



City of Bixby Bixby Public Works Authority Meeting Agenda

Monday, July 28, 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 7/14/25.
- 2) Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. for FY26 in the amount of \$22,967.29. (BPWA portion is \$11,483.65)
- 3) Consider and/or approve annual renewal of Live Meeting Manager and CivicClerk package from CivicPlus, Inc. for FY26 in the amount of \$10,682.10. (BPWA portion is \$5,341.05)
- 4) Discuss and/or approve Purchase Orders for FY26 for the Bixby Water Reclamation Facility as follows:
 - **Polydyne for \$54,200** - Purchase Polymer
 - **Hawkins Chemical for \$17,200** - Sodium Hypochlorite, Ferric
 - **American Environmental Landfill for \$72,000** - Sludge Tipping Fees
- 5) Discuss and/or take action on Water Tap Application for Frederick Nelson at 10348 East 161st Street South, Bixby, OK, in Tulsa County, OK.

- 6) Discuss and/or approve the purchase of a spare UV sensor for the disinfection system at the WWTP from Hach; cost is \$25,512.96

Regular Agenda

- 1) Adjournment

Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of July 24, 2025, on or before 5:00 p.m., at City Municipal Building, 111 N. Cabaniss Ave., Bixby, Oklahoma.

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), 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 7/14/25.

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

1. 7/14/25 BPWA Minutes

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

July 28, 2025

Meeting

20250728 Bixby Public Works Authority Agenda

Bixby Public Works Authority Meeting Minutes

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby, OK 74008
July 14, 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 July 10, 2025, on or before 5:00 p.m.

Call to Order

Mayor Girard called the Bixby Public Works Authority Meeting to order at 9:23 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

Staff Present

Joey Wiedel, City Manager
JT Hammons, City Attorney
Phil Frazier, City Attorney
Shannon Duran, City Clerk
Charles Barnes, Finance Director
Bea Aamodt, Public Works Director
Todd Blish, Police Chief
Nick Flanary, Assistant Fire Chief

Consent Agenda

- 1) Minutes for the Bixby Public Works Authority Meeting dated 6/23/25.
- 2) Discuss and/or approve Purchase Orders for FY26 for the Water Department as follows:
 - **Accurate Labs for \$13,000** water – DBP, Lead, Copper, Bac-T Testing
 - **Core and Main for \$75,000** – Plumbing Parts
 - **Core and Main for \$150,000** – Neptune AMR meter purchase
 - **Utility Supply - \$10,000** – Plumbing Parts
 - **Ferguson - \$10,000**-Plumbing Parts
- 3) Approve quote from Unified Contractors, LLC to repair fire hydrants for \$10,570.

- 4) Approve pump repairs for South Main Lift Station by Industrial Motor Service in the amount of \$28,880.00 for the two pumps.

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. Councilor David made a motion to approve, seconded by Councilor Payne. The vote was taken with the following results:

Carried:5-0

Ayes: David, Payne, Hirshey, Schultz, Girard

Nays: 0

Regular Agenda

- 1) Public Works Operations & Maintenance Report from January to June 2025.

Ms. Aamodt, Director of Public Works presented the Operations & Maintenance Report to Council, covering the period from January 1 to June 30, 2025. The report provided an overview of completed and ongoing projects across various service areas, including roads, water and sewer, facilities, and operations.

- 2) Adjournment

Adjournment was called at 9:40 pm

Mayor

City Clerk

Consent Agenda Item Commentary

Item Title

Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. for FY26 in the amount of \$22,967.29. (BPWA portion is \$11,483.65)

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

The City started using CivicPlus to build our website and to host it and we want to renew this support for FY26.

Exhibits

1. Consent Agenda 7-28-2025 CivicPlus Website Support Renewal
2. CivicPlus - Annual Renewal FY26

Key Issue

Renew website hosting and support for FY26.

