

City Council Work Session Meeting Minutes

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

Call to Order

Mayor Girard called the City Council Worksession Meeting to order at 5:05 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

Agenda

- 1) Discussion on Summit property located at 136th and Garnett.

Mayor Girard said Item 1 on the Regular Agenda is up for discussion and consideration.

Item presented by John Wood, Parks Director

Others who spoke: Interim City Manager, Joey Wiedel, Senior Pastor Devin Woods, and Gary Newburn

Handout provided to council for review and attached to these minutes for reference.

John Wood, Parks Director, introduces Senior Pastor Devin Woods and Gary Newburn.

Discussions ensued on the possibility of a proposal for property sale and use agreement between the Church and the City for the Summit Property located at 136th and Garnett. Summit Christian Academy and the Assembly Church to request access and continued use of the property for designated sports activities. The agreement being proposed would be a 10-year Use Agreement.

City Manager Interim, Joey Wiedel, discusses possible City uses for the location. Mr Wiedel to have further discussions with the City of Broken Arrow and Tulsa County and bring the item back to the Council for further discussion.

City Council would like to have an Executive Discussion on this item for further discussion before moving forward with any plans with PDG.

2) Discussion on Bixby Farms PUD amendments.

Mayor Girard said Item 1 on the Regular Agenda is up for discussion and consideration.
Item presented by City Manager Interim, Joey Wiedel
Others who spoke: Applicant Brian Bean

Mr Wiedel provides the council with an update as to the previous discussions held on this development along with addressing concerns about delays caused by a lack of quorum in the last two meetings. The item had been postponed due to the absence of enough Council members. The project was presented to the Planning Commission, three options were previously submitted to the Mayor and Council for review. Applicant Brian Bean presented an overview of the Planned Unit Development (PUD) for the property located at 147th and Sheridan, across from Lantern Hills. The proposal includes a request to reduce the lot width. The applicant also agreed to a masonry wall and sought guidance from the council on the subdivision's esthetics and minimum house size. The property is currently zoned AG and is being proposed for RS-3 zoning. Discussion ensued between the council as to the requirements for zoning and Planned Unit Development (PUD) process for developments.

3) Presentation and discussion on pursuing a housing study.

Mayor Girard said Item 3 on the Agenda is up for discussion and consideration.
Item presented by City Manager Interim, Joey Wiedel
Others who spoke: Krystal Crockett, Chamber of Commerce

City Attorney Interim, Joey Wiedel, previous discussions were held as to conducting a housing study. Mrs. Crockett is presenting a Housing Market Analysis from Community Development Strategies(A copy is attached to these minutes for reference). The study was initiated over two years ago to examine housing issues, particularly in relation to wages and workers commuting, with 85% of workers traveling to Tulsa for employment. The study aims to provide insight into the needs of both businesses and citizens in terms of housing availability. The Chamber of Commerce has expressed a willingness to partner in the study and coordinate its completion, as they already possess much of the necessary data. The Council raised the point that developers have previously submitted their own studies, questioning whether it would be beneficial to incorporate these studies into the new analysis.

Mrs. Crockett states the amount of the study is \$38,500 with some additional costs. Discussions ensued and Council is interested in proceeding. This item will be brought back to a future council meeting.

4) Kathleen Spurgeon to discuss the upcoming mixer between the City of Bixby and the Muscogee Creek Nation.

Mayor Girard said Item 4 on the Agenda is up for discussion and consideration.
Item presented by City Manager Interim, Joey Wiedel
Others who spoke: Kathleen Spurgeon

Mayor Girard introduces Kathleen Spurgeon and states that there will be an upcoming mixer with the Muscogee Creek Nation on February 26.

