City of Bixby
Bixby Public Works Authority
Meeting Agenda

Monday, January 22, 2024	**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 dated 01/08/24.

2) Discuss and/or approve purchasing Envirosight 360 Manhole Scanner from Key Equipment; total cost $25,062.50.

3) Consider and/or Approve annual license renewal for VT SCADA for the WWTP; cost 10,687.61.

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 January 19, 2024, on or before 5:00 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 (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.

Consent Agenda Item Commentary

Item Title

Minutes for the Bixby Public Works Authority Meeting dated 01/08/24.

Initiator

Staff Information Source

Background

Exhibits

1. BPWA Minutes 1.8.24

Key Issue

Council Action

Recommendation

Item No: 1.

Meeting Date

January 22, 2024

Meeting

20240122 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
January 8, 2024 at 6:00 PM

The agenda for the regularly scheduled meeting of the Bixby Public Works Authority of the city of Bixby was posted on the bulletin board at City Hall, 116 West Needles Avenue, Bixby, Oklahoma on January 5, 2024, on or before 5:00 p.m.

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 6:38 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(Not Present)
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
Joey Wiedel, Development Services Director
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 Meeting dated 12/11/23.

   Mayor Guthrie said item 1 on the Consent Agenda is up for discussion and approval.

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

   Carried:5-0
   Ayes: Revelis, Founds, Girard, Hirshey, 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

An adjournment was called at 6: 38 p.m

_____
Mayor

_____
City Clerk

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchasing Envirosight 360 Manhole Scanner from Key Equipment; total cost $25,062.50.

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: The Scanner will be used during CCTV operations to survey the conditions of manholes to determine best repair actions.

OMAG has approved a Sanitary Sewer Equipment Grant (SSE) that will fund $10,000 towards the purchase.

EXHIBITS: Quote, OMAG SSE approval

KEY ISSUE: Sewer Collections Operations and Maintenance

COUNCIL ACTION: Approve

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 1/22/2024

MEETING: BPWA

December 11, 2023

City of Bixby
Attn: Mr. Heath Wright
116 W. Needles Ave.
Bixby, OK 74088

Re: Envirosight QV360

Heath,

Thank you for your interest in the Envirosight QuickView 360. I appreciate the opportunity to supply you with pricing for the new manhole scanner system.

Manhole inspection doesn't have to be costly and tedious. With the Quickview 360, a single operator can inspect many manholes per day. Results stream to the cloud for easy storage, sharing and analysis. The QuickView 360 can be used to capture HD panoramic video. It can also deliver a full 3D Model that can be measured, annotated, and exported to CAD.

Benefits of QuickView 360:

- Wireless upload to cloud
- Virtual pan/tilt video footage
- 3D Model with measuring tools
- Point Cloud available to export to CAD
-

(1) One New Envirosight QuickView 360 (Includes: Camera head, Camera case, Camera sleeve, Camera cradle, Charger, 30' Telescoping pole, Tablet with field case, WinCan Mobile App free**,** 3-years WinCan Web Flex Subscription Included ($2,500 per/yr. afterwards).

Freight, Delivery, and Training Included* **$ 25,062.50**

KANSAS CITY
Key Equipment & Quality Rents
6716 Berger Avenue
Kansas City, KS 66111
800-262-0149

ST. LOUIS
Key Equipment & Quality Rents
13507 NW Industrial Dr.
Bridgeton, MO 63044
800-325-4323

SPRINGFIELD
Key Equipment & Quality Rents
1315 Ottis Street
Springfield, IL 62703
217-313-7408

Bea Aamodt

From: Heath Wright <heathwright@olp.net>
Sent: Wednesday, January 17, 2024 11:03 AM
To: Bea Aamodt
Subject: FW: OMAG Sanitary Sewer Equipment Grant - APPROVED!

From: origami@omag.org [mailto:origami@omag.org]
Sent: Friday, December 15, 2023 2:22 PM
To: heathwright@olp.net
Subject: OMAG Sanitary Sewer Equipment Grant - APPROVED!

Dear Mr. Wright:

I have received City of Bixby 's SSE application. I am excited that the City of Bixby is considering the purchase of some Miscellaneous Equipment.

The following is an approval you can share with your Council:

To whom it may concern,

The City of Bixby is approved to receive OMAG's Sanitary Sewer Equipment (SSE) Grant for the purchase of a man hole scanner . The SSE Grant is a post purchase, $1:1 matching funds grant with a maximum benefit of $10,000. Equipment purchased under this grant must be completed on or before March 15, 2024. Given recent supply chain issues, grants not completed on or before the aforementioned date, will be transferred to the next fiscal year; and will be subject to the grant requirements for the next fiscal year.

In the event, delayed delivery of equipment is expected, please notify me at your earliest convenience.

After the equipment is delivered, please send a copy of the invoice, check used and pictures of your public works staff with the equipment. Once these documents are received, a check for the matching funds will be sent within 2 weeks.

With award of this grant, please consider the following. This SSE Grant is only available to any Municipality for a total of two times. We want you to be aware of this, so you are able to capitalize and maximize your spending dollars. If you would like to withdraw this grant and consider the best way to maximize your spending, it will not affect a future approval to obtain the maximum benefit available to your Municipality.

If additional information on this or any of OMAG's Value-Added Services is needed, please feel free to contact me at your convenience.

Hunter Askew, GSP
Risk Management Specialist
haskew@omag.org

3650 S. Boulevard St.
Edmond, OK 73013
Phone: (405) 657-1457
Fax: (405) 657-1401
OMAG Web Site

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Replies to this email message will be saved with our email records.

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Approve annual license renewal for VT SCADA for the WWTP; cost $10,687.61

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: VT SCADA is the software that is used at the WWTP to monitor and manage plant equipment and processes.

EXHIBITS: None

KEY ISSUE: WWTP Operations and Maintenance

COUNCIL ACTION: Approve

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 1/22/2024

MEETING: BPWA

Regular Agenda Item Commentary

Item Title

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Council Action

Recommendation

Item No: 1.

Meeting Date

January 22, 2024

Meeting

20240122 Bixby Public Works Authority Agenda