Council Action

Approve or Deny

Recommendation

Approve

Item No: 2.**Meeting Date**

July 28, 2025

Meeting

20250728 Bixby Public Works Authority Agenda

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. for FY26 in the amount of \$22,967.29. (City portion is \$11,483.64)

INITIATOR: Charles Barnes

STAFF INFO. SOURCE Charles Barnes

BACKGROUND: The City started using CivicPlus to build our website and to host it and we want to renew this support for FY26.

EXHIBITS: Renewal Invoice

KEY ISSUE: Renew website hosting and support for FY26.

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: Consent Agenda

MEETING DATE: 7/28/2025

MEETING: City

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Consider and/or approve annual renewal website hosting and software package from CivicPlus, Inc. for FY26 in the amount of \$22,967.29. (BPWA portion is \$11,483.65)

INITIATOR: Charles Barnes

STAFF INFO. SOURCE Charles Barnes

BACKGROUND: The City started using CivicPlus to build our website and to host it and we want to renew this support for FY26.

EXHIBITS: Renewal Invoice

KEY ISSUE: Renew website hosting and support for FY26.

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: Consent Agenda

MEETING DATE: 7/28/2025

MEETING: BPWA



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#342462

9/27/2025

Bill To

Tonya Hunt
City of Bixby
116 West Needles Ave
PO Box 70
Bixby OK 74008

TOTAL DUE

\$22,967.29

Due Date: 10/27/2025

Terms

Net 30

Customer

City of Bixby, OK

Approving Authority

Qty	Item	Start Date	End Date
3	Standard Department Header Annual Fee: Parks, Fire, Public Works	9/27/2025	9/26/2026
1	CivicMedia Standard Annual Fee - Includes Live Streaming + 10GB Storage - Subsite	9/27/2025	9/26/2026
1	SSL Certificate Annual Fee: https://police.bixbyok.gov	9/27/2025	9/26/2026
1	CivicMedia Standard Annual Fee - Includes Live Streaming + 10GB Storage - Main Site	9/27/2025	9/26/2026
1	AudioEye Managed: (bixbyok.gov)	9/27/2025	9/26/2026
1	AudioEye Managed: (police.bixbyok.gov)	9/27/2025	9/26/2026
1	Subsite Annual Fee for Hosting and Support	9/27/2025	9/26/2026
1	CivicSend Communication Platform Annual Fee	9/27/2025	9/26/2026
1	CivicPlus Website Annual Fee for Hosting and Support.	9/27/2025	9/26/2026
1	36 Month Redesign Ultimate Annual - Municipal Websites Central	9/27/2025	9/26/2026

Total \$22,967.29

Due \$22,967.29

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Consent Agenda Item Commentary

Item Title

Consider and/or approve annual renewal of Live Meeting Manager and CivicClerk package from CivicPlus, Inc. for FY26 in the amount of \$10,682.10. (BPWA portion is \$5,341.05)

Initiator

Charles Barnes

Staff Information Source

Charles Barnes

Background

The City started using CivicPlus to host our meetings and prepare agenda and minutes. We want to renew this support for FY26.

Exhibits

1. Consent Agenda 7-28-2025 CivicPlus CivicClerk Support Renewal
2. CivicClerk - Annual Renewal FY26

Key Issue

Renew meeting hosting and agenda support for FY26.

Council Action

Approve or Deny

Recommendation

Approve

Item No: 3.

Meeting Date

July 28, 2025

Meeting

20250728 Bixby Public Works Authority Agenda

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Consider and/or approve annual renewal of Live Meeting Manager and CivicClerk package from CivicPlus, Inc. for FY26 in the amount of \$10,682.10. (City portion is \$5,341.05)

INITIATOR: Charles Barnes

STAFF INFO. SOURCE Charles Barnes

BACKGROUND: The City started using CivicPlus to host our meetings and prepare agenda and minutes. We want to renew this support for FY26.

