

City Council Work Session Meeting Minutes

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby, OK 74008
November 10, 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 November 6, 2025, on or before 5:00 p.m.

Call to Order

Mayor Girard called the meeting to order at 5:03 pm.

Roll Call

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

Members Present

Mayor Brad Girard
Vice Mayor Bobby Schultz
Councilor Hirshey
Councilor Daivd

Members Not Present

Councilor Payne

Staff Present

Joey Wiedel, City Manager
JT Hammons, City Attorney
Shannon Duran, City Clerk
Charles Barnes, Finance Director
Todd Blish, Police Chief
Joe Sherrell, Fire Chief
Bryan Toney, Public Information Officer

Agenda

- 1) Presentation and discussion of Gateway Monuments and Entry Street Signage by Planning and Design Group (PDG).

Mayor Girard said that item 1 on the Work Session Agenda is up for discussion and consideration.

Presented By: Joey Wiedel, City Manager

Others who spoke: Jeff with PDG; and Charles Barnes, Finance Director

The City Manager provided a brief overview of the project and introduced Jeff from PDG. Discussion and presentation was held regarding the project timeline and available funding for the

project. Staff noted that funding is in place and the purpose of the presentation was to update the current Council on proposed locations and design concepts, and to confirm that Council is still supportive of the existing direction.

A handout was provided to council outlining recommended locations and example sign designs (A copy of the handout provided is attached for reference). A brief history of the project and an overview of prior Council discussions were presented.

Council discussed potential locations for the gateway monuments and the prioritization of signage installation based on the current budget. Suggested priority locations included: Memorial Road (southbound), 151st Street (eastbound), Highway 64 (westbound), and Signage related to the Performing Arts Center.

There was additional discussion regarding the "silo-style" monument design and the identification of the three primary entry points most in need of new signage.

Council requested that staff return with updated cost estimates and an assessment of available funding before moving forward with additional signage.

- 2) Presentation and discussion on the potential increase of spending limits for the City Manager and possible designated staff.

Mayor Girard skips item 2 to call item 3 then returns to this item.

Mayor Girard said Item 2 on the Work Session Agenda is up for discussion and consideration.
Item presented by: Shannon Duran

A copy of the ordinance and the City Charter were distributed to the Council and are attached to the minutes for review.

City Clerk Shannon Duran provided an overview of the request to increase the City Manager's spending limit to better align with today's economy, reflect current costs, and improve operational efficiency. Discussion ensued regarding the current spending limit, which is \$10,000. For comparison, cities similar in size to Bixby have limits around \$50,000.

The City Clerk requested that the Council consider increasing the City Manager's spending limit to \$50,000, along with a corresponding increase for department heads. Routine purchases would continue to follow standard procedures. Any expenditures above the City Manager's spending limit, and any items requiring alignment with the Oklahoma Bid Act, will be brought back to Council for review and approval.

Council agreed to the \$50,000 spending limit, and the City Clerk stated she would work with the City Attorney to update the ordinance and bring the item back for further consideration.

- 3) Presentation and discussion on possible tax incentives for Senor Pancho Restaruant located in downtown Bixby, Oklahoma.

Discussion was held regarding the proposed restaurant's location, hours of operation, and anticipated costs to both the landlord and the restaurant owner. The restaurant is requesting \$150,000 in sales tax incentives or seven years of rebates, whichever occurs first.

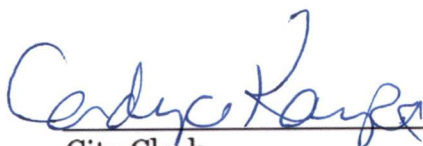
Questions were raised about construction costs for both the property owner and the business. An overview of the planned construction was provided, along with an explanation of how the requested \$150,000 incentive would be utilized.

City Manager Joey Weidel suggested conducting a walkthrough with the owner to help develop a more detailed plan and recommended bringing the item back at a later date.

Mayor Girard returned to Item 2 on the agenda.

4) Adjournment

Mayor Girard adjourned the meeting at 5:55 pm.



Candy Kasper
City Clerk



Mayor

Council Presentation Summary

Agenda Item: City Manager Spending Authority Update

Date: 11/11/25

Purpose

To modernize the City Manager's purchasing limit to reflect current costs and improve operational efficiency while maintaining transparency and fiscal oversight.

