



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

**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Tuesday, September 3, 2019
Immediately following the
Bartlesville Education Authority
Special Meeting beginning at 7 p.m.**

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

MINUTES

(Notice of Meeting was posted December 15, 2018 and Agenda was posted at 5:00 p.m. on Thursday, August 29, 2019.)

City Council present were Mayor Dale Copeland, Vice Mayor Alan Gentges, Councilmen Jim Curd, Jr. Trevor Dorsey and Paul Stuart.

City staff present were Mike Bailey, City Manager; Jason Muninger, City Clerk/CFO, Jess Kane, City Attorney; Terry Lauritsen, Director of Water Utilities; Lisa Beeman, Director of Community Development and Park Planning; Shellie McGill, Director of the Public Library; Kelli Williams, Chief Communications Officer; Police Chief Tracy Roles; Shelley Charles, Engineering; Captain Kelley Thomas, Security; and Elaine Banes, Executive Assistant.

- 1. Mayor Copeland called the business meeting of the Bartlesville City Council to order at 7:25 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.**
 - Mr. Curd read the Lt. Robb and Dr. Holly Fouts Day-September 23, 2019 proclamation. Members of the Fouts family received the presentation, supported by many police officers and friends of the family.
 - Mr. Stuart read the Library Card Sign-Up Month-September 2019 proclamation.
 - Vice Mayor Gentges Constitution Week-September 17-23, 2019 proclamation. Two members of the Daughters of the American Revolution received the proclamation.
- 5. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the City Planning Commission
 - One opening on the Bartlesville Library Board

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 Regular Meeting Minutes of August 5, 2019.

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

- i. Appointment of Ms. Jana Tresher to fill an unexpired term on the Street and Traffic Committee, at the recommendation of Councilman Stuart.
- ii. Appointment of Ms. Jessica Rovenstine to a three-year term on the Bartlesville Area History Museum Trust Authority, at the recommendation of Councilman Stuart.

c. Approval of Agreements and Contracts

- i. Contract and the LSTA Terms and Conditions Agreement between the Oklahoma Department of Libraries and the Bartlesville Public Library Literacy Services for the Health Literacy Grant 2020.
- ii. Contract and the LSTA Terms and Conditions Agreement between the Oklahoma Department of Libraries and the Bartlesville Public Library Literacy Services for the Immigration and Citizenship Grant 2020.
- iii. Agreement with W. T. Cox Information Services for the Bartlesville Public Library subscription services for September 2019-2020.
- iv. Agreement with Kellogg and Sovereign Consulting, LLC to complete and certify e-rate forms for 2020-2021 on behalf of the Bartlesville Public Library.
- v. Contract with McAnaw Construction for pre-construction services for the Water Utilities Building Renovation.
- vi. Professional service contract with Freese and Nichols, Inc. for design services on a 20-in water line along Frank Phillips between Silver Lake and US 75.
- vii. Professional service contract with NEO Design, LLC for design services and bridge assessments at the Sunset Bridge over Butler Creek, Tuxedo Bridges over the Caney River and Tuxedo Bridge over the Caney River overflow.
- viii. Professional service contract with Olsson for design services on the Hillcrest Drive Reconstruction Project.

d. Receipt of Financials

- i. Interim financials for the nine months ending March 31, 2019.
- ii. Interim financials for the ten months ending April 30, 2019.
- iii. Interim financials for the eleven months ending May 31, 2019.

e. Receipt of Bids

- i. Bid No. 2019-2020-010 for Price Fields Renovation Project – Phase III
- ii. Bid No. 2019-2020-012 for Sooner Park Pavilion

Mayor Copeland read the consent docket in its entirety. Vice Mayor Gentges requested that Item 6.c.viii. be removed for discussion.

Mr. Curd moved to approve the consent docket except for those items pulled, seconded by Mr. Dorsey.

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

Item 6.c.viii. Vice Mayor Gentges reported that a draft of the contract had been submitted in the packet, with a final contract provided at the meeting. He asked City Attorney Kane if the final contract had been reviewed and approved. Mr. Kane stated that he had reviewed it and is satisfied that the requested changes had been made by Olssen.

Vice Mayor Gentges moved to approve Item 6.c.viii. Professional service contract with Olsson for design services on the Hillcrest Drive Reconstruction Project, seconded by Mr. Dorsey.

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

7. Discuss and take action to award Bid No. 2019-2020-012 for Sooner Park Pavilion. Presented by Mr. Dorsey.

Mr. Dorsey moved to award Bid No. 2019-2020-012 to Jeff Graham Construction, Coffeyville, Kansas, in the amount of \$107,855.00, seconded by Mr. Curd.

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

8. 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, 2018. Presented by Andy Cromer, CPA, Arledge & Associates, P.C. Certified Public Accountants.