EXHIBITS: Renewal Invoice

KEY ISSUE: Renew meeting hosting and agenda support for FY26.

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: Consent Agenda

MEETING DATE: 7/28/2025

MEETING: City

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Consider and/or approve annual renewal of Live Meeting Manager and CivicClerk package from CivicPlus, Inc. for FY26 in the amount of \$10,682.10. (BPWA portion is \$5,341.05)

INITIATOR: Charles Barnes

STAFF INFO. SOURCE Charles Barnes

BACKGROUND: The City started using CivicPlus to host our meetings and prepare agenda and minutes. We want to renew this support for FY26.

EXHIBITS: Renewal Invoice

KEY ISSUE: Renew meeting hosting and agenda support for FY26.

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: Consent Agenda

MEETING DATE: 7/28/2025

MEETING: BPWA



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#341876

9/21/2025

Bill To

Glady Gill
City of Bixby
PO Box 70
Bixby OK 74008

TOTAL DUE

\$10,682.10

Due Date: 10/21/2025

Terms

Net 30

Customer

City of Bixby, OK

Approving Authority

Qty	Item	Start Date	End Date
1	Agenda and Meeting Management Live Meeting Manager Annual Fee - Live Meeting, Electronic Voting, Display Pages	9/21/2025	9/20/2026
1	Agenda and Meeting Management Annual Fee - Agenda and Minutes Management	9/21/2025	9/20/2026

Total \$10,682.10

Due **\$10,682.10**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name

JPMorgan Chase

Account Name

CivicPlus LLC

Account Number

910320636

Routing Number

021000021

CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve Purchase Orders for FY26 for the Bixby Water Reclamation Facility as follows:

- **Polydyne for \$54,200** – Purchase Polymer
- **Hawkins Chemical for \$17,200** – Sodium Hypochlorite, Ferric
- **American Environmental Landfill for \$72,000** – Sludge Tipping Fees

INITIATOR: Bea Aamodt, PW Director

STAFF INFORMATION SOURCE: Jacob Smith, Project Manager

BACKGROUND:

Open Purchase Orders to pay for Chemicals and Sludge Tipping Fees for FY26.

EXHIBITS: Summary Spreadsheet

KEY ISSUE: Approval of PO for recurrent expenses

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 07-28-25
MEETING: BPWA

Consent Agenda Item Commentary

Item Title

Discuss and/or take action on Water Tap Application for Frederick Nelson at 10348 East 161st Street South, Bixby, OK, in Tulsa County, OK.

Initiator

Bea Aamodt

Staff Information Source

Gwen Plante

Background

Mr. Nelson is requesting to move a water tap for residential service at 10348 East 161st Street South, Bixby, OK, in Tulsa County, OK.

Mr. Nelson is responsible for obtaining any off-site easements and Permits for the installation of the private water service line.

Exhibits

1. Nelson Water Tap Application

Key Issue

Water Tap Approval

Council Action

Approve water tap (outside the City limits)

Recommendation

Approval

Item No: _____

Meeting Date

July 28, 2025

Meeting

Bixby Public Works Authority Agenda July 28, 2025

Bixby Public Works Authority

Water Tap Application

\$200.00 Non-refundable fee

(Transaction Code: 116.200 Please reference Name/Address)

Name: Frederick Nelson

Address: 3120 E. 71st Street

City, State and Zip: Tulsa, OK 74136

Telephone No.: 918. 636. 4727

Email Address: rick@tulsa-turf.com

Please note, all items listed below must be completed and submitted with this application prior to review.

Complete		Condition	Staff Approval/Date
Yes	No		
		Provide site sketch showing tap location	
		Provide legal description for tap location and plat of survey, or Tax map with property to be served highlighted. Also provide proof of ownership.	
		Provide analysis for Booster Pump Station design and performance to City Engineer*	
		Provide analysis for line sizing to City Engineer*	
		Obtain any and all off-site easements	
		Note Service Line Size to be used: _____	
		Note Meter Line Size to be used: _____	
		Applicant Certification signed and dated.	

