City of Bixby
Bixby Public Works Authority
Meeting Agenda

Monday, October 10, 2022	**Immediately Following the City Council Meeting**	**City Hall Municipal Building 116 W. Needles Ave., Bixby, OK 74008**

Public comments are limited to items on the agenda. Those wishing to speak on agenda items will need to appear in the City Council Chamber.

Call to Order

Chairman

Roll Call

Shannon Duran, City Clerk

Consent Agenda

Secretary's Report

Consider and Approve:

1) Minutes for Bixby Public Works Authority meeting 9/26/22.

2) Public Notice schedule of the Bixby Public Works Authority meetings for the calendar year 2023.

3) Discuss and/or take action on Water Tap Application for Michael Griffin at 15107 East 161st Street South, Bixby, OK in Tulsa County, OK.

Regular Agenda

1) New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

2) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of October 7, 2022, on or before 6:00 p.m., at City Hall, 116 W. Needles Bixby, Oklahoma.

Respectfully Submitted

Shannon Duran
City Clerk

Note: All cell phones and pagers must be turned off or operated silently during all meetings.

21 O.S. Section 280 provides the following: A. It is unlawful for any person, alone or in concert with others and without authorization, to willfully disturb, interfere or disrupt state business, agency operations or any employee, agent, official or representative of the state. B. It is unlawful for any person who is without authority or who is causing any disturbance, interference or disruption to willfully refuse to disperse or leave any property, building or structure owned, leased or occupied by state officials, employees, agents or representatives or used in any manner to conduct state business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel. C. Any violation of the provisions of this section shall be a misdemeanor punishable by imprisonment in the county jail for a term Oklahoma Statutes - Title 21. Crimes and Punishments Page 94 of not more than one (1) year, by a fine not exceeding One Thousand Dollars ($1,000.00), or by both such fine and imprisonment. D. For purposes of this section, “disturb, interfere or disrupt” means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

For Special Accommodations

Persons who require a special accommodation to participate in this meeting should contact City Clerk, Shannon Duran: 116 West Needles Avenue, Bixby, Oklahoma, 918-366-4430 or email City Clerk, Shannon Duran (sduran@bixbyok.gov), as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a Telecommunication Device for the Deaf may contact Oklahoma Relay at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Consent Agenda Item Commentary

Item Title

Minutes for Bixby Public Works Authority meeting 9/26/22.

Initiator

Staff Information Source

Background

Exhibits

1. Public Works Authority Minutes 09/26/22

Key Issue

Council Action

Recommendation

Item No: 1.

Meeting Date

October 10, 2022

Meeting

Bixby Public Works Authority Agenda 10/10/22

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
September 26, 2022 at 6:00 PM

Call to Order

Mayor Guthrie called the meeting to order at 9:58pm

Roll Call

Shannon Duran, City Clerk, called the roll and the following were present:

Members Present
Mayor Guthrie
Vice Mayor Blair
Councilor Founds
Councilor Girard
Councilor Revelis

Staff Present
Jared Cottle, City Manager
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
OC Walker, City Planner
Todd Blish, Police Chief
Mike Butler, Fire Chief
Donna Crawford, Development
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Consent Agenda

1) Approve minutes for the Bixby Public Works Meeting dated 09/12/22.

   Mayor Guthrie said Item 1 on the Bixby Public Works Meeting is up for discussion and consideration.
   Mayor Guthrie asks for a motion to approve item 1 on the Consent Agenda. Vice Mayor Blair made a motion to approve, seconded by Councilor Founds. The vote was taken with the following results:

   Carried:5-0
   Ayes: Blair, Founds, Girard, Revelis, Guthrie
   Nays: 0

Regular Agenda

1) No agenda Items on the Bixby Public Works Authority Agenda

   No action taken on

2) New Business
   In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

3) Adjournment

   An adjournment was called at 9:58 pm.

_____
Mayor

_____
City Clerk

Consent Agenda Item Commentary

Item Title

Public Notice schedule of the Bixby Public Works Authority meetings for the calendar year 2023.

Initiator

Shannon Duran

Staff Information Source

Shannon Duran

Background

Annual dates for council meetings must be updated prior to the upcoming year.

Exhibits

1. PUBLIC NOTICE BPWA MEETING DATES FOR 2023

Key Issue

Council Action

Approve dates

Recommendation

Approve dates

Item No: 2.

Meeting Date

October 10, 2022

Meeting

Bixby Public Works Authority Agenda 10/10/22

PUBLIC NOTICE

THE SCHEDULE OF REGULAR MEETINGS FOR CALENDAR YEAR 2023 OF THE BIXBY PUBLIC WORKS AUTHORITY, A PUBLIC TRUST CREATED FOR THE BENEFIT OF THE CITY OF BIXBY, OKLAHOMA.

