



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

**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Monday, June 4, 2018
Immediately following the Bartlesville
Education Authority and Bartlesville
Municipal Authority Special Meetings that
begin at 7 p.m.**

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

MINUTES

(Notice of Meeting and Agenda posted at 5:00 p.m. on Thursday, May 31, 2018)

City Council Members present were Mayor Dale Copeland, Vice Mayor John J. Kane, Jim Curd, Jr., Alan Gentges and Trevor Dorsey.

City staff present were Mike Bailey, Acting City Manager/Administrative Director/CFO; Jerry Maddux, City Attorney; Lisa Beeman, Director of Community Development and Park Planning; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Kelli Williams, Chief Communications Officer, and Jason Muninger, Internal Services Supervisor.

- 1. Mayor Copeland called to order the business meeting of the Bartlesville City Council at 7:11 p.m.**
- 2. Roll call was conducted and a quorum established.**
- 3. Citizens to be heard.**

There were no citizens to be heard.

4. City Council Announcements and Proclamations.

Mayor Copeland announced that Sgt. Troy Newell lost his friend and K-9 partner, Apollo, this past week. A service for Apollo will be held Sunday, June 10, at 7 p.m. at Custer Stadium. He shared his condolences to Sgt. Newell and his family.

Mayor Copeland announced the retirement of City Manager Ed Gordon after 27 years of service, effective August 1, 2018. In Mr. Gordon's retirement letter to City Council, he acknowledged what a privilege it has been to serve the citizens of Bartlesville and the City Council. He also included how privileged he had been to grow up in Bartlesville and graduate from College High School. The Mayor added that Mr. Gordon has been a tremendous servant to the city, that he will be missed, and added his best wishes. Mr. Bailey reported that Mr. Gordon had wanted to be present at the meeting for his retirement announcement, but due to a medical procedure he had on Friday, he was unable to attend. He added that Mr. Gordon is doing well, and regrets being unable to attend.

5. Authorities, Boards, Commissions and Committee Openings

- Three openings on the Construction and Fire Codes Appeals Board
- One opening on the Park Board
- 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 or at City Hall in the City Manager's Office.

6. Consent Docket

a. Approval of Minutes

- i. The Special Meeting Minutes of May 21, 2018.

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

- i. Ratify appointment of Ms. Diana Moon Adams and Mr. Kyle Hubbard to three year terms as Trustees on the Bartlesville Development Authority at the recommendation of Mayor Copeland and Councilman Curd.

c. Approval of Resolution

- i. Approve a resolution amending the Budget of the City of Bartlesville, Oklahoma for Fiscal Year 2017-2018 to appropriate G. O. Bond proceeds from the sale of the City's 2018A and 2018B Bond issues.

d. Approval of Agreements and Contracts

- i. Professional Service Contract with MPW Engineering, LLC for the Daniels Soccer Fields Lighting Project.

e. Approval to Designate Property as Surplus

- i. Declaration of Bartlesville Police K-9 by the name of Diesel as surplus property in order to transfer ownership to his handler, Officer Andrew Ward.

f. Receipt of Bids

- i. Bid No. 2017-2018-022 for Sooner, Willow Creek, & Fleetwood Concrete Street Rehabilitation Project.

Mayor Copeland read the consent docket in its entirety. Items 6.c. and 6.e. were pulled from the consent docket for further discussion.

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

Aye: Mr. Dorsey, Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mayor Copeland

Nay: None

Motion: Passed

Mr. Bailey reported that Item 6.c was pulled due to an error and revision to the Resolution originally presented in the packet. The Library Department was listed as \$210,000 and should have been \$180,000 since it is being funded in phases. The other \$30,000 will be issued in the next tranche, the Fall. The Park and Recreation Department was understated at \$6,340,000 and should have been \$6,370,000. The overstated amount has been removed from the Library Department and moved to the Park and Recreation Department to cover the Lee Lake Lighting Project that had been dropped by mistake from the Park and Recreation Department.

Vice Mayor Kane moved to approve Item 6.c. as presented, seconded by Mr. Dorsey.