Ms. Spurgeon provides the Council with some handouts. (Attached to these minutes for review)

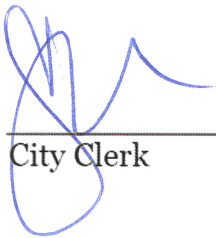
Mrs. Spurgeon introduced herself and shared exciting news about a new collaboration between the City of Bixby and the Muscogee Creek Nation. She highlighted several shared initiatives for collaboration, including infrastructure development, water projects, school grants, tourism, and housing. Mrs. Spurgeon encouraged Council members to attend a mixer on Wednesday, where members of the Muscogee Creek Nation's National Council will be present. She provided an overview of the connection between the National Council and the City Council, noting the upcoming opportunity for the City's new Performing Arts center in Bixby, which will foster the possibility of further collaboration and infrastructure development. She also mentioned that Bixby is one of the top three municipalities in the state for these efforts.

Mrs. Spurgeon thanked the Council for their support and looks forward to working with the Council.

Mr Wiedel thanks Ms. Spurgeon and staff for assisting with the meeting.

5) Adjournment

Adjournment was called at 5:50 pm



City Clerk



Mayor



THE
MUSCOGEE
NATION



Partnership Dinner

Bixby Fire Station 1, 6397 E. 151st

Wednesday, February 26, 2025

5:30

Mingle & Fellowship

5:45

Welcome & Opening Remarks

Brad Girard, Bixby Mayor

Joey Wiedel, City Manager

5:50

Pledge of Allegiance - Mayor Girard

Invocation - Muscogee Nation Representative

Dismiss for Buffet Meal

6:10

Introductions - Kathleen Spurgeon, OD

Tribal - Municipal Representative

6:20

Bixby Highlights

Performing Arts Center

7:00

Muscogee Nation Highlights

7:30

Closing Remarks

STATEMENT OF QUALIFICATIONS

RESINTEL– HOUSING MARKET ANALYSIS

BIXBY, OKLAHOMA

Prepared for:

**BIXBY METRO CHAMBER OF COMMERCE &
BIXBY DEVELOPMENT FOUNDATION**

12 West Dawes
P. O. Box 1585
Bixby, OK 74008

Prepared by:

CDS COMMUNITY DEVELOPMENT STRATEGIES

1002 S. Dairy Ashford
Suite 450
Houston, Texas 77077



February 25, 2022

February 25, 2022



Ms. Krystal Crockett
President / CEO
**BIXBY METRO CHAMBER OF COMMERCE &
ECONOMIC DEVELOPMENT FOUNDATION**
12 West Dawes
Bixby, OK 74008

RE: **STATEMENT OF QUALIFICATIONS - *ResIntel* MARKET ANALYSIS AND STRATIGIC HOUSING PLAN**

Dear Ms. Crockett:

CDS Community Development Strategies (CDS) is pleased to submit this Statement of Qualifications for performance of market research, analysis and consulting services for the Bixby Metro Chamber of Commerce & Economic Development Foundation in Bixby, Oklahoma ("the Chamber"). Specifically, CDS is herein describing an independent study designed to provide: a comprehensive assessment of current and future demand and market potential for all types of housing (with an emphasis on attainable workforce products) that will best serve the resident population; an analysis of the supply of housing available; and an assessment of demand / supply mismatches and recommendations for mitigating them. *ResIntel* (Residential Intelligence) is CDS's proprietary community-tailored approach to comprehensive housing analysis and planning.

BACKGROUND

Maintaining a balanced price range of available quality housing (for sale and rental) is critical to the long-term viability of any community. Without an adequate supply of affordable and attractive housing choices, employers will be reluctant to bring their businesses to the city and local entities such as the public schools will have problems attracting new hires. Residents may not be able to move up or find newer or different types of housing that meets the needs of their changing lifestyles. For example, empty-nesters and seniors may not find acceptable options tailored to their needs to which they can move and thereby free up their existing homes for other residents.

