

SPECIAL MEETING OF COUNCIL AND DEPARTMENT PERSONNEL RETREAT

HALL Arts Hotel Dallas
1717 Leonard St.
Dallas, Tx 75201

August 4, 2023 –August 5, 2023

This Notice and Agenda was posted on the bulletin board this day of August 1, 2023, on or before 4:00 p.m., at City Hall, 116 W. Needles Bixby, Oklahoma.

Call to Order

Mayor Guthrie called the Meeting to Order a 4:20 pm

Roll Call

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

Members Present

Mayor Guthrie
Vice Mayor Founds
Councilor Girard (Not Present)
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

Agenda

Mayor Guthrie wanted to thank the Council and staff for making this trip to continue discussing improving the City of Bixby.

The City Manager thanked the council and staff for attending the retreat. Jared reviews all events from the last council retreat from last year and goes over the Council Retreat Itinerary with the council and staff.

Item A-Initiative Updates and Strategic Planning CIRP

- 1) Project Status
- 2) Future Pavement Analysis (2024 or 2025)

First Discussion item A CIRP (Project Status and Future Pavement Analysis 2024-2025) Item presented by Bea Aamodt, Public Works Director

Bea gave an update on the status of the streets program. A recap on the pavement analysis completed of residential and arterial streets. This analysis graded roads from excellent to poor. This analysis was presented to Meshek. Bea advises that 1 million dollars a year have been put aside for the street program. This is the 4th year of the project. Looking at the further capital improvement to come out in the fall. The county will not repair the road they just come out and overlay. If the city finds that the road is in bad shape the City will replace it vs the overlay.

FY2025 should be the end of the completion of the streets program.

Discussions continued.

Item B- Third Penny Sales Tax Renewal

- 1) Current Allocation
 - 75% Sanitary Sewer • 25% Capital Improvements
- 2) 2024 Election
 - Sewer • Streets • Capital Improvement

Presented by Jared Cottle, City Manager
Third Penny Sales tax renewal

Jared Cottle gave the council a brief background and update on streets & drainage regarding the CIRP program. What we have for next year is the Capital Improvement funds. The current allocation for the third penny sales tax is 75% sanitary and 25% for capital improvements. There would need to be a new bond election by 2024 or the funds would go away entirely.

Councilor Founds is concerned about selling the bonds to the citizens and the majority going to the wastewater treatment plant. Bea advises the council that 18 lift stations have to be updated, along with the wastewater treatment plant that the funds would go to. There are currently 11 thousand residents. Discussions were held as to what the best rate would be. Council agrees that the proposed reallocation should be .45 for the reallocation to roads and .30 for sewer. Another study is to be completed with Meshek for the roads.

Further discussions were held on the election and when it should be held. The current bond will end in November 2024. A new election would need to be held before November 2024. The 2024 Election

is to be held on March 5. The bond call for election is to be presented at the last meeting in January 2024.

Recess declared 5:34 p.m.

Reconvene 6:13 p.m.

Item C-Fire Department

- 1) Ambulance Staffing, Training, and Building updates
- 2) Transport Services
- 3) Water Bill fees

Fire Chief Mike Butler gave the council some information on their current ambulance staffing, training, and new building updates. Discussions were held on fire department progression and future growth needs. There is a need for more staffing to handle calls as the city continues to grow. Leonard station was purchased and will be remodeled to house a unit for a water tanker for rural properties. The new Fire station on 151st is estimated to be completed by 1/15/2024. Station 2 property was purchased for expansion on that lot. Looking forward, the Fire Department will need to hire 4 more firefighters and an Assistant Fire Marshal. Fire Department will need to purchase a new Fire Truck and trucks are around 44 months out from completion.

Fire Chief Mike Butler provides the council with an update on completed and in-progress projects with Emergency Medical Dispatch.

Further discussions were held as to the EMS subscription and survey that was completed in 2021 for the citizens to take a vote on what increases they would pay for EMS subscription. The median amount agreed was a \$4.00 rate increase on the water bill.

Discussion continued

Item D- Police Department

- 1) Dispatch staffing
- 2) Building update
- 3) Gun range
- 4) False Alarm Management

Police Chief Todd Blish provides the council with an update on staffing, computer technology system updates, and training within the Police Department. Further updates on the Police building renovations by Beck Design will begin after staff moves to the new City Hall building. The council provided with the layout of the gun range and discussions were held regarding noise dampening. The council wants to make sure that the noise is dampened at the gun range location for the citizens around the location. Further discussions were held on the false alarm management system currently in place, issues that the department is having with them, and future companies that can assist with screening the calls. Discussions were held as to proposals for fire alarm screening and collection of fees. Registration for proposals on fire alarm screening is to occur first, then come back to the council for recommendations and approval. Chief Blish gives council updates on crime going on in the area and plans for extra police presence in those areas.

Recess declared 8:21 p.m.

Reconvene 8:42 p.m.