Aye: Mr. Dorsey, Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mayor Copeland

Nay: None

Motion: Passed

Mayor Copeland reported that Item 6.e. was pulled in order to go into the item a little further. Officer Silver, Officer Ward and Sgt. Newell came forward with K-9 officer Diesel. The Mayor congratulated them on their service as did Mr. Bailey.

Mr. Curd moved to approve Item 6.e. as presented, seconded by Vice Mayor Kane.

Aye: Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mr. Dorsey, Mayor Copeland

Nay: None

Motion: Passed

Mr. Dorsey will review Bid No. 2017-2018-022.

7. Discuss and take action to award Bid No. 2017-2018-020 for Basin T05-T06 Relief Line. Presented by Councilman Curd.

At Mr. Curd's request, Mr. Lauritsen presented a PowerPoint covering all details of the Project.

Mr. Curd moved to award the bid to Triangle Construction & Utility including Base Bid and Alternate A for \$1,165,623 with staff deleting portions of the project to stay within the available budget (\$857,550), seconded by Vice Mayor Kane.

Aye: Mr. Gentges, Mr. Curd, Vice Mayor Kane, Mr. Dorsey, Mayor Copeland

Nay: None

Motion: Passed

8. Discuss and take action to award Bid No. 2017-2018-21 for Johnstone Ave. Concrete Street Rehabilitation Project. Presented by Councilman Curd.

Mr. Curd moved to award the bid to KSL Dirtworks, LLC, Bartlesville, Oklahoma, in the amount of \$369,253.00, seconded by Mr. Gentges.

Aye: Mr. Curd, Vice Mayor Kane, Mr. Dorsey, Mr. Gentges, Mayor Copeland

Nay: None

Motion: Passed

9. A public hearing for the purpose of obtaining citizen views of CDBG needs and the development of activities being proposed for CDBG funding for submission of a FY 2018 CDBG Small Cities Set-Aside Program; and consider and take action on a Resolution requesting financial assistance from the Oklahoma Department of Commerce for participatory grant funding through the FY 2018 Community Development Block Grant Small Cities Program. Presented by Lisa Beeman, Director of Community Development and Park Planning.

Ms. Beeman reported this is the next CDBG application the City would like to submit. A public hearing is held to obtain public input on the next project. She provided the history of the CDBG funding over the past several years and where the census tracts are located that qualify for funding. The City was notified that the actual grant amounts are decreasing, now at \$67,962 and the City matching funds would bring the project total to \$135,962. City staff is proposing to use the funds for the last phase of the Johnstone Park Pavilion to complete 685 feet of sidewalk, also for a new small playground, small splash pad and additional amenities if affordable. This would be the last phase of funding for this project. We are asking the City Council to consider our recommendation, allow the

public to provide their input, and to authorize the resolution requesting the funding from the Oklahoma Department of Commerce.

A brief discussion was held regarding the location of the small park and splash pad; Mr. Curd's request to add an irrigation system into the pavilion lawn; and that the resolution is simply the request for application, with an included approved project. Specific details of the final phase will be brought forward for City Council approval once the grant has been approved by the State.

The Mayor opened the public hearing at 7:38 p.m. There being no one appear to speak on this item, the Mayor closed the public hearing at 7:38 p.m.

Mr. Gentges moved to approve the resolution as presented, seconded by Vice Mayor Kane.

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

10. Public hearing and action on a resolution adopting the proposed City of Bartlesville Budget for Fiscal Year 2018-2019. Presented by Mike Bailey, Acting City Manager/Administrative Director/CFO.

Mr. Bailey reported that a workshop was held where the budget was discussed in detail. An abbreviated presentation was provided. The error discovered in the workshop has been corrected and no other material changes were made since then. Mr. Bailey reported a .6% increase over 2018. There will be an increase in utility rates, Phase III of V that will go into effect July 1, 2018, as well as a streetlight and mosquito fee of approximately \$4 per year, and a court technology fee of \$15 per citation. A brief explanation of court fees ensued. Mr. Bailey continued reporting that the personnel budget will provide a 1% cost of living increase effective July 1, 2018 for all employees, and will provide for a 2.5% merit increase at employee's anniversary dates.

