

City Council Work Session Meeting Minutes

Dawes Conference Room
113 W. Dawes Ave., Bixby, OK 74008
June 24, 2024 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 June 21, 2024, on or before 5:00 p.m.

Call to Order

Vice Mayor Founds called the Meeting to order at 5:01 pm.

Roll Call

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

Members Present

Mayor Guthrie (Not Present)
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
Todd Blish, Police Chief
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Agenda

1) Presentation and Discussion on Annual Fee Schedule.

Vice Mayor Founds said Item 1 on the Work Session Agenda is up for discussion and consideration.

Item presented by Charles Barnes

Others who spoke: Jared Cottle, City Manager - Shannon Duran, City Clerk - Gladys Gill, Assistant City Clerk - Gwen Plante, Assistant City Planner - Todd Blish, Chief of Police - Bryan Toney, Public Information Officer

Jared Cottle explained that the fee schedule is reviewed and updated annually by the council. Charles Barnes, Finance Director, presents current updates. Discussions about the fees are held before they appear on the regular agenda. The fee schedule that is included on the Consent Agenda is what is on for discussion. The Vice Mayor asked when the new fee schedule would take effect.

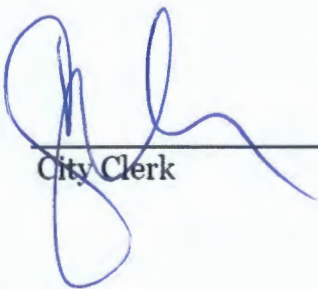
Further discussions were held between the council and staff regarding the budget for the upcoming fiscal year.

The City Council inquired from staff as to the \$1,000 Certificate of Compliance fee for Medical Marijuana facilities. This fee is under zoning and requested by the Planning and Development Department. This fee aligns with charges in other cities and is deemed necessary to ensure inspection and compliance with OMMA(Oklahoma Medical Marijuana Authority) regulations. The intent is not to generate profit but to cover the costs of inspections and enforcement. The Council discussed the enforcement of state and federal laws and the role of different departments in compliance. The fee for the Certificate of Compliance would include the business license, zoning, ongoing inspection costs, and compliance costs. Assistant City Planner Gwen Plante explained the process for OMMA compliance, including zoning verification, and building, and fire inspections. City Manager Jared Cottle advises the council that the fee would not be changing the Ordinance it would be for initiating a business and sending code enforcement out and to cover certain costs for inspections. Council members discussed the appropriateness of the \$1,000 fee, noting that it aligns with what other cities charge. Comparisons were made to other cities to ensure that we were staying within a reasonable amount on fees. The council is considering the implementation of a \$1,000 Certificate of Compliance fee for medical marijuana businesses to cover the costs associated with zoning, building, and fire inspections. Police Chief Todd Blish provided insights into the frequency of police involvement with these businesses.

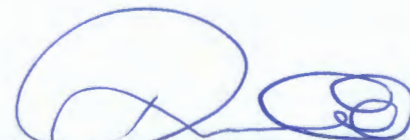
Further discussions were held regarding fines and fees with the Police Chief, Todd Blish. Copies and search fees were discussed. Councilor Girard feels that the return check fee of \$20 is low and feels it should be \$35. Further discussion ensued with the council and Bryan Toney as to the fee clarification for special events. Charles Barnes, Finance Director, advises the council that any changes they are requesting to the fee schedule would need to be motioned at the council meeting.

2) Adjournment

An adjournment was called at 5:35pm


City Clerk




Vice - Mayor