after one of our retreats, council then made the decision to put money aside under the budget item infrastructure rehabilitation program which is called the CIRP which is what you see in our budget under the street and ally fund. Bea stated that the next step is to identify what projects to come up with in this program to utilize the money that is set aside for this project, Bea stated that council wanted to use this money on subdivisions because we are using bond issues to fix arterial streets since 2006 we have been widening 121st and others for example. Bea stated that she has asked Meshach to put together a 5 year plan and this is a preliminary draft of the engineer and these are projects that he would put together with a million dollars a year and would suggest to do projects in each ward. Bea continued to explain and show maps of the designated areas to look at and this is just to show you the format this program.

Discussion continued on this item.

No action taken.

Vice Mayor Guthrie said item #5 on the Special Work Session agenda is:

Update and discussion on the City's Emergency Response Plan budget.

Presented by: Jared Cottle

City Manager Jared Cottle stated that we have been meeting for the first part of this year after our Monday staff meeting and talked though what is our emergency respond plan, Jared stated that the main things we were trying to look at is operationally on what would we do if we have a flood, what would we do if we have a tornado, and other emergencies would fall within that such as wind storms, any minor flooding events that reveal major weaknesses internally on what we would do. Jared explained that that the chart that is in the notebook on historically where the tornado hit and it shows they are all over the map that is presented. Jared stated that this is one of the items that we are working on for the most part, we have made really good progress and we have looked at alternated stage areas which we have received back for Woodlake Church signed agreement for a staging area there, also New Beginnings has said yes for a staging area, and

Downtown Church of Christ also said yes. Jared stated that generators is the big equipment that can operate at any of those remote facilities and have those generators on a trailer for transport. Jared stated that the longer time passes more lightly these things become, so want to be prepared for these disaster, and we will continued to develop this list for our Emergency Response Plan.

Discussion continued on this item.

No action taken.

Mayor Easton said item #6 on the Special Work Session agenda is:

Discussion on revision of City Council Handbook & Rules.

Presented by: Tammy Ewing

City Attorney Tammy Ewing stated that she would like to get some directions on how you want meetings run, because as I indicated at the last council meeting do it how you want but in my option you need to come up with what the rules are so that I know and you know so we can be consistent. Tammy stated that starting with public comments at the meetings, your council rules so if you go the proposed modification which I have in red lines and I am recommending that you take a whole lot of that out to simplified it. Tammy stated that the first thing you will see is I changed it so that I suggest you have a public hearing request form which is the same form the Planning Commission uses and I see this as being consistent between the two. Tammy stated that this is from our City Planner Marcae Hilton and on these forms are the meeting procedures and the request to speak or not to speak and to make this a double form and leave one in every chair, so people can see the rules and here is the form to be filled out. Tammy continued to discuss the changes of the council rules with council for some feedback and comments. City Council had some comments and concerns for the forms. Tammy stated that the next thing she would suggest is to give individuals with two exceptions 5 minutes to speak and the applicant gets 10 minutes to speak and 10 minutes to nonprofit organizations, council had some concerns and comments on these proposed changes that were being discussed. Tammy stated that she also had red line a paragraph under conduct which will stated that any citizens shall be asked by the mayor to leave the council room that disturbs the order and decorum of the council meetings from the meeting room, Tammy stated these are the only changes to recommend to this under conduct. Tammy showed a picture of a timer in there notebook so they can look at what the mayor can use if the citizens went over there time allowed by the council rules. Council had some comments on this subject matter. Tammy stated that she wanted to discuss about motions taken in the meeting which is under Robert's Rules. Discussion continued on this subject matter.

Discussion continued on this item.

No action taken.

Mayor Easton said item #7 on the Special Work Session agenda is:
Discussion on FY17-18 budget.

Presented by: Jared Cottle

City Manager Jared Cottle stated that he and Charles will have a more complete report for you on Monday because we didn't have enough time for a comparison on our healthcare plan. Jared stated that everything is a moving target and when we talked about the budget last year and in March we had 107 employees and this year we have 118 employees and next year budget is 129 positions in the budget so these are all moving targets when you pay for the employee and if they have a whole family in our benefit package then you're paying for the family so there is variable cost anything you move the pieces. Jared stated that what we will be working on is giving you a history for the past several years and we have part of it put together but we are trying to compare year to year. Jared stated that when we had 100 employees in 2015, 107 employees in 2016, so the numbers are not one to one comparison. Jared stated that one of the thing that being self-insurance that Charles has budgeted for is cash flow, and we have a cap and it's a different number when you go from 107 to 118 employees so all these things have to be adjusted, so what you see in the budget is Charles cash flow numbers based on the projected claims and those claims don't include rebates and you have a stop loss you go above that and give the money back and there is no guarantee you get that money back in that budget year. Jared stated that Charles has to pay the claim and we have to wait for the reimbursements so really there is just a lot of moving parts and we will try and get that simplified down for a one to one look and we will get that to you on Monday.

City Treasure Charles Barnes had some clarifications to the healthcare claims and explained to council how the funds looks.

Discussion continued on this item.
No action taken.

Mayor Easton called for a recess and reopened at 8:52 p.m. with the last item #6.

Adjournment was called at 10:25 p.m.

MAYOR

ATTEST

CITY CLERK