



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

**MINUTES OF THE  
SPECIAL MEETING  
OF THE  
BARTLESVILLE CITY COUNCIL  
Monday, May 18, 2020  
at 7 p.m.**

**Via Videoconference  
Per Senate Bill 661**

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

**Per Senate Bill 661  
City Council Members attended by VideoConference.**

**The public attended virtually at the following link  
<https://www.cityofbartlesville.org/city-government/city-council/webcast/>**

## **MINUTES**

(The Notice of Meeting and the Agenda was posted May 14, 2020 at 5:00 p.m.)

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

City staff present via videoconferencing were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Lisa Beeman, Director of Community Development; Micah Siemers, Director of Engineering; and Alicia Shelton, Accountant; Megan Snead, Accountant; Elaine Banes, Executive Assistant. Also attending via videoconferencing was Pastor Darryl Wootton.

- 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 Darryl Wootton, Spirit Church.**
- 4. City Council Announcements and Proclamations.**
  - There were no announcements or proclamations.
- 5. Authorities, Boards, Commissions and Committee Openings**
  - One opening on the City Planning Commission
  - One opening on the Construction and Fire Code Appeals Board

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.

## 6. Consent Docket

### a. Approval of Minutes

- i. The Minutes of the Special City Council Meeting of 4/30/20.
- ii. The Minutes of the Regular City Council Meeting of 5/4/20.

### b. Approval of Agreements, Applications, Contracts and Engagement Letters

- i. Authorize Mayor to execute Application for Federal Assistance (OMB SF-242) and e-Signature Grant Sponsor Request form for possible receipt of CARES Act Funding for Airport Expenses.
- ii. Contract with Triangle Construction and Utility for a storm sewer repair project between Flowerland and Wendy's based upon written quotes for services.

Mayor Copeland read the consent docket in its entirety.

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

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

## 7. Discuss and take possible action on Change Order #1 from LD Kerns for the Price Fields Phase 3 Project. Presented by Micah Siemers, P.E., Director of Engineering.

Mr. Siemers provided the history of the project. He reported that during construction of the parking lots included in the base bid and bid alternate A1, the contractor came across a couple of large areas of unsuitable soil. The soil consisted of a highly plastic clay material unsuitable for use under the pavement. The unsuitable material had to be undercut to depths ranging from 1' to 3' below the subgrade and then backfilled with better material in order to reach levels of compaction sufficient for placement of the aggregate base and asphalt. This additional undercutting is an added cost to the project. LD Kerns secured a proposed price for the additional work from their earthwork subcontractor with staff oversight. The total added cost for this work is \$78,403.04. The project budget includes \$35,000 in Engineer's Allowance to cover unforeseen items that inevitably come up during construction. This results in a \$43,403.04 deficit and does not allow for any additional changes to the project if needed. Staff has been working with the contractor to value engineer the project to bring it back into budget while maintaining a quality finished product that still fits the overall design of the project. He provided information on the items that have been identified to reduce cost with minimal impact on the project:

- Eliminate bullpens on foul lines – this eliminates 624 LF of 6' chain link fence/gates @ \$16.68/LF Total Savings: **\$10,408.32**
- Eliminate two (2) block storage rooms from base bid. Two fields will share an equipment storage room for rakes, chalk, bases, etc. rather than each field having its own building. This will mirror what is being done on the two previous phases already. **Total Savings: \$20,200.00**
- Change S4 Asphalt in parking lots to PG 64-22 OK oil instead of PG 70-22 OK oil. This was an oversight in design already. The PG 70-22 OK oil is typically used in higher traffic collector/arterial street applications. PG 64-22 OK is more appropriate for a parking lot or residential street. This will reduce the unit price for S4 asphalt by \$5.25/ton. **Total Savings: \$7,754.25**

- Eliminate the four (4) large wrap around shade structures behind the backstops and replace with eight (8) rectangular shade structures that cover the bleachers on each foul line. This is more in line with what was constructed on the previous phases. At \$25,100/EA, the larger structures are very costly. The unit price for the individual structures is \$8,500/ea. **Total Savings: \$32,400.00**

The total estimated savings from these items is \$70,732.57. These savings coupled with the \$35,000 in Engineer's Allowance would provide \$27,359.53 in remaining available budget to cover any additional unforeseen work. As the buildings get further along and the more detailed work on the fields begins, this safety net could prove valuable. The asphalt and shade structure bid item and associated unit price modifications will require a change order to the contract since they could be considered completely different pay items than what was approved in the contract. The reduction of fence for the bullpens and elimination of two (2) of the four (4) equipment buildings can be handled via quantity reduction and do not require a change order. Therefore the Change Order No. 1 included with this report includes the changes to the contract associated with the asphalt and shade structures. Staff is recommending approval of Change Order No. 1 reducing the contract with LD Kerns by \$40,154.25.

