



City Hall, Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

**MINUTES OF THE
SPECIAL MEETING
OF THE
BARTLESVILLE CITY COUNCIL**

**Tuesday, February 20, 2018
6 p.m.**

**Mayor Dale Copeland
918-338-4282**

MINUTES

(Notice of Meeting and the Agenda was posted at 5:00 p.m. February 14, 2018.)

City Council Members Present: Mayor Dale Copeland (arrived at 6:11 p.m.), Vice Mayor John J. Kane, Jim Curd, Jr., Alan Gentges and Trevor Dorsey.

City staff present: Mike Bailey, Acting City Manager, Administrative Director/CFO; Jerry Maddux, City Attorney, Shellie McGill, Director of Human Resources and Library; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Engineering Director; Kelli Williams, Chief Communications Officer; Officer Nathan Mellon, President of the FOP; and Elaine Baner, Executive Assistant.

- 1. Vice Mayor Kane called the business meeting of the Bartlesville City Council to order at 6 p.m.**
- 2. Roll call was conducted a quorum established.**
- 3. The Invocation was provided by Associate Pastor Sean Conrad, Grace Community Center.**
- 4. Citizens to be heard.**

There were no citizens to be heard.
- 5. City Council Announcements and Proclamations.**

There were no announcements or proclamations.
- 6. Authorities, Boards, Commissions and Committee Openings**
 - a. One opening on the Bartlesville Redevelopment Trust Authority
 - b. Two openings on the City Planning Commission
 - c. Two openings on the Street and Traffic Committee

Vice Mayor Kane read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at www.cityofbartlesville.org or at City Hall in the City Manager's Office.

- 7. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of February 5, 2018.
 - b. Approval of Appointments, Reappointments and Ratifications to Authorities, Boards, Commissions and Committees**

- i. Appointment of Councilman Trevor Dorsey as the City Council liaison to the Bartlesville Area Museum Trust Authority and the Bartlesville Street and Traffic Committee.
- ii. Appointment of Councilman Alan Gentges as the City Council liaison to the Bartlesville Water Resources Board.
- iii. Appointment of Mr. Brien C. Schexnayder to a three year term on the Ambulance Commission at the recommendation of Mayor Copeland.
- iv. Reappointment of Mr. Mike Remington, Mr. Phil Bates, Mr. Kevin Potter and Ms. Lois Bass to additional three year terms on the Ambulance Commission at the recommendation of Mayor Copeland.

c. Approval of Agreements and Contracts

- i. Approve a contract between the Bartlesville Public Library and Keleher Outdoor Advertising for billboards advertising the Summer Reading Program.
- ii. Approve an Antenna and Equipment Space Lease (No. 697DCM-18-L00052) between the United States of America Department of Transportation Federal Aviation Administration and the City of Bartlesville, for antenna and equipment located at the Bartlesville Municipal Airport.

d. Receipt of Financials

- i. Interim financial statement for six months ended December 31, 2017.

Vice Mayor Kane read the consent docket in its entirety.

Mr. Curd moved to approve the consent docket as presented, seconded by Mr. Gentges.

Aye: Mr. Dorsey, Mr. Gentges, Mr. Curd, Vice Mayor Kane
Nay: None
Motion: Passed

8. Discuss and take action to award Bid No. 2017-2018-015 for Library Materials and Processing Supplies. Presented by Vice Mayor Kane.

Mr. Curd moved to award the bid to Baker & Taylor, Ingram, and Midwest Tape per the attached worksheet, seconded by Mr. Dorsey.

Aye: Mr. Gentges, Mr. Curd, Mr. Dorsey, Vice Mayor Kane,
Nay: None
Motion: Passed

9. Discuss and take action to award Bid. 2017-2018-016 for Two (2) New Production Model 1-ton 4x2 Cab & Chassis & One (1) New Production Model 1-ton 4x2 Cab & Chassis with Service Utility Bed for the Water Utilities Department. Presented by Mr. Gentges.

Mr. Gentges moved to award the bid to Bill Knight Ford, including the trade in option and 4x4 for one truck, in the amount of \$89,345, seconded by Mr. Curd.

Aye: Mr. Gentges, Mr. Curd, Mr. Dorsey, Vice Mayor Kane
Nay: None
Motion: Passed

10. Discuss and take action to approve the Agreement between the City of Bartlesville and the Fraternal Order of Police Lodge 117 for Fiscal Year 2017-2018. Presented by Jerry Maddux, City Attorney.

Mr. Maddux provided the information regarding the agreement, adding that in regards to the special vacation granted, FOP members can extend the deadline to use such vacation to September 30, 2018.

A brief discussion was held regarding the bonus provided to general employees in November in the amount of \$500 and that with approval of the Agreement will now apply to the members of the FOP. An additional "up-to" \$1500 is projected for April for general employees and members of the FOP, the amount dependent upon the results of the sales tax report as of February 2018.

Mayor Copeland arrived at this time at 6:11 p.m.

Vice Mayor Kane moved to approve the Agreement as presented, seconded by Mr. Dorsey.

Aye: Mr. Curd, Vice Mayor Kane, Mr. Dorsey, Mr. Gentges, Mayor Copeland
Nay: None
Motion: Passed

11. Discuss and take action to approve a City of Bartlesville Personnel Rules and Regulations revision to Section 4—4 Item B regarding employee compensation of unused sick time upon retirement. Presented by Shellie McGill, Human Resources Director.

