



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, April 14, 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 3/24/25.
- 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) Consider and/or approve FY26 Oklahoma Municipal League service Fees in the amount of \$14,140.39 (BPWA portion).
- 4) Consideration and approval of the sole source expenditure of up to \$20,941.49 for network equipment and labor from BTC Broadband for the Wastewater Treatment Plant.

Regular Agenda

- 1) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of April 11, 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](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.

Regular Agenda Item Commentary

Item Title

Minutes for the Bixby Public Works Authority Meeting dated 3/24/25.

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

1. BPWA Minutes 3.24.25

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

April 14, 2025

Meeting

20250414 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

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

Call to Order

Mayor Girard called the Bixby Public Works Authority Meeting to order at 8:52 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
Councilor Crago

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
Bryan Toney, Public Information Officer

Consent Agenda

- 1) Minutes for the Bixby Public Works Authority Meeting dated 03/10/25.
- 2) Discussion and possible action to enter into a contract with CBEW for the FY-25 audit in the amount of \$10,450 (BPWA portion).
- 3) Discuss and/or approve acceptance of Waterline Repair Project, located at 151st and Sheridan; final cost was \$36,744.40.
- 4) Approve repairs to High Return Pump at BWRF; total cost \$3,480.
- 5) Discuss and Approve repairs to 555 Lift Station pump; total cost \$7,600.

Mayor Girard said Items 1-5 on the Consent Agenda are up for discussion and consideration.
Others who spoke: None

Mayor Girard asks for a motion to approve items 1-5. 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) Consider, discuss, adopt, deny, amend or revise a Resolution authorizing the issuance of not to exceed \$10,000,000.00 Bixby Public Works Authority Promissory Note, Series 2025; Approving a loan agreement. Promissory Note, Security Agreement, and Sales Tax and Authorizing such other documents and agreements as may be necessary or required to provide for sewer improvements; Authorizing the Sale of Note to the Oklahoma Water Resources Board and containing other provisions relating thereto. Resolution 2025-5

Mayor Girard said Item 1 on the Regular Agenda is up for discussion and consideration.
Item presented by; Charles Barnes, Finance Director
Others who spoke: None

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

Carried: 4-0
Ayes: Girard, Founds, Schultz, Hirshey
Nays: 0

- 2) Adjournment

Adjournment was called at 8:54 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

April 14, 2025

Meeting

20250414 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

Consider and/or approve FY26 Oklahoma Municipal League service Fees in the amount of \$14,140.39 (BPWA portion).

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

This is for the City of Bixby's participation in the Oklahoma Municipal League. The total membership is \$28,280.78, a 3.5% increase over last year.

Exhibits

1. OML Renewal for FY26

Key Issue

Bixby's participation in OML

Council Action

Approve or Deny

Recommendation

Approve

Item No: 3.**Meeting Date**

April 14, 2025

Meeting

20250414 Bixby Public Works Authority Agenda



2025-2026 Service Fees for Bixby

How Does It All Add Up?

Base	\$	700.00
Sales Tax Formula	\$	24,215.91
Use Tax Formula	\$	2,220.51
Per Capita	\$	1,144.36
Total Service Fees	\$	28,280.78

The following information was used to figure your 2025-2026 service fees:

2020 Census Population	28,609
2024 Total Sales Tax Receipts	\$ 19,614,883.58
2024 Total Use Tax Receipts	\$ 4,496,525.90
2024 Municipal Sales Tax Rate	4.05%

Base = \$ 700.

Sales Tax Formula = Total Sales Tax Receipts divided by Municipal Sales Tax Rate times .005%.

Use Tax Formula = Total Use Tax Receipts divided by Municipal Sales Tax Rate times 0.002%.

Per Capita = 2020 Census Population times 0.04%.

If a payment plan works best, please feel free to contact Nancee Morris at OML and make those arrangements at either nancee@oml.org or 405-528-7515

Consent Agenda Item Commentary

Item Title

Consideration and approval of the sole source expenditure of up to \$20,941.49 for network equipment and labor from BTC Broadband for the Wastewater Treatment Plant.

