

City Council 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 City Council of the City of Bixby 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 6:02 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

Pledge of Allegiance

Invocation

Consent Agenda

- 1) Minutes for the Work Session dated 05/22/2023.
- 2) Minutes for the City Council Meeting dated 05/22/2023.

- 3) A Resolution 2023-5 authorizing the City Treasurer to enter into a banking agreement with BancFirst of Bixby, Oklahoma.
- 4) Consider and/or approve re-adoption of the City of Bixby City Council Handbook originally adopted March 30, 2015.
- 5) Consider and Take action on a Resolution accepting beneficial interest in the Bixby Industrial Authority for and on behalf of the City of Bixby, Oklahoma. Resolution 2023-9.
- 6) Consider and take action on a Resolution approving the incurring of indebtedness by the Bixby Industrial Authority (The "Authority") issuing its lease revenue note, series 2023 (Bixby Public Schools Project) (The "Note"); authorizing the issuance of said note, waiving competitive bidding with respect to the Sale of said note and approving the proceedings of the Authority pertaining to the sale of said note, and containing other provisions relating thereto. Resolution 2023-10.
- 7) Consider and/or approve purchase to Air Assurance in the amount of \$11,089.00 to replace the failing 10 yr-old AC unit at the Radio Tower.

Mayor Guthrie says Item 7 is stricken from the Agenda and is to be brought back at a later date.

- 8) Discuss and/or approve the continuance of the existing contract with Alliance Maintenance, which provides janitorial services for City Hall at a cost of \$1,760.00 monthly. There are no changes to the contract or pricing.
- 9) Consider and/or approve Worker's Compensation Insurance renewal for FY-24 in the amount of \$186,921.00 (City portion of total bill).
- 10) Consider and Take action on a Resolution providing for the annual renewal, ratification, and reaffirmation, in Fiscal Year 2023-2024, of a certain Security Agreement between the City of Bixby and the Bixby Public Works Authority, dated November 30, 2017. Resolution No. 2023-8
- 11) Ratify FY2024 Professional Services Agreement with Municipal Finance Services, Inc.
- 12) Discussion and/or approve a request from the Downtown Facade Grant Program Application for 9 East Dawes Avenue, Bixby, Oklahoma 74008, in the amount of \$10,000.
- 13) Discuss and/or approve a request from the Downtown Facade Grant Program Application for 11 East Dawes Avenue, Bixby, Oklahoma 74008, in the amount of \$10,000.
- 14) Discuss and/or take action on awarding the South Bixby Drainage Facilities Mowing Contract to SourceOne for \$49,896.
- 15) Discuss and/or take action on authorizing Staff to received bids for asbestos abatement at 111 Cabaniss associated with the new Municipal Building construction.
- 16) Discuss and/or take action on authorizing Staff to received bids for Downtown sanitary sewer line replacements associated with the new Municipal Building construction.

Mayor Guthrie said Items 1-16 on the Consent Agenda are up for discussion and consideration.

Councilor requests to pull items on the Consent Agenda for discussion.

Councilor Hirshey requests to pull item 15 for discussion.

Mayor Guthrie says Item 7 is stricken from the Agenda and will be brought back later.

Item 15 was discussed for authorization and presented by Jared Cottle. Councilor Hirshey inquires as to the asbestos and areas of asbestos. Jared Cottle advised the council, based on testing and as far as he is aware, that there was asbestos located in the floor tiles, caulking, and insulation. The asbestos is contained as far as he is aware.

Mayor Guthrie asks for a motion to approve items 1-6 and 8-16. Councilor Hirshey made a motion to approve, seconded by Vice Mayor Founds. The vote was taken with the following results:

Carried:5-0

Ayes: Hirshey, Founds, Girard, Revelis, Guthrie

Nays: 0

Regular Agenda

- 1) Consider and/or approve the FY24 budget, including budget Resolution 2023-6.

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

Item presented by Charles Barnes, Finance Director

Others who spoke: None

Charles Barnes discusses that the FY2024 budget has been brought to the council for approval.