Item E- Performing Arts Center update

City Manager Jared Cottle gave the council an update as to the new Performing Arts Center and discussions as to the outdoor space of the Performing Arts Center for the development of a gathering space. Jared notified the council that the reason for coming to the Dallas area was to look at concepts in the area to gather ideas for the outside area of the Performing Arts Center. Update given as to the design process of the new Performing Arts Center. The concept and layout of the Performing Arts Center are already set. A video of the design was played during the meeting for the council to see the design of the building. Discussions were held as to events that would be held in the new Performing Arts Center. The new building will house a banquet area and event center. Council would like to come up with a plan for the outside area that everyone in the community would be proud of.

Discussions continued.

Discussions moved to Item O on the Agenda Downtown Barricades & Parade routes.

Later returned to Item F after Item O was discussed.

Item F-2021 Bond Priority (\$2,300,00)

- 1) Streets
- 2) Drainage
- 3) Parks

City Manager Jared Cottle and Public Works Director Bea Aamodt gave the council a brief background on the 2021 bond priorities for the upgrade of streets, drainage, and parks. The purpose of this discussion is for the council to provide city staff with feedback for the 2021 bond priority. Discussions were held as to the updates of the Bixby Street bonds from 2006-2021 (North Bixby bonds and South Bixby bonds). North Bixby drainage and South Bixby drainage discussions. Any street construction would not start until summer 2024 when school is out for summer. Further discussions were held about upgrades to Bentley Park.

South Bixby drainage discussions were held as to the area.

The council advises staff that roads are a priority with any of the remainder of the bond money to go to the parks. City staff to come up with a detailed design for each of the streets, drainage, and parks concept to design at 30%. (Preliminary design for roads 161st, 131st, and Mingo to Garrett, and Phase 3 design for South Bixby drainage)

Discussion continued.

Item G- Downtown River District

- 1) CYEP
- 2) Monument, Gateway, and Entry Signs
- 3) Washington Irving River Park
- 4) Activity Trail
- 5) Fitness Court

City Manager Jared Cottle stated that he would like to discuss the shade structures for Charley Young Park. Shade structure for sail type of shade for the park. Discussions on monument signs and where to place the signs for PR. Council would like to see monument signs in the area that represent the feeling of being in Bixby. The areas of discussion were at 101st & Memorial, 101st & Mingo, 111th & Memorial, 121st & Sheridan, 151st & Columbia and 171st & Mingo. A discussion was held about the fitness trail and challenge courses for Washington Irving Park - Activity Trail National Fitness Campaign. The council would like to focus on trails, biking, and running vs a set fitness or challenge course trail. Discussions were held about adding picture-worthy props along the trail for stopping points to take pictures.

Discussions were held on PDG project cost estimates.

Recess declared 8/4/2023 at 10:24 p.m.

Day 2

Reconvene

Mayor Guthrie called the meeting to order on 8/5/2023 at 9:08 a.m.

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

Members Present

Mayor Guthrie

Vice Mayor Founds

Councilor Girard (Not Present)

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

Item H- Economic Development

- 1) Alderwood Estates
- 2) Industrial development
- 3) Retail development

Item presented by Jared Cottle

City Manager Jared Cottle stated that the next item on the agenda for discussion is the sanitary sewer discussions. Discussions were held on the estimate and cost by McGuire Brothers Construction to complete the project for the Alderwood Estates off-site sanitary sewer. The budget for the sanitary sewer extended range was discussed with the council. Council discussed that at the meeting they were clear that the only reason for approving the final plat for lot sizes was because the developer advised council that they would provide putting in the sewer lines. Mayor Guthrie and Councilor Founds stated that we approved the plat based on those agreements. If the city puts a sewer there, then the city will seek reimbursement from future developers. Discussions were held on options if the city does the sewer project and charges.

Discussions continued.

City Manager Jared Cottle discusses the plan for incentives for economic development. To have a primary plan for the usage of the acreage. Sewer and stormwater to be reimbursed. The council would be supportive of the development of commercial area investment to bring future jobs to the area.

Discussions were held on future development of the area including the community center. The City Manager Jared Cottle advised the council that investors have shown interest in the location, depending on the incentives available from the City for that location. City Manager Jared Cottle advises council that the future development and investment would benefit this site and the overall economic development in downtown Bixby.

Mayor Guthrie advises staff that Bixby is being acknowledged from all over the place, even outside states.

Recess 10:19 a.m.

Reconvene 10:35 a.m.

Item I- Bixhoma Lake

- 1) Stocking
- 2) Trout

Item presented by Jared Cottle and John Wood

City Manager Jared Cottle gave an overview of the wildlife preserve as to the fishing dock to be taken out with a replacement of a boating slip. The Fish and Wildlife grant will cover the boating slip.

