



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

**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Monday, November 4, 2019
at 7 p.m.**

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

MINUTES

(Notice of Meeting and Agenda posted at 5:00 p.m. on Thursday, October 31, 2019.)

Council members present were Mayor Dale Copeland, Vice Mayor Alan Gentges, 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; Lisa Beeman, Director of Community Development and Park Planning; Fire Chief John Banks; Kelli Williams, Chief Communications Officer; Captain Kevin Ickleberry, Security; 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 Pastor Stephen Carl, First Presbyterian Church.**
4. **Citizens to be heard.**

Ms. Tracy Diehl provided information regarding Agenda Item 13 on behalf of Jane Phillips Medical Center/Ascension St. John.

5. **City Council Announcements and Proclamations.**
 - Mr. Stuart read the Extra Mile Day November 1, 2019 proclamation.
 - Mr. Dorsey read the Small Business Saturday, November 30, 2019 proclamation.
6. **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

7. **Consent Docket**
 - a. **Approval of Minutes**
 - i. The Regular Meeting Minutes of October 7, 2019.

b. Approval of Resolutions

- i. Resolution for the selection of Pre-Qualified Engineering Consulting Firm to perform bridge inspections between April 2020 and April 2022.

c. Approval of Agreements, Contracts, and Engagement Letters

- i. A contract between the City of Bartlesville/Bartlesville Public Library Literacy Services and the Oklahoma Department of Libraries regarding grant monies to pay the salary for the Literacy Assistant Position in the amount of \$10,000.
- ii. Two contracts between the City of Bartlesville/Bartlesville Public Library and Johnson Controls to extend preventative maintenance on the Library's HVAC system.
- iii. A HUD Hope VI Main Street Grant Redevelopment Agreement between the City of Bartlesville, The Bartlesville Redevelopment Trust Authority and Johnstone OK Partners LLC to revitalize The Apartments at Hotel Phillips.

d. Declaration of Surplus Property

- i. Declaration of Unit #F-1000 1998 Ferrara 1500 GMP Pumper Fire Truck as surplus property.

e. Receipt of Financials

- i. Interim financials for one month ending July 31, 2019
- ii. Interim financials for two months ending August 30, 2019

f. Receipt of Bids

- i. Bid No. 2019-2020-016 for One (1) Compact SUV for the Community Development Department.

Mayor Copeland read the consent docket in its entirety. Mr. Stuart requested 7.a.i. be pulled from the consent docket.

Vice Mayor Gentges moved to approve the consent docket with the exception of Item 7.a.i., seconded by Mr. Curd.

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

Item 7.a.i. Approval of the Regular Minutes of October 7, 2019.

Mr. Stuart asked that the voting section of the item be corrected. He had recused himself from discussion and vote for Item 6.3.i in the meeting of October 7, 2019. In the minutes, he is shown to have both voted Aye and as being recused. The minutes will be corrected showing he did not vote Aye.

Mr. Stuart moved to approve Item 7.a.i. as corrected, seconded by Mr. Curd.

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

- 8. Receive bids for the purchase of \$2,000,000 Combined Purpose General Obligation Bonds, Series 2019A 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 Nate Ellis, The Public Finance Law Group, PLLC.**

Chris Wolff, Municipal Finance Services, reported a successful bond sale for the Series 2019A GO Bonds with BOK Financial Securities winning the bid with a true interest cost of 1.649900% with net interest cost of \$202,252.00.

Mr. Curd moved to receive bids and award the bid to BOK Financial Securities, Inc. at 1.649900% as presented, seconded by Mr. Stuart.

Aye: Mr. Curd, Vice Mayor Gentges, Mr. Stuart, 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 2019A in the sum of \$2,000,000 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 Nate Ellis, The Public Finance Law Group, PLLC.**

Mr. Ellis reported that the proposed ordinance that authorizes the issuance of the Series 2019A Bonds.