Mr. Bailey reported that the City adopts the budgeted amounts by Resolution. Included in the resolution is the legal level of control set by each department within a fund. The resolution also sets the budget amendment authority for the City Manager during the year with the exception of reserve funds. It also sets the budget amendment authority for the City Council during the year so that the City Council can increase budgets, transfer between funds and alter reserves.

The Mayor opened the public hearing at 7:52 p.m. There being no one appear to speak on this item, the Mayor closed the public hearing at 7:52 p.m.

Vice Mayor Kane moved to adopt the Budget for FY 2018-19 in the amount of \$91,314,945 and total fund/departmental expenditure and reserve appropriations in the amount of \$82,410,104 and other items as presented, seconded by Mr. Curd.

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

11. Discuss and take action on an Ordinance amending Chapter 20 of the Bartlesville Municipal Code pertaining to mosquito spray and street lighting fees effective July 1, 2018. Presented by Mike Bailey, Acting City Manager/Administrative Director/CFO.

Mr. Bailey reported that this increase is necessary to finance expected costs for the mosquito spray and street lighting programs. This is to cover expenses for materials and equipment and will effect households approximately \$.35 a month.

Vice Mayor Kane moved to adopt the ordinance to increase the mosquito spray and street lighting fee as presented, seconded by Mr. Dorsey.

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

12. Discuss and take action on an Ordinance amending Chapter 10 of the Bartlesville Municipal Code pertaining to court costs effective July 1, 2018. Presented by Mike Bailey, Acting City Manager/Administrative Director/CFO.

Mr. Bailey reported that it is necessary to implement a municipal court technology fee in order to pay for the acquisition, operation, maintenance, repair and replacement of data processing equipment and software related to the administration of the Bartlesville municipal criminal justice system and the costs of prosecution. Municipal Judge Steve Conatser brought this to Mr. Bailey's attention and after research and Mr. Maddux' review, the ordinance is proposed for approval.

Discussion ensued as to the software that will be used; on the amount of support fees for the new system; on the anticipated revenue of approximately \$40,000; the expenses involved; the fee will be permanent; the current software is older than 13 years. Mr. Curd inquired if this expense could be funded in another way, such as G.O. Bond project. Mr. Bailey said that it could be funded in that manner. Additional discussion covered funding in other ways.

Mr. Dorsey moved to adopt the ordinance to add an additional court cost in the amount of \$15.00 as presented, seconded by Vice Mayor Kane.

Aye: Vice Mayor Kane, Mr. Dorsey, Mayor Copeland
Nay: Mr. Curd, Mr. Gentges
Motion: Passed

13. Discuss and take action to approve the Capital Improvements Program (CIP) Budget for FY 2018-2019. Presented by Micah Siemers, P.E., Director of Engineering.

Mr. Siemers reported that this budget was reviewed by Council thoroughly at the last meeting. He provided a PowerPoint presentation covering each of the new projects proposed and their amounts as they pertain to the Wastewater Fund, the 2014A GO Bond Fund, the 2015 GO Bond Fund, the 2017 GO Bond Fund, the ½ Cent Sales Tax Fund, and the Capital Reserve Fund. Additionally, he provided an overview of the streets marked for preventative maintenance.

Mr. Curd moved to adopt the CIP Budget for FY 2018-19 as presented, seconded by Mr. Gentges.

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

14. Presentation, discuss and take action to receive the Annual Financial Statements and Independent Auditor's Reports as of and for the fiscal year ended June 30, 2017. Presented by Ladonna Sinning, CPA, Arledge & Associates, P.C. Certified Public Accountants.

Ms. Sinning reported initially from the Letter of Communication from Arledge & Associates, P.C. She stated that while included in the larger financials, they did not audit the Bartlesville Redevelopment Trust Authority, the Bartlesville Development Authority or the Community Center Trust Authority.