Public Notice is given and filed with the Bixby City Clerk that, for Calendar Year 2023, except as otherwise noted below, the Bixby City Council of the City of Bixby, Oklahoma will hold its first regular monthly meeting on the second Monday of each month and its second regular monthly meeting on the fourth Monday of each month. Should a meeting fall on a holiday, the regular meeting will be held on the following Tuesday. These regular work session meetings will be held at 5:00 P.M. in Dawes or City Hall, located at 113 West Dawes Avenue 116 W Needles, in the City of Bixby, Oklahoma (Authority: Title 25 Oklahoma Statutes, Section 311(A))

REGULAR MEETING DATES

January	09
January	23
February	13
February	27
March	13
March	27
April	10
April	24
May	08
May	22
June	12
June	26
July	10
July	24
August	14
August	28
September	11
September	25
October	09
October	23
November	13
December	11

Consent Agenda Item Commentary

Item Title

Discuss and/or take action on Water Tap Application for Michael Griffin at 15107 East 161st Street South, Bixby, OK in Tulsa County, OK.

Initiator

Justin Dowd

Staff Information Source

Justin Dowd

Background

Mr. Griffin is requesting five water taps for residential services at 15107 East 161st Street South, Bixby, OK in Tulsa County, OK. Mr. Griffin originally participated in improvements for the 30.34 acres he owns. He is working with Tulsa County to create six separate lots.

Mr. Griffin is responsible for obtaining any off-site easements and Permits from the County for installation of the private water service lines.

Exhibits

1. Griffin Water Tap Application

Key Issue

Water Tap Approval

Council Action

Approve five water taps (outside the City limits)

Recommendation

Approval

Item No: 3.

Meeting Date

October 10, 2022

Meeting

Bixby Public Works Authority Agenda 10/10/22

Bixby Public Works Authority
Water Tap Application

Approved [ ] Date _____	
Not Approved [ ] Date _____	
Reviewed By	

Applicant:	MICHAEL GRIFFIN
Address:	E 161st St S.
	BIXBY OK 74008
Telephone:	918-740-6924
Email:	UCOPIKE@GMAIL.COM
Fax:	

Please note, all items listed below must be completed and submitted prior to application review.

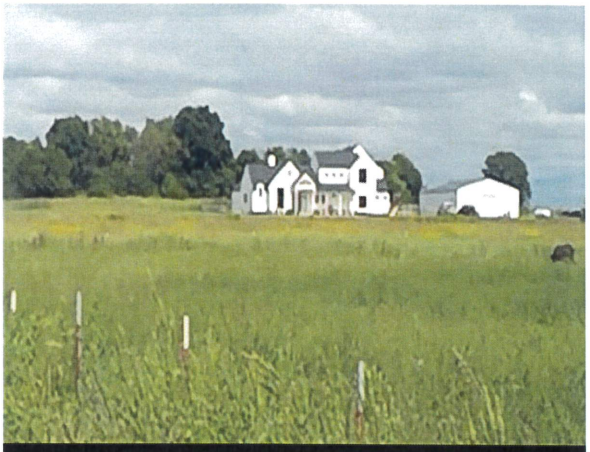
Complete Y	Complete N	Condition	Staff Approval / Date
[✓]	[ ]	Provide site sketch showing tap location.	REQUESTING 5 METERS
[✓]	[ ]	Provide legal description for tap location and plat of survey, or Tax map with property to be served highlighted. Also provide proof of ownership.	
[✓]	[ ]	Provide analysis for Booster Pump Station design and performance to City Engineer. *	N/A
[✓]	[ ]	Provide analysis for line sizing to City Engineer. *	N/A
[✓]	[ ]	Obtain any and all off-site easements.	APPLICANT RESPONSIBLE FOR ALL ESMTS
[✓]	[ ]	Note Service Line Size to be used: 1-INCH	
[✓]	[ ]	Note Meter Line Size to be used: 1-INCH	
[✓]	[ ]	Applicant Certification signed and dated.	

*May not apply. If it does apply, the information will need to be submitted with the application. A plumber will be able to help with this information. If a Booster Pump Station is needed, provide the model and specifications.

Applicant Certification:
I, MICHAEL GRIFFIN on 9/16/22, hereby recognize and agree to my responsibility to own, operate, and maintain in good working order all improvements required to provide water service to the location for which I have received approval for a water tap from the Bixby Public Works Authority (BPWA). I recognize that failure to operate and maintain all improvements within good working order as determined by the BPWA will constitute just cause for suspension of water service by the BPWA until such time as improvements are brought into compliance with BPWA requirements.