*May not apply. If it does apply, the information will need to be submitted with the application. A plumber will be able to help with this information. If a Booster Pump Station is needed provide the model and specifications.

OFFICE USE ONLY:

Received by: [Signature]

Date: 7/15/2025

☒ Approved ☐ Denied

Comments: [Signature]

[Signature] City Engineer

Does area require City Council Approval?

☒ Yes ☐ No

If so, City Council Agenda Date _____

☐ Approved ☐ Denied

Date: _____

Bixby Public Works Authority

Water Tap Application

(Transaction Code: 116.200 Please reference Name/Address)

Applicant Certification

I, Frederick Nelson (printed name) on the 11 day of July 2025 hereby agree to my responsibility to own, operate, and maintain in good working order all improvements required to provide water service to the location for which I have received approval for a water tap from the Bixby Public Works Authority (BPWA). I recognize that failure to operate and maintain all improvements within good working order as determined by the BPWA will constitute just cause for suspension of water service by the BPWA until such time as improvements are brought into compliance with BPWA requirements.

Frederick Nelson 7-11-25
Signature Date

CITY OF BIXBY
918-366-4430

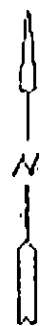
REC#: 02027230 5/30/2025 10:26 AM
OPER: WC TERM: 008
REF#: 1399