Initiator

Bryan Toney

Staff Information Source

Bryan Toney

Background

The networking equipment at the Wastewater Treatment Plant needs to be replaced. BTC Broadband, the City of Bixby's Internet Service Provider, will be the sole source for purchasing the new equipment. This is important because the city's telephone system is managed through the same network. The new equipment will be from the same manufacturer and adhere to the same specifications and management software currently used at other city facilities. This consistency will enable City and BTC staff to efficiently manage the city's network and security across these additional locations.

Exhibits

1. City of Bixby - Waste Water Treatment Plant Equipment - update

Key Issue

Purchase of Equipment

Council Action

Approval or Denial

Recommendation

Approval

Item No: 4.**Meeting Date**

April 14, 2025

Meeting

20250414 Bixby Public Works Authority Agenda



Business Services Agreement

BTC Account Rep:

Office Number:

Cell Number:

Fax Number:

Email:

Quote Date:

Laura Konshak

918-366-0216

918-480-0104

918-364-4978

LKonshak@MyBTC.com

3/27/2025

11134 S Memorial, Bixby, OK 74008

*Valid for 60 days

Customer Information

Legal Company Name:

Service Address:

City/State/Zip:

Billing Address:

City/State/Zip:

City Of Bixby - Waste Water Treatment Plant

9499 E 151st St

Bixby, Ok. 74008

PO Box 70

Bixby, Ok. 74008

Authorized Customer Contact Information

Name:

Contact Phone:

Fax:

Cell Phone:

Email Address:

Bryan Toney

918-366-0417

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BToney@bixbyok.gov

BTC Account & Order Information

Fed Tax ID / EIN:

BTC Account #:

BTC Deal ID:

BTC SR #:

73-6005091

2862

29800820785

MSP-530

BTC Services

Product Category	Product Name	Product Description	Code	Term (Months)	QTY	Item Price	Total Monthly	Total One-Time
Tech Protect (NaaS)	MX95-HW	Meraki MX95 Router/Security Appliance	9DM542	1	1	\$4,785.90	\$0.00	\$4,785.90
Tech Protect (NaaS)	LIC-MX95-SEC-3Y	Meraki MX95 3 Yr Adv Sec Lic & Support	9DM532	1	1	\$8,941.19	\$0.00	\$8,941.19
Tech Protect (NaaS)	MS130-24X-HW	Meraki MS130-24X PoE Switch	HL8512	1	1	\$1,706.66	\$0.00	\$1,706.66
Tech Protect (NaaS)	LIC-MS130-24-3Y	Meraki MS130-24 3Yr Ent Lic & Support	HL8522	1	1	\$246.40	\$0.00	\$246.40
Tech Protect (NaaS)	MR44-HW	Meraki MR44 WiFi 6 Indoor AP	8NB796	1	4	\$735.83	\$0.00	\$2,943.32
Tech Protect (NaaS)	LIC-ENT-3YR	Meraki MR Enterprise License, 3YR	QX9285	1	4	\$317.01	\$0.00	\$1,268.03
Labor	Labor	Labor	Labor	1	6	\$175.00	\$0.00	\$1,050.00
Total:							\$0.00	\$20,941.49

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of the Customer for the service in this Agreement and that the customer information is true and correct. This Agreement binds Customer to the Rates, Terms, and Conditions of Service applicable to each of the service selected above. The services will be provided by BTC or one of its affiliated companies and are governed by BTC Tariffs and Acceptable Use Agreements and may not be resold without the express written consent of BTC. The term of the agreement will begin upon installation of services which will be coordinated to upon the signing of this document. BTC Texting customers shall use commercially reasonable efforts to conduct their business in compliance with all applicable laws, rules, and regulations. Customers will not send more than 5,000 texts per month per license; doing so may incur additional charges. This agreement shall constitute an Individual Case Basis Tariff and may not be available to all customers. This agreement is governed by BTC Broadband's Terms and Conditions, Service Level Agreement and State and Federal Tariffs which can be found at: <https://www.btcbroadband.com/legal/>.

Customer Authorized Signature:

Printed Name:

Title:

Date:

Page 15 of 15