



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

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**Monday, June 26, 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 Session dated 6/12/2023.
- 2) Consider and/or approve annual maintenance with Tyler Technologies (INCODE) for FY-24 the amount of \$32,749.73 (BPWA's portion).
- 3) Discuss and/or take action on purchasing unleaded gasoline and diesel for \$25,000.
- 4) Approve repairs to two lift station pumps; total cost \$20,309.30.

## **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 June 23, 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  
June 12, 2023 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on June 9, 2023, on or before 5:00 p.m.

## **Call to Order**

Mayor Guthrie called the meeting to order at 6:15 p.m.

## **Roll Call**

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

### **Members Present**

Mayor Guthrie  
Vice Mayor Founds  
Councilor Girard  
Councilor Revelis  
Councilor Hirshey

### **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) Minutes for the Bixby Public Works Authority dated 05/22/2023.
- 2) Consider and/or approve Worker's Compensation Insurance renewal for FY-24 in the amount of \$26,189.00 (BPWA portion of total bill).
- 3) Discuss and/or take action on awarding a contract to EMC to replace Junction Boxes at the North Transfer Station; Cost is \$33,900.
- 4) Discuss and/or take action on approving hourly rates from Envision Civil Contractor and McGuire Brothers to provide on-call services for waterline and fire hydrant repair.

Mayor Guthrie said Item 1-4 on the Bixby Public Works Authority Consent Agenda is up for discussion and consideration.

Mayor Guthrie asks for a motion to approve items 1-4 on the Bixby Public Works Authority Consent Agenda. Councilor Girard made a motion to approve, seconded by Councilor Revelis. The vote was taken with the following results:

Carried:5-0

Ayes: Girard, Revelis, Hirshey, Founds, Guthrie

Nays: 0

## **Regular Agenda**

- 1) Consider and/or approve the FY24 budget, including budget Resolution 2023-7.

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

Item presented by Charles Barnes, Finance Director

Others who spoke: None

Charles Barnes gave the council an update on the budget and asked for the council's approval of the budget.

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

Carried:5-0

Ayes: Girard, Founds, Revelis, Hirshey, Guthrie

Nays: 0

- 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.

Mayor Guthrie says no new business to discuss.

- 3) Adjournment

An adjournment was called at 6:16 pm.

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Mayor

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City Clerk

# Consent Agenda Item Commentary

**Item Title**

Consider and/or approve annual maintenance with Tyler Technologies (INCODE) for FY-24 the amount of \$32,749.73 (BPWA's portion).

**Initiator**

Charles Barnes

**Staff Information Source**

Charles Barnes

**Background**

This is the annual renewal for INCODE to provide maintenance for utility billing and accounting software. This includes unlimited phone assistance and software upgrades. The cost this year is \$72,946.18 a 33% over last year. This is because several modules have been added.

**Exhibits**

1. Tyler Technology Annual Support Billing

**Key Issue**

Annual computer software maintenance.

**Council Action**

Approve or deny

**Recommendation**

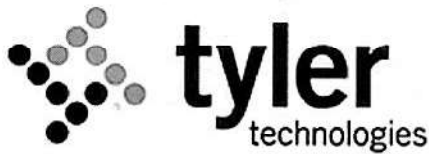
Approve

**Item No: 2.****Meeting Date**

June 26, 2023

**Meeting**

20230626 Bixby Public Works Agenda



**Remittance:**  
Tyler Technologies, Inc  
(FEIN 75-2303920)  
P.O. Box 203556  
Dallas, TX 75320-3556

# Invoice

| Invoice No | Date       | Page   |
|------------|------------|--------|
| 025-423336 | 06/01/2023 | 1 of 2 |

## Questions:

Tyler Technologies- Local Government  
Phone: 1-800-772-2260 Press 2, then 2  
Email: ar@tylertech.com

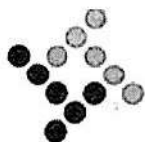


Bill To CITY OF BIXBY  
ATTN: ACCOUNTS PAYABLE  
P.O. BOX 70  
BIXBY, OK 74008

Ship To CITY OF BIXBY  
ATTN: ACCOUNTS PAYABLE  
P.O. BOX 70  
BIXBY, OK 74008

| Cust No.-BillTo-ShipTo | Ord No | PO Number | Currency | Terms | Due Date   |
|------------------------|--------|-----------|----------|-------|------------|
| 42231 - MAIN - MAIN    | 180217 |           | USD      | NET30 | 07/01/2023 |