TRAN: 116.2000 MISC. - BPWA
10348 E 161ST FREDERICK NELSON
60 -4-4998
MISCELLANEOUS REVEN 200.00CR

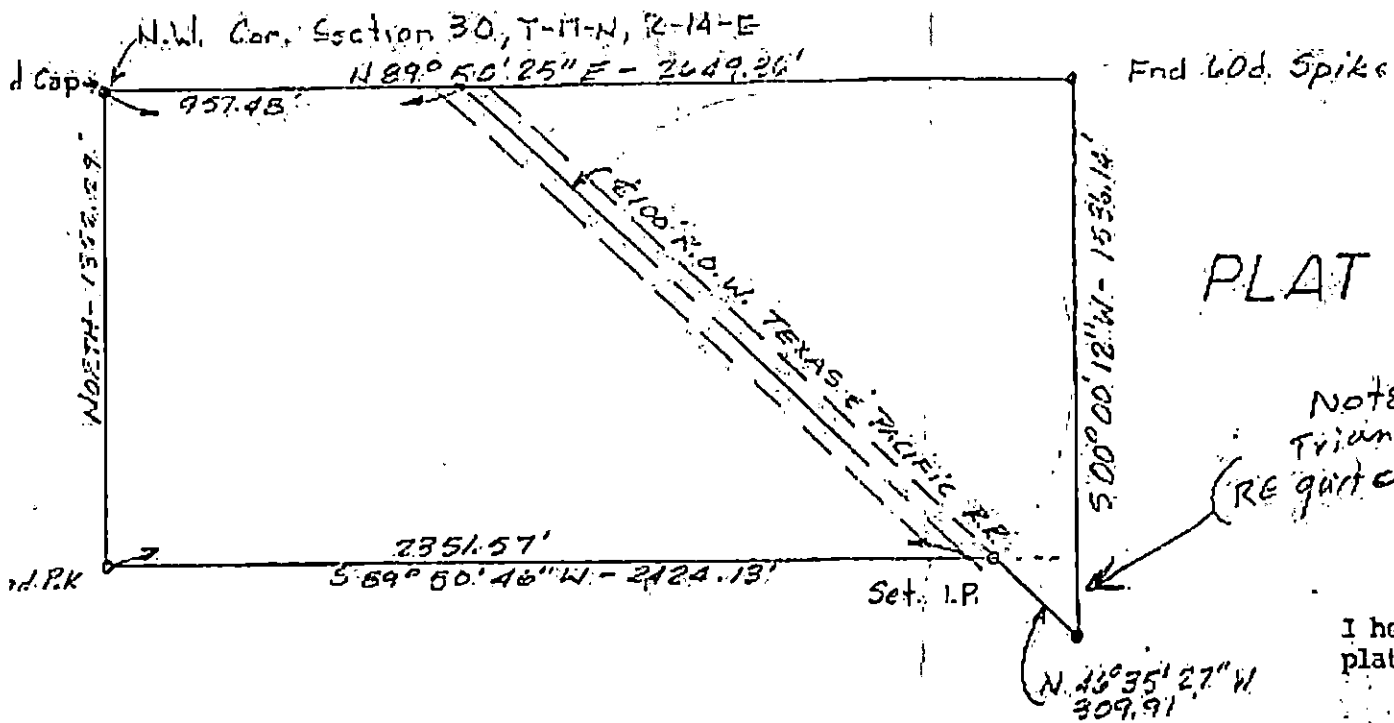
TENDERED: 200.00 CHECK
APPLIED: 200.00-

CHANGE: 0.00

*****PAY YOUR BILL ONLINE*****
WWW.BIXBYOK.GOV
PAY BY PHONE 877-271-0363



PLAT OF SURVEY



NOTE:
Triangle SE corner
(RE part claim) East 40 acres

Certificate

I hereby certify that the above plat shows the premises described,

and that there are no encroachments thereon except as indicated, that the above plat shows all recorded plat easements and other such easements as have been disclosed and furnished by the owner.

WITNESS my hand and seal this 14th day of June, 1984.

Jack L. Spradling
Jack L. Spradling, L.S. #481

A TRACT OF LAND IN TULSA COUNTY, OKLAHOMA BEING FURTHER DESCRIBED AS FOLLOWS:

Beginning at the N.W. Corner of Section 30, T-17-N, R-14-E; thence N 89° 50' 25" E a distance of 2649.36 feet, thence S 00° 00' 12" W a distance of 1536.14 feet, thence N 46° 35' 27" W a distance of 309.91, thence S 69° 50' 46" W a distance of 2424.13 feet, thence North a distance of 1322.29 feet to the point of beginning, containing 80.98 Acres more or less.

SCALE: 1" = 500'	OWNER: BUTLER PROPERTY	LOT	BLOCK
JOB NO: 84057	PROJECT: Butler Property	DATE:	



