



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, March 10, 2025

**Immediately Following the
City Council Meeting**

**Bixby Municipal Building
111 N. Cabaniss 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 2/24/25.
- 2) Consider and/or approve professional service agreement and purchase order to Crawford and Associates for FY-25 Financial Statement preparation and accounting assistance as needed in the amount of \$25,000 (BPWA portion).
- 3) Discuss and/or approve purchasing two trucks for Water Department from Bill Knight Ford; total \$106,815
- 4) Discuss and/or approve payment to Tri-Star Construction for emergency waterline repair at 107th and 96th E Ave; total cost of \$18,378.82
- 5) Discuss and/or approve payment to Tri-Star Construction for emergency waterline repair at 107th and 96th E Ave; total cost of \$53,778.82

Regular Agenda

- 1) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of March 7, 2025, on or before 5:00 p.m., at City Municipal Building, 111 N. Cabaniss Avenue, Bixby, Oklahoma, 74008.

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: City Municipal Building, 111 N. Cabaniss Avenue, Bixby, Oklahoma, 74008, 918-366-4430 or email [City Clerk, Shannon Duran \(sduran@bixbyok.gov\)](mailto: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.

Regular Agenda Item Commentary

Item Title

Minutes for the Bixby Public Works Authority Meeting dated 2/24/25.

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

1. 2.24.25 BPWA Minutes

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

March 10, 2025

Meeting

20250310 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby, OK 74008
February 24, 2025 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 the Bixby Municipal Building, 111 N. Cabaniss Ave., Bixby, OK 74008 on February 21, 2025, on or before 5:00 p.m.

Call to Order

Mayor Girard called the Bixby Public Works Authority Meeting to order at 8:59 pm.

Roll Call

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

Members Present

Mayor Girard
Vice Mayor Founds
Councilor Hirshey
Councilor Schultz

Staff Present

Joey Wiedel, City Manager Interim
Shannon Duran, City Clerk
Phil Frazier, City Attorney
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
Todd Blish, Police Chief
Joe Sherrell, Fire Chief
Justin Dowd, City Engineer
Bryan Toney, Public Information Officer

Consent Agenda

- 1) Minutes for the Bixby Public Works Authority Meeting dated 1/27/25.
- 2) Discuss and/or approve purchasing Pipe-Hunter Sidekick Easement Machine for the Sewer Department from Key Equipment and Supply; total \$62,155.
- 3) Discuss and/or take action on Water Tap Application for Daniel and Kaitlin Allen at 15327 South Mingo Road, Bixby, OK in Tulsa County, OK.
- 4) Discuss and/or take action on Water Tap Application for Rodney Adams at 15291 East 181st Street South, Bixby, OK in Tulsa County, OK.

Mayor Girard said Items 1-4 on the Consent Agenda is up for discussion and consideration.

Mayor Girard asks for a motion to approve items 1-4. Vice Mayor Founds made a motion to

approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried:4-0

Ayes: Founds, Hirshey, Schultz, Girard

Nays: 0

Regular Agenda

1) Adjournment

Adjournment was called at 8:59 pm

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Consider and/or approve professional service agreement and purchase order to Crawford and Associates for FY-25 Financial Statement preparation and accounting assistance as needed in the amount of \$25,000 (BPWA portion).

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

Crawford and Associates has considerable familiarity with our financial operations, having prepared the FY-12 thru FY-24 Financial Statements for the City, and thus is well positioned to efficiently and cost-effectively prepare them for FY-25. The firm's knowledge of governmental accounting standards and municipal government provided the City with well-prepared financial statements and notes for our auditors to audit.

Exhibits

1. Bixby FY25 Eng Letter for Crawford & Associates

Key Issue

Preparation of FY-25 Financial Statements for our auditors and accounting assistance as needed.

Council Action

Approve or Deny

Recommendation

Approve

Item No: 2.

Meeting Date

March 10, 2025

Meeting

20250310 Bixby Public Works Authority Agenda

March 3, 2025

Honorable Mayor and Members of the City Council
City of Bixby
PO Box 70
Bixby, OK 74008-0070

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Bixby (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Bixby management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Bixby contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Bixby are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance
- The Performer Analysis

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- The Performer Analysis

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Bixby, Oklahoma as of and for the year ended June 30, 2025. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Bixby, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$275
- Shareholders \$190
- Senior Managers \$170
- Managers \$150
- Senior Professional Staff \$130
- Professional Staff \$90
- Clerical Staff \$60

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. However, for purposes of purchase order preparation, we will initially estimate the range of fees for the requested services to be approximately \$45,000 - \$50,000, unless the City requests additional services outside the scope of this agreement, or substantial changes are made to the City's reporting entity or annual activity, or turnover of key staff at the City occurs, at which we will approach management and possibly the governing body at that time about possible adjustments to our fee range. In the event we complete FY 2025 prior to the end of FY 2026, we may begin interim preparations in the spring of 2026 to facilitate a more timely issuance of FY 2026's financial statements. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed.

