



# City of Bixby Bixby Public Works Authority Meeting Agenda

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Monday, January 12, 2026

Immediately Following the  
City Council Meeting

Bixby Municipal Building  
111 N. Cabaniss Ave., Bixby,  
OK 74008

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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

- 1) Minutes for the Special Bixby Public Works Authority Meeting dated 12/16/25.

## Regular Agenda

- 1) Discuss and/or take action on Water Tap Application for Pete and Susan Matlock located at 16365 South 145th East Ave, Bixby, OK, in Tulsa County Parcel No. 97427742733080.
- 2) Adjournment.

## Notice of Posting

This Notice and Agenda was posted on the bulletin board this day of January 8, 2026, 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 Special Bixby Public Works Authority Meeting dated 12/16/25.

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

1. 12.16.25 meeting Minutes

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

January 12, 2026

**Meeting**

20260112 Bixby Public Works Authority Agenda

# Special Public Works Authority Meeting Minutes

City Municipal Building  
111 N. Cabaniss Avenue, Bixby, Oklahoma, 74008  
December 16, 2025 at 6:00 AM

Notice and agenda for the special meeting of the City Council of the city of Bixby was posted on the bulletin board at City Municipal Building, 111 N. Cabaniss Avenue, Bixby, Oklahoma, 74008 on December 10, 2025, on or before 6:00 p.m.

## Call to Order

Mayor Girard called the meeting to order at 7:41 pm.

## Roll Call

Candy Karpe, Assistant 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

Candy Karpe, Assistant City Clerk

JT Hammons, City Attorney

Charles Barnes, Finance Director

Dylan Warner, 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 11/10/25.
- 2) Consider and/or approve an Interlocal Agreement between the City of Bixby and the Board of County Commissioners of the County of Tulsa, Oklahoma, for the mill and overlay of the 101st St S. and S. Mingo Rd. intersection, in an amount not to exceed \$40,000.00.
- 3) Consider and/or approve the award of the bid for street striping to Direct Traffic Control, the lowest and best bidder, in the amount of \$79,788.32.

- 4) Discuss and/or take action on Water Tap Application for John Patrick McKinney at 16510 E 167th Street South, Bixby, OK, in Tulsa County Parcel No. 97426-7426-39710.

Mayor Girard said Items 1–4 on the Consent Agenda are up for discussion and consideration.

Mayor Girard asked for a motion to approve item 1-4. Councilor Payne made a motion to approve, seconded by Vice Mayor Schultz.

The vote was taken with the following results:

Carried:5-0

Ayes: Payne, Schultz, David, Hirshey, Girard

Nays: 0

## **Regular Agenda**

- 1) Discussion, consideration and possible vote for approval of a water tap for Reserve on 64, located in Tulsa County.

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

Item presented by: Joey Weidel, City Manager

Others Who Spoke: Preston Bartley, Civil Engineer

Discussion ensued about issuing water taps to developers outside the city limits. At the current time, there is a developer that needs two water taps. The City Manager recommends that we allow two taps into our current water system. There will be no demand until there is an actual structure built.

Mayor Girard asked for a motion to approve item 1. Mayor Girard made a motion to approve the two taps pending further discussion, research and development between the city manager and the developer and bring back to council any final product to be approved, seconded by Councilor David.

The vote was taken with the following results:

Carried:5-0

Ayes: Girard, David, Payne, Hirshey, Schultz

Nays: 0

- 2) Adjournment  
Adjournment was called at 7:51 pm

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Mayor

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City Clerk



# Regular Agenda Item Commentary

## Item Title

Discuss and/or take action on Water Tap Application for Pete & Susan Matlock, 16365 S 145th East Ave Bixby, OK in Tulsa County, Parcel No. 97427742733080.

## Initiator

Gwen Plante

## Staff Information Source

Dylan Warner

## Background

Mr. & Mrs. Matlock are requesting a residential water tap for the property located at 16365 S 145th East Ave Bixby, OK in Tulsa County, Parcel No. 97427742733080.

This property is located inside the 2019 Moratorium Area (this area is outside of our City Limits) and residents in this area requesting a water tap must bear the cost of bringing the system up to the specified standards. The Matlock's are approximately +/- 1,350 LF from the existing 2-inch "water line" (gray electric conduit); Per the 2019 Moratorium the line must be upgraded to an 8-inch line. There are currently approximately 14+ water taps along this existing 2-inch line. The concerns from staff are that the domestic and fire flows are not being met due to the existing line not meeting specifications. The Matlock's as a part of the upgrade (per the 2019 Moratorium) are responsible for covering the full cost of installing the private water service line as well as obtaining any required off-site easements and permits.

## Exhibits

1. Matlock Water Tap Application

## Key Issue

Water Tap Denial

## Council Action

Deny water tap unless upgrades are completed per the 2019 Moratorium (outside the City limits)

## Recommendation

Deny

## Meeting Date

January 12, 2026

## Meeting

Bixby Public Works Authority Agenda January 12, 2026.