General Information

Account Number	R97422742270710
Situs Address	15107 E 161 ST S BIXBY 740080000
Owner Name	GRIFFIN, MICHAEL L & MICHELLE L
Owner Mailing Address	PO BOX 1165 BIXBY, OK 740081141
Land Area	19.94 acres / 868,743 sq ft
Market Value	$384,075
Last Year's Taxes	$4,889.13
Legal Description	Subdivision: UNPLATTED (90201) Legal: PRT E/2 SW BEG 645.35W SECR SW TH W15 N988.94 W202.50 N988.91 E863.30 S989.03 W645.50 S988.94 TO POB SEC 22 17 14 19.944ACS Section: 22 Township: 17 Range: 14



R97422742270710 (09/2020)

Tax Information

	2020	2021	2022
Fair Cash Value	$384,075	$384,075	$384,075
Taxable Value	$384,075	$384,075	$384,075
Assessment Ratio	11%	11%	11%
Gross Assessed	$42,248	$42,248	$42,248
Exemptions	-$1,000	-$1,000	-$1,000
Net Assessed	$41,248	$41,248	$41,248
Tax Rate	4B	4B	4B
Tax Rate Mills	118.990000	118.530000	118.530000
Estimated Taxes	$4,908	$4,889	$4,889
Notice of Value Date (if changed from prev yr)	-	-	-

Values

	2020	2021	2022
Land Value	$4,075	$4,075	$4,075
Improvement Value	$380,000	$380,000	$380,000
Fair Cash (Market) Value	$384,075	$384,075	$384,075

Exemptions

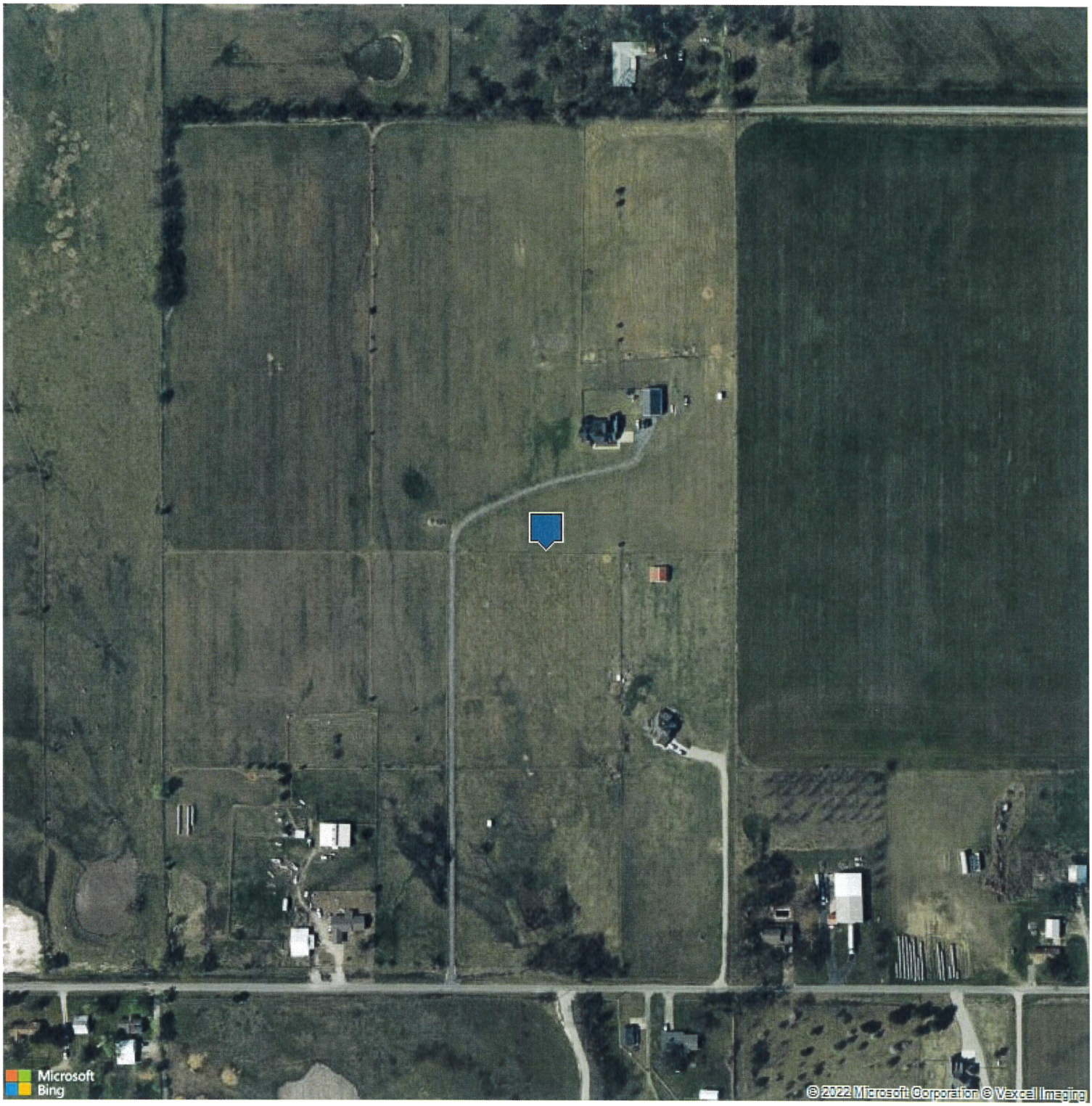
	2020	2021	2022
Homestead	✓	✓	✓
Additional Homestead	-	-	-
Senior Valuation Freeze	-	-	-
Veteran	-	-	-

