



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

## MINUTES OF THE REGULAR MEETING OF THE BARTLESVILLE CITY COUNCIL

Monday, March 5, 2018  
7 p.m.

Mayor Dale Copeland  
918-338-4282

### MINUTES

(Notice of Meeting was posted December 15, 2017 and the Agenda was posted at 5:00 p.m. March 1, 2018.)

City Council Members Present: Mayor Dale Copeland, 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, Lisa Beeman, Community Development Director; Micah Siemers, Director of Engineering; Fire Chief John Banks; Keith Henry, Director of Public Works; IAFF President Josiah Rovenstine; Former IAFF President David Taylor; Kelli Williams, Chief Communications Officer; and Elaine Banes, Executive Assistant.

1. **Mayor Copeland called the business meeting of the Bartlesville City Council to order at 7:29 p.m. following the Bartlesville/Washington Council Council Special Meeting that started at 6:30 p.m.**
2. **Roll call was conducted and a quorum established.**
3. **The invocation was provided by Tosha Hollopeter, Bartlesville First Church.**
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**
  - Two openings on the Adams Golf Club Operating Committee
  - One opening on the Bartlesville Redevelopment Trust Authority
  - One opening on the Park Board
  - Two openings on the Street and Traffic Committee
  - One opening on the White Rose Cemetery Board

Mayor Copeland read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at [www.cityofbartlesville.org](http://www.cityofbartlesville.org) or at City Hall in the City Manager's Office.

7. **Consent Docket**

- a. **Approval of Minutes**

- i. The Special Meeting Minutes of February 20, 2018.

- b. **Approval and/or Ratification of Appointments and Reappointments to Authorities, Boards, Commissions and Committees**

- i. Appointment of Mr. Matt Bretz to a three-year term on the City Planning Commission at the recommendation of Vice Mayor Kane.
- ii. Appointment of Ms. Andrea Nightingale to serve the remainder of Trevor Dorsey's term on the City Planning Commission at the recommendation of Vice Mayor Kane.
- iii. Reappointment of Ms. Billie Roane and Mr. Charlie Bowerman to additional three year terms on the Bartlesville Area History Museum Trust Authority at the recommendation of Councilman Dorsey.

**c. Approval of Agreements and/or Contracts**

- i. Approval of a professional services agreement with Meshek & Associates, LLC for engineering services associated with the Downtown East Storm Sewer Improvements Project.
- ii. Approval of Amendment No. 3 to the Professional Services Agreement with CEC for Airport Consulting Services.
- iii. Approval of a professional services contract with CEC Corporation for engineering services associated with the Price Road Rehabilitation Project.
- iv. Approval of a ground lease to allow construction of a cellular tower by KCD Towers, LLC.

**d. Approval of Nomination to OMAG Board**

- i. Approval of the nomination of Michael Bailey to the OMAG Board of Trustees and authorize the Mayor to sign the nomination form.

**e. Receipt of Annual Report**

- i. Bartlesville Fire Department 2017 Year-End Report

Mayor Copeland read the consent docket in its entirety.

Vice Mayor Kane moved to approve the remainder of the consent docket, seconded by Mr. Dorsey.

Ayes: Mr. Dorsey, Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mayor Copeland  
 Nays: None  
 Motion: Passed

**8. Discuss and take action to award Bid 2017-2018-017 for (Two) New Commercial Front Deck Mowers. Presented by Mr. Curd.**

Mr. Curd moved to award the bid to P&K Equipment of Bartlesville in the amount of \$42,250.48, seconded by Mr. Gentges.

