

City Council Work Session Meeting Minutes

Bixby Municipal Building
111 N. Cabaniss Ave., Bixby, OK 74008
July 9, 2026 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 July 6, 2026, on or before 8:30 p.m.

Call to Order

Acting Mayor Schultz called the City Council Work Session to order at 5:00 pm.

Roll Call

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

Members Present:

Acting Mayor Schultz
Councilor Hirshey
Councilor David
Councilor Payne

Staff Present:

Todd Bliss, Interim City Manager and Police Chief
JT Hammons, City Attorney
Shannon Duran, City Clerk
Charles Barnes, Finance Director
Dylan Warner, Public Works Director
Nathan Radach, Assistant Public Works Director
Joe Sherrell, Fire Chief
Bryan Toney, Public Information Officer

Agenda

- 1) Public Works update to Council regarding future staffing and notification of all Public Works staff attendance at a professional conference, August 24–28.

Acting Mayor Schultz said Item 1 on the Agenda is up for discussion.

Item presented by: Dylan Warner, Public Works Director

Others who spoke:

Public Works Director Dylan Warner informed the City Council that several staff members would be attending a professional conference during the week of August 24–28. Discussion followed regarding the staff members attending the conference and the training and educational sessions that would be offered.

- 2) Presentation and discussion of Tulsa County Rezoning (AG to RM-o) and Planned Unit Development (PUD-879) location 3939 E. 161st Street South, Bixby, Oklahoma.

Acting Mayor Schultz said Item 2 on the Agenda is up for discussion.

Item presented by: Gladys Gill, Assistant Planner

Others who spoke: Darren Gantz, Tulsa County, Dylan Warner, Public Works Director.

A handout was given and attached to these minutes.

Acting Mayor Schultz announced that Item 2 on the agenda was open for discussion.

Presented by: Gladys Gill, Assistant Planner

Also speaking: Darren Gantz, Chief Deputy Commissioner for Tulsa County Commissioner; Dylan Warner, Public Works Director.

A handout was distributed and is attached to these minutes.

Ms. Gill presented the proposed project, which is located in unincorporated Tulsa County near the Bixby city limits. The project had previously been presented to and approved by the Tulsa County Planning Commission. The item was presented to the City Council to provide information and allow Council the opportunity to offer input regarding the proposed development.

Discussion included the project's location within the county, the proposed use of rural water service rather than City of Bixby water service, and the County Commissioners' desire to make the City aware of the proposed development due to its proximity to the City of Bixby limits. Additional discussion addressed the possibility of annexing the property into the City of Bixby so that the proposed development would be subject to the City's development review process.

- 3) Presentation and discussion of a proposed 20-unit residential development near Sheridan Road and 151st Street.

Acting Mayor Schultz announced that Item 3 on the agenda was open for discussion.

Presented by: Gladys Gill, Assistant Planner

Also speaking: Tim Walterbach, Developer; Mario Jefferson, Property Owner.

A handout was distributed and is attached to these minutes for reference.

Ms. Gill presented the proposed development. Discussion included the current zoning requirements and the need for a potential amendment to the Comprehensive Plan in order for the project to move forward. The proposed development would be intended for residents age 55 and older and would consist of duplex units.

Additional discussion addressed whether the development should be gated and considerations regarding access to and from Sheridan Road.

- 4) Presentation and discussion on a proposed personnel services ordinance.

Acting Mayor Schultz said Item 4 on the Agenda is up for discussion.

Item presented by: JT Hammons, City Attorney

Others who spoke: Dylan Warner, Public Works Director; Shannon Duran, City Clerk; Todd Blish, Interim City Manager and Police Chief

Mr. Hammons presented a proposed personnel ordinance intended to provide greater

transparency regarding City positions, compensation, job descriptions, staffing levels, and personnel budgeting. Discussion included the purpose of the proposed ordinance and the need for defined roles, salary ranges, classification standards, and a process for reviewing staffing levels and compensation.

Mr. Hammons explained that the proposed ordinance would establish a framework requiring an annual personnel resolution identifying authorized positions, staffing levels, and compensation ranges for Council approval. Mr. Hammons noted that the draft ordinance was intended as a starting point for discussion and could be revised based on Council's direction.

Council discussed the importance of having transparency regarding employee positions and salaries, ensuring compensation is competitive with comparable municipalities, and establishing processes to assist Human Resources with personnel management. Discussion included the benefits of utilizing an outside consultant to conduct a compensation and classification study, review job duties, evaluate organizational structure, and provide recommendations regarding salary ranges and classifications.

City staff provided information regarding previous compensation review efforts and the challenges of completing a comprehensive analysis internally. Discussion also included the need to review job descriptions, classification standards, and the Employee Handbook to ensure consistency with updated personnel processes.

Mr. Hammons stated that the proposed ordinance would be brought back for further review and possible modifications. Council expressed support for moving forward with a classification and compensation study and organizational work analysis to be conducted by an outside firm to assist Human Resources. Staff was directed to bring back additional information regarding consultant options and next steps.

5) Adjournment

Adjournment was called at 5:50 pm.

Mayor

City Clerk