Discussion covered the change in asphalt and how the change is more affordable and efficient for the project; the size of the storage units with Mr. Curd requesting a larger size that 8 x 8; and that the storage units will be built with concrete block with a metal roof. Mr. Siemers will discuss larger storage units with the contractor and contact Mr. Curd with the results.

Mr. Dorsey moved to approve Change Order #1 resulting in an overall net decrease in the contract amount in the amount of \$40,154.25, seconded by Mr. Stuart.

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

**8. Review of current COVID-19 mitigation measures and possible action on an ordinance to amend said mitigation measures. Presented by Mayor Dale Copeland.**

Mayor Copeland reported that a review of mitigation measures in City Ordinance #3527 was agreed upon and will be reviewed at each Council meeting until revoked. He added that Washington County has recorded a decline in COVID-19 cases and no deaths have been reported over the past four days. Mr. Bailey reviewed Washington County COVID-19 cases and deaths as of 5/18/20. He stated that the City's Ordinance No. 3527 was set up to roll off with the Governor's OURS Plan. He reviewed the current Bartlesville restrictions listing them individually. He also provided information per the White House GATE criteria - Symptoms Gate, Hospitals Gate and Cases Gate.

Mr. Bailey reported that City Hall opened today for utility billing and municipal court. The police department lobby, the Golf course pro shop, and park restrooms opened today as well. The playground area of the parks will remain closed as long as there is still community spread per CDC guidelines. The Park and Street Department crews are back to full staffing today and are moving to catch up on mowing the parks and city roadways.

Discussion ensued regarding the White House Gates criteria; appreciation for mowing; how the City restrictions on retail, restaurants, gyms and bars are more restrictive than the OURS Plan; whether the table distance restrictions should be removed; how the City's restrictions were developed and voted upon; and the restrictions should remain in place until further discussion and review at the June 1 City Council meeting.

**9. Presentation and discussion of the City of Bartlesville proposed budget for Fiscal Year 2020-2021. Presented by Jason Muninger, City Clerk/CFO.**

Using a PowerPoint presentation, Mr. Muninger reviewed the Budget Roles Summary; Budget Preparation Schedule; Financial Structure; and Significant Items such as Revenue, Personnel, Stabilization Reserve Fund, and the Capital Reserve Fund.

Discussion ensued following Mr. Muninger's report on Sales Tax Estimates showing an estimated 4.3% or \$814,000 decrease for FY 2020/2021. Comments covered how the March sales tax was up due to panic buying; how April and May has tapered down in sales tax revenue; the Hilton Hotel TIF #8 closing date and income; the strength of the Stabilization Reserve Fund; the revitalization of the old Kmart facility; the continued revitalization of Eastland Center; and that Silver Lake Village averages \$50,000 in sales tax each month. Mr. Muninger stated that the City is stable and in a good position to weather any downturn expected over the next year or more.

Mr. Muninger reported that Phase V of the five-year rate plan adopted May 2016 will go into effect July 1 and will increase water rates 6.9% or \$4.64 for average utility customers. He added that a rate study will need to be conducted in FY 2021 for evaluating rates for FY 2022 especially since Wastewater and Sanitation rates will need to be adjusted. Discussion covered how rates had not been increased for several years prior to 2016; how the increase was spread over five years so it would not be a large increase for customers to manage all at one time; and the purchase timeline and maintenance of the sanitation trucks.

Mr. Muninger stated that due to the proposed "flat" budget, there will be no personnel additions for FY 2021. There were additions made in the current fiscal year which increased overall full time employees by two. One was for a SRO for the school and it is primarily funded by Bartlesville Public School, and a full time employee in Water and Wastewater (the budget indicated this as two FTE's but was an error.) A brief discussion covered the personnel adjustment of current fiscal year.

The General Employee Pension Status was also reviewed. Mr. Muninger reported that overall funding went down \$35,000 from the prior year and the pension fund is at 82.2% funded. The pension fund has been over-funded for the past several years due to good oversight of City Councils and staff to fund for the future. For FY 2020/2021, it will continue to be funded, but only with the required amount, nothing extra.