Improvements

Imp #	Property Type	Yr Blt	Livable	Stories	Story Height	Baths	Roof
	Foundation	**Exterior**			**Use**		**HVAC Type**
1.00	Residential	2016	3,585 SF	2.00	8	3.10	Composition Shingle
	Slab	Frame Siding/Brick/Stone Veneer			1½ Story Fin		Cool Air in Heat Ducts
2.00	Out Building	2018	2,400 SF	0.00	12	0	
					Equipment Storage		

Recent Sales

Sale Date	Grantor	Grantee	Sale Price	Doc Type	Book-Page/Doc #
9/9/2022	GRIFFIN, MICHAEL L & MICHELLE L	GRIFFIN, MICHAEL L & MICHELLE L	$0	Lot Combination	2022092887
9/8/2022	KIRK, JIMMY & KIMBERLEY	GRIFFIN, MICHAEL & MICHELLE	$0	Quit Claim Deed	2022092888
9/7/2022	KIRK, JIMMY & KIMBERLEY	KIRK, JIMMY & KIMBERLEY	$0	General Warranty Deed	2022091114


Microsoft
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General Information

Account Number	R97422742272710
Situs Address	15099 E 161 ST S BIXBY 74008
Owner Name	GRIFFIN, MICHAEL L & MICHELLE L
Owner Mailing Address	PO BOX 1165 BIXBY, OK 740081141
Land Area	10.40 acres / 452,907 sq ft
Market Value	$2,208
Last Year's Taxes	$28.80
Legal Description	Subdivision: UNPLATTED (97422) Legal: BEG 862.85W & 988.94N SECR SW TH W458 N988.85 E458 S988.91 TO POB SEC 22 17 14 10.397ACS Section: 22 Township: 17 Range: 14

Tax Information

	2020	2021	2022
Fair Cash Value	$2,208	$2,208	$2,208
Taxable Value	$2,208	$2,208	$2,208
Assessment Ratio	11%	11%	11%
Gross Assessed	$243	$243	$243
Exemptions	$0	$0	$0
Net Assessed	$243	$243	$243
Tax Rate	4B	4B	4B
Tax Rate Mills	118.990000	118.530000	118.530000
Estimated Taxes	$29	$29	$29
Notice of Value Date (if changed from prev yr)	-	-	-

Values

	2020	2021	2022
Land Value	$2,208	$2,208	$2,208
Improvement Value	$0	$0	$0
Fair Cash (Market) Value	$2,208	$2,208	$2,208

Exemptions

	2020	2021	2022
Homestead	-	-	-
Additional Homestead	-	-	-
Senior Valuation Freeze	-	-	-
Veteran	-	-	-

Improvements

Imp #	Property Type	Yr Blt	Livable	Stories	Story Height	Baths	Roof
	Foundation	Exterior			Use		HVAC Type
			SF				

Recent Sales

Sale Date	Grantor	Grantee	Sale Price	Doc Type	Book-Page/Doc #
1/8/2015	SIMMONS, GLENDA GAY & KENNETH RAY ESTATES	GRIFFIN, MICHAEL L & MICHELLE L	$500	Personal Representative's Deed	2015003247

Microsoft
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161st st South.

METER Locates

Regular Agenda Item Commentary

Item Title

New Business
In accordance with the Open Meeting act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

Initiator

Staff Information Source

Background

Exhibits

Key Issue

Council Action

Recommendation

Item No: 1.

Meeting Date

October 10, 2022

Meeting

Bixby Public Works Authority Agenda 10/10/22