Mr. Cromer began by explaining the differences between Arledge & Associates, P.C., who reviews and presents the audit, and Crawford and Associates, who audits and prepared the audit. He stated that he was not entirely sure why the report is so late, but he and his company are committed to presenting next year's report in a more timely fashion. He went on to report that the City of Bartlesville has approximately five-month's worth of general funds in reserve. The City is operating at a gross profit margin of about 23% which is acceptable and comparable to other cities of our size. He went on to discuss the three pension plans, Fire, Police and City employees. Referring to page 72, he reviewed at what percentage each of the plans are funded. He further reported on the City's health insurance funding. Mr. Cromer reported that the auditor's report states that the audit for the City is clean and unmodified.

Discussion covered the funding of pension plans; the health insurance reporting requirements; how the FOP fund is well funded with the IAFF fund less well funded; and how cities have little or no control of the funding of the FOP and IAFF pension funds. Mr. Muninger assured the City Council that the FY ended June 30, 2019 report will be ready for presentation with a six-month turnaround as its goal. Mr. Cromer reviewed the Required Communication Letter that would contain any items that need to be addressed, of which there was none. He pointed out a two-page report attached to the audit regarding internal controls and compliance. There were no comments to address in that report as well. Mayor Copeland stated his appreciation of Mr. Cromer, and of the City Council and staff for the clean report.

Mr. Curd moved to receive the Annual Financial Statements and Independent Auditor's Reports for FY June 30, 2018 as presented, seconded by Mr. Stuart.

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

9. **Consideration and action on a Resolution of the City Council of the City of Bartlesville, Oklahoma (the "City") approving the incurrence of indebtedness by the Bartlesville Education Authority (the "Authority") issuing its Lease Revenue Note, Series 2019 (Bartlesville Public Schools) (the "Note"); providing that the organizational document creating the Authority is subject to the provisions of the Note Indenture authorizing the issuance of said Note; waiving competitive bidding with respect to the sale of said Note and approving the proceedings of the authority pertaining to the sale of said Note; and containing other provisions relating thereto. Presented by Jon Wolff, Financial Advisor, Municipal Finance Services, Inc.**

Mr. Wolff reported that anytime a public trust issues debt, the beneficiary of the Trust, which is the City of Bartlesville, must also approve or ratify the indebtedness. The value of the audit, referring the item prior to this one, is important to interested banks and/or investors, the Security Exchange Commission, etc. and affects rates as well as all the various factors involved in lending.

Mr. Dorsey moved to approve the Resolution as presented, seconded by Vice Mayor Gentges.

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

10. **Discuss and take possible action on a proposal from Jon Lindblom of Safari Smiles for an installation of an 18-hole disc golf course on property owned by the City of Bartlesville. Presented by Lisa Beeman, Director of Community Development and Park Planning.**

Ms. Beeman reported that at the August 15, 2019 Park Board meeting, members voted to recommend the use of City-owned acreage for a disc golf course as proposed by Mr. Lindblom. The owns approximately 194 acres in the Lee Lake area and the area proposed would be on 45 acres lying north of Lee Lake. The majority of the 45-acre site is a wooded undeveloped area through which Pathfinder Parkway traverses. The western portion of this site, which has been cleared, is a former landfill site, which is not suitable for development. The proposed disc golf course would not interfere with Pathfinder Parkway or any other activity areas with the Park. Users would share off-street parking and restrooms. Installation in this location would have only minimal impact on the existing landscape, with minimal tree removal to allow alleyways for holes. If approved, Mr. Lindblom would then proceed to work with a professional disc golf course designer and City staff to layout the 18-hole course. Once a final design has been prepared, it would go back to the Park Board for final approval. Mr. Lindblom would pay for all costs associated with course design, course equipment, professional signage and installation. Maintenance would be provided by the local disc golf club in the same manner that is done at the Shawnee disc golf course.

Ms. Beeman introduced Mr. Lindblom who presented a PowerPoint of his proposal and expanded on the information previously provided by Ms. Beeman. In summary, Dr. Lindblom stated that the proposed location is not currently used and undevelopable; the location has perfect established amenities already present; the course will be professionally designed with safety being paramount and zero impact to pathfinder users; the course will be championship caliber with the ability host major events in the future; disc golf is one of the fastest growing sports in the U.S. and our region of the country is home to more disc golfers than anywhere else; and that his ultimate goal is to get more kids outside versus being inside.

Discussion covered how play may affect the dog park, walkers on the Pathway; whether or not the discs would sink if they went into the lake; timeline of developing the course, which would be in the Fall; maintenance; tournaments and subsequent revenue that would benefit the City overall; and that liability for the course would be the same as with any park of the City. Finally, Mr. Bailey stated that a lease agreement would be developed that will include maintenance responsibilities and liability. Vice Mayor Gentges stated his appreciation of Dr. Lindblom for providing the proposal and funding the disc golf course.