Background

- The current City Manager spending authority of **\$10,000** was established by ordinance no.2121 in **2013**.
- Since then, the cost of materials, equipment, and services has increased significantly.
- This outdated threshold often causes delays for essential or emergency purchases that must wait for council approval.
- These smaller purchase items also add to already full council agendas, reducing time for higher-level policy discussions.

Proposed Update

- Increase spending authority from \$10,000 to \$50,000 and update any other sections that may need to be updated.
- Routine purchases will continue to follow city purchasing policies, bid requirements and budgeted fund limits.
- All expenditures remain subject to audit and internal controls to ensure accountability.
- Direct the City Attorney to review the current ordinance. Prepare the updated ordinance reflecting these changes, and ensure compliance with the Oklahoma Public Construction and Competitive Bidding Act (Title 61) and other applicable laws.

Legal and Charter Considerations

What the Bixby Charter allows

Section **4.7(a)** of the City Charter states:

"Every such contract or purchase exceeding an amount to be established by the council and in accordance with state statutes, shall require the prior approval of the council."

This language gives the City Council authority to set, by ordinance or resolution, the maximum amount the City Manager may approve without prior council approval, provided it complies with state law.

State Law Compliance

- Under Oklahoma Title 61 – Public Construction and Competitive Bidding Act, for a public construction contract the "not to exceed" threshold for negotiation (in lieu of

sealed competitive bidding) is One Hundred Thousand Dollars (\$100,000.00) for a public construction contract, or Fifty Thousand Dollars (\$50,000.00) for a construction-management trade contract or subcontract. Therefore, establishing a \$50,000 spending limit for the City Manager is consistent with state law and does not require a charter amendment, as the charter leaves the limit to be “established by the council.”

Continuing Charter Requirements

Even with a higher limit, all existing Charter provisions remain in effect:

- **Competitive bidding** procedures (Sections 4.7(b)–(e)) must still be followed.
- **Splitting purchases** to avoid the \$50,000 limit remains prohibited (Section 4.7(m)).
- **All change orders** to council-approved contracts must still receive council approval (Section 4.7(f)).

Benefits

- Faster response to operational and emergency needs.
- Reduces minor items on council agendas, allowing focus on strategic issues.
- Aligns purchasing authority with modern costs and state thresholds.
- Maintains transparency through continued adherence to bidding, audit, and reporting requirements.

Reference

The existing spending limit was established by **Ordinance No. 2121** adopted in **2011** and **Charter Section 4.7**. A copy of the ordinance and Charter Section available upon request for review



SILO AND 151st MONUMENTS

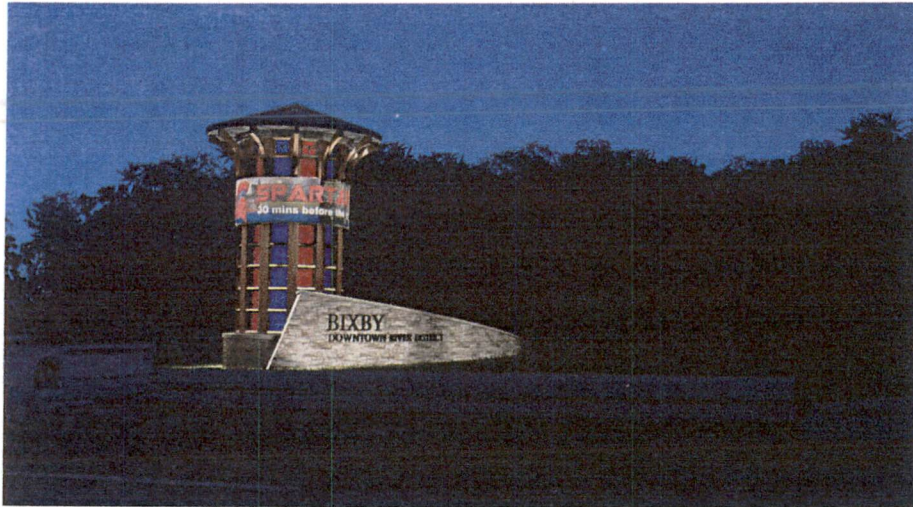
CITY IMPROVEMENT PROJECTS



PDG
PLANNING DESIGN GROUP

City of Bixby, Oklahoma

July 15th, 2024



1. South Memorial Silo Monument



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2. 151st and Memorial Monument



