



# **City of Bixby Bixby Public Works Authority Meeting Agenda**

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**Monday, February 13, 2023**

**Immediately Following the  
City Council Meeting**

**City Hall Municipal Building  
116 W. Needles Ave., Bixby,  
OK 74008**

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**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 the Bixby Public Works Authority Meeting dated 01/23/23.
- 2) Discuss and/or approve purchasing plumbing materials from Core and Main to replenish inventory; total cost of \$20,000.
- 3) Discuss and/or approve purchasing plumbing materials from Utility Supply to replenish inventory; total cost of \$10,904.93.
- 4) Discuss and/or approve purchasing materials from Utility Supply for emergency waterline repair located at Bixhoma Lake; total cost of \$20,888.07.
- 5) Consider and/or take action on budget amendment for BPWA Fund as pertains to Water Revenue and Expense.

## **Regular Agenda**

- 1) Discuss and/or take action on approving sale and disposal of City BPWA surplus property at 11355 S. Mingo Road to the highest and best bid.

Jared Cottle, City Manager

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

**Notice of Posting**

This Notice and Agenda was posted on the bulletin board this day of February 10, 2023, 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](mailto:sduran@bixbyok.gov) (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.

# **Bixby Public Works Authority Meeting Minutes**

City Hall Municipal Building  
116 W. Needles Ave., Bixby, OK 74008  
January 23, 2023 at 6:00 PM

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 January 20, 2023, on or before 5:00 p.m.

## **Call to Order**

Mayor Guthrie called the meeting at 7:31pm.

## **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  
Justin Dowd, City Engineer  
Bryan Toney, Public Information Officer

## **Consent Agenda**

- 1) Approve minutes for the Bixby Public Works Authority Meeting dated 01/09/23.
- 2) Discuss and/or take action on purchasing unleaded gasoline and diesel for \$25,000.
- 3) Discuss and/or approve emergency waterline repair located at Bixhoma Lake; total cost of \$52,058.61.

Mayor Guthrie said Item 1-3 on the Bixby Public Works Authority Agenda is up for discussion and consideration.

Others who spoke: None

Mayor Guthrie asks for a motion to approve items 1-3. Councilor Founds made a motion to approve, seconded by Councilor Founds. The vote was taken with the following results:

Carried:5-0

Ayes: Founds, Revelis, Girard, Blair, Guthrie

Nays: 0

## **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

The meeting adjourned at 7:33 pm.

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Mayor

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City Clerk

## CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchasing plumbing materials from Core and Main to replenish inventory; total cost of \$20,000.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Erik Dye

BACKGROUND: Materials are purchased to maintain inventory of plumbing parts for repairs of water and sewer infrastructure.

EXHIBITS: None

KEY ISSUE: Infrastructure Maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve payment for emergency repair

ITEM NO: \_\_\_\_\_

MEETING DATE: 2-13-2023

MEETING: BPWA

## CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchasing plumbing materials from Utility Supply to replenish inventory; total cost of \$10,904.93.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Erik Dye

BACKGROUND: Materials are purchased to maintain inventory of plumbing parts for repairs of water and sewer infrastructure.

EXHIBITS: None

KEY ISSUE: Infrastructure Maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve payment for emergency repair

ITEM NO: \_\_\_\_\_

MEETING DATE: 2-13-2023

MEETING: BPWA

## CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchasing materials from Utility Supply for emergency waterline repair located at Bixhoma Lake; total cost of \$20,888.07.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Erik Dye

BACKGROUND: Materials were purchased from Utility Supply for emergency waterline work on Christmas Day weekend to re-establish water service to residents on Bixhoma Lake Hill. The work included: digging along the waterline to identify location of water leak, connecting the 6" to the Deere Run 12" at 154<sup>th</sup> E Ave on 181<sup>st</sup> St, and installation of meter and tapping saddles for valve installation on the Bixhoma Lake line.

EXHIBITS: None

KEY ISSUE: Infrastructure Maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve payment for emergency repair

ITEM NO: \_\_\_\_\_

MEETING DATE: 2-13-2023

MEETING: BPWA

# Consent Agenda Item Commentary

**Item Title**

Consider and/or take action on budget amendment for BPWA Fund as pertains to Water Revenue and Expense.

**Initiator**

Charles Barnes

**Staff Information Source**

Charles Barnes

**Background**

The original budget for water revenue and expense for FY23 was based on the projection of end of year FY22 amounts. However, year to date in FY23, we have experienced a 19% increase in water purchased from the City of Tulsa Utilities. (FY22 YTD - July thru December) was 716,425,000 gallons. YTD FY23 (same six months) we have purchased 855,604,000 gallons. In order to comply with the Municipal Budget Act and not expend more than the original budget for BPWA, we must increase the water revenue and expense budget by \$700,000.

**Exhibits**

1. Budget Amendment FY23-2

**Key Issue**

Approval of Budget Amendment

**Council Action**

Approve or deny

**Recommendation**

Approve

**Item No:** 5.**Meeting Date**

February 13, 2023

**Meeting**

Bixby Public Works Authority Agenda 02/13/23

CITY OF BIXBY  
BUDGET AMENDMENT FORM

Fund: BPWA Fund  
Amendment #: 23-2  
Fiscal Year: FY23 - 2022/2023

[illegible]

EXPLANATION:

The original budget for water revenue and expense for FY23 was based on the projection of end of year FY22 amounts. However, year to date in FY23, we have experienced a 19% increase in water purchased from the City of Tulsa Utilities. (FY22 YTD - July thru December) was 716,425,000 gallons. YTD FY23 (same six months) we have purchased 855,604,000 gallons. In order to comply with the Municipal Budget Act and not expend more than the original budget for BPWA, we must increase the water expense budget by 19%. To offset that increase and maintain a balanced budget, we are proposing to use the projected increase in water revenue by increasing it by the same dollar amount.