Vice Mayor Gentges moved to adopt the Ordinance providing for the issuance of Combined Purpose General Obligation Bonds, Series 2019A in the sum of \$2,000,000, etc. as presented, seconded by Mr. Dorsey.

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

Mr. Ellis explained that the emergency action makes the ordinance effective immediately instead of the ordinance becoming effective 30 days from date of publication.

Vice Mayor Gentges moved to declare an emergency as presented, seconded by Mr. Curd.

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

- 10. Receive bids for the purchase of \$600,000 General Obligation Limited Tax Bonds, Series 2019B 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 Nate Ellis, The Public Finance Law Group, PLLC.**

Chris Wolff, Municipal Finance Services, reported a successful bond sale for the Series 2019B GO Bonds with BOK Financial Securities, Inc. winning the bid with a true interest cost of 1.572443% with net interest cost of \$42,983.00.

Mr. Curd moved to receive bids and award the bid to BOK Financial Securities, Inc. at 1.572443% 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 to approve an Ordinance providing for the issuance of General Obligation Limited Tax Bonds, Series 2019B in the sum of \$600,000 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 Nate Ellis, The Public Finance Law Group, PLLC.**

Mr. Ellis reported that the proposed ordinance that authorizes the issuance of the Series 2019B Bonds.

Mr. Dorsey moved to adopt the Ordinance providing for the issuance of Combined Purpose General Obligation Bonds, Series 2019B in the sum of \$600,000, etc. as presented, seconded by Mr. Stuart.

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

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

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

- 12. Discuss and take action to approve a proposed Economic Development Agreement between the City of Bartlesville, the Bartlesville Development Authority, and Service and Manufacturing Corporation. Allocating up to \$150,000 from the Economic Development Fund upon the formal approval of the BDA Board of Trustees. Presented by Jess Kane, City Attorney.**

Mr. Kane provided in his cover report that in June of 2013, the Bartlesville Development Authority (BDA) recommended that the City Council appropriate \$130,000 from the Economic Development Fund (EDF) to pay for the installation of a higher-capacity water line to support the expansion of Service and Manufacturing Corporation (SMC). Consistent with established practice, the targeted ratio for use of the EDF is \$10,000 per job created. The targeted break-even was an additional 13 jobs over SMC's baseline of 40 employees. As of August 2019, SMC employed 68, an increase of 28 manufacturing jobs and anticipates

adding 15 more in the months ahead. However, additional expansion and workforce cannot be accommodated on SMC's site without connection to the city's sanitary sewer system. Given SMC's additional 28 employees since 2013, total EDF allocation for infrastructure would justify \$280,000. Having utilized \$130,000 for the water line; \$150,000 remains available under policy guidelines for assistance with installation of the sewer line. Typically, any EDF contribution is predicated on anticipated job growth. In this case, SMC has already met the job creation break-even point associated with this request, and this infrastructure extension makes 15 additional jobs possible without future EDF allocation.

Mr. Kane reported that he prepared the proposed Economic Development Agreement based upon terms already agreed to by City staff, SMC and the BDA. He added that Mr. Wood, President of the BDA, assisted him in compiling the analysis for the report. Mr. Kane emphasized that the highlight here is the increased employment, with more expected in the future. Mayor Copeland stated this is a continuation of growth of a strong local company, strong supporter of our community. He added that they continue to grow and therefore need increased infrastructure support to make it possible. He concluded that this is the best reason for our BDA to exist is to help companies grow and expand. Good news.

Vice Mayor Gentges moved to approve the Economic Development Agreement allocating up to \$150,000 from the Economic Development Fund upon the formal approval of the BDA Board of Trustees as presented, seconded by Mr. Curd.

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

13. Discuss and take action to allow the two existing Jane Phillips Medical Center/Ascension St. John signs to remain in the existing locations within the City right-of-way and be resized and updated as proposed. Presented Lisa Beeman, Director of Community Development.