2. 151st and Memorial Monument

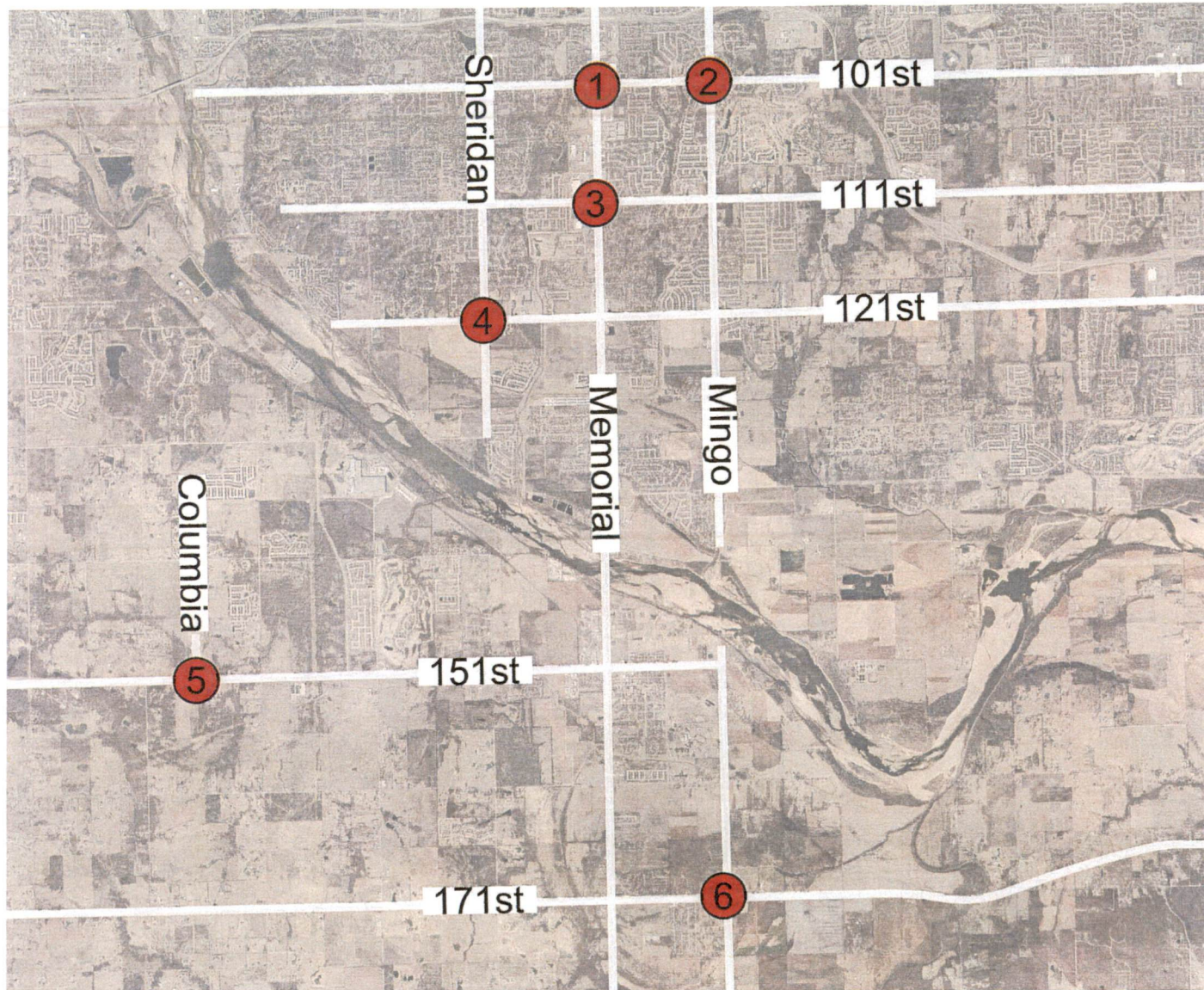


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GATEWAY MONUMENTS



PDG
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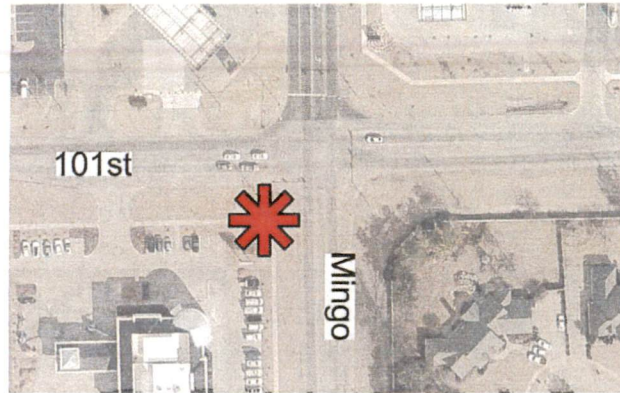
CITY IMPROVEMENT PROJECTS