att Gwen plants

7-11-25

Gwen,

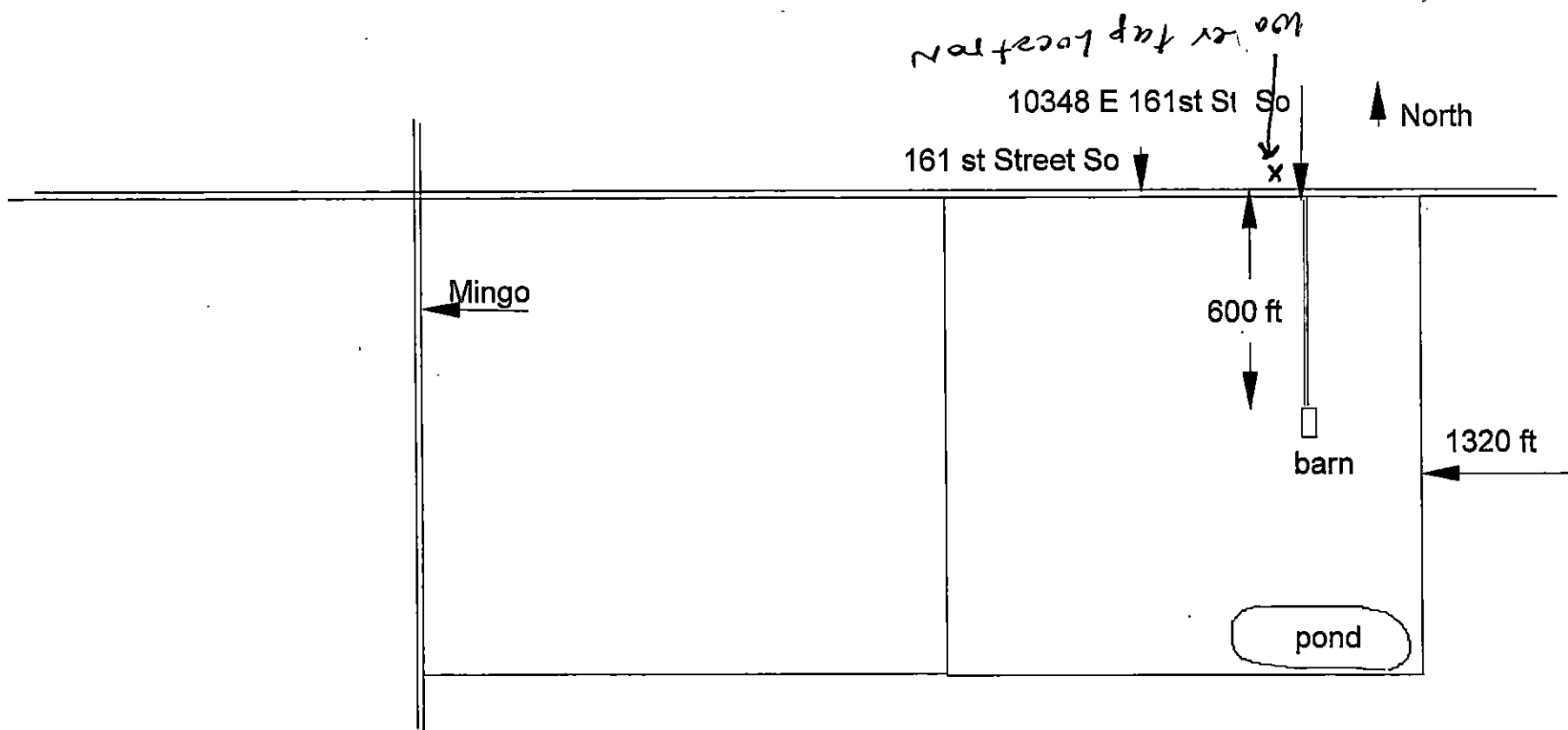
Thanks for the follow up on the water tag information. I hope these documents are what you requested. Also, I have had water service for 40+ years on the west half of the 80 acre parcel. Bixby School bought 40 acres last summer for an elementary school. I have built a new barn on my remaining 40 acres. (East 40) so I'm basically moving my meter about 1200 feet East. Thank you.

Frederick (Rick) Nelson
918 636 4727

RECEIVED

JUL 12 2025

CITY OF BIXBY



CONSENT AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss and/or approve purchase of spare UV sensor for the disinfection system at the WWTP from Hach; cost is \$25,512.96

INITIATOR: Bea Aamodt, PW Director

STAFF INFORMATION SOURCE: Heath Wright, Utility Operations Manager

BACKGROUND:

In order to maintain uninterrupted operation of the Ultraviolet (UV) disinfection system at the Wastewater Treatment Plant, it is critical to have a spare UV sensor on hand. The sensor is an integral component used to monitor and verify that treated effluent meets regulatory disinfection levels prior to discharge. Without a backup sensor, any failure or malfunction of the primary unit could result in noncompliance with discharge permit requirements and potential environmental risks. Maintaining a spare ensures operational reliability and regulatory compliance.

EXHIBITS: None

KEY ISSUE: WWTP On-going maintenance

COUNCIL ACTION: Approve or deny

RECOMMENDATION: Approve

ITEM NO: _____

MEETING DATE: 07-28-25

MEETING: BPWA