



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

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

**Monday, May 21, 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. May 17, 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; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Kelli Williams, Chief Communications Officer; Jason Muninger, Internal Services Supervisor; Alicia Shelton, Accountant; Shellie Charles, Engineering; 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 Rev. Mike Watkins, St. Luke's Episcopal Church.**
4. **Citizens to be heard.**

Kristi Cabler voiced her concerns on the unequal parking enforcement downtown which allows motorcycles to illegally park in no parking zones, for unmarked amounts of time.

Kay Little and Brad Borg each reported that the Community Center Trust Authority, on which both serve, had voted to recommend Maria Gus to the Tower Green Design Committee, and both support that recommendation and feel she should be the one to represent them on the new committee.

5. **City Council Announcements and Proclamations.**

There were no announcements or proclamations.

6. **Authorities, Boards, Commissions and Committee Openings**

- a. Three openings on the Construction and Fire Codes Appeals Board
- b. One opening on the Park Board
- c. 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 May 7, 2018

- b. **Approval of Appointments, Reappointments and Ratifications to Authorities, Boards, Commissions and Committees**

- i. Reappointment of Kay Little and Andrea Novak to additional three-year terms on the Community Center Trust Authority at the recommendation of Mayor Copeland.

**c. Approval of Resolutions**

- i. Approve a resolution amending Section 2 of Resolution No. 3330, by adding a 9 Hole Rate of \$14.00 at Adams Municipal Golf Course.

Mayor Copeland read the consent docket in its entirety.

Vice Mayor Kane moved to approve the consent docket, seconded by Mr. Curd.

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

**8. Receive bids for the purchase of \$9,725,000 Combined Purpose General Obligation Bonds, Series 2018A of the City and vote to award said Bonds to the lowest bidder complying with the notice of sale and instructions to bidders or to reject all bids. Presented by Jon Wolff, Municipal Finance Services, Inc.**

Mr. Wolff reported that bids were received and the low bidder was BOK Financial Securities, Inc., Dallas, Texas, at a 2.568721% true interest cost.

Mr. Curd moved to receive the bids and award the bid to BOK Financial Securities, Inc. as presented, seconded by Mr. Dorsey.

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

**9. Discuss and take action to approve an Ordinance providing for the issuance of Combined Purpose General Obligation Bonds, Series 2018A in the sum of \$9,725,000 by the City of Bartlesville, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; designating the Registrar for the issue; providing for levy of an annual tax for the payment of principal and interest on the Bonds and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; authorizing executions and actions necessary for the issuance and delivery of the Bonds; and declaring an emergency. Presented by Jon Wolff, Municipal Finance Services, Inc.**

Mr. Wolff reported that the Ordinance authorizes the indebtedness, authorizes the City to levy the ad valorem tax to pay back the G.O. Bonds, and designates those parties to execute all associated documents with this transaction.

Mr. Gentges moved to adopt the Ordinance as presented, seconded by Vice Mayor Kane.

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

Vice Mayor Kane moved to declare an emergency as presented, seconded by Mr. Dorsey.

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

**10. Receive bids for the purchase of \$525,000 General Obligation Limited Tax Bonds, Series 2018B of the City and vote to award said Bonds to the lowest bidder complying with the notice of sale and instructions to bidders or to reject all bids. Presented by Jon Wolff, Municipal Finance Services, Inc.**

Mr. Wolff reported that bids were received and the low bidder was Hutchinson, Shockey, Erley & Co., Chicago, Illinois at a 2.430717% true interest cost.

Mr. Dorsey moved to receive bids as presented, seconded by Vice Mayor Kane.

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

**11. Discuss and take action to approve an Ordinance providing for the issuance of General Obligation Limited Tax Bonds, Series 2018B in the sum of \$525,000 by the City of Bartlesville, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; designating the Registrar for the issue; providing for levy of an annual tax for the payment of principal and interest on the Bonds and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; authorizing executions and actions necessary for the issuance and delivery of the Bonds; and declaring an emergency. Presented by Jon Wolff, Municipal Finance Services, Inc.**

Explanation of the ordinance was given on item 9.

Vice Mayor Kane moved to adopt the Ordinance as presented, seconded by Mr. Gentges.

