



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, June 24, 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) Approve Bixby Public Works Authority Minutes dated 06/10/24.
- 2) Consider and/or approve a Purchase Order for Core and Main, a sole source purchase for Neptune AMR in the amount of \$35,000.

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 June 21, 2024, on or before 5:00 p.m., at City Hall, 116 W. Needles Avenue, 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](mailto:sduran@bixbyok.gov) (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

Approve Bixby Public Works Authority Minutes dated 06/10/24.

Initiator**Staff Information Source****Background****Exhibits**

1. BPWA Minutes 06/10/24

Key Issue**Council Action****Recommendation****Item No:** 1.**Meeting Date**

June 24, 2024

Meeting

20240624 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

City Hall Municipal Building
116 W. Needles Ave., Bixby, OK 74008
June 10, 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 June 7, 2024, at or before 5:00 p.m.

Call to Order

Mayor Guthrie called the Bixby Public Works Authority Meeting to order at 6:19 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 Hirshey
Councilor Schultz

Staff Present

Jared Cottle, City Manager
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
Joe Sherrell, Interim Fire Chief
Bryan Toney, Public Information Officer

Consent Agenda

- 1) Minutes from Bixby Public Works Meeting 05/28/24.
- 2) Consider and/or approve annual maintenance with Tyler Technologies (INCODE) for FY-25 the amount of \$34,356.86 (BPWA's portion).
- 3) Consider and/or approve FY25 Oklahoma Municipal League service Fees in the amount of \$13,651.30 (BPWA portion).
- 4) Consider and/or approve Worker's Compensation Insurance renewal for FY-24 in the amount of \$11,106.36 (BPWA portion of total bill after FY24 Workers Comp escrow is applied).

- 5) Discuss and/or approve the renewing contract with Dunn-Right Cleaning Service, Inc. to provide Janitorial Services for the Dawes Building at a cost of \$1,045/month.

Mayor Guthrie said items 1-5 on the Consent Agenda are up for discussion and consideration.

Mayor Guthrie asks for a motion to approve items 1-5. Councilor Girard made a motion to approve, seconded by Vice Mayor Founds. The vote was taken with the following results:

Carried: 5-0

Ayes: Girard, Founds, Hirshey, Schultz, 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 6:20 pm.

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Consider and/or approve a Purchase Order for Core and Main, a sole source purchase for Neptune AMR in the amount of \$35,000.

Initiator**Staff Information Source****Background****Exhibits**

1. Commentary Purchase Orders for AMR

Key Issue**Council Action****Recommendation****Item No:** 2.**Meeting Date**

June 24, 2024

Meeting

20240624 Bixby Public Works Authority Agenda

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve Purchase Order for AMR; \$35,000

INITIATOR: Bea Aamodt, PW Director

STAFF INFORMATION SOURCE: Erik Dye, Field Operations Manager

BACKGROUND:

Core and Main is a sole source purchase for Neptune AMR. The City purchases the meters and gets reimbursed by selling the meters to builders.

EXHIBITS: None

KEY ISSUE: Approval of AMR

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 06-23-24

MEETING: BPWA

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**

June 24, 2024

Meeting

20240624 Bixby Public Works Authority Agenda