



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

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

**Monday, April 16, 2018  
7:00 p.m.**

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

**MINUTES**

(Notice of Meeting and the Agenda was posted at 5:00 p.m. April 12, 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; Ed Gordon, City Manager; Jerry Maddux, City Attorney; Lisa Beeman, Director of Community Development and Parks; Kelli Williams, Chief Communications Officer; Josiah Rovenstine, IAFF President; various firefighter; and Elaine Banes, Executive Assistant.

1. **Mayor Copeland called the business meeting of the Bartlesville City Council to order at 7:00 p.m.**
2. **Roll call was conducted and a quorum established.**
3. **The Invocation was provided by Chaplain Jsue Wagner, Comforting Hands Hospice.**
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 Board of Adjustment
  - b. One opening on the Bartlesville Library Trust Authority
  - c. One opening on the Park Board
  - d. One opening on the Bartlesville Redevelopment Trust Authority

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 Regular Meeting Minutes of April 2, 2018.
  - b. **Approval of Appointments, Reappointments and Ratifications to Authorities, Boards, Commissions and Committees**
    - i. Appointment of Ms. Judith Ann Hill-Hildebrand to fill an unexpired term on the Adult Center Trust Authority at the recommendation of Mayor Copeland.
  - c. **Approval of Park Location**
    - i. Approval of the location for the construction of a new community skate park.

**d. Approval of Agreements and Contracts**

- i. Approval of a professional services agreement with Ryan Crane and Ambler Architects for design services associated with the Bartlesville Skate Park Project.
- ii. Approval of an Airport Hangar Lease Agreement between the City of Bartlesville, ConocoPhillips Company and Rick and Jolene Kertson.

**e. Receipt of Bids**

- i. Bid No. 2017-2018-019 for the Demolition-Police Station

Mayor Copeland read the consent docket in its entirety.

Mr. Curd asked to pull Item 7.c. from the consent docket for discussion.

Vice Mayor Kane moved to approve the consent docket except for Item 7.c, seconded by Mr. Gentges.

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

Mr. Curd asked Ms. Beeman to present her staff report for Item 7.c. "Approval for the location for the construction of a new community skate park". Ms. Beeman reported that she had been working with a group of stakeholders for several months in order to bring this project forward to identify a location that would be most beneficial to skating community. At the March 15, 2018, the Park Board received a report from the stakeholders recommending the location at Lee Lake Park just south of Daniels Fields. Ryan Crane, a local designer who specializes in skate park design and construction, who currently works at Ambler Architects, has been very beneficial assisting the stakeholders and Ms. Beeman on developing the new park and location. Ambler Architects has offered to provide the design plans free of charge. Ms. Beeman continued reporting that the project was discussed and reviewed with Micah Siemers, Director of Engineering, and he confirmed that building this facility in this location is acceptable under Federal, State and City laws governing floodways and floodplain areas. He and Terry Lauritsen, Director of Water Utilities, will work closely in the design of this facility and preparation of plans to ensure that all structural requirements are met.

Mr. Curd stated that the floodplain issues had been discussed in the Park Board meeting and all felt that this is a good location and the best option for the facility. Vice Mayor Kane asked about injury liability, and Ms. Beeman explained that proper signage precluded lawsuits as is the case in all of our park facilities. Mr. Gentges stated his appreciation to the group of stakeholders who were in attendance and to Amber Architect for offering their services free of charge.

Mr. Curd moved to approve Item 7.c. as presented, seconded by Vice Mayor Kane.

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

**8. A public hearing to assess and discuss the City's performance in the administration of the grant received from the State of Oklahoma for Fiscal Year 2015 CDBG Small Cities Set-Aside Program and take action to formally accept the project as completed. Presented by Lisa Beeman, Director of Community Development.**

Ms. Beeman reported that the City of Bartlesville received funding for Fiscal Year 2015 in the amount of \$128,848 which was used with matching City funds in the amount of \$124,982.24 to complete the construction of a 6,000 sq. ft. multi-use pavilion, construct a new restroom facility and install benches and

tables at the entrance to Johnstone Park. Ms. Beeman provided a PowerPoint presenting pictures of the pavilion and improvements.

The Mayor opened the public hearing at 7:18 p.m. There being no one appear to speak, the public hearing was closed at 7:18 p.m.

Mr. Gentges moved to formally accept the project as completed, seconded by Mr. Curd.

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

- 9. Discuss and take action to approve a Resolution fixing the amount of Combined Purpose General Obligation Bonds, Series 2018A to mature each year; fixing the time and place the Bonds are to be sold; designating a paying agent/registrar; approving the preliminary official statement and distribution thereof; ratifying and confirming continuing disclosure policies and procedures; and authorizing the Clerk to give notice of said sale as required by law and fixing other details of the issue. Presented by Jon Wolff, Municipal Finance Services, Inc.**

Mr. Wolff reported that the sale of \$9,725,000.00 in 2018A Series Bonds will address projects in public safety, street projects and in park and recreation projects. The Series 2018B (next agenda item) will be for drainage projects. The sale of bonds will be 11 a.m. on May 21, 2018, and the transaction will be closed June 28, 2018.