Ms. Beeman reported that due to the transition of Jane Phillips Medical Center to Ascension St. John, all signage on and around their campus, at the hospital, and medical offices will need to be changed. The majority of the signs are existing and will be replaced in the same locations; however, they are also proposing 12 new signs, 10 wall signs and 2 freestanding signs. The overall comprehensive signage plan was reviewed by the City Planning Commission (CPC) at its regular meeting on October 22, 2019. After discussion and consideration, the CPC approved the plan with the condition that no signs shall be placed in the right-of-way without approval of the City Council. By use of a PowerPoint presentation, Ms. Beeman provided the location of the two existing signs on Frank Phillips Boulevard which are located in the City right-of-way that had been previously approved by City Council in the past. Both will be resized and refaced as part of this comprehensive rebranding project. The Council is requested to consider action to allow the two existing JPMC/Ascension St. John signs to remain in the existing locations within the City right-of-way and be resized and updated as proposed. If approved, staff will work with the City Attorney to prepare an agreement to be signed by both parties concerning liability and maintenance of the signs.

A brief discussion covered that the two signs will be internally lighted; they are standardized signs; and the wide right-of-ways on Frank Phillips Boulevard. The Mayor appreciated Ms. Diehl's comments made in the Citizens to Be Heard portion of the meeting.

Vice Mayor Gentges moved to allow the two existing signs to remain, be resized and updated as presented, seconded by Mr. Stuart.

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

14. Discuss and take action on a proposed Bicycle Safety Action Plan for the City of Bartlesville. Presented by Lisa Beeman, Director of Community Development and Park Planning.

Ms. Beeman reported that in 2012 she met with the Bartlesville Pedalers to discuss their desire to join with the City of Bartlesville to become a bicycle friendly community. The result of this meeting and further discussions with the Park Board and the Street and Traffic Committee was the proposed Bicycle Safety Action Plan. This plan was reviewed and approved by both the Park Board and the Street and Traffic Committee, both in 2012, but was never brought forward to the City Council for consideration and final action. Vice Mayor Gentges recently brought the plan forward to the Transportation Committee for review and update, resulting in the updated version of the Bicycle Safety Action Plan as approved by the Transportation Committee on October 8, 2019.

Using a PowerPoint presentation, Ms. Beeman provided in detail the goals and objectives of the "Share the Road" program which are: 1) improve drivers' and cyclists' knowledge and observance of traffic rules as they apply to cycling; 2) reduce conflicts and collisions between motorists and cyclists; 3) increase respect and courtesy between motorists and cyclists; and 4) increase understanding of cyclists' right to use public roads. She provided a map showing the current bicycle routes, as well as a proposed bicycle route system; signage placement and replacements; paint/application of bicycle route symbols; and material costs.

Ms. Beeman concluded stating that following the goals and objectives of the Share the Road Program, the proposed Bicycle Safety Action Plan discusses the expansion of safe bicycle routes, facilities and education programs to improve safety conditions for bicycling and to realize the significant potential benefits of bicycling in our community.

Discussion covered improving on what the City provides at this time; use of Pathfinder for bicycling; and how the short term improvements and implementation of the Bicycle Safety Plan may encourage cyclists to use their bicycles as a transportation means, as well as for recreational use.

Vice Mayor Gentges moved to approve the Bicycle Safety Action Plan as presented, seconded by Mr. Dorsey.

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

15. Discuss and take possible action to reallocate \$150,000 of General Obligation Bond Funds to the Tower Center at Unity Square Project for the installation of an interactive water feature and authorize the Tower Center Design Committee to conduct an art competition in order to solicit bids. Presented by Councilman Curd.

Mr. Curd reported that in the 2018 GO Bond election \$2.6 million were voter approved for Park Projects. Within that amount, \$2.6 million, funds were allocated for the Tower Center at Unity Square. Within the Park Project allocation, a splash pad was planned for Johnstone Park in the amount of \$300,000. As committees met regarding the building of Tower Center at Unity Square, it became apparent that the public would like a splash pad there as well, but there were no funds available for it. When quotes were received for the splash pad in Johnstone Park, it was discovered that it could be built for \$200,000 which is \$150,000 less than what was allocated. Mr. Curd is requesting the Council approve reallocation of \$150,000 to build a splash pad in the Tower Green at Unity Square Park.