John Wood, Parks Director, gave an update on the stocking of trout in Lake Bixhoma. Discussions were held on fishing regulations for smallmouth and largemouth bass. The cost of adding trout to Lake Bixhoma would be at almost \$6.00 per pound. John Wood advises that a lake the size of Lake Bixhoma at 110 acres would need a significantly large amount of trout to be added for a fishable population. Discussions were held on the possibility of fishing dying if the water temp reached above 70 degrees. The council states it sounds like it would not make sense to stock the pond with trout. Further discussions were held regarding possible mercury in the fish throughout lakes in Oklahoma. Staff inquires as to whether the city should change requirements to be in alignment with the recommendations of wildlife conservation.

Discussion continued.

Item J- Public Works

- 1) Public Works Facility
- 2) Bixby-Broken Arrow water systems feasibility study
- 3) Lead & Copper Inventory (by Oct 2024)
- 4) WWTP Biosolids-Haikey Creek project

Item presented by Bea Aamodt and Jared Cottle

Public Works Director Bea Aamodt provided the council with an update on plans and development for the new Public Works Facility. Also, what was discussed were the construction estimates and construction costs for the project. The estimated start time for the project is January 2024.

City Manager Jared Cottle gave an update on the Broken Arrow water system study. Possible plans for a joint water system and interlocal agreement with Broken Arrow. Further discussions are to be held with Broken Arrow.

Public Works Director Bea Aamodt updates the council on the costs and concept review provided by Jacobs for the Lead and Copper inventory for water. The council advises city staff that this law is an administrative law and feels it is unconstitutional. Mayor advises the city should wait until a consent order from DEQ. Staff to work with Jacobs put an administrative plan in place in the event that the city needs to move forward once the administrative law is passed.

City Manager Jared Cottle discusses land application and biosolids being hauled to the landfill.

Discussions continued.

Recess declared 11:57 a.m.

Reconvene 12:37 p.m.

Further discussions held on the Performing Arts Center outdoor space. The staff played a video for the council for possible ideas for a gathering place outside of the Performing Arts Center.

Item K- Development Services

- 1) Zoning Code
- 2) Subdivision Regulations

Item presented by OC Walker, City Planner

City Planner OC Walker discussed the zoning codes and subdivision regulations with the council. Further discussions were held on the overview and status of the Matrix visit and goals for future development in 3 key areas in Bixby. Phil recommends to the council that upon approval of any PUD that the PUD should require a performance date on them. Discussions were held as to whether an Ordinance could be passed regarding the PUD changes.

Discussions continued.

Item L- MuniCode update

Item presented by Shannon Duran, City Clerk

City Clerk Shannon Duran provides the council with an update as to the recodification and website update with MuniCode powered by CivicPlus. Recodification will begin upon the completion of the Matrix study currently going on with planning and development. The estimated start time for the recodification is spring 2024 and expected to be complete by spring 2025 or later. City Clerk presents to the council what will be changing on our website starting in the fall of 2023 when MuniCode will replace American Legal. The council also provided information on the new layout and design for the online code hosting with MuniCode. City Attorney Phil Frazier advises the council that with the new city code book from MuniCode it will be a lot easier to locate ordinances.

Discussions continued.

Item M- MyGov Updates

- 1) City Clerk
- 2) Development Services

Item presented by City Clerk Shannon Duran and City Planner OC Walker

City Clerk Shannon Duran gave the council an update on the status, testing, timeline, and some background information on the MyGov Permitting and Licensing software program. MyGov will replace GovMotus. The council provided instructions on how to log in to allow them the opportunity to see the program. The MyGov committee expects licensing to launch sometime in the fall with permits to follow after. The City Clerk advised the council that the program is being tested and that there will not be a business process launched if it does not work after being tested. City Planner OC Walker gave an update as to what has been created so far on the permitting side of MYGov and the expected launch date after testing.

Discussion continued.

Item N- AR River Bridge Update

Item presented by Jared Cottle, City Manager

City Manager Jared Cottle gave an update on the plans from previous discussions for the bridge at 131st and Sheridan. The City Manager provided the council with findings from a feasibility study on toll revenue.

Discussions continued.

Item O- Downtown Barricades & Parade routes

Item presented by Bryan Toney

Discussions were held as to item 15 downtown Barricades and Parade Route. Bryan Toney shows the route for the new parade route that will be a set route. The council agrees to the parade route as down Riverside to Needles, to Kidd then back up Dawes to Riverview.

Discussions continued.

Item P- Council Meeting Agendas-New Business

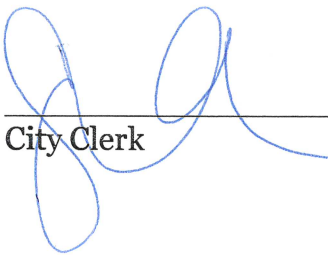
Discussions were held with the council on the "New Business" item on the Agenda. Councilors inquired as to whether it is required to stay on the Agenda. Recommendations to leave this item on the agenda.

Adjournment

An adjournment was called on 8/5/2023 at 2:23 p.m.



Mayor



City Clerk