Under Salaries and Benefits, health Insurance actuarial estimate expects claims to decline 13.8%, admin costs increased 3.8% for FY 2020 and reinsurance increased 5.9% from 2020. Contributions from operating funds decreased by \$419,000. The Work Comp Fund is down \$153,000 from 2019 and contributions from departments decreased about \$108,000. Mr. Muninger stated that using the automated sanitation truck system cut down injuries, thereby reducing workers compensation claims.

Review of the Stabilization Reserve Fund shows nearly \$5 million balance. At this time, the use of these funds are not required for the proposed budget. The fund requires a 2% annual contribution from General, Wastewater, Water, and Sanitation funds, which will be met.

Continuing, Mr. Muninger reviewed the Capital Reserve Fund. The ordinance establishing the Fund requires five year capital plans for Water, Wastewater, and Sanitation. He reviewed how the Sanitation Fund will not meet its funding; Wastewater has sufficient cash flow; a debt Issuance for 2023 for improvements to Wastewater facility will be necessary; and the Water Capital Plan has sufficient cash flow. Discussion covered the purchase of sanitation trucks, maintenance and upkeep; and how a new rate structure will be needed to keep the program running.

Mr. Muninger also provided a projection of the FY 2022 Budget showing a slight revenue growth of 2.5% or \$9,055 surplus. If the budget is projected at 0%, then looking at \$400,000 deficit. If that is the case, the Stabilization Reserve Fund is sufficient to fund the deficit.

Mr. Bailey reported that last year the Council approved a contest for employees with first place receiving \$5000. The contest was a success with 53 submissions from 33 participants who's ideas included how to improve services, utilities, parks, etc. The winner of the contest is Kelsey Walker whose idea for a City App is being implemented. Second place went to Tammy Hudgens on how to make City Hall more energy efficient. As many as six other ideas submitted are also being implemented. The contest is included in the proposed budget and staff is looking forward to submissions for the next fiscal year.

Discussion covered appreciation of the work involved in preparing, maintaining and managing the budget; appreciation of not having to use any reserve funds to fund the current and proposed budget; appreciation of the conservative proposed budget; appreciation of the Accounting Department; cost of living increases and if they are provided after a review in January, will they be retroactive to July 1, with response being that will be considered at the time the decision is made; and inflation built into material purchases. Mr. Muninger concluded with thanking his staff of Alicia Shelton and Meghan Snead for their hard work. The next step will be holding a public hearing on the budget and adoption of the budget on June 1, 2020.

#### **10. Presentation and discussion of the Capital Improvements Program (CIP) Budget for FY 2020-2021. Presented by Micah Siemers, P.E., Director of Engineering.**

Mr. Siemers reviewed the CIP Budget. Using a PowerPoint, he presented GO Bond and Sales Tax Projects since 1999. He then presented Carry Over Projects and amounts available for allocation as follows:

- City Hall Fund – Misc. Improvements to City Hall - \$18,898 available for improvements.
- Storm Sewer Fund – Misc. Storm Sewer Improvements - \$93,012 available for improvements.
- 2012 General Obligation Bond – Resurfacing Sooner Pool and Installing Shade Structures - \$106,472 available for resurfacing the lap pool.
- 2014A General Obligation Bond – Preventative Maintenance Street Projects - \$73,351 available.
- 2014B General Obligation Bond – Demolition of Police Station - \$26,634 available to purchase materials for parking lot at old Police station site, supplemented with ½ Cent funds for full project scope.