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

Carried:5-0

Ayes: Founds, Hirshey, Girard, Revelis, Guthrie

Nays: 0

- 2) Discuss and/or approve an Agreement with Kimley-Horn and Associates, Inc. for the design of an Emergency Traffic Signal at State Highway 67 and South Kingston Avenue; the fee is \$44,900.

Mayor Guthrie said Item 2 on the Regular Agenda is up for discussion and consideration.

Item presented by Justin Dowd, Assistant City Engineer

Others who spoke: Jared Cottle

Justin Dowd advises the council that this item is a proposal from Kimley Horn and Associates as to the design for the new fire station signal. The staff has discussed with ODOT regarding putting in an emergency traffic signal at the new fire station location, allowing the fire truck to signal as the vehicle exits 151st. For the private drive that will enter 151st, ODOT would like to see some medians to prevent left-hand turns out of the location. ODOT has not approved reducing the speed at this location at this time. Jared Cottle, City Manager, stated that there is a similar signal for a lower-speed traffic signal located at 121st Street. The council clarifies that this item is only for the approval of the agreement to work with Kimley Horn on the design of an Emergency Traffic Signal at State Highway 67 and South Kingston Ave. and not for the approval of the actual design.

Mayor Guthrie asks for a motion to approve item 2. Councilor Hirshey made a motion to approve, seconded by Vice Mayor Founds. The vote was taken with the following results:

Carried:5-0

Ayes: Hirshey, Founds, Girard, Revelis, Hirshey, Founds, Guthrie

Nays: 0

Mayor Guthrie Moves to City Manager's Report Item 5 and will return to Item 3

3) Motion to enter into Executive Session:

- a. *Discussion with the City Attorney of possible litigation regarding door-to-door solicitation and complaints, and to discuss the applicable City Ordinances to be Considered: Title 3-Chapter 4) as to each subject matter: Complaints by Moxie Co & Vivint Co re: door-to-door solicitation- Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.*
- b. *Discussion with City Attorney regarding resolution of Disturbance Dispute-neighborhood nuisance complaints, against Transformation Church, Litigation discussion. Ordinances to be considered: Title 4-Chapter 3-4-3-3 Noise defined as 4-3-24 (12) Noise. Title 4-Chapter 4- Noise. Potential Litigation for Abatement. Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.*
- c. *Discussion on purchase of certain real properties at 12104 S. 85th E. Ave., owned by Daylon Larochelle; Authority: Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, Section 307.B.3.*

Mayor Guthrie said Item 3 on the Regular Agenda is Motion to enter into Executive Session

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

Carried:5-0

Ayes: Founds, Hirshey, Girard, Revelis, Guthrie

Nays: 0

Time: 6:29 p.m.

Council enters Executive Session

8:01 p.m.

The council returns to the regular meeting.

Mayor Guthrie says no action was taken in Executive Session.

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

Mayor Guthrie said Item 4 on the Regular Agenda is up for discussion and consideration.

Mayor Guthrie asks for a motion to approve item 4. Vice Mayor Founds 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

5) City Manager's Report

City Manager's report given by Jared Cottle.

Update:

All lanes are reopened on Memorial and we are waiting for signal delivery, which is expected in July.

East Fry Creek Trail is open, and the final inspection should be completed shortly.

The alley parking lot at City Hall is almost complete.
Groundbreaking on the new City Hall will be on 7/10/23.

Events:

Offices will be closed on 6/19 for Juneteenth.

Residential Fireworks sales begin 6/15.

Green Corn Festival 6/22-6/24; Parade starts 6/22 at 6:30 pm.

Bixby Freedom Celebration will be on 6/30 between Bentley Park and Harmony Bridge starting at 7 pm & Fireworks at 9:45.

Bixby Freedom 5K Run 6/30 located at Washington Irving Park.

Kids Jr. Firefighter Challenge.

Mayor Guthrie recesses the regular meeting and opens up the Bixby Public Works Authority Meeting and will return to this Agenda

6) 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.

7) Adjournment

An adjournment was called at 8:01 pm



City Clerk





Mayor