# Bixby Public Works Authority

## Water Tap Application

\$200.00 Non-refundable fee

(Transaction Code: 116.200 Please reference Name/Address)

Name: Susan & Pete Matlock

Address: 16365 - S. 145<sup>th</sup> E. Ave

City, State and Zip: Bixby, OK 74008

Telephone No.: [REDACTED]

Email Address: [REDACTED]

*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 of-site easements	
✓		Note Service Line Size to be used: <u>3/4"</u>	
✓		Note Meter Line Size to be used: <u>3/4"</u>	
		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: R. Pierce Date: 9-10-2025

City Council Agenda Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

13-  
4-16 *Modulars*  
on 2" waterline

*Copy given 1 of from  
Water Dept)*

# Bixby Public Works Authority

## Water Tap Application

(Transaction Code: 116.200 Please reference Name/Address)

### Applicant Certification

I, Susan Matlock (printed name) on the 10 day of Sept 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.

Susan Matlock 9/10/25  
Signature Date

CITY OF BIXBY  
918-366-4430

REC#: 02054039 9/10/2025 10:28 AM  
OPER: RP2 TERM: 996  
REF#: 7007

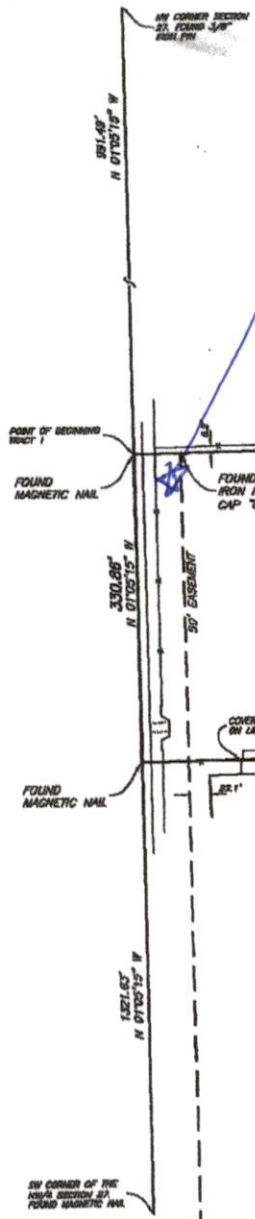
TRAN: 116.2000 MISC. - BPWA  
SUSAN/PETE MATLOCK  
16365 S 145TH E AVE/WATER TAP  
60 -4-4998  
MISCELLANEOUS REVEN 200.00CR

TENDERED: 200.00 CHECK  
APPLIED: 200.00-

CHANGE: 0.00

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

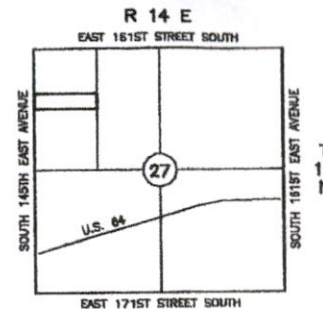
MAP-17-KAM14374/02/11/25/2023-Trans. If you have any questions regarding your order, please contact customer care at 1-800-672-4399



Approx. Top Location  
10' from fence

LEGEND

- FENCE
- M/P METERING POINT
- CB CHORD BEARING
- B/E BURIED ELECTRIC & TELEPHONE CABLE EASEMENT (APPROXIMATE LOCATION)
- U/E UTILITY EASEMENT
- D/E DRAINAGE EASEMENT
- C CONCRETE
- ASPHALT



LOCATION MAP  
SCALE: 1"=2000'

TRACT 1  
437,438 SQ. FT.  
10.04 ACRES

GENERAL NOTES

INVOICE NO.: STX 24-114374  
 CLIENT: GARRETT McLENDON  
 THE BEARINGS SHOWN HEREON ARE BASED ON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM NAD 83 (2011) AND THE WEST LINE OF THE NW/4 OF SECTION 27, T-17-N, R-14, BEING NORTH 01°05'15" WEST.  
 THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF A TITLE COMMITMENT. THIS SURVEYOR HAS NOT ABSTRACTED THE SUBJECT TRACT. THERE MAY BE UNDERLYING ISSUES OF TITLE THAT ARE NOT SHOWN.  
 THE PROPERTY DESCRIBED HEREON CONTAINS 10.04 ACRES GROSS.  
 FIELD WORK COMPLETED DECEMBER 4, 2023.

DESCRIPTION

Tract 1:  
 A tract of land being a part of the South Half of the South Half of the Northwest Quarter of the Northwest Quarter (S/2 S/2 NW/4 NW/4) and a part of the Southwest Quarter of the Northwest Quarter (SW/4 NW/4), Section 27, Township 17 North, Range 14 East, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, said tract being described as follows: Beginning at the Northwest corner of the S/2 of the NW/4 of the NW/4; Thence North 88°38'57" East for 1322.51 feet to the Northeast corner of the S/2 of the NW/4 of the NW/4; Thence South 01°11'51" East along the East line of the S/2 of the NW/4 of the NW/4 and the East line of the SW/4 of the NW/4 for 331.14 feet; Thence South 88°42'21" West for 799.38 feet; Thence South 88°35'35" West for 533.77 feet to a point on the West line of the NW/4 of the NW/4; Thence North 01°05'15" West along the West line of the SW/4 of the NW/4 and the West line of the S/2 of the NW/4 of the NW/4 for 330.88 feet to the Point of Beginning.