Bixby is within the Tulsa metro area and is under housing demand pressure from households that seek the town's exurban atmosphere and well-perceived schools while being a short distance from the southern portions of Tulsa itself. Local Bixby employers also need available housing so their employees have a reasonable commute and do not face excessive housing cost burdens. To assist the community in facilitating potential housing growth, the results of a *ResIntel* type housing analysis can be packaged/targeted and presented to developers and builders whose housing products match up with the documented demand, as well as guide local public agencies and others with policies and programs.

OBJECTIVE

The purpose of the proposed study is to provide a credible third-party opinion concerning current and future demand for housing in terms of type, quantity and price ranges, identify opportunities and challenges in satisfying that demand, and provide strategic approaches for the community that address the challenges and capitalize upon the opportunities.

APPROACH

The underlying framework for a **ResIntel** housing analysis is the evaluation of supply and demand within the context of the economic conditions and trends that influence development opportunities in a reasonable market area. The proposed study will address workforce and other housing categories with the following objectives in mind:

- Current and future market supply and demand balance
- Delivery system capacity and constraints
- Development economics and opportunities
- Incentives and tools needed for optimal performance

The proposed study will investigate the nature and magnitude of demand for housing deemed to be needed in the City's market area, with a particular focus on the needs of the local workforce but also examining suburban commuters to other parts of the Tulsa metro area. The ensuing report will present conclusions describing realistic target opportunities for redevelopment and new development and recommendations for various housing market actors to address demand / supply gaps.

GENERAL SCOPE OF WORK

The proposed study combines on-the-ground research, data from various secondary sources and primary survey research to investigate current market/economic conditions, current and future housing needs, development patterns, sales and leasing activity, and evaluation of existing housing stock. Based on the findings, we will evaluate supply conditions and forecast future demand for conventional single-family housing, traditional moderate density attached/detached products, and various rental housing types.

These findings will be augmented with qualitative information derived from interviews with real estate professionals, employers and other selected knowledgeable parties to validate the extent to which the community is (or will be) underserved. This primary research information will also be critical in understanding the particular challenges and opportunities in Bixby for housing development and improvement.

Based on employment and population projections, demographic analyses and existing housing inventories/conditions and other factors, CDS will project future housing needs and determine the type, amount and price ranges of new housing that can be supported to satisfy these needs.

Key elements of the scope of work will include, but not be limited to:

Economic / Demographic Profile, Housing Demand Factors, and Current Consumption

1. Definition of a realistic study area
 - Consideration of employment and commuter patterns in the region
2. Review of socio-demographic trends and patterns

- Analysis of population growth trends
 - Review of market area demographic data (age, income, education, household data)
 - Economic and employment factors as demand drivers – workforce size, profile, and trends
 - Special attention to current and future housing needs of major employers in the area
3. Survey of local workers conducted through employers and institutions as indicator of workforce profile and needs
 4. Review of the community's characteristics that support housing and residential attraction
 - Shopping, retail, and entertainment services
 - Educational facilities and services
 - Parks, health care, recreational and community facilities
 - Road and infrastructure improvements
 - Other quality of life factors
 5. Document extent of current housing cost burden

Assessment of Current Housing Supply and Development Environment

1. Analysis of existing housing supply/stock characteristics – for-sale and rental
2. Assessment of active and planned housing developments
3. Assess the general competitive role of the existing senior and retiree population in the for-sale and rental market
4. Investigation into factors impeding housing development or raising housing costs
5. Consultation with City of Bixby staff in reviewing zoning, regulatory, permitting, and infrastructure issues
6. Consultation with development and builder community regarding perceived market opportunities
7. Consultation with development and builder community regarding constraints and challenges including land pricing and availability, regulatory policies, infrastructure provision, construction cost factors, and quality of life issues