City Manager approval

\_\_\_\_\_

City Council approval

\_\_\_\_\_

Department Head approval

\_\_\_\_\_

## REGULAR AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or take action on approving sale and disposal of City BPWA surplus property at 11355 S. Mingo Road to the highest and best bid.

INITIATOR: Jared Cottle

STAFF INFORMATION SOURCE: Phil Frazier

BACKGROUND: On October 24, 2022, Council authorized Staff to proceed with arrangements necessary for disposal of City property adjacent to 11355 S. Mingo Road. The sale was advertised and two (2) bids were received.

EXHIBITS: Bid proposals

KEY ISSUE: Sale and disposal of City property at 11355 S. Mingo Road

COUNCIL ACTION: Approve sale and disposal of City property at 11355 S. Mingo Road to the highest and best bidder.

RECOMMENDATION: Approve sale and disposal of City property at 11355 S. Mingo Road to the highest and best bidder.

ITEM NO: \_\_\_\_\_

MEETING DATE: 02-13-2023

MEETING: BPWA

## Bid Opening Results

City of Bixby Public Works Department

Project: BPWA Mingo Road Surplus Property

Pre Bid: None

Bid Opening:

1/17/2023 2:00

[illegible]

## Bid Packet Holders List

City of Bixby Public Works Department

Project: BPWA Mingo Road Surplus  
Property

|              |                 |
|--------------|-----------------|
| Pre Bid:     | none            |
| Bid Opening: | 1/15/2023 14:00 |

[illegible]

**CEDAR RIDGE CONGREGATION OF JEHOVAH'S WITNESSES**

**c/o Steven Snead**

**18452 E. 111<sup>th</sup> St.**

**Broken Arrow, OK 74011**

January 16, 2023

Dear City of Bixby,

Our congregation has appreciated our relationship over the past 20 years. We recognize the effort it takes to keep a city functioning and are thankful for your hard work on our behalf.

This letter is to supplement our bid for the former water tower property just behind our Kingdom Hall at 11355 S. Mingo. We will miss having you as a neighbor. Our working relationship over the years has been good and we have been happy to help support the entire community by working together while the water tower was standing and even during its demolition.

Our understanding of the bidding process is that the City Council has reserved the right to award the bid to the recipient that is in the best interests of our community. We hope that you can see by our bid that we have taken great effort to obtain what we feel is a respectable amount of funds to be awarded this parcel of land that we have such a long history in supporting.

If the property changes hands from the City to a new owner other than us, we face the potential of others attempting to use our property as a means of access to this small parcel. This will present us with unforeseen risks, dangers, and liabilities, as well as concerns with increased wear and tear on our parking lot and property. With no current shared maintenance agreement, it could require costly legal help to ensure a method is in place to recoup these expenses. This could potentially cost us, the city and the new owner considerable time and expense. If we obtain ownership of this parcel this removes this issue for all of us.

Thank you for your careful consideration of our submission and we appreciate being part of this community.

Sincerely,

*Cedar Ridge Congregation of Jehovah's Witnesses*



**PUBLIC SALE OF REAL PROPERTY  
BID SUBMITTAL FORM**

I (we) hereby submit a bid and offer to purchase certain real property owned by the City of Bixby.

The property is "As Is", "Where Is", and "With all Faults" including (without limitation) encroachments which may be shown by survey, and is generally located adjacent to 11355 South Mingo Road.

By signing below, I state I have read and understand Article 4, Section 4.8 Sale of Property Valued at More Than 5% of the Non Amended General Fund of the Bixby City Charter authorizing the sale of city property, real or personal, and that the City of Bixby may decide to reject all bids for the property and thus to retain ownership of the property.

I hereby acknowledge that I have read this entire bid packet and will accept the property in accordance with the conditions stated therein.

**My bid to purchase the property is \$ 35,150.00**



NAME: Cedar Ridge Congregation of Jehovah's Witnesses  
ADDRESS: c/o Steven Snead 18452 E. 111th St, Broken Arrow, OK 74011  
TELEPHONE: 918-830-7773  
EMAIL: sos@enerlex.com  
SIGNATURE:  DATE: 1/16/2023  
Steven Snead - Agent



PUBLIC SALE OF REAL PROPERTY  
BID SUBMITTAL FORM

I (we) hereby submit a bid and offer to purchase certain real property owned by the City of Bixby.

The property is "As Is", "Where Is", and "With all Faults" including (without limitation) encroachments which may be shown by survey, and is generally located adjacent to 11355 South Mingo Road.

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I hereby acknowledge that I have read this entire bid packet and will accept the property in accordance with the conditions stated therein.

My bid to purchase the property is \$ 12200.<sup>00</sup>

NAME: Jawet Dyer  
ADDRESS: 12630 S. MINGO  
TELEPHONE: 9183643663  
EMAIL: Dyerrentalpropertymgt@yahoo.com  
SIGNATURE: Jawet Dyer DATE: 1-17-23



# 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: 2.****Meeting Date**

February 13, 2023

**Meeting**

Bixby Public Works Authority Agenda 02/13/23