The above description was created on December 27, 2023, by John L. Libby Jr., OK PLS #1806, with the basis of bearing being the Oklahoma State Plane Coordinate System NAD 83 North Zone (2011) and the West line of the NW/4 of Section 27, T-17-N, R-14-E, being North 01°05'15" West.

BOUNDARY SURVEY

SURVEYOR'S STATEMENT

I, JOHN L. LIBBY, JR., CERTIFY THAT THIS PROJECT WAS COMPLETED UNDER MY DIRECT AND RESPONSIBLE CHARGE FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION AND THIS PLAN OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF LICENSES FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

WHITE SURVEYING COMPANY  
 CERTIFICATE OF  
 AUTHORIZATION NO. CA1098



BY: *John L. Libby Jr.* DATE: 6/25/2024  
 REGISTERED PROFESSIONAL LAND SURVEYOR OKLAHOMA NO. 1806

WHITE SURVEYING COMPANY  
 providing land surveying services since 1940

9936 E. 56th Place • Tulsa, OK 74146 • 918.663.6924 • 918.664.8366 fax

BEFORE YOU DIG,  
 CALL OKE FOR  
 LOCATION OF  
 UNDERGROUND UTILITIES.  
 DIAL 811



*Proof  
of ownership*

After Recording return to:  
Apex Title & Closing Services, LLC  
3510 South 79th East Avenue  
Tulsa, OK 74145

Mail Tax Statement:

## JOINT TENANCY WARRANTY DEED

Documentary Stamps: \$367.50

File No.: 24191851

That **Garrett McClendon and Krysty McClendon, husband and wife**, party(ies) of the first part, in consideration of the sum of TEN & NO/100 Dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, do(es) hereby, grant, bargain, sell and convey the SURFACE INTEREST ONLY unto **Pete J Matlock and Susan J Matlock, husband and wife**, as joint tenants and not as tenants in common, with the right of survivorship, the whole estate to vest in the survivor, party(ies) of the second part, the following described real property and premises situated in Tulsa County, State of Oklahoma, to wit:

**Tract 1:**

A tract of land being a part of the South Half of the South Half of the Northwest Quarter of the Northwest Quarter (S/2 S/2 NW/4 NW/4) and a part of the Southwest Quarter of the Northwest Quarter (SW/4 NW/4), Section Twenty-seven (27), Township Seventeen (17) North, Range Fourteen (14) East, Tulsa County, State of Oklahoma, according to the U. S. Government Survey thereof, said tract being described as follows:

BEGINNING at the Northwest corner of the S/2 of the S/2 of the NW/4 of the NW/4; Thence North 88°38'57" East for 1322.51 feet to the Northeast corner of the S/2 of the S/2 of the NW/4 of the NW/4; Thence South 01°11'51" East along the East line of the S/2 of the S/2 of the NW/4 of the NW/4 and the East line of the SW/4 of the NW/4 for 331.14 feet; Thence South 88°42'21" West for 799.38 feet; Thence South 88°35'35" West for 523.77 feet to a point on the West line of the SW/4 of the NW/4; Thence North 01°05'15" West along the West line of the SW/4 of the NW/4 and the West line of the S/2 of the S/2 of the NW/4 of the NW/4 for 330.86 feet to the POINT OF BEGINNING.

Together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, as such joint tenants, and to the heirs, successors and assigns of the survivor, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature. EXCEPT covenants, conditions, easements, restrictions and mineral conveyances of record.

Signed and delivered this 31<sup>st</sup> day of December, 2024.

[Signature]  
Garrett McClendon

[Signature]  
Krysty McClendon

ACKNOWLEDGMENT – Oklahoma Form

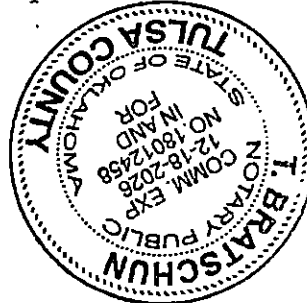
STATE OF Oklahoma }

} ss.

COUNTY OF Tulsa }

Before me, the undersigned, a Notary Public, in and for said County and State, on this 31 day of December, 2024 personally appeared Garrett McClendon and Krysty McClendon, husband and wife, known to me to be the person/persons who executed the within and foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein set forth.

[Signature]  
NOTARY PUBLIC



My Commission Expires:  
Company: Apex Title & Closing Services, LLC

Tax ID #: 2756790

File/Insured by: Apex Title & Closing Services, LLC/ Apex Underwriters, Inc.