

City Council Work Session Meeting Minutes

Dawes Conference Room
113 W. Dawes Ave., Bixby, OK 74008
November 13, 2023 at 5:00 PM

The agenda for the regularly scheduled meeting of the City Council Work Session of the city of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on November 9, 2023, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the City Council Work Session Meeting to order at 5:07 pm.

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
Todd Blish, Police Chief
Mike Butler, Fire Chief
Bryan Toney, Public Information Officer

Agenda

- 1) Presentation and discussion on Performing Arts Center exterior space design.

Mayor Guthrie said Item 1 on the Agenda is the presentation and discussion of the Performing Arts Center exterior space design.

Item presented by Jared Cottle, City Manager
Others who spoke: Wes Rutledge, Beck Design

City Manager Jared Cottle presented the Council with a slide show of images for the new Performing Arts Center. Jared Cottle advised the Council that the City met with the management team of the Gathering Place and Guthrie Green to obtain feedback/suggestions for the exterior space of the Performing Arts Center. Beck designed a layout of the space based on their feedback. Part of their suggestion for the space was to incorporate more street security, barriers along the streets so that people felt safe, screen shade, and a plaza area in front where any number of events

could be held to stay flexible in the space. A possibility to add the ice skating rink in that location during winter. A flexible space to allow for other events to be held in the plaza area. Jared states he is looking for feedback from the Council to pursue the planning for that area for phase 1 and complete the other remaining usage at a later date. 1st phase of the project is to come out of any remaining downtown river funds to be incorporated. Councilor Girard states that he would like to see the primary focus on the interior and performance. Part of the design space will have a grassy area. Councilor Hirshey would like to see a few changes to the angles and elevation of the exterior of the structure. Discussions were held as to possible names for the Performing Arts Center, which will happen at a later date. The council agrees with the direction of the presentation as suggested. Further discussions to be held at a later date.

2) Presentation and discussion on MyGov launch.

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

Item presented by Joey Wiedel, Development Services Director

Others who spoke: Jared Cottle, City Manager

Joey Wiedel gives an update as to the status of the implementation and timeline for the MyGov software launch. Joey thanked the team for their hard work on the development and implementation of MyGov. Joey advises the Council that some changes will need to be made to streamline business processes in MyGov. One change will be to consolidate some of the fees which will be brought to the Council at the next meeting in December. Joey advises the council that the fees will not be major changes and will not be increased. In order to streamline some of the processes in MyGov one will be to have a one-cost fee structure so that when someone applies they will not have to compute total fees. There are 6 or 7 different categories that jump from one type of permit to the next, and historically we have only used one type of permit. Joey will be suggesting we use just the one fee for permitting. Jared Cottle reminds the Council that the other software only allowed for permitting and did not incorporate all other types of permits/licenses.

Joey advises the council that Bryan Toney will be sending out an email on 11/15/23 and 11/29/23 to notify any users in Gov Motus that we will be switching to the new system. Staff will be providing training to end users with meetings, videos, and reference guides to assist with the transition to MyGov as of 1/1/2024. The reason for the January 2024 launch date is so that the City will be able to distinguish which system the end user applied for any permits on. Any permits in 2023 will be in GovMotus and any permits in 2024 will be in MyGov. Staff will have a meeting date in 2024 to receive feedback from the end users. Our goal is to try to streamline the project, talk to as many as possible about the system, and receive feedback. There has been a team created in the development and testing of MyGov and the team will be present to assist any end users with the conversion.

3) Presentation and discussion on Quad 1 Renovations by Parks Department.

Mayor Guthrie said Item 3 on the Regular Agenda is up for discussion and consideration.

Item presented by John Wood

Others who spoke: Jared Cottle, City Manager

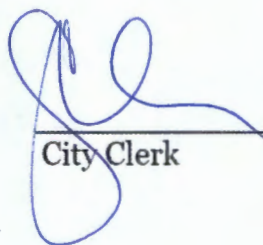
Parks Director John Wood gave the Council an update as to Quad 1 for the baseball quad that opened in 2008 and advised the Council that it has been in operation for 15 years with no major renovations have been completed since that time. The Council previously approved the purchase of dirt for the fields, and that dirt has been put in on the fields. The lower two fields flooded in 2019, and the current drain issues need to be fixed so that the field does not flood when it rains. John Wood is requesting that the Council allow the building of a retaining wall to control where the water goes. The field drops 6.5 to 7 feet, so there is a need to elevate the field to 4 feet 7 inches and provide an alleyway with lighting. Each field will have a retaining wall that will have access to

the lighting. All labor will be in-house with parks staff. The cost of the project would be for the purchase of materials only.

The Council inquires as to the elevation, fencing, and retaining wall. John is seeking approval from the Council to obtain costs for the project. The Council advised John to get some costs for the material needed to complete the project and bring it back for approval.

4) Adjournment

An adjournment was called at 5:58 pm.


City Clerk




Mayor