| Date                                              | Description                                                           | Units | Rate     | Extended Price |
|---------------------------------------------------|-----------------------------------------------------------------------|-------|----------|----------------|
| Contract No.: Bixby, City of                      |                                                                       |       |          |                |
|                                                   | Annual fee to support and host Web site                               | 1     | 1,200.00 | 1,200.00       |
|                                                   | Maintenance Start: 01/Jul/2023, End: 30/Jun/2024                      |       |          |                |
|                                                   | Utility Billing Online Component - Annual Fee                         | 1     | 3,868.80 | 3,868.80       |
|                                                   | Maintenance Start: 01/Jul/2023, End: 30/Jun/2024                      |       |          |                |
|                                                   | Encode Court Case Resolution Bundle                                   | 1     | 0.00     | 0.00           |
|                                                   | Maintenance Start: 01/Jul/2023, End: 30/Jun/2024                      |       |          |                |
| ERP Pro Document Management Annual Fees           |                                                                       |       |          |                |
|                                                   | Encode Content/Document Management Suite - Maintenance                | 1     |          | \$4,734.63     |
|                                                   | Third Party Printing Interface - Maintenance                          |       |          |                |
|                                                   | Tyler Output Processor Server - Maintenance                           |       |          |                |
|                                                   | Laserfiche Output Channel - Maintenance                               |       |          |                |
| ERP Pro Utilities Annual Fees                     |                                                                       |       |          |                |
|                                                   | Encode Customer Relationship Suite - Utility Meter-Reader Maintenance | 1     |          | \$2,059.02     |
|                                                   | Enhanced Utility Bill Printing - Maintenance                          |       |          |                |
|                                                   | Cash Collection GLB Import (Generic) - Maintenance                    |       |          |                |
| Municipal Justice Annual Fees                     |                                                                       |       |          |                |
|                                                   | Encode Court Case Management Suite                                    | 1     |          | \$1,971.98     |
| Maintenance: Start: 01/Jul/2023, End: 30/Jun/2024 |                                                                       |       |          |                |
| ERP Pro Document Management Annual Fees           |                                                                       |       |          |                |
|                                                   | LF CRM Suite Interface                                                | 1     |          | \$4,819.46     |
|                                                   | LF Financial Suite Interface                                          |       |          |                |
|                                                   | LF Financial Suite Interface                                          |       |          |                |
|                                                   | LF Financial & Court Suite Interface                                  |       |          |                |
| ERP Pro Financials Annual Fees                    |                                                                       |       |          |                |
|                                                   | Forms Overlay                                                         | 1     |          | \$21,106.65    |
|                                                   | Forms Overlay                                                         |       |          |                |
|                                                   | General Ledger                                                        |       |          |                |
|                                                   | Budget Preparation                                                    |       |          |                |
|                                                   | Check Reconciliation                                                  |       |          |                |
|                                                   | Accounts Payable                                                      |       |          |                |
|                                                   | Purchase Orders - Maintenance                                         |       |          |                |
|                                                   | Payroll/Personnel                                                     |       |          |                |
|                                                   | Fixed Assets                                                          |       |          |                |
|                                                   | Project Accounting                                                    |       |          |                |
|                                                   | Forms Overlay                                                         |       |          |                |
|                                                   | Lock Box Interface                                                    |       |          |                |



**tyler**  
technologies

**Remittance:**

Tyler Technologies, Inc  
(FEIN 75-2303920)  
P.O. Box 203556  
Dallas, TX 75320-3556

**Invoice**

| Invoice No | Date       | Page   |
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Email: ar@tylertech.com

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ATTN: ACCOUNTS PAYABLE  
P.O. BOX 70  
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| 42231 - MAIN - MAIN    | 180217 |           | USD      | NET30 | 07/01/2023 |

| Date | Description                               | Units | Rate | Extended Price |
|------|-------------------------------------------|-------|------|----------------|
|      | Secure Signatures                         |       |      |                |
|      | ERP Pro Utilities Annual Fees             | 1     |      | \$21,273.21    |
|      | Utility CIS System                        |       |      |                |
|      | Central Cash Collection                   |       |      |                |
|      | Service Order Management                  |       |      |                |
|      | Permits & Inspections                     |       |      |                |
|      | Business License                          |       |      |                |
|      | Cemetery Records                          |       |      |                |
|      | Handheld Meter-Reader Interface           |       |      |                |
|      | Call Center                               |       |      |                |
|      | Forms Overlay for BP and BL               |       |      |                |
|      | Hardware Annual Fees                      | 1     |      | \$1,311.26     |
|      | Epson TM-U950P Receipt Validation Printer |       |      |                |
|      | Epson TM-H6000IV Thermal Receipt Printer  |       |      |                |
|      | Municipal Justice Annual Fees             | 1     |      | \$5,509.13     |
|      | Court Case Management                     |       |      |                |
|      | Technical Services Annual Fees            | 1     |      | \$2,002.28     |
|      | Basic Network Support Services            |       |      |                |
|      | Third Party System Software               | 1     |      | \$520.76       |
|      | System Software Non SQL Maintenance       |       |      |                |
|      | Tyler University                          | 1     |      | \$2,569.00     |
|      | Tyler U                                   |       |      |                |

**\*\*ATTENTION\*\***

Order your checks and forms from  
Tyler Business Forms at 877-749-2090 or  
tylerbusinessforms.com to guarantee  
100% compliance with your software.

|               |           |
|---------------|-----------|
| Subtotal      | 72,946.18 |
| Sales Tax     | 0.00      |
| Invoice Total | 72,946.18 |

## CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or take action on purchasing unleaded gasoline and diesel for \$25,000

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: Renewable Purchase Order to purchase gasoline and Diesel. Quotes are obtained before purchasing fuel to purchase at the lowest possible price per gallon.

EXHIBITS: None

KEY ISSUE: Gasoline and Diesel for city vehicles and equipment

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

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

MEETING DATE: 06-26-23

MEETING: BPWA

## CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Approve repairs to two lift station pumps; total cost \$20,309.30

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: The following repairs were necessary for two pumps at the Transfer Lift Station:

- Rebuild 60 HP at transfer lift station –Parts, labor, and delivery to disassemble, check, steam clean, test, recondition windings, furnish and install 2 bearings, new mechanical seals and O-rings, new cord, assemble, test and paint; \$13,431
- Rebuild 4 HP for HR Lift Station at WWTP –Parts, labor, and delivery to disassemble, check, steam clean, test, recondition windings, furnish and install new mechanical seals, bearings, and O-rings, assemble, test and paint; \$6,877.50

EXHIBITS: None

KEY ISSUE: Lift Station Maintenance

COUNCIL ACTION: Approve

RECOMMENDATION: Approve

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

MEETING DATE: 6/26/2023

MEETING: BPWA

# 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**

June 26, 2023

**Meeting**

20230626 Bixby Public Works Agenda