Demand / Supply Gap Analysis and Recommendations

1. Projections of household and employment growth in the study area
2. Evaluation of latent demand for move-up homes due to re-sale market constraints/conditions and/or lack of availability of suitable housing inventory
3. Estimates of demand for single family and traditional moderate-density housing products
4. Estimates of demand for apartments and rental units (various types)
5. Conclude on overall opportunities for developing various types of housing in the market area
6. Conclude on housing price ranges and rental rates deemed market-supportable and attainable for the workforce
7. Identification of key factors requiring action to mitigate demand / supply gaps

8. Strategic recommendations for policies, incentives, investments, programs, and partnerships covering various actors in the local housing market
9. Preparation of a report containing the findings, conclusions and recommendations

RESEARCH METHODOLOGY

The study as described above will involve several complimentary research techniques that together will provide the basis for analysis, conclusions and recommendations as follows:

Orientation:	Review of local area characteristics, attributes and dynamics, mobility patterns and other market area considerations.
Support:	Review of local institutions and facilities that contribute to the living environment relative to support for additional housing. These would include schools, health care, parks/public facilities and recreational amenities.
Research:	Investigation of secondary source data including information provided by local government agencies, the Chamber, realtors/brokers, publications and reporting services, government records, Census/demographic data services and CDS in-house files/reports.
Inspection:	Field research and site visits to observe and gather information regarding the adequacy of existing/under construction housing, neighborhood characteristics, proximity to support factors and other specifics relative to the quality and amount of housing that would be required to meet future demand opportunities.
Interviews:	Gathering of primary information and background facts from knowledgeable parties such as major employers, realtors, developers, consultants, community representatives, and government agencies familiar with previous studies, construction activity, employment dynamics and market conditions.
Survey:	Survey conducted through local employers to assess the housing needs of the labor force. CDS will require assistance from Authority staff in identifying respondents and implementation.
Evaluation:	Observing features associated with land parcels/sites that are attractive and available to accommodate various types of additional housing.
Conclusions:	Consolidation and analyses of all data sources resulting in market-based conclusions regarding the type, price and magnitude of housing needed.
Strategies:	Developing strategic recommendations regarding timing and the types of actions that should be considered for advancing housing priorities.

Reporting: Organizing the findings and results of the research program into a practical and useful presentation suitable for documenting the magnitude and type of demand to prospective developers and home builders.

Presentation: CDS staff will make a presentation of findings to Chamber representatives that will include recommendations on product types, pricing, locations and, any information gleaned regarding potential builder prospects. Each product recommendation will be supported by estimates of probable absorption.

DELIVERABLES

Upon completion of the research program as described above, a written draft report will be prepared for City review. Following discussions regarding the findings and recommendations, a final electronic copy of the report and strategic plan will be prepared. Hard copies will be made available at our cost of reproduction.

FEE AND TIME QUOTATIONS

Fees for professional services are based upon time allotted to the performance of various study tasks at our standard per diem rates. Based on the scope of work including an employee survey, the variety of housing types under study and our experience with similar assignments, the time and fee quotations are:

Project fee: **\$36,750.00** plus reimbursable travel expenses not to exceed \$3,500.00 without client approval. CDS will make one research visit with one or two staff persons for up to five nights early in the study process and can participate in a teleconference presentation at the conclusion of the study if requested.

The client can choose to have CDS make a return in-person visit (maximum 1 night) to Bixby to present findings for a contract amendment of an additional \$3,750 plus reimbursable travel expenses per CDS staff person attending.

Time required: Start date and turnaround time for completion of the study will be dependent upon our in-house-work schedule at the date of assignment. Typically, a study of this type would require about 12 to 14 weeks from the date work is initiated, and can be dependent upon the scheduling of meetings and interviews.

Assurance: Quotations are guaranteed for 30-days from the date of this proposal

PAYMENT POLICY

With written authorization to proceed, CDS will issue an invoice for a retainer of one-half the quoted fees. This invoice is due upon receipt. CDS is not obligated to start work or determine a completion date until both the contract and retainer fee is received. A final invoice for the balance plus any approved expenses will be issued upon delivery of the report. This invoice is due and payable within 30 days of client receipt and timing for payment is not affected by an elective review period. Any reasonable and necessary corrections or revisions to the report will be immediately addressed.

