

City Council Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
April 10, 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 April 6, 2023, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the meeting to order at 6:05 p.m.

Roll Call

Assistant City Clerk, Gladys Gill, 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
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
Bryan Toney, Public Information Officer
Gladys Gill, Assistant City Clerk

Pledge of Allegiance

Invocation

Consent Agenda

- 1) Minutes for the Work Session dated 03/27/2023.
- 2) Minutes for the City Council Meeting dated 03/27/2023.

- 3) Consider and/or approve the purchase one (1) surplus ambulance from Southern Emergency Rescue Vehicle Sales (SERVS) for a total amount of \$43,900.
- 4) Consider and approve the language of Mobile Food Truck Ordinance 2406, Section 3-11-7A4, for operation under a Special Event.
- 5) Consider and/or take action on renewal of the licensing subscription for MyGov software to provide remote licensing and permitting for City customers; cost \$22,100.
- 6) Consider and/or approve the ratification of the Collective Bargaining Agreement between the Bixby Fraternal Order of Police and the City of Bixby for the FY24 and FY25 budget years.
- 7) Consider and/or approve the renewal of the agreement with Hilltop Securities Asset Management to calculate potential arbitrage costs related to our series of General Obligation Bonds. Estimate for FY24 is \$15,000.
- 8) Consider and/or approve renewing the mowing contract with BOCA Outdoors for FY24 to mow R-O-W; total \$67,600.
- 9) Consider and/or approve renewing the mowing contract with Prodigy Lawn & Landscape Inc for FY24 to mow R-O-W, total \$18,900.
- 10) Consider and/or approve renewing the mowing contract with SourceOne Management Services, Inc for FY24 to mow the Haikey Levee; total \$18,455.
- 11) Consider and/or approve the final cost invoice from ODOT for the STP 121st and Mingo Intersection Improvement Project; a total of \$160,967.62.
- 12) Consider and/or approve awarding the FY24 Property Maintenance Contracts to Hartland Lawn Care for \$42,000 and MT Brush Hogging Dozer and Lawn for \$170,000.
- 13) Consider and/or approve the OMAG (Oklahoma Municipal Assurance Group) recommendation denial for claimant Nicholas Savage, Claim 212720-1-ME.
- 14) Consider and/or approve professional service agreement and purchase order to Crawford and Associates for FY-23 Financial Statement preparation and accounting assistance as needed in the amount of \$25,000 (General Fund portion).

Mayor Guthrie asks if there are any questions about any of the items on the Consent Agenda. Vice Mayor Blair asked to pull items 3, 6, 7, 8, 9, 10, and 12 for further discussion and information.

Fire Chief, Mike Butler, spoke on item 3 regarding the purchase of one (1) surplus ambulance to help meet the January 2024 deadline of having 3 ambulances ready for service. Chief Butler also gave clarification that this ambulance would be a diesel-fueled ambulance.

Police Chief, Todd Blish, spoke on item 6 regarding the Collective Bargaining Agreement between the Bixby Fraternal Order Police and the City of Bixby. Chief Blish gave an overview of what was agreed on like wage increases, stipends for staff uniforms, on-call Officers, K9 Officers, and Bilingual Officers. They also increased the compensatory rate and increased the cap on vacation leave for officers serving 20 years or more.

Finance Director, Charles Barnes, spoke on item 7 regarding the agreement renewal with Hilltop

Securities Asset Management. Charles gave some clarification on potential arbitrage costs related to the General Obligation Bonds.

Public Works Director, Bea Aamodt, spoke on items 8, 9, 10, and 12. Bea stated that items 8-10 are the renewal of agreements with BOCA Outdoors, Prodigy Lawn & Landscape, and SourceOne, which all have performed well and it's Bea's recommendation to the council to approve the renewals. Bea also gave assurance that item 12, Property Maintenance Contracts for FY24, went out for bids and several companies submitted bids. Councilor Girard asked if the contracts would be renewed for 5 more years. Bea clarified by saying yes, but based on performance, the contracts are brought to the council every year for approval. Mayor Guthrie asked at what point it would be feasible for the city to hire its own lawn crew. Bea answered that at the moment, hiring employees is the biggest issue preventing Public Works from having its own lawn crew to maintain all city properties and right-of-ways.

Mr. Nick Savage signed up to speak on item 13. Mayor Guthrie mentioned that the recommendation by OMAG is to deny the claim. Mayor Guthrie asked Mr. Savage if he had additional information for the council in regard to his claim. Bea Aamodt spoke about the collaboration between Jacob's Engineering and the City of Bixby and how they will institute a fat, oil, and grease program that would talk to local businesses to make sure they have grease traps so they can be in compliance with the city.