Ayes: Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mr. Dorsey, Mayor Copeland  
 Nays: None  
 Motion: Passed

**9. Discuss and take action to approve a Memorandum of Understanding with Dewberry Architects for Change Order #2 for the Public Safety Complex. Presented by Micah Siemers, Director of Engineering.**

Mr. Siemers provided the history of the project, the construction amount to Crossland Construction and the specifics of Change Order No. 1 in December of 2016. Included in Change Order No. 1 was an additional \$20,000 in contingency to finish the project, and coupled with some return on some of the changes would allow completion of the project with no further change orders. When staff moved into the new buildings in March of 2017 there was \$10,123.80 remaining in contingency. However, one month after moving in to the buildings, police and fire users noticed a high level of humidity in various portions of the buildings, particularly in the fire bunk room and detective's area at the police building. Since that time, City staff, Dewberry, Crossland, subcontractors and sub consultants have gone through an extensive process to identify the cause of the high humidity. Mr. Siemers listed the

tests, re-test, modifications and re-work, all of which did not resolve the high humidity levels as of August 2017. After all of the investigations and collection of humidity readings by City staff before and after each modification to the system, it has been determined that some of the HVAC equipment will need to be replaced with equipment better suited for removing humidity. Specifics of the equipment needed was provided.

Mr. Siemers continued that once Dewberry, Lee & Browne (mechanical engineer), and Crossland came up with their proposed solution with input and coordination with City staff, staff worked with them to determine who would be funding these modifications as the City had already paid for installation of equipment that should have worked properly. The outcome is that Dewberry will be paying for the exhaust modifications to the police building and Lee & Browne will be paying for replacement of the HVAC unit at the fire building. The mechanical subcontractor will be covering adjustments and balancing in both buildings to the design criteria Lee & Bowne has required. He explained that since the City's contract is with Crossland, the City will be billed for the improvements to ensure there are issues down the road with warranty work. The exhaust fan will cost \$3,224.01 and the reheat unit will cost \$16,300.00, totaling \$19,524.01 for the revised scope of work, which unfortunately exceeds the remaining contingency of 410,124.80. Thus, the need for Change Order No. 2 for \$9,399.21.

Mr. Siemers reported that at the request of City staff, Dewberry provided the memorandum of understanding explaining that the City of Bartlesville will approve the change order to contract with Crossland to complete the revisions and the completed work will be billed to the City. The City will then bill Dewberry and Lee & Browne who will pay for the work. The memorandum also states that if continued humidity issues persist at both buildings, it will require further investigation of both the HVAC system and buildings and could possibly require additional equipment modifications. Staff will continue to monitor the humidity levels this spring and summer in close coordination with Dewberry and Crossland to determine if additional modifications are needed. A brief discussion with Council about the issues ensued.

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

Ayes: Mr. Curd, Vice Mayor Kane, Mr. Dorsey, Mr. Gentges, Mayor Copeland  
Nays: None  
Motion: Passed

**10. Discuss and take action on Change Order No. 2 for the Public Safety Complex Project. Presented by Micah Siemers, Director of Engineering.**

Mr. Siemers stated that the staff report for this item is nearly identical as it related to and was reported on in Item 9.

Mr. Gentges moved to approve Change Order No. 2 to the contract with Crossland Construction in the amount of \$9,399.21, seconded by Mr. Dorsey.

Ayes: Vice Mayor Kane, Mr. Dorsey, Mr. Gentges, Mr. Curd, Mayor Copeland  
Nays: None  
Motion: Passed

**11. New Business**

There was no new business.

**12. City Manager and Staff Reports.**

Mr. Bailey encouraged citizens to vote in the G.O. Bond election tomorrow.

**13. City Council Comments and Inquiries.**

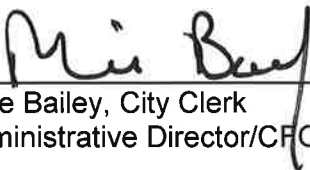
Mr. Curd shared that being involved in the campaign for the G.O. Bond election has been a great experience, adding that many great projects are before the citizens to approve.

Mr. Gentges shared that tomorrow democracy will be seen at its best, and that he is hoping for a big turnout.

Mayor Copeland added that city staff had put in a lot of time and effort to bring the projects forward, so he encouraged citizens to take a few minutes to get out and vote.

**14. There being no further business to discuss, Mayor Copeland adjourned the meeting at 7:59 p.m.**

  
Dale W. Copeland, Mayor

  
Mike Bailey, City Clerk  
Administrative Director/CFO