The above fee incorporates the cost of professional and clerical time, overhead, processing and production of an electronic copy of the final report. Requests for supplementary services such as additional visits or presentations will be quoted separately. Fees associated with outside job services such as overnight delivery, etc. will be documented and submitted with the final invoice for reimbursement.

QUALIFICATIONS OF CDS

CDS Community Development Strategies was formed in 1971 to provide professional market and economic research and consulting services including market feasibility and market planning for real estate and economic development. The firm is staffed with professional market analysts and planners. Over 4,000 independent studies have been completed addressing a wide range of real estate issues for both public and private clients. Staff members are experienced in assessing market support and strategic planning for development of all types of residential, commercial, industrial, recreational and mixed-use real estate properties. CDS's professional staff has successfully completed numerous housing needs and demand studies for small and large communities throughout Texas and Oklahoma.

RESINTEL

Based on a compilation of our considerable experience in housing needs analysis and in developing current and future strategies for small and large cities, CDS has designed a proprietary service we call **ResIntel** (residential intelligence). The **ResIntel** program allows for customization in addressing various objectives and provides a solid foundation for many types of housing studies performed by the firm.

ResIntel type housing analyses have recently been finalized or are currently actively being completed for the cities of Ardmore, Bartlesville, Enid, and Claremore in Oklahoma, and the cities of Plainview, Amarillo, Andrews, Brenham, Odessa, Levelland, Borger, Plainview, Mexia, San Angelo, New Braunfels, Bay City, Kerrville, Bartlesville, Brazoria County Alliance, Brownwood (update) and Georgetown in Texas.

REFERENCES - HOUSING RESEARCH AND STRATEGIC PLANNING

Kerrville Housing Study and Strategic Plan (2020) To implement its Kerrville 2050 Comprehensive Plan, which identified housing availability and affordability as a significant topic for the City to address, the City of Kerrville brought in CDS to conduct a housing study that would assess the community's housing needs and create a Housing Strategic Plan. The study focused on workforce housing, which was not being substantially addressed by the private market and was thus creating hiring and retention difficulties for local employers. In addition to the affluent retiree market which dominated the attention of residential developers and builders, CDS' research identified other significant issues which hindered provision of housing for the workforce, including moderate wage levels, above average infrastructure and development costs, competition with cash investors for existing homes, and lack of easily developable new housing sites. The market analysis showed a variety of needs for additional housing supply, including entry-level for-sale homes and rental housing at a variety of price levels. The research also identified opportunities for the City and community to encourage and assist the workforce housing market, which were described in a nine-point Strategic Plan. Key recommendations included the encouragement of additional housing on infill sites that would not require new infrastructure; incentive and cost-sharing partnership programs for new moderate-priced housing development; consideration of land owned by public agencies, educational institutions, and local philanthropic organizations as potential locations for new moderately-priced housing; and first-time home buyer educational and readiness programs. **Contact:** Sherry Mosier, Manager of Strategic Initiatives, City of Kerrville, 830.258.1113, Sherry.Mosier@kerrvilletx.gov

Assessment of New Braunfels Housing Demand – Challenges and Opportunities (2018) CDS provided a comprehensive assessment of demand and potential for development and building of workforce housing in the City of New Braunfels. The focus was to determine the existing balance of housing stock relative to the most desirable mix – now and in the future. A strategic gap analysis evaluated the economic conditions and trends that influence both current and future development opportunities. Housing types included all densities of for-sale and rental units. Special attention was given to housing affordable to the fastest-growing workforce sectors. Elements of the work involved market area definition, review of socio-demographical trends, employment conditions, evaluation of support factors, an analysis of supply adequacy, demand assessments, price/rent range analyses, assessment of existing codes, zoning and permitting regulations and conclusions regarding the number of units, housing types, price ranges, locations and policies that are market supported, meet the challenges and fit opportunities to satisfy housing needs in the City. **Contact:** Chester Jenke, VP Economic Development of the Greater New Braunfels Chamber of Commerce, 830-608-2811, chester@innewbraunfels.com