They are audited individually, and the audits are submitted to be a part of the full report. She reported that no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus and that all significant transactions have been recognized in the financial statements in the proper period. She added that the financial statement disclosures are neutral, consistent and clear; there were no significant difficulties in dealing with management in performing and completing the audit; an adjustment was proposed and recorded for the governmental fixed assets for capitalizing accounting software in the amount of \$324,870; Crawford & Associates, P.C. acts as consultants for the City and assisted the City in pre-audit matters, and in drafting the City's financial statements resulting in no unresolved differences impacting the auditor's opinion; other matters were dealt with appropriately; and that this document is available to the public although intended for the information and use of the City Council and management. It was pointed out in the meeting that the Letter of Communication had not been received by City Council or Management, and Ms. Sinning said she will email the letter to all parties tomorrow.

Ms. Sinning continued reporting on the Independent Auditor's Report. She covered the required supplementary information, other information and how the report was conducted within the required Government Auditing Standards. She then moved on to the letter entitled, "Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an audit of Financial Statement performed in Accordance with Government Auditing Standards". She covered the internal control over Financial Reporting, Compliance and Other Matters and the Purpose of this Report. This letter would have findings attached if anything arose that needed to be communicated. There are no findings.

Referring to the Unrestricted Net Position in the Basic Financial Statements, Government-Wide, she reported that it is negative which is being driven by the pension and Op Ed liabilities from a few years ago that will self-correct. She also touched upon the Statement of Activities in which there is a change in net position, as well as mentioning that the fund balance in the general fund is about \$56,000 in the black. She briefly discussed the proprietary Funds Statement of Net position as of June 30, 2017, and reviewed the Footnotes to the Basic Financial Statements which are the items the auditors audit.

Ms. Sinning concluded that they appreciate the City's business and staff's cooperation. Mr. Bailey explained the coordination and responsibilities of Crawford & Associates, P.C. and Arledge & Associates, P.C. Mayor Copeland summarized that the audit brought nothing forward of concern and was considered successful. Ms. Sinning concurred.

Vice Mayor Kane moved to receive the Annual Financial Statements and Independent Auditor's Reports as of and for the fiscal year ended June 30, 2017, seconded by Mr. Dorsey.

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

15. Discuss and take action to ratify officers of the Bartlesville Development Authority 2018-2019 - Chairman, Bob Fraser and Secretary/Treasurer, Lori Roll. Presented by David Wood, President, Bartlesville Development Authority.

Mr. Wood reported that the BDA Board has recommended Mr. Fraser as Chairman and Lori Roll as Secretary/Treasurer. The City Council's ratification of officers is required by the BDA Indenture.

Mr. Curd moved to ratify the officers as presented, seconded by Vice Mayor Kane.

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

Motion: Passed

16. Discuss and take action to receive the Bartlesville Development Authority Annual Report, and approve the FY 2018-2019 BDA Budget and appropriation request. Presented by David Wood, President, Bartlesville Development Authority.

Mr. Wood reported that 2018 was a mixed year of success and disappointment. The successes include the new Atwoods, Chick-Fil-A and much needed renovations to Eastland Shopping Center, Silver Lake Village, Panda Express, and Discount Tire, which is expected soon in Silver Lake Village. A major disappointment was Academy deciding not to build in Phase II of Silver Lake Village, therefore the demise of Phase II at this time. The upside is that Dunham Sports will be opening in Washington Park Mall and will recapture an estimated \$500,000 in sales tax. Popeye's Chicken closed on the former Sooner Motel property, and with construction beginning in Fall, we will soon have another targeted brand in that space. The announced closure of Walmart Claims and Siemens was a surprise and the BDC has been working diligently to keep some of Siemens manufacturing business here with a business plan that will have Siemens out-sourcing to a new start-up company, hopefully opening October 1. Tenants are being sought for the old Walmart Claims building. Work has begun on SMC's purchase at the Sunset Industrial Park for their expansion. Two additional prospects are interested in Sunset industrial Park as well. A local plastics manufacturer is looking for larger facility and plans are in progress. Springs Global is looking to expand also and plans are in progress there also. There is interest in establishing a commercial bakery and Tri County Tech Culinary Department has been engaged to assist. We have completed a pilot project with a consultant to set up an ongoing social media campaign via LinkedIn to target industry prospects. Initial tests are encouraging particularly since Bartlesville's housing costs are much more affordable than the larger communities.