Vice Mayor Gentges moved to approve the use of the City-owned acreage for a disc golf course as proposed by Jon Lindblom subject to Park Board approval of the final course layout, as presented, seconded by Mr. Dorsey.

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

11. Discuss and take action on Change Order #1 with Jonesplan LLC for the Tower Center at Unity Square Project. Presented by Terry Lauritsen, Director of Water Utilities.

Mr. Lauritsen reported that when Council accepted/awarded the seven work packages for the construction of the Tower Center at Unity Square project through Jonesplan, the awards were contingent on future change order or quantity adjustments to get the project within budget. The overall cost of the original bids, without any change orders and/or quantity adjustments, was \$2,247,682.29. The available budget for construction is currently \$2,039,262, which the City's \$1.75 MM GO bond funds has been augmented by the generosity of donations totaling \$420,000 to-date. Mr. Lauritsen presented a summary of the work packages, Jonesplan's subcontractor and modifications necessary to get the project within budget. The total cost of the project including all of the needed quantity adjustments, change orders and contingency is \$2,033,273.25 and within the current available budget of \$2,039,262.00.

Mr. Lauritsen continued reporting that Change Order #1 provides the modifications necessary to WP1-Restrooms, Storage Building and Stage Canopy and WP 26 – Electrical and Landscape Lighting. For WP 1, the change order will remove the concrete block walls for the toilet partitions within the bathroom and replace them with phenolic core partitions, which will reduce the contract by \$4,250. For SP 26 (Electrical), this work package was rebid with a reduced scope, per the value engineering approved by Council in July, to bring the cost of the improvements within budget. With the recent receipt of \$100,000 from ConocoPhillips, several items left out of the accepted bids re able to be added back into the contract. One of the high priority add backs that the Design Committee selected were the embedded lights within the concrete rays. The proposed change order will add back these embedded lights, as well as removing light fixtures that were redundant, due to other lighting components, and not needed. The change order for this bid package will increase the contract by \$16,734.00. Staff recommends approval of Change Order #1 with an overall net increase of \$12,484. Mr. Lauritsen concluded stating that change orders for the Site Concrete and Landscaping, both with Jonesplan serving as the sub, are still being developed and will be presented for Council consideration in October.

Mr. Dorsey moved to approve Change Order #1 with Jonesplan with an overall net increase in the contract amount by \$12,484 as presented, seconded by Mr. Curd.

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

12. Discuss and take possible action to approve an agreement with Tri County Technology Center for leasing of office space for an East Side Substation of the Bartlesville Police Department. Presented by Police Chief Tracy Roles.

Chief Roles reported that a substation would allow police officers to be more effective and available to the public, providing more of a presence to the east side of Bartlesville. Officers will be able to use the dedicated office space to prepare reports, etc. without traveling to the downtown/west side of Bartlesville where the main police headquarters are located. This will also enable officers to respond to calls in progress with a better response time.

Discussion ensued covering how the idea for a substation has been discussed for several months; how the management of Tri County Tech worked with the City to make is a cost effective venture for both parties; use of the facility for training; how the substation will have the same administrative office hours as the main police station; and how the substation will be a crime deterrent with police presence 24 hours a day for the facility.

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

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

13. New Business.

There was no new business to report.

14. City Manager and Staff Reports.

Mr. Bailey reported that due to the Labor Day holiday. Monday trash routes will run tomorrow, Wednesday.

He added that pools are now closed due to the fact that many of the lifeguards and personnel at the pools return to school mid-August. The splash pad at Sooner will remain open until colder weather arrives.

Mr. Bailey also stated that a Special City Council meeting will be held Tuesday, September 17 at a time to determined later.

Mr. Bailey also congratulated Nathan Thompson, Assistant Editor of the Examiner-Enterprise, on his new job in South Dakota beginning mid-September.

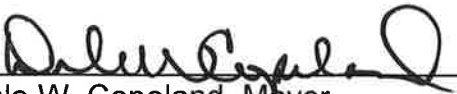
15. City Council Comments and Inquiries.

Mr. Stuart inquired how the new traffic unit was working out after its first week. Mr. Bailey reported that it was highly successful.


Mr. Stuart also inquired on the timeline of the new pavilion in Sooner Park. Ms. Beeman reported that it should be in place by the end of the year.

Mayor Copeland attended the first cricket tournament over the past weekend. He credited Tyler Vaclaw for working in preparation of and for the tournament. Lt. Gov. Pinnell also attended, and the Mayor received many positive reviews. He stated that there are many great things happening in Bartlesville.

16. There being no further business to be address, Mayor Copeland adjourned the meeting at 9:05 p.m.



Dale W. Copeland, Mayor



Jason Muninger, City Clerk/CFO


Laine Bines, Deputy Clerk