Housing Demand Study – Brownwood Municipal Development District (2016 & 2019) CDS was engaged to conduct a demand study to determine the potential for both single family and multi-family housing in Brownwood. A major objective of the study was to provide a credible third-party assessment of demand for specific types and price ranges of housing with a report designed to aid the City in helping builders and developers understand the realistic market opportunities. Data was collected from various secondary sources, field research and interviews with business and community leaders, government agencies and other knowledgeable individuals. A survey was completed with major employers to find out how they perceived current housing supply and the type/price of housing that will be needed to meet their employee's needs. Findings from the study determined the magnitude and nature of demand for single family and apartments. The final report identified specific types of housing so that builders could plan, design and market new for-sale and rental homes with confidence there was a market for those products. **Contact:** Ray Tipton, Executive Director, (325) 646-9600, rtipton@brownwoodtexas.com & Guy Andrews (now Director of Economic Development for the City of San Angelo), (325) 653-7197, guy.andrews@cosat.us

Odessa Workforce Housing Study (2019) In early 2019, CDS completed an assessment of the workforce housing situation in Odessa, Texas. The city's housing market has been dramatically affected by the surge in oil and gas activity in the Permian Basin of West Texas and New Mexico. Massive increases in lease rates without preservation of affordable properties have resulted in a rental housing crisis, to the extent that typical middle-class workers such as teachers and health care personnel have been unable to secure reasonable housing. For-sale housing is also in short supply for certain price ranges. CDS performed a thorough examination of the local economy, including interviews with several major institutional and government employers, plus dialogue with oil and gas industry representatives. An employee survey reached over 1,700 respondents and demonstrated the severity of housing issues along with important data on willingness to pay and housing type preferences. Intensive field work documented pricing and occupancy conditions, including in the single-family rental market. In addition to quantifying workforce housing demand by residential product type and price, CDS researched options to mitigate the housing crisis and presented a description of 13 strategies and 15 recommended actions and policies tailored to Odessa's existing economic conditions and applicable to both the government and philanthropic sectors. **Contact:** Renée Henderson-Earls, President / CEO, Odessa Chamber of Commerce, (432) 332-9111, renee@odessachamber.com

Housing Demand Studies, Enid, Oklahoma (2013 and 2015) CDS performed an evaluation of the overall Enid-area housing market for the Enid Regional Development Alliance (ERDA), the local economic development organization. Employers had become concerned that a lack of housing supply was hindering

potential job growth and employee recruitment. ERDA hired CDS in 2013 to analyze housing demand in the region and compare it to the existing housing supply. CDS found that employment growth, existing housing occupancy and underserved market segments justified new development of various housing types. In 2015, the ERDA asked CDS to update its findings given some new development activity combined with a softening oil and gas sector. CDS found that new development was still warranted in some product types and price ranges but should pause for other housing products. In both cases, CDS performed a survey of area employees to ascertain key factors in housing choice and pricing for different segments of the market. CDS's work has been key in attracting and enabling a multifamily housing developer to begin a new apartment project in Enid. **Contact:** Lisa Powell, Interim Executive Director, Enid Regional Development Alliance, 580 233-4232, lpowell@growenid.com (Brent Kisling was Director at the time of our study and now works for the State of Oklahoma)