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

Mr. Curd moved to declare an emergency as presented, seconded by Mr. Dorsey.

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

Vice Mayor Kane commended staff, Mr. Wolff and Mr. Ellis for their diligence in bringing this together. Mayor Copeland agreed adding that these are tremendous times in our City.

**12. Discuss and take action to approve an Agreement for Component Executive Recruitment Services for the Police Chief Position with Strategic Government Resources, Inc. Presented by Shellie McGill, Director of Human Resources.**

Ms. McGill reported that after many years of loyal service, Police Chief Tom Holland announced his retirement on July 6. This will necessitate the hiring of a new Police Chief. After conferring with other cities and exploring various options, staff feels that Strategic Government Resources (SGR) will accomplish what is needed. She reviewed the plan and associated costs, adding the expense would be fluid since it is not known until further into the process how many questionnaires and online interviews will be needed. A ballpark estimate will be approximately \$3,400.

A brief discussion followed covering how SGR develops the questionnaire and that staff will be involved in developing the questionnaire and in the interview process. Also, that although the Chief is ultimately hired by the City Manager, input is welcomed from the City Council.

Mr. Gentges moved to approve the Agreement with Strategic Government Resources as presented, seconded by Vice Mayor Kane.

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

**13. Discuss and take action on the appointment of Brad Doenges as the Price Tower Arts Center Representative on the Tower Green Design Committee. Presented by Mr. Curd and Mr. Gentges.**

Mr. Gentges reported that the Price Tower Arts Center Board unanimously recommended Mr. Doenges as their representative on the Tower Green Design Committee.

Mr. Gentges moved to appoint Mr. Doenges as presented, seconded by Mr. Curd.

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

**14. Discuss and take action on the appointment of Maria Gus or Brad Borg as the Community Center Trust Authority Representative on the Tower Green Design Committee. Presented by Mayor Copeland.**

Mayor Copeland stated that the Community Center Trust Authority voted to recommend Ms. Gus as their representative to the Tower Green Design Committee, and he agrees that Ms. Gus is qualified for the position. He added that his concern was that as Director of the Convention and Visitors Bureau, she is a contract employee through the Bartlesville Development Authority who is funded by the City. Also, her term on the Community Center Trust Authority ends September 2018, and a replacement would need to be appointed. Subsequently, the new member would have to be brought up to speed on the Committee's progress. He felt that Mr. Borg would be more suitable to the position due to those reasons.

Mr. Gentges stated his appreciation of Mayor Copeland's concerns, but felt that whatever should arise from those two concerns would be handled appropriately by the Committee.

Mr. Dorsey moved to appoint Maria Gus as presented, seconded by Vice Mayor Kane.

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

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

Mr. Bailey reported that following Ms. Cabler's recent visit to City Hall last week, corrective measures have been implemented. The parking enforcement office has been placing notes on motorcycles that are illegally parked to alert them that they can no longer park in no parking zones or they will be ticketed.

He also reminded Council and citizens that Memorial Day is Monday and most all City services will be closed. Monday trash routes will run on Wednesday, May 30.

He also reported on the City's AA- Standard and Poor rating, which is very good. This rating enables our municipality to receive the best interest rates, such as on the bids awarded for the G.O. bonds approved earlier on the agenda.

Mr. Baily concluded by reported that the water storage pricing for Copan Lake may soon be affordable due to the diligence of Stuart McCalman with Capital Ventures and Senator Inhofe. An agreement should be forthcoming reducing the cost of water storage, as well as new language in the WRDA bill as a back-up plan should an agreement not be realized.

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

Mayor Copeland stated his appreciation of staff for their attention and professionalism provided to citizen inquiries, complaints and comments such as the situation Ms. Cabler presented this evening.

## **17. Recess in order to relocate into the 1<sup>st</sup> floor conference room for a workshop portion of the meeting.**

The Mayor recessed the meeting at 7:45 p.m.

## **18. Reconvene and open the workshop meeting.**

The Mayor reconvened the workshop portion of the meeting at 8:14 p.m.