Ms. McGill reported that the current policy allows employees, upon retirement, to receive compensation for 10% of all hours of accumulated sick leave up to a maximum of 1920 hours assuming that the employee has a minimum of 576 hours in his/her sick leave bank. The police (FOP) agreement modified this benefit to pay up to a 15% payout, a maximum payout of 288 (1920 x 15%=288). Since the City strives to offer equal benefits to all employee groups, staff is requesting the policy be modified for general employees as well.

Mr. Gentges moved to approve the amendment to the Personnel Rules and Regulations as presented, seconded by Mr. Curd.

Aye: Vice Mayor Kane, Mr. Dorsey, Mr. Gentges, Mr. Curd, Mayor Copeland
Nay: None
Motion: Passed

12. Discuss and take action on an agreement between the City of Bartlesville and Children's Musical Theater regarding the extension of Wyandotte Avenue to Tuxedo Boulevard. Presented by Micah Siemers, P.E., Director of Engineering.

Mr. Siemers reported that the Children's Musical Theatre (CMT) had inquired about the possibility of closing Hensley Avenue right-of-way to facilitate additional parking and improvements to their property located at 101 SE Wyandotte. City staff felt this was possible if Wyandotte was extended to Tuxedo since, in its current configuration, Wyandotte stopped at Hensley and Hensley connected to Tuxedo. Also, staff felt that CMT would need to pay for the cost to extend Wyandotte. In 2015, a portion of the south side of Hensley was vacated to allow for some initial improvements to the CMT property, keeping Hensley open while they raised funds for the full closure and subsequent extension of Wyandotte. Mr. Siemers, using a PowerPoint presentation, provided the completed design prepared by his Engineering staff, along with cost estimates utilizing Street Department staff to construct the project while CMT

covers the cost of materials. The City Attorney contacted CMT personnel and put together a letter of agreement between CMT and the City of Bartlesville agreeing that the City would provide equipment and labor, and that CMT would pay for materials. In addition, upon completion of the project, CMT would apply to vacate the portion of Hensley west of Wyandotte to facilitate expansion of their parking lot.

Mr. Curd moved to approve the Letter of Agreement as presented, seconded by Vice Mayor Kane.

Aye: Mr. Dorsey, Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mayor Copeland
Nay: None
Motion: Passed

13. City Manager and Staff Reports.

Mr. Bailey reported that the Downtown Landscaping on 2nd Street and Dewey Avenue will begin March 15.

14. City Council Comments and Inquiries.

Mr. Curd announced that the town hall meeting that he and Mr. Gentges were scheduled to have this evening at 7, has been canceled due to inclement weather.

Mr. Gentges announced that the next town hall meeting hosted by Mr. Curd and himself will be February 27th with the Oak Park Association.

The Mayor reminded citizens that since Monday was a holiday, trash service for Monday customers will be tomorrow, Wednesday.

15. There being no further business to discuss, Mayor Copeland adjourned the meeting at 6:25 p.m.



Mike Bailey, City Clerk
Administrative Director/CFO


Dale W. Copeland, Mayor

2017-2018-15 Materials & Supplies Bid Tabulation									
	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %	Discount %
	Baker & Taylor	Ingram	Midwest Tape	Brodart	Recorded Books	**Scholastic-Youth Only	Cengage Learning		
Trade Binding	46	45.9	N/A	46	N/A	40	0-70		
Library Binding	21	20	N/A	24	N/A	30	0-70		
Mass Market Paperback	40.3	40	N/A	40.5	N/A	N/A	0-70		
Trade Paperback	40.3	40	N/A	40.5	N/A	N/A	0-70		
Books/CD for Children	Varies	45.9	N/A	% based on binding	N/A	N/A	N/A		
Books on CD	46	45/10	Retail	46	40	N/A	N/A		
Board Books	21	45.9	N/A	46	N/A	30	N/A		
DVD/Blu-Rays	28.1	28.5	20	12	N/A	N/A	N/A		
Short Discounts	10	8	N/A	12	N/A	N/A	N/A		
Net	0	-0-	30 days	-0-	N/A	N/A	N/A		
University Press	10	16	N/A	No Bid			Discounts Vary by Imprint		
Prebound	21	35	N/A	No Bid					
Video Games	No Bid	5	N/A	No Bid	N/A	N/A			
Processing									
Mylar Jackets	.65	50.69	N/A	50.60	N/A	.40	Waived		
Paperback Covers Installed	1.65	\$1.99	N/A	\$2.20	N/A	N/A	Waived		
Marc Records	.25	\$0.35	1.20	50.25	0	Free	Waived		
Shelflist Cards	.25	\$0.20	N/A	No Bid	N/A	N/A	Waived		
Clam Cases for Books on CD	2.60	\$3.80	Free	No Bid	0	N/A	N/A		
Shipping	Free	Free	Free	N/C Best Means	0	Free-over \$350.00	Waived		
Electronic Services									
Do you have an author/series automatic program?	Yes	Yes	Yes	Yes	Yes	No	Yes		
Can you do electronic ordering and invoicing onto a Polaris System (Edfact or BISAC)? If so, cost.	Yes Free	Yes Free	Yes Free	Yes Free	Yes Free	No	Yes Free		
Can you do Advanced Shipping Notices (ANS)?	No	Yes	Yes	Yes	No	No	No		
Cost of your On-line Ordering and Collection Development Service	N/C	N/C	N/C	N/C	N/C	N/A	N/C		
Can a list compiled in this site be downloaded onto a P.O. on Polaris?	Yes	Yes	Yes	Yes	No	No	Yes		