- 2015 General Obligation Bond – Preventative Maintenance Street Projects - \$13,011 available for projects.
- 2017 General Obligation Bond – Renovate and expand the Pathfinder Trail, 6-foot Deck Mowers and Nova Road Asphalt Overlay- Price Road to Wayside - \$246,407 available.
- 2018A General Obligation Bond – Library HVAC Upgrade, City Gateway Signage and Consistent Park Signage - \$454,012 available.
- 2018B General Obligation Bond – Quail Place Tributary - \$442,439 available to upgrade capacity of open channel drainage system located between Evergreen and Cherokee Hills.
- 2018C General Obligation Bond – Library HVAC Upgrade, Frank Phillips Mill & Overlay, 13<sup>th</sup> Street Rehab, Pathfinder Parkway Connection, Downtown Wayfinding Signs and Williamsburg/Vicksburg Asphalt Rehabilitation - \$873,394 available.
- 2019A General Obligation Bond – Gradall Excavator, Cudahy Concrete Rehab (Santa Fe-Virginia), Cudahy Asphalt Rehab (Santa Fe-Johnstone), Pathfinder Parkway Repaving, Johnstone Park Restroom Remodel, Johnstone Pavilion Splash Pad, Park Parking Lot Rehab/Improvements, Misc. Park Improvements/Erosion Rehab, and Cooper Dog Park Parking Lot Repaving - \$1,855,487 available for projects.
- 2019B General Obligation Bond – Candlestick Court Storm Drain Rehab and 8<sup>th</sup> Street Storm Drain Rehab - \$546,570 available.
- Capital Reserve Fund – General Fund – Replacement of Tasers, Pool Vacuums; Wastewater Plant Fund- replace lift station telemetry (SCADA), Engineering Design for WWTP & Water Reuse, Replace tractor for application of biosolids; Water Plant Fund – pump station and force main for WW Reuse, POLC Replacement for Pump Stations, and Server Replacement; Water Distribution Fund – Replace Water Lines In-House (materials only and 20" Water Line (FPD, Silver Lake to Hwy 75); Sanitation – Grappler Loader truck - \$21,687,457 available for carry over projects and new projects.
- ½ Cent Sales Tax – Facilities, Information Technology, Parks, Street, Bridge & Traffic Signals - \$7,152,601 available.

Mr. Siemers responded to Mr. Curd's question about the Jo Allyn Lowe Parking lot stating funding for it is included in the 2019B GO Bond Fund, Capital Reserve Fund, and ½ Cent Sales Tax Fund.

The current proposed CIP Budget includes \$4,260,968 for new projects funded with the ½ Cent Sales Tax Fund as well as from the Wastewater Fund, the 2018 General Obligation Bond Fund and the Capital Reserve Fund.

Mr. Siemers then reviewed Proposed Projects, as follows:

- Wastewater Fund – Wastewater Equipment - \$125,008 available.
- 2018C GO Bond Fund-Preventative Maintenance Street Projects - \$873,394 available.
- Capital Reserve Fund Proposed Projects and Equipment – \$21,687,457 available.
- ½ Cent Sales Tax Proposed Projects - \$4,260,968 available.

Mr. Siemers presented the ½ Cent Sales Tax Schedule – 2013 ½ cent sales tax original project list. Mr. Stuart mentioned that Microsoft has stopped supporting Office 2010 so Mr. Siemers said he would consult with the City IT Director and provide updated information.

A brief discussion covered the seven-year schedule; all 70% projects will be completed as promised and discretionary projects will be completed; and how some discretionary projects

can be covered through department budgets and other funding where there has been savings from previous projects.

#### **11. City Manager and Staff Reports.**

Mr. Bailey reported that some City facilities began reopening today. The Public Library began curbside services and will not reopen fully until June 1. Work began to reopen Frontier Pool by June 6, weather dependent. Opening Sooner pool will be evaluated, pending demand. The YMCA, who manages the pools, are working with getting staffing ready by the 6<sup>th</sup> as well. Parking and traffic enforcement resumed today; Tee times returned to 10 minutes apart, and municipal court will resume tomorrow.

He also reminded citizens that due to Memorial Day on Monday, May 25, Monday trash routes will run Wednesday, May 27.

Mr. Bailey thanked the City Council for their patience and diligence reviewing the proposed budget and Capital Improvement Projects. He also thanked the Accounting staff, Jason, Alicia and Meghan.

Mr. Stuart inquired if the contract with the YMCA to manage the pools is affected should only one pool open. Mr. Bailey stated that the YMCA and City staff will work through the contract as needed regarding the pools.

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


Mr. Stuart reported that spent the afternoon place flags on graves alongside the area Boy Scouts. He added his appreciation of all veterans who died serving, under any circumstance. Mayor Copeland concurred adding his appreciate of the Scouts who put those flags out every year.

Vice Mayor Gentges commented that although the COVID-19 numbers look really good over the last four days, it is still important for everyone to wear their masks, wash hands, avoid large gatherings, and follow CDC guidelines. Mayor Copeland concurred stating that he is cautiously optimistic with projections being lower than expected, although one death is too many. He stated his appreciation for the concern and support he and the City Council has received from citizens who respect the decisions that have been made and enforced. Not everyone agrees, but many are supporting the effort.

**13. There being no further business to discuss, Mayor Copeland adjourned the meeting at 9:40 p.m.**



  
Dale W. Copeland, Mayor

  
Jason Muninger, City Clerk/CFO