City of Bixby
Bixby Public Works Authority
Meeting Agenda

Monday, July 10, 2023	**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 the Bixby Public Works Authority Meeting 06.26.2023.

2) Consider and/or approve annual renewal of internal and external workorder software package from CivicPlus, Inc. (called SeeClickFix) for FY23 in the amount of $13,040.75. (BPWA portion is $6,520.38)

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

1

This Notice and Agenda was posted on the bulletin board this day of July 7th, 2023, at or before 6:00 p.m., at City Hall, 116 W. Needles Ave., Bixby, Oklahoma.

Respectfully Submitted

Gladys Gill
Assistant 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 special accommodations 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.

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
June 26, 2023 at 6:00 PM

Call to Order

Mayor Guthrie called the meeting to order at 7:47 pm.

Roll Call

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

Members
Mayor Guthrie
Vice Mayor Founds
Councilor Girard
Councilor Revelis (Not present)
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 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.

Mayor Guthrie said items 1-4 on the Bixby Public Works Authority agenda were up for discussion and consideration.

Mayor Guthrie asked for a motion to approve items 1-4. Vice Mayor Founds made a motion to

approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried: 4-0
Ayes: Founds, Hirshey, Girard, 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.

No new business to discuss.

2) Adjournment

Mayor Guthrie adjourned the meeting at 7:48 pm.

_____
Mayor

_____
City Clerk

Consent Agenda Item Commentary

Item Title

Consider and/or approve annual renewal of internal and external workorder software package from CivicPlus, Inc. (called SeeClickFix) for FY23 in the amount of $13,040.75. (BPWA portion is $6,520.38)

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

The City started using an internal and external workorder software package called SeeClickFix (that is on our City Website) from CivicPlus and we want to renew this software and support for FY24.

Exhibits

1. CivicPlus SeeClickFix Invoice

Key Issue

Renew software package and support for FY24.

Council Action

Approve or Deny

Recommendation

Approve

Item No: 2.

Meeting Date

July 10, 2023

Meeting

20230710 Bixby Public Works Agenda

CIVICPLUS

Invoice

#265591

7/1/2023

PO #

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To

City of Bixby
P.O. Box 70
Bixby OK 74008-0070

TOTAL DUE

$13,040.75

Due Date: 7/31/2023

Terms	Due Date	PO #	Approving Authority
Net 30	7/31/2023		

Qty	Item	Start Date	End Date
1	SeeClickFix Annual	7/1/2023	6/30/2024
1	Marketplace App Annual	7/1/2023	6/30/2024

Total	$13,119.75
Due	**$13,040.75**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

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

July 10, 2023

Meeting

20230710 Bixby Public Works Agenda