Vice Mayor Kane moved to approve the Resolution as presented, seconded by Mr. Curd.

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

- 10. Discuss and take action to approve a Resolution fixing the amount of General Obligation Limited Tax Bonds, Series 2018B to mature each year; fixing the time and place the Bonds are to be sold; designating a paying agent/registrar; approving the preliminary official statement and distribution thereof; ratifying and confirming continuing disclosure policies and procedures; and authorizing the Clerk to give Notice of said sale as required by law and fixing other details of the issue. Presented by Jon Wolff, Municipal Finance Services, Inc.**

Mr. Wolff reported the amount sold for 2018B will be in the amount of \$525,000.00 for storm drainage projects. The sale will be at 11 a.m. on May 21, 2018 and the transaction will be closed June 28, 2018.

Vice Mayor Kane moved to approve the Resolution as presented, seconded by Mr. Curd.

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

- 11. Discuss and take action on Case #PC-18-02-FP on an application from Ambler Architect for Final Plat approval of a 3.94 acre tract to be known as Cunningham Addition, located on the southwest corner of US Highway 75 and Rice Creek Road, legally described as the N/2 of the NE/4, NW/4, NE/4, NE/4, Section 32, T26N, R13E, Bartlesville, Washington County, Oklahoma. Presented by Lisa Beeman, Director of Community Development.**

Ms. Beeman reported that this request is for the proposed platting of approximately 3.9 acres into 2-general commercial lots to be known as Cunningham Addition. Public infrastructure required to serve Lot 1, the present location of Tractor Supply, has been completed and accepted by the City of Bartlesville. Construction plans for the public infrastructure required to serve Lot 2 have not been submitted. A

subdivision agreement concerning the installation of all required public improvements for Lot 2 has been executed and is to be approved as part of this final plat approval. Easements required by the separate utility companies to provide service for this subdivision are provided on the final plat. She reviewed building setbacks, lot sizes and streets and sidewalks requirements. The MAPC approved the preliminary plat of Cunningham Addition on October 26, 2010 subject to the following conditions that have been met: 1) a note regarding sidewalks and ADA compliant curb ramps shall be shown on the final plat; 2) all development fees must be paid prior to final plat being released for recordation; and 3) prior to review of the final plat by the City Council or construction of public infrastructure improvements (whichever comes first), construction plan shall be approved by City Staff. Staff is requesting approval of the Final Plat of Cunningham Addition, including the subdivision agreement concerning required public infrastructure improvements for Lot 2.

Vice Mayor Kane moved to approve the Final Plat, including the subdivision agreement, as presented, seconded by Mr. Gentges.

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

**12. Discuss and take action to approve a Resolution creating the Tower Green Design Committee. Presented by Lisa Beeman, Director of Community Development.**

Ms. Beeman reported that the proposed resolution is the result of the voter approved funding in the amount of \$1.75 million for the construction of the Tower Green, to form a committee of citizens and stakeholders to gather public input and develop a detailed design plan for the Tower Green to be submitted for City Council approval. She also provided the detailed scope of work; that the Design Committee's plan is to be provided for City Council consideration no later than Monday, October 1, 2018; that the committee will be comprised of seven members (two City Council persons, one representative of the Community Center Trust Authority, One representative of the Price Tower Arts Center Board of Trustees and three members at large). She added that she and Terry Lauritsen would assist the committee as well. The Design Committee will remain in place after October 1 to provide guidance as requested by the City during the construction of the project, and shall terminate thereafter, unless extended by the City Council.

Mr. Curd moved to approve the Resolution creating the Tower Green Design Committee as presented, seconded by Vice Mayor Kane.

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

Mr. Bailey added that applications for the at-large positions on the committee will be received through April 27. Anyone interested can apply on-line through the City's website or by completing an application and delivering it the City Manager's office at City Hall. The two appointed City Council representatives to the Committee will review the applications and the appointment recommendations may be approved at the May 7 City Council meeting.

**13. Discuss and take action to appoint two City Council members to serve on the Tower Green Design Committee. Presented by Lisa Beeman, Director of Community Development.**

Vice Mayor Kane reported that he felt that Mr. Curd and Mr. Gentges would be the best choices since they have already been heavily involved in the project. Both agreed they would be willing to serve.

Vice Mayor Kane moved to appoint Mr. Curd and Mr. Gentges to serve on the Tower Green Design Committee, seconded by Mr. Dorsey.

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

**14. Discuss and take action on a Basic Elements of a Memorandum of Understanding between the Price Tower Arts Center, the Bartlesville Community Center, and the City of Bartlesville for the management, maintenance and operation of the Tower Green. Presented by Lisa Beeman, Director of Community Development.**

Ms. Beeman provided the details of the basic elements of understanding reporting that this document provides information to all parties as what is expected of each entity involved, regarding management, maintenance and operations of the facility (MOU attached to these minutes). There will be a management committee consisting of five people, representatives from the City Council, Price Tower, Community Center, Convention and Visitor's Bureau, and at least one at large representative. Using a PowerPoint presentation, Ms. Beeman reviewed what the PTAC, BCC and City would be primarily responsible for. A final agreement will be developed and presented for approved by the City Council prior to the facility be opened. Mr. Bailey confirmed that although the document is not the final, it is an outline to facilitate forward movement in developing the Tower Green.