Mr. Curd moved to approve the reallocation of \$150,000 of GO Bond Fund to Tower Center at Unity Square Project for the installation of an interactive water feature and authorize the Tower Center Design Committee to conduct an art competition in order to solicit bids, as presented, seconded by Vice Mayor Gentges.

Mayor Copeland confirmed that a splash pad will be built in Johnstone Park using \$200,000 and a water feature will be built in Tower Green at Unity Square with the reallocated \$150,000. Mr. Curd confirmed and added that the motion would include authorizing the Tower Center Design Committee to conduct an art competition in order to solicit bids. Mr. Stuart inquired if the full \$150,000 would be needed since water and electrical lines are already included in the Tower Center design. Mr. Curd stated that the full \$150,000 would be used on the water feature. Mr. Bailey explained the art competition would be in order to solicit bids with a water feature design. The competition is not for prize money; therefore, the full \$150,000 will be dedicated to building the water feature. Mr. Curd stated that Scott Ambler, Ambler Architects, is familiar with how to use art competition for design of the water feature. Vice Mayor Gentges commented that the water feature will add one more amenity to Tower Center at Unity Square, and that the design include minimal maintenance. Mr. Curd added that the water feature will invite families into the Tower Center at Unity Square Park during the heat of the summer, and the splash pad in Johnstone will add to the improvements made in Johnstone Park. Mayor Copeland explained the 30% discretionary project funds and the good use in this case to build more projects. Mayor Copeland inquired if this action reallocates the \$150,000 at this time. Vice Mayor Gentges stated that this action does reallocate the funds as soon as they are available. Mr. Bailey stated that the funds will be available in approximately 30 days after the receipt of the GO Bond funds. Mr. Stuart inquired as to the timeline for the Johnstone Park splash pad. Ms. Beeman reported that quotes have already be received so construction could begin after the first of the year. Mr. Bailey added that much of the work will be done by City staff, which is how money was saved on the project, and that the water that will be used is part of the water re-use program.

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

16. New Business.

There was no new business.

17. City Manager and Staff Reports.

Mr. Bailey reported that:

The Bartlesville Citizens Police Academy has been revived, and its first class graduated a week ago. The next one starts in March. Twenty participants will be accepted and applications are available on-line or by calling 918-338-4133.

The City has started Code Enforcement Saturdays, which is an expansion of the Code Enforcement Department.

Bison Road will be closed just south of Nowata Road, on Bison Road to Rice Creek Road on Wednesday and Thursday of this week for drain line replacement. There will be some re-surfacing as well before the weather gets too cold.

The Bartlesville IAFF and the Professional Fire Fighters of Oklahoma recently conducted Fire Ops 101 in which city managers and officials from this area were invited to attend and participate. Mr. Bailey said it was enlightening, and it renewed his appreciation for first responders.

Free grass and leaf pick up will be held the week of December 9 – 13. Citizens are welcome to bag as many bags of grass and leaves as needed and place them on the curb on their regular trash pick-up date. Limbs must be bundled in four feet lengths and less than 50 pounds.

18. City Council Comments and Inquiries.

Mayor Copeland announced the Veteran's Day Parade is scheduled for 11 a.m. on Saturday, November 9, 2019. Mr. Bailey requested that council members contact his office if they wish to participate.

Mayor Copeland also expressed his appreciation to Captain Ickleberry for attending the meeting tonight providing security. He also stated his appreciation for the new Traffic Patrol Division and the good job they and all of the police force are doing.

19. There being no further business, Mayor Copeland adjourned the meeting at 8:27 p.m.



Jason Muninger, City Clerk/CFO



Dale W. Copeland, Mayor