## **19. Presentation and discussion of the City of Bartlesville proposed budget for Fiscal Year 2018-2019. Presented by Mike Bailey, Acting City Manager/Administrative Director/CFO.**

Mr. Bailey provided a PowerPoint (attached) covering the Budget Roles Summary, Budget Preparation Schedule, Financial Structure, Significant Items, Revenue, Sales Tax Estimates, Inflation Adjusted Sales Tax, Utility Rates, Five Year Utility Rate Plan, Personnel, General Employee Pension Status, Salaries and Benefits, Stabilization Reserve Fund, Capital Reserve Fund, Wastewater Capital Plans<sup>1</sup>, Water Capital Plans, Sanitation Capital Plans, and ending with FY 2019 Budget Projections.

Mr. Bailey reported that sales tax should finish at \$18,286,289 for this fiscal year, and that the sales tax estimate for 2018-2019 should remain flat. The opening of Dunham Sports should offset the closing of JCPenney, and reported that 50% of the Silver Lake Village onsite sales tax will be captured by TIF for the 1<sup>st</sup> year. Then, 30% of onsite sales will be captured starting December 2018. He added that the site is generating approximately \$55,000 in sales tax per month.

Mr. Bailey continued reporting that Phase III of the five year utility rate plan adopted May 2016 will go into effect July 2018 and will continue implementation of inclining block rate structure, capital improvements fees and places the rate levels sufficient to sustain operations and maintenance. There will also be a rate increase in the street light and mosquito spray detail (monthly increase of \$.35), as well as a court cost technology fee of \$15.04.

Personnel changes will involve the addition of 1 full time employee in Engineering, a reduction of one full time employee in Building and Neighborhood Services and a reduction of part-time hours in the Library by .44 full time employees. Salaries and Benefits include budgeting health insurance administration costs, claims and reinsurance to increase. Work Comp claims were down in 2018 but increases will be budgeted for 2019. Provisions for compensation increases for employees are 1% cost of living raise and 2.5% merit raise. A correction was reported from the document Council was originally given in the Water Distribution DC Retirement fund from \$208,000 to \$18,000, which caused changes to reserve amounts and transfers.

Reporting on the Stabilization Reserve Fund, Mr. Bailey reviewed each of the four funds and announced that this is the first since the inception of the plan that all four funds are at 16% minimum balance. The proposed budget includes \$6.7 million in reserve by the end of the 2019 budget year. He also reported on the Capital Reserve Fund, the Wastewater Capital Plan, the Water Capital Plan and the Sanitation Capital Plan.

Mr. Bailey covered the FY 2020 Budget Projects as required by State Law summarizing that using modest assumptions, a similar budget could be adopted in FY 2020 as for FY 2018-19.

Mr. Bailey added that staff will initiate a sanitation study to determine services desired by the public, with the final decision on the shape of the program to be made by City Council.

He concluded his report stating that the budget will be published in the newspaper and a public hearing will be held June 4. Completion of the budget is required by June 30, and will go into effect July 1.

**20. Presentation and discussion of the Capital Improvements Program (CIP) Budget for FY 2018-2019. Presented by Micah Siemers, P.E., Director of Engineering.**


Mr. Siemers reviewed the Capital Improvement Program proposed budget (attached) reporting that the recommended list of \$1,748,000 in projects has been assembled from the list of voter approved projects, the original project list for the 2013 ½ cent sales tax CIP election and other projects requested by citizens, committees and city staff. Additionally, staff is recommending new projects from the Wastewater Fund, 2014, 2015 and 2017 General Obligation Bond funds. Proposed carry over projects are also summarized for the Wastewater Regulatory Fund, City Hall Fund, Storm Sewer Fund, as well as the 2012, 2014B, 2015 and 2017 General Obligation Bond Funds. This budget also includes \$500,000 for the purchase of water rights at Copan Lake, which is expected to be possible next year.

Discussion followed covering how engineering of Hillcrest Drive Rehabilitation has begun with construction planned for 2020; clearing up funds with small balances left in them that is not needed or required to remain in the fund; review, research and meetings are being conducted regarding the E-911 service with findings being presented to Council; review, research and meetings regarding transportation services; and how water use from the Caney River is conserving the lake water.

Mr. Bailey and Mr. Siemers encouraged Council to contact them with any questions or comments.

**21. There being no further business, Mayor Copeland adjourned the meeting at 9:50 p.m.**

  
Dale W. Copeland, Mayor

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