City of Bixby, Oklahoma

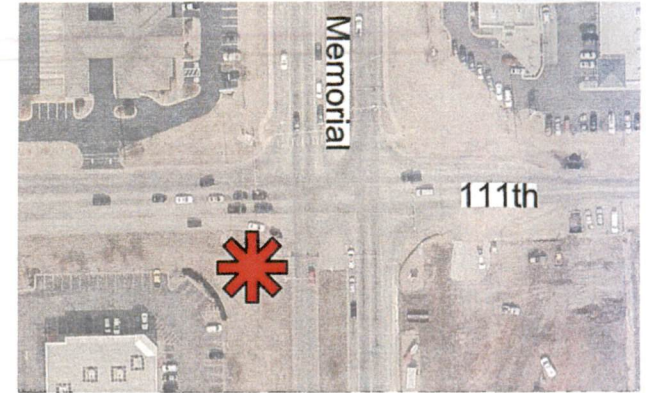
July 15th, 2024



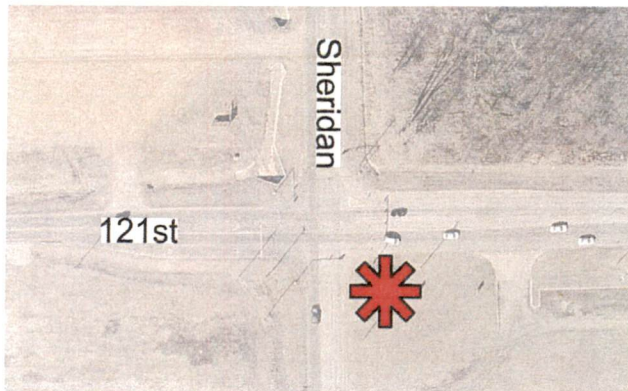
① 101st & Memorial (Southeast corner)



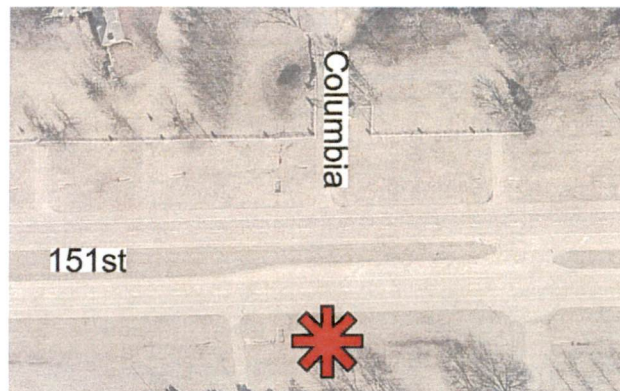
② 101st & Mingo (Southwest corner)



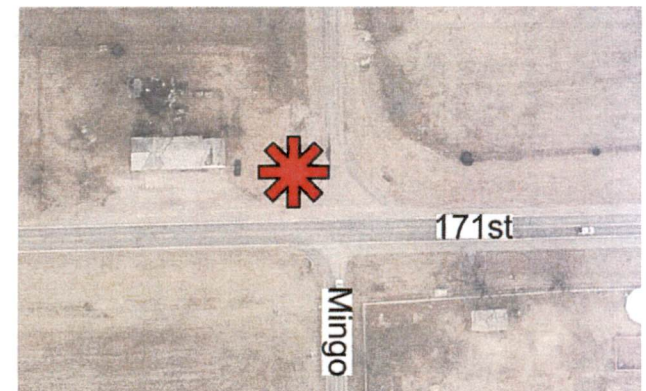
③ 111th & Memorial (Southeast corner)



④ 121st & Sheridan (Southeast corner)



⑤ 151st & Columbia (South side)



⑥ 171st & Mingo (Northwest corner)



GATEWAY MONUMENTS



PDG
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