Mayor Copeland asked Scott Ambler and Val Callaghan if they wished to speak, and Mr. Ambler responded they did not have anything to add.

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

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

**15. City Manager and Staff Reports.**

Mr. Bailey provided information about the Spring Clean-Up Coupon Program, and the Bartlesville Police Department Take Back Day.

He also provided information about a Memorial Service in honor of the Oklahoma City Bombing on April 19 at 9:05 a.m. at Central Fire Station. The public is invited to attend.

**16. City Council Comments and Inquiries.**

Mayor Copeland reported that he attended the successful Safe-Now event Saturday. He appreciated everyone's participation.

**17. There being no further business, Mayor Copeland adjourned the meeting at 7:52 p.m.**

  
Mike Bailey, City Clerk  
Acting City Manager/Administrative Director/CFO



  
Dale W. Copeland, Mayor

## MEMORANDUM OF UNDERSTANDING

- Between the Price Tower Arts Center (PTAC), the Bartlesville Community Center (BCC), and the City of Bartlesville (City).
- Sets forth the management, maintenance, and operation of the Tower Green (Facility), a city-owned facility located at 6<sup>th</sup> and Dewey.
- A management committee will oversee the financing, accounting, management, maintenance, and operation of the Tower Green and shall consist of the following members:
  1. A representative of the Bartlesville City Council
  2. A representative of the Price Tower Arts Center Board of Directors
  3. A representative of the Bartlesville Community Center Trust Authority
  4. A representative of the Bartlesville Convention and Visitors Bureau Board of Directors
  5. One at large member chosen by the City Council
- The Management Committee shall meet monthly and shall report annually to the PTAC, BCC, and City.
- Under the general umbrella of the Management Committee, the roles and responsibilities concerning the management, maintenance, and operation of the Tower Green are assigned to each party as follows:
  1. The PTAC agrees to:
    - a. Develop and implement displays and activities that educate and inform the public about art, architecture, and design;
    - b. Together with the BCC, keep the Facility in a clean and safe condition and to provide day-to-day maintenance of the Facility, to include but not limited to mowing, edging, weed control, fertilization, and care and maintenance of all amenities (benches, water features, structures, art work, etc.) within the Facility.
  2. The BCC agrees to:
    - a. Develop and implement performances and activities that educate and entertain the public;
    - b. Act as scheduling coordinator for the Facility, maintain and manage a master schedule for the use of the Facility, and serve as the general point of contact for any party wishing to reserve the space;
    - c. Be responsible for the collection of all revenues arising from the use of the Facility and to report these monthly to the Management Committee;
    - d. Together with the PTAC, keep the Facility in a clean and safe condition and to provide day-to-day maintenance of the Facility, to include but not limited to mowing, edging, weed control, fertilization, and care and maintenance of all amenities (benches, water features, structures, art work, etc.) within the Facility;

- e. Transfer all land to the City that is necessary for the construction of the Facility.
3. The City agrees to:
    - a. Provide solid waste, water, and sanitary sewer services at no charge;
    - b. Pay for general electrical use for the space (does not include electrical use at the performance stage);
    - c. Maintain the irrigation systems;
    - d. Provide and maintain general liability insurance coverage for the Facility;
    - e. Assist with maintenance of the facility where large equipment is needed that the City has in its possession (i.e. changing light bulbs in the performance venue).
- Collectively, all parties understand and agree to the following:
    1. To address the needs of a growing and diverse community, it is imperative to ensure that a variety of events, activities, and uses be encouraged and actively programmed at the Facility, such as yoga, food trucks, community concerts, movies on the Green, as well as educational and cultural activities that provide opportunities for all citizens to feel welcomed.
    2. Strong management, skillful maintenance, dynamic marketing and promotion, and a creative mix of programming, activities, events and entertainment are required in order to ensure that the Facility is a vibrant public space with which the community can identify and engage.
    3. Revenues generated by the use of the Facility shall be dedicated to the management, maintenance, and operation of the Facility.
    4. Appropriate sales and other taxes arising out of the use of the Facility by any party shall be collected and remitted as required under State and City law.
    5. No signs or advertising materials of any kind may be placed or displayed at the Facility without prior approval of the Management Committee.
    6. No outside vendors shall be allowed to sell any product or service on the Facility without prior written approval from the Management Committee, or its designee.
    7. No improvements or modifications shall be made to the Facility without approval from the Bartlesville City Council.
    8. The City Council shall approve a fee schedule as recommended by the Management Committee prior to opening of the Facility. However, the Management Committee retains the right to negotiate fees with user groups in order to promote optimal utilization of the Facility for the community.
    9. Management Committee shall develop policies and procedures for the use of the Facility that shall be approved by the Bartlesville City Council prior to opening of the Facility.