Assessment of Housing Opportunities - Downtown Mesquite (2017) CDS completed a comprehensive market study addressing various issues regarding opportunities and constraints for development in their downtown area. Although residential was not the only emphasis of the study, a major focus of the work had to do with determining needs for different types and densities of housing in the center city. CDS also evaluated opportunities for redevelopment and revitalization of existing buildings. Information collected and analyzed included population dynamics, demographic characteristics and trends, economic development and employment activity, real estate performance levels and location/environment implications. Results of the analysis illuminated the type and amount of housing and other uses that are market supported and sustainable in the downtown areas. The final report and presentations contained insights and recommendations necessary for strategic planning and implementation of development and redevelopment initiatives. **Contact:** Kim Buttram, Assistant Manager of Economic Development for Mesquite, (972) 216-6446, kbuttram@cityofmesquite.com

Housing Demand Study, Claremore, Oklahoma (2015) The City of Claremore, on the edge of the Tulsa metropolitan area, sought to understand whether there was reasonable demand for new housing development in the city that would justify other strategic investments and actions. The City hired CDS to assess Claremore's place in capturing housing demand in the northeastern part of the metro area, generated by its local employment and colleges and by other employment activity in the region. CDS carefully analyzed employment trends to arrive at an overall level of potential housing demand, then evaluated Claremore's potential for capturing a share of that demand relative to other suburban areas with more well-developed retail and services. A survey of Claremore employees helped identify the key factors that differentiated between Claremore, other suburbs, and more rural locations as residential choices. The study has resulted in an examination by the City of future infrastructure investments and strategic organizational initiatives by the local builders' association. **Contact:** John Feary, Claremore Industrial/Economic Development Authority, 918 283-8241, john@growclaremore.com

GOVERNING LAWS FOR BUSINESS AGREEMENTS

- The signed proposal for services acts as the business Agreement between CDS Community Development Strategies (CDS) and Client entities thereto signed.
- Upon receipt of a signed agreement, CDS may conduct a standard customer credit review. Results of this review could affect payment terms prior to release of a final report.
- New Clients are asked to provide accounts payable contact information for our files.

- CDS studies are independent and objective and may return findings that do not support the Clients stated or unstated objectives.
- CDS will use its professional qualifications, experience and efforts to provide an objective report based on the data and methodologies it commonly uses for this type of project. CDS does not warrant or guarantee the success of client's project. CDS' and its affiliates' sole and only liability and/or damages under this Agreement is limited to a refund of the fee paid by client. IN NO event will CDS or its affiliates be liable for indirect, consequential, special or punitive damages.
- Retainer payments are non-refundable deposits to proceed with a study.
- Payment of invoiced amounts are in no way dependent on the decision of the Client or any third party to proceed with a project or to secure funding or financing for a project regardless of whether the study is for purposes of deciding whether to proceed or to secure financing.
- The only obligations are between parties explicitly named in the agreement and who have executed the agreement. CDS is not obligated in any way whatsoever to any party not named in the agreement who may act or fail to act whether directly or indirectly on the study.
- Final payment is due upon receipt. All past due invoices will accrue interest at 1.5 % per month.
- In the event of default in payment, Buyer shall pay all costs of collection incurred by Seller to collect such payment, including but not limited to collection agency fees, attorney's fees, legal expenses and court costs.
- The study is and shall remain the property of CDS until all outstanding invoices are paid.
- This Agreement is entered at arm's length and shall be governed by and construed in accordance with State of Texas laws. If any provision of this Agreement is determined to be unenforceable according to such laws, that provision shall be severed from the remainder of the Agreement which will remain in force. The State of Texas shall have jurisdiction over the parties and all claims and causes of action related to this Agreement and venue shall lie in Harris County, Texas.
- This Agreement supersedes any other agreements verbal or written related to the matter and can be modified only in writing signed by all parties to the Agreement.

CONFIDENTIALITY

CDS reports are proprietary and results will be held in confidence. There are no restrictions on client use of information provided in the reports.

AUTHORIZATION OF THE WORK

If the arrangements described above are satisfactory, please sign and return a copy of this proposal agreement as our formal authorization to proceed.

