



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

**MINUTES OF THE  
EMERGENCY MEETING  
OF THE BARTLESVILLE  
CITY COUNCIL  
Wednesday, March 18, 2020  
8:00 a.m.**

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

## **MINUTES**

(Notice and Agenda posted at 5:00 p.m. on Thursday, March 7, 2020.)

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

City staff present were Mike Bailey, City Manager; Tommy Brown, Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Laura Sanders, Director of Human Resources; Shellie McGill, Director of the Public Library; Matt McCollough, Director of IT; SA Rick Silver; Police Chief Tracy Rolls; Fire Chief John Banks; Kelli Williams, Chief Communication; Deputy Police Chief Rocky Bevard, Security; and Elaine Banes, Executive Assistant.

- 1. Mayor Copeland called the Business Meeting of the Bartlesville City Council to order at 8:00 a.m.**
- 2. Roll call was conducted and a quorum established.**
- 3. Citizens to be heard.**

Chad Ellis thanked the City Council for their upcoming action, but requested more aggressive and prudent measure be taken to protect the community from COVID-19.

- 4. Discuss and take possible action to approve a resolution listing mitigation measures in response to the COVID-19 disaster declarations.**

Mr. Bailey reported that he and his staff have been researching Federal and State documents, as well as the World Health Organization and Centers for Disease Control guidelines for several days. A conference call with Governor Stitt was held on Monday, 3/16/20 as well. In addition, he and staff held a meeting with a representative from the Washington County Health Department yesterday, 3/17/20. Along with all of this research and input from various municipalities comparable in size to Bartlesville, the proposed resolution was developed. He reported that it is the City's primary focus to maintain continuity of the essential services provide such as water, wastewater, police, fire and sanitation. He also explained the importance of reducing exposure to City employees and first responders.

Mr. Bailey reviewed the resolutions as follows:

- Existing special event permits will be revoked and no further special event permits will be issued.
- Municipal Court will be suspended other than by teleconference where required. No further failure to appear warrants will be issued or served.
- All Code Enforcement hearings will be suspended.
- Public gatherings of greater than 50 people will not be allowed at any City owned or managed facility.
- Further utility cut-offs will be suspended. The city manager will be directed to reestablish service for any disconnected customer. Amounts due will not be forgiven.
- City owned pools will not be opened.
- The Bartlesville Public Library and History Museum will be closed to the public.
- All City board and committee meetings will be canceled except for City Council and all Authorities. Authorities will be encouraged to meet only when necessary.
- The use of City owned meeting rooms for public gatherings of any size is prohibited.
- In-person gatherings for social, spiritual and recreational purposes including, but not limited to, community, civic, public, leisure, faith-based or sporting events, parades, concerts, festivals, conventions, fundraisers and similar activities are strongly discouraged.
- Restaurants, bars and other privately-owned gathering places are highly encouraged to limit the number of patrons such that at least six feet of space is available to each person. Such facilities are further encouraged to provide enhanced “take out” and “delivery” options.
- Local gyms and exercise facilities are encouraged to discontinue all group activities and to significantly increase and enhance facility sanitation regiments.

He added that the following measures in the resolution will allow the city manager to take the following actions:

- Where practical, close portions of public facilities to the public and encourage the use of email, telephone and other remote methods of conducting business with the City.
- Modify work schedules and conditions as necessary to ensure business continuity and employee safety.
- Invoke special protocols to limit the risk of exposure for City employees.
- Establish procedures for certain employees to telecommute where practical.
- Provide paid admin leave for employees who have potentially been exposed to Covid-19 as per management developed policy.
- Establish mandatory disinfection protocols for all City facilities.
- Take other actions as necessary to preserve the health and safety of City employees.

- As needed and where prudent, utilize funding from the Capital Reserve Fund to purchase items necessary to facilitate these directions.

Mr. Bailey concluded his review of the proposed resolution stating that the measures will go into effect at 11:59 p.m. Wednesday, March 18, and will be reviewed and, if warranted, amended or renewed by the City Council during its regularly scheduled meeting on the first Monday of every month.

Discussion ensued covering how staff has been careful to ensure a measured approach so as not to feed into any panic or hardship for citizens; how the resolution actions are not over-reaching, but encourage the guidelines and recommendations already set forth by the CDC, the WHO and in accordance with the Oklahoma State Department of Health; how the resolution can be amended should a confirmed case of COVID-19 be found in Washington County; how limiting groups to 50 or less was determined by community type and comparable city information; how it is important to support local business while using the recommendations of the CDC; how the community should not binge shop and to avoid buying the WIC designated items if not a WIC qualified family; how important it is to check on elderly neighbors or those with health problems; and how important it is to not give in to fear. Vice Mayor Gentges pointed out that although Mr. Curd is not at the meeting, he has reviewed and approves the resolution.

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

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

- 5. There being no further business to address, Mayor Copeland adjourned the meeting at 8:30 a.m.**



Dale W. Copeland, Mayor



Jason Muninger, City Clerk/CFO