Mr. Wood continued reporting that the BDA is ending the fiscal year with \$65,000 cash on hand, excluding the \$200,000 in contingency and special project reserve, which is accessed only upon City Council consideration. The budget can be safely reduced by 5% or \$45,000 less. He reported little change in employee compensation but has been advised to prepare for 22% increase in health insurance next year. Administration and program support is largely unchanged. Increased amounts have been placed into advertising and marketing to support ongoing digital advertising recruitment advertising and to maintain the contingency. The Convention & Visitors Bureau (CVB) has requested an increase to support some specific marketing and sponsorship opportunities in the amount of \$10,000. The BDA Board continues to be very pleased with the CVB's performance. They spent \$310,000 and brought in \$600,000 in sales & bed tax. Congratulations are in order to Maria Gus and her team who brought home their fourth Redbud Award for best social media, the highest honor in this industry. She was also recently appointed as Chair for the Oklahoma Travel Industry Association for this year. Congratulations to Ms. Gus.

A brief discussion was held on the new web page costs, advertising and marketing; and that the \$10,000 increase for CVG is necessary for advertising and sponsorships.

Mr. Curd moved to receive the BDA Annual Report and approve the Bartlesville Development Authority Budget for FY 2018-19 as presented, seconded by Vice Mayor Kane.

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

17. Discuss and take action to approve the renewal of the Bartlesville Development Authority Economic Development Agreement for the period of July 1, 2018 through June 30, 2019. Presented by David Wood, President, Bartlesville Development Authority.

Mr. Wood reported that the Economic Development Agreement remains the same as former years with only the dates and amounts changed.

Mr. Gentges moved to approve the BDA Economic Agreement in the amount of \$935,000 plus cash carryover estimated at \$264,962 as presented, seconded by Mr. Dorsey.

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

18. New Business.

There was no new business to report.

19. City Manager and Staff Reports.

Mr. Bailey reported that the memorial service for K-9 officer, Apollo, is set for June 10 at 7 p.m. at Custer Stadium. The public is welcome to attend.

Additionally, Mr. Bailey reported that Sooner Pool was hit by lightning recently and a pump was destroyed. The seal kit required to repair the unit is difficult to find due to the age of the system. Staff is working diligently to get the pool up and running. The YMCA will be contacting those who had swimming lessons scheduled.

ODOT will begin a guard rail project on Highways 75 and 60. Traffic control is in place. This will replace some guardrails that we recently repaired, but ODOT will salvage the material and return it to the City. Mr. Siemers provided the details.

Mr. Bailey also reported that Janie Gordon has retired after 16 years working for Lisa Beeman in the Community Development Department. He added that she will be missed and wished her all the best.

20. City Council Comments and Inquiries.

Mr. Gentges reported that a town hall meeting will be held June 14, 2018 at 5 p.m. at the Community Center. The Tower Green Design Committee welcomes comments and suggestions. Mr. Curd added that he is looking forward to the meeting, and that Scott Ambler will be assisting.

Mr. Gentges added that he feels that Ed Gordon is one of the finest people he has ever met. Bartlesville has been blessed to have Mr. and Mrs. Gordon, and that they are going to be missed. He thanked Mr. Gordon for mentoring him during his first term of City Council.

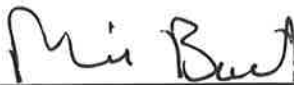
Mr. Curd echoed Mr. Gentges sentiments regarding Mr. Gordon. He added that he and Mrs. Gordon have been great assets to the City, and he wishes them well in their retirement.

Vice Mayor Kane thanked all of the staff on the preparation and presentation of the Budget. He also provided his congratulations to Mr. Gordon and stated his appreciation for his mentorship to him when he came on to the City Council.

Mayor Copeland closed stating his appreciation of the good reports received tonight. He added that change is not easy, that it is hard to say goodbye to Mr. and Mrs. Gordon from their positions with the City. He congratulated them on their retirement.

21. There being no further business to conduct, Mayor Copeland adjourned the meeting at 9:19 p.m.


Dale W. Copeland, Mayor


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