The term of this engagement is a period from July 1, 2025 through June 30, 2026. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Bixby.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Bixby:

By: _____

Title: _____

Date: _____



CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchasing two trucks for Water Department from Bill Knight Ford; total \$106,815

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: The trucks will replace two trucks from the fleet: a 2005 On-Call Truck and a 2013 Locator truck.

These trucks were programmed for replacement on the FY25 Budget

EXHIBITS: State Bid Price Quotes

KEY ISSUE: Fleet maintenance and replacement

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve.

ITEM NO: _____

MEETING DATE: 3-10-2025

MEETING: BPWA

BILL KNIGHT

FORD
Fleet and Commercial Center

SW0035
Category #25101507
Item # 1000009420
Dealer Name: Bill Knight - Tulsa
Make: Ford
NEW: Half Ton Extended Cab
Model: X1L

February 27, 2025

City of Bixby (OK);

Howdy Heath Wright,

We are pleased to offer for your consideration one (1) new, in-stock Oxford White 2025 F-150 4x4 SuperCab 6.5' box 145" WB XL (X1L).

Please see below for your Contract Pricing.

Base - F-150 XL 2WD Super Cab 145" WB	X1K	\$39,650.00
Four Wheel Drive (w/o Skid Plates)	X1L	\$3,795.00
Equipment Group 103A - High	103A	\$1,195.00
Engine: 5.0L V8	995	\$0.00
Vinyl 40/20/40 Split Bench	AS	\$0.00
Black Platform Running Boards	18B	\$250.00
Daytime Running Lamps	942	\$45.00
Total (each)		\$44,935.00

2025 model year order

Thank you



Steven Wiley
Bill Knight Ford Fleet Center
(918) 526-2392 Direct Line
swiley@billknightauto.com

9625 South Memorial Drive
Tulsa, Oklahoma 74133-6197
Phone: 918-526-2397 · Fax: 918-526-2395

BILL KNIGHT

FORD
Fleet and Commercial Center

SW0035
Category #25101507
Item # 1000009355
Dealer Name: Bill Knight Ford
Make: Ford
NEW: ¾-Ton Crew Cab
Model: W2B

March 5, 2025

City of Bixby – Water Department:

Howdy Heath Wright,

We are pleased to offer for your consideration one (1) new, in-stock Oxford White 2025 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B).

Please see below for your Contract Pricing.

F-250 Crew Cab XL 2WD 160" WB	W2A	\$46,250.00
Long Wheelbase - 176" - 8' box	LWB	\$215.00
Four Wheel Drive w/ Skid Plates	17X	\$3,840.00
6.7L PowerStroke V8 Diesel	99T	\$9,775.00
Tires, All Terrain - LT245/75R17E BSW	TBM	\$160.00
Axle, Electric Locking (3.31)	X3H	\$400.00
Running Boards, Platform (Black)	18B	\$425.00
120V/400W Outlet	43C	\$175.00
Upfitter Switches	66S	\$165.00
Remote Start	76S	\$240.00
XL Chrome Package	96V	\$225.00
Total		\$61,870.00

2025 Model Year In-Stock Option

Thank you



Steven Wiley
Bill Knight Ford Fleet Center

9625 South Memorial Drive
Tulsa, Oklahoma 74133-6197
Phone: 918-526-2397 · Fax: 918-526-2395



(918) 526-2392 Direct Line
swiley@billknightauto.com

9625 South Memorial Drive
Tulsa, Oklahoma 74133-6197
Phone: 918-526-2397 · Fax: 918-526-2395

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve payment to Tri-Star Construction for emergency waterline repair at 107th and 96th E Ave; total cost of \$18,378.82

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: Tri-Star repaired a 6-in waterline 107th and 96th E Ave, in the Legends subdivision on February 3. The break was near the previous waterline break that was repaired on January 11th, 2025. The contractor was mobilized because the line is deep and required a large excavator for digging.

EXHIBITS: None

KEY ISSUE: Infrastructure Maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve payment for emergency repair

ITEM NO: _____

MEETING DATE: 03-10-2025

MEETING: BPWA

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve payment to Tri-Star Construction for emergency waterline repair at 107th and 96th E Ave; total cost of \$53,778.82

INITIATOR: Bea Aamodt

STAFF INFORMATION SOURCE: Heath Wright

BACKGROUND: Tri-Star repaired a 6-in waterline 107th and 96th E Ave, in the Legends subdivision on January 11th. The contractor was mobilized because the line is deep and required a large excavator for digging. The location of the leak caused a lot of damage the pavement, creating voids that needed to be repaired because it was a safety hazard to pedestrians and drivers.

EXHIBITS: None

KEY ISSUE: Infrastructure Maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve payment for emergency repair

ITEM NO: _____

MEETING DATE: 03-10-2025

MEETING: BPWA