CDS staff members are looking forward to the possibility of working with the Bixby Metro Chamber of Commerce & Development Foundation.

Respectfully submitted,



Steven R. Spillette
President

ACCEPTANCE:

BY: _____

FOR: _____

DATE: _____

Accounts payable contact name: _____

Email address: _____ Telephone number: _____

Proposal

for Property Sale and Use Agreement

City of Bixby, Oklahoma, Summit Christian Academy, and The Assembly Church
February 10, 2025

Proposal Overview

This document is provided for discussion regarding the potential sale of the property at 13852 S. Garnett Rd, Bixby, OK 74008 to the City of Bixby. The 51.54-acre sports complex includes multiple improvements, and this proposal outlines the sale terms, continued usage agreements, and necessary improvements to ensure the facility's long-term viability.

1. Proposed Sale Terms

Sale Price: \$1,020,000

(Appraisal Available)



13852 S. Garnett Rd, Bixby, OK

2. Continued Use Agreement

Summit Christian Academy and The Assembly Church request access and continued use of the property for designated sports activities. A **10-year use agreement** is proposed, with an annual review and amendment option by mutual agreement.

SPORTS USAGE

Summit Christian Academy

- Football
- Soccer
- Baseball
- Softball

The Assembly Church

- Softball

SCHEDULING & ACCESS

- A schedule of activities and events will be provided at least **30 days in advance**.

FACILITY ACCESS

- Use of the Concession Building (or equivalent facility if replaced).
- Use of the Storage Building (or equivalent facility if replaced).
- Storage for athletic equipment, Gator (or similar vehicle), and sports gear.

SPONSORSHIP & ADVERTISING

- Permission to display sponsorship banners for Summit Athletics.

Summit Park Programming: City of Bixby Discussion

Calendar Year Programming: January - December

Month	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
January							
Soccer Practice	3-5:00	3-5:00	3-5:00	3-5:00	3-5:00		
Baseball Practice	3-5:00	3-5:00	3-5:00	3-5:00	3-5:00		
February - April							
Soccer Practice	3-5:00	3-5:00	3-5:00	3-5:00	3-5:00		
Soccer Games	TBD	TBD	NA	TBD	TBD		
JS & HS Soccer will have 8 - 10 home games per year. Game times from 3 - 9:00pm. No games on Wednesdays.							
Baseball Practice	3-5:00	3-5:00	3-5:00	3-5:00	3-5:00		
Baseball Games	TBD	TBD	NA	TBD	TBD	TBD	
Baseball games will begin at 4pm and run until dark, 15 home games. No games on Wed, some Sat. games possible, time tba.							
May							
Soccer Playoffs - May 1-15	TBD	TBD	NA	TBD	TBD		
Baseball Camps - May 27-29		9am - 12:30pm	9am - 12:30pm	9am - 12:30pm			
June							
Softball Camp - June 9-11	9am - 12:30pm	9am - 12:30pm	9am - 12:30pm				
Soccer Camp - June 16-18	8am - 12:00pm	8am - 12:00pm	8am - 12:00pm				
Church Softball (two fields)							4-10pm
July							
Church Softball (two fields)							4 -10pm
JH Softball Practice-Begin 7/15, times TBD							
JH Softball Games (July 15-Oct 12) - 15 home games per season, no Wednesday games							
August - September							
Baseball Practice	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm		
JH Softball Practice	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm		
August - November							
HS Football Practice	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm		
Elementary Football Practice	5 - 7:00pm	5 - 7:00pm	5 - 7:00pm	5 - 7:00pm	5 - 7:00pm		
JH Softball Practices	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm	3 - 5:15pm		
HS Football Games - 6 home games per season							
JH Football Games - 6 home games per season							
Elem Football Game (Sept-Oct) - Tuesday nights, 5 home games							
JH Softball Games (July 15-Oct 12) - 15 home games per season, no Wednesday games							