

# **Bixby Public Works Authority Meeting Minutes**

Bixby Municipal Building  
111 N. Cabaniss Ave., Bixby, OK 74008  
May 27, 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 May 23, 2025, on or before 5:00 p.m.

## **Call to Order**

Mayor Girard called the Bixby Public Works Authority Meeting to order at 7:06 pm.

## **Roll Call**

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

### **Members Present**

Mayor Girard  
Vice Mayor Schultz  
Councilor Hirshey  
Councilor David  
Councilor Payne (Not Present)

### **Staff Present**

Joey Wiedel, City Manager  
Shannon Duran, City Clerk  
Phil Frazier, City Attorney  
JT Hammons, 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 5/12/25.
- 2) Consider and/or approve purchase order to Oklahoma Municipal Assurance Group for renewal of City's general liability and automobile insurance for FY-26 in the amount of \$64,227.01 (BPWA's portion of total bill)
- 3) Consider and/or approve purchase order to Oklahoma Municipal Assurance Group for renewal of BPWA's property insurance in the amount of \$111,289.00 (BPWA's portion of total bill).
- 4) Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. SeeClickFix software for FY26 in the amount of \$14,374.52. (BPWA portion is \$7,187.26)

- 5) Consider and/or approve payment in the amount of \$4,382.32 to Utility Supply for the rental and set-up of Dual 8x10 bypass pump used in the emergency construction of a coffer dam to repair the failed dike at the Flow Equalization Basin at the Wastewater Treatment Plant (WWTP).

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

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

Carried:4-0

Ayes: Schultz, Hirshey, David, Girard

Nays: 0

## **Regular Agenda**

- 1) Consider and discuss, approve, reject, amend or revise a Resolution authorizing the issuance of the Bixby Public Works Authority Promissory Note, Series 2025A in the amount of \$5,500,000.00; waiving competitive bidding on said note and authorizing the sale of such note at par; approving a loan and security agreement, sales tax agreement, and such other documents and agreements as may be necessary or required; and containing other provisions relating thereto. Resolution 2025-7

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

Presented by Charles Barnes, Finance Director

Others who spoke: John Weidman, Bond Attorney

Mr. Barnes states that earlier this evening the council voted on the resolution to assist in the payments process with Bixby Public Works Authority (BPWA) Brief discussions ensued between council and staff.

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

Carried:4-0

Ayes: David, Hirshey, Schultz, Girard

Nays: 0

- 2) Consider and discuss, approve, reject, amend or revise a Resolution authorizing the issuance of the Bixby Public Works Authority Promissory Note, Series 2025B in the amount of \$4,500,000.00; waiving competitive bidding on said note and authorizing the sale of such note at par; Approving a loan and security agreement, projects agreement, and such other documents and agreements as may be necessary or required; and containing other provisions relating thereto. Resolution 2025-8

Mayor Girard said Items 2 on the Regular Agenda is up for discussion and consideration.

Presented by Charles Barnes, Finance Director

Others who spoke: John Weidman, Bond Attorney

Mr. Barnes states that just as the previous item #1. Funding will be through Bixby Public Works

Authority (BPWA). The City Council has already approved the funding to pay back to BPWA.

Mayor Girard asks for a motion to approve item 2. Councilor David made a motion to approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried:4-0

Ayes: David, Hirshey, Schultz, Girard

Nays: 0

- 3) Discussion, consideration and possible vote approval of the Fiscal Year 26 budget, including budget resolution. Resolution 2025-12

Mayor Girard said Items 3 on the Regular Agenda is up for discussion and consideration.

Presented by Charles Barnes

Others who spoke:

Mr. Barnes advised council that earlier in the evening council approved the FY Year Budget for 26 for their portion of the budget and is now asking for Bixby Public Works to approve their portion of the budget for FY 26.

Mayor Girard asks for a motion to approve item 3. Councilor David made a motion to approve, seconded by Councilor Hirshey. The vote was taken with the following results:

Carried:4-0

Ayes: David, Hirshey, Schultz, Girard

Nays: 0

- 4) Discussion, consideration, and possible vote for approval of Amendment No. 3 to the contract with CH2M HILL Engineers, Inc., a subsidiary of Jacobs Engineers, to perform the Operations and Maintenance (O&M) of the Bixby Water Reclamation Facility for FY26 with a fee of \$935,418.43, inclusive of \$45,000 Repair Allowance.

Mayor Girard said Items 4 on the Regular Agenda is up for discussion and consideration.

Presented by Bea Aamodt, Public Works Director

Others who spoke:

Ms. Aamodt informed the Council that in June 2021, the City approved a ten-year renewable Operations and Maintenance (ONM) contract with CH2M Hill Engineers, a subsidiary of Jacobs. For Fiscal Year 2026, Jacobs is requesting an increase to the base fee, primarily due to overtime costs, which have resulted from operational constraints related to plant capacity, as well as the rising cost of materials, supplies, and lab testing. Ms. Aamodt advised the Council that she has reviewed all proposed fee increases and finds the request to be justifiable, recommending approval. Discussions ensued between staff and council.

Mayor Girard asks for a motion to approve item 4. Councilor Hirshey made a motion to approve, seconded by Councilor David. The vote was taken with the following results:

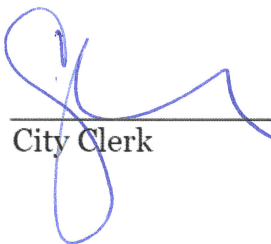
Carried:4-0

Ayes: Hirshey, David, Schultz, Girard

Nays: 0

- 5) Adjournment

Adjournment was called at 7:18 pm

  
City Clerk



  
Mayor