Mayor Guthrie requested a motion to approve items 1-14 on the Consent Agenda. Councilor Founds made a motion to approve, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried: 5-0

Ayes: Founds, Blair, Revelis, Girard, Guthrie

Nays: 0

Regular Agenda

- 1) Discussion, consideration, and possible confirmation on the appointment of Mike David to the City of Bixby, Board of Adjustment.

Mayor Guthrie recommended the nomination of Mike David to serve a 3-year term on the Board of Adjustment since the current chair, Murray King, wants to step down from the Board after 20 years of service.

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

Carried: 5-0

Ayes: Founds, Blair, Revelis, Girard, Guthrie

Nays: 0

- 2) Discuss and/or take action on directing Staff and City Attorney to initiate contract negotiations on a Development Agreement on the Sitrin Industrial Park Request for Proposal.

Mayor Guthrie said item 2 on the Regular Agenda is up for discussion.

Item presented by Jared Cottle

No other speakers

City Manager, Jared Cottle, presented to the council a proposed development for the Sitrin Industrial Park to the council. After the city issued a Request for Proposal (RFP), one development group presented a proposal to the council that would blend with the surrounding neighborhoods and would also bring jobs to Bixby. Jared requested that the council authorize negotiations on a development agreement between the city and the development group. Councilor Girard wanted to make it clear that this was not an approval to start development but to authorize negotiations.

Councilor Girard made a motion to approve, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried: 5-0

Ayes: Girard, Blair, Revelis, Founds, Guthrie

Nays: 0

- 3) Authorize Mayor to receive qualified applications for Municipal Judge to present to Council for consideration at the Regular Meeting on April 24, 2023.

Mayor Guthrie was notified that the current Municipal Judge that has served since 2011 has taken a new full-time position elsewhere. Her last day with the City is April 30th, 2023. Mayor Guthrie stated that they need to move quickly so the City may have a judge for court in May. Interviews will possibly be held at the next executive session meeting.

Councilor Girard made a motion to approve, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried: 5-0

Ayes: Girard, Blair, Revelis, Founds, Guthrie

Nays: 0

- 4) Motion to enter into Executive Session:

- a. *Confidential communications and discussions among the City Council and its attorney concerning potential and current litigation status. Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes Section 307.B.4.*

Mayor Guthrie opened the City Council Regular agenda after completing the Bixby Public Works Authority Meeting at 6:55 p.m.

Mayor Guthrie said item 4 on the Regular agenda is Motion to Enter into Executive Session. Mayor Guthrie asks for a motion to approve entering into Executive Session. Councilor Girard made a motion to approve, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried: 5-0

Ayes: Girard, Blair, Revelis, Founds, Guthrie

Nays: 0

Time: 6:55 p.m.

The Council, City Manager, and City Attorney entered into an Executive Session.

- 5) Motion to exit Executive Session and reconvene in open session.

At 7:26 p.m., the Council returned to the council chambers.

Mayor Guthrie says no action was taken during the Executive Session.

Mayor Guthrie asks for a motion to exit the Executive Session. Councilor Founds made a motion to approve, seconded by Vice Mayor Blair. The vote was taken with the following results:

Carried: 5-0

Ayes: Founds, Blair, Revelis, Girard, Guthrie

Nays: 0

6) City Manager's Report

- The traffic synchronization program is near completion.
- The 126th and Memorial traffic signal is ongoing but should be completed by the end of May.
- The slab has been poured for the new fire station.
- A Request for Proposal has been issued for a Construction Manager for the Performing Arts Center (PAC). The PAC groundbreaking will be in the spring of 2024. Groundbreaking for the new municipal building will be in June of 2023 and the groundbreaking for the new Public Works facility will be in the fall of 2023.
- Vice Mayor Blair spoke about the upcoming city cleanup even at Washington Irving Park on April 15th.

The mayor called a recess of the City Council Regular Meeting to open the Bixby Public Works Authority Meeting at 6:50 p.m.

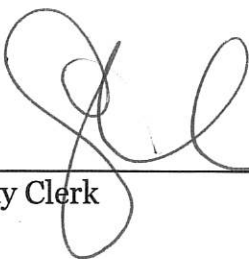
7) New Business

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.

Mayor Guthrie says there is no new business to discuss.

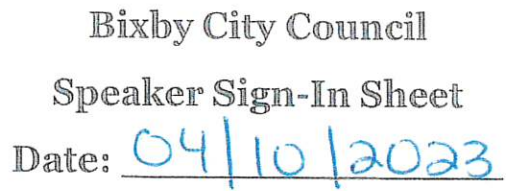
8) Adjournment

Adjournment was called at 7:27 p.m.



City Clerk

Mayor



Date: 04/10/2023

[illegible]