



**REGULAR MEETING OF THE  
BARTLESVILLE CITY COUNCIL  
Monday, December 6, 2021  
7 p.m.**

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

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

**MINUTES**

(The Notice of Meeting was posted December 15, 2020  
and the Agenda was posted December 2, 2021 at 5:00 p.m.)

Present were Mayor Dale Copeland, Vice Mayor Jim Curd, Jr., Councilmembers Trevor Dorsey, Paul Stuart, and Billie Roane.

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Kelli Williams, Chief Communications Officer; Terry Lauritsen, Director of Water Utilities; Shellie McGill, Director of the Public Library; Laura Sanders, Director of Human Resources; Greg Collins, Assistant Community Development Director; Alan Gentges, Municipal Judge; Captain Kevin Ickleberry, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order at 7:00 p.m. by Mayor Copeland.**
- 2. Roll call was held and a quorum established.**
- 3. The invocation will be provided by Commissioned Minister Janis Lussmeyer, Good Shepherd Presbyterian Church.**
- 4. Citizens to be heard.**

There were no citizens to be heard.

**5. City Council Announcements, Commendations and Proclamations.**

- Presentation of 'Agency Verification Accreditation' to Police Chief Tracy Roles and the Bartlesville Police Department by Mr. Kevin McCullough with the Oklahoma Law Enforcement Accreditation Program (OLEAP).
- Presentation of the Water for 2060 Excellence Award to the City of Bartlesville by Mr. Tom Gorman, Board Member of the Oklahoma Water Resources Board. Senator Julie Daniels was also in attendance to congratulate Bartlesville on the award. She and Mr. Gorman served on the Bartlesville Water Resource Committee for many years when they were Bartlesville City Councilors and each former Mayors.

**6. Authorities, Boards, Commissions and Committee Openings**

- One opening on the Ambulance Commission
- One opening on the Bartlesville Area History Museum Trust Authority
- One opening on the Bartlesville Convention & Visitor's Board – Visit Bartlesville
- One opening on the Board of Adjustment
- One opening on the Construction and Fire Codes Appeals Board
- Two openings on the White Rose Cemetery 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.

## **7. Consent Docket**

### **a. Approval of Minutes**

- i. The Regular Meeting Minutes of Monday, November 1, 2021.

### **b. Approval of Appointment, Reappointments and Ratifications to Authorities, Boards, Commissions and Committees**

- i. Appointment of Mr. Gary Collins and Mr. Thomas Montgomery to three-year terms each on the Ambulance Commission at the recommendation of Mayor Copeland.
- ii. Ratification of the BDA Board recommended appointment of Mr. Chase Allcott to fill an unexpired vacated term on the Bartlesville Development Authority at the recommendation of Mayor Copeland.
- iii. Appointment of Ms. Brittany Shoemake to a three year term on the Bartlesville Community Center Trust Authority at the recommendation of Mayor Copeland.
- iv. Appointment of Ms. Kathryn Franz for a two-year term on the Bartlesville Library Board at the recommendation of Mayor Copeland.
- v. Reappointment of Ms. Leigh Sutton for a two-year term on the Bartlesville Library Board at the recommendation of Mayor Copeland.
- vi. Reappointment of Mr. Price Connors to an additional three-year term on the Bartlesville History Museum Trust Authority at the recommendation of Ms. Roane.

### **c. Approval of Agreements, Contracts, Leases, Memorandums of Understanding and Release of Easements**

- i. Update to Article 25, Section 2 of the International Association of Fire Fighters (IAFF) Collective Bargaining Agreement for Fiscal Year 2021-22 setting insurance subsidy rates for calendar year 2022.
- ii. Subscription Services Agreement between the Bartlesville Public Library/City of Bartlesville and LibraryIQ Performance Analytics to analyze the Library's collection to optimize the collection for the community.
- iii. Engagement Letter with Crawford and Associates P.C. for audit consulting services.
- iv. Authorize the Mayor to Execute a Release of Easement at the request of D.R. Horton on a portion of an old sanitary sewer easement that crosses 11 lots and 'Outlet A' in Park Place Addition, Bartlesville, Washington County, Oklahoma.

### **d. Approval of Resolutions**

- i. Adopting the City of Bartlesville Section 3 Plan for the FY 2021 Community Development Block Grant Small Cities Set-Aside Program (Contract #18261 CDBG SC 21).

### **e. Approval of Residential Anti-Displacement and Relocation Assistance Plan**

- i. Residential Anti-Displacement and Relocation Assistance Plan for the City's participation in the FY 2021 Community Development Block Grant Small Cities Set-Aside Program (Contract #18261 CDBG SC 21).

### **f. Receipt of Annual Report**

- i. 2020-2021 Annual Report for the Chickasaw Wastewater Treatment Plant.

**g. Receipt of Financials**

- i. Interim Financials for the four months ending October 31, 2021.

**h. Receipt of Bids**

- i. Bid No. 2021-2022-006R for the Bartlesville Public Library 2<sup>nd</sup> Floor Remodel.
- ii. Bid No. 2021-2022-007 for Clean Water Effluent Reuse Pipeline and Outfall Cascade.
- iii. Bid No. 2021-2022-008 for Clean Water Effluent Reuse Pump Station Improvements.

Mayor Copeland read the consent docket in its entirety.

Mr. Stuart moved to approve the consent docket, seconded by Vice Mayor Curd.

Aye: Ms. Roane, Mr. Stuart, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland

Nay: None

Motion: Passed

**8. Discuss and take possible action to award Bid No. 2021-2022-006R for the Bartlesville Public Library 2<sup>nd</sup> Floor Remodel. Presented by Mayor Copeland.**

Mayor Copeland moved to award Bid No. 2021-2022-006R Base Bid and Alternate 3 to Gorman Construction, Bartlesville, OK, in the amount of \$130,934, seconded by Mr. Stuart.

Aye: Mr. Stuart, Mr. Dorsey, Vice Mayor Curd, Ms. Roane, Mayor Copeland

Nay: None

Motion: Passed

**9. Discuss and take possible action to award Bid No. 2021-2022-008 for Clean Water Effluent Reuse Pump Station Improvements. Presented by Mr. Dorsey.**

Mr. Dorsey moved to award Bid No. 2021-2022-008 to Crossland Heavy Contractors in the amount of \$1,738,000, seconded by Ms. Roane.

Aye: Mr. Dorsey, Vice Mayor Curd, Ms. Roane, Mr. Stuart, Mayor Copeland

Nay: None

Motion: Passed

**10. Consideration and possible action to approve a Memorandum of Understanding between the First Christian Church and the City of Bartlesville for a lease and possible donation of the Church facility to the City of Bartlesville. Presented by Vice Mayor Jim Curd, Jr.**

Vice Mayor Curd reported that due to a need for further consideration into the specifics of the Memorandum of Understanding, no action will be taken on this item. Mayor Copeland confirmed that the donation would have a very beneficial impact on Bartlesville, and agrees that additional discussion with City staff and patrons of the First Christian Church is necessary. Vice Mayor Curd added that the structure is historical and its location to the Price Tower and the Community Center could provide continuity in the plans for this particular area.

**11. Consideration and possible action to authorize staff to issue an RFP for a conference center feasibility study and approving a budget resolution to fund the study. Presented by Mike Bailey, City Manager.**

Mr. Bailey reported that the staff of the Bartlesville Community Center and the Bartlesville Convention and Visitors Bureau have identified a lack of conference center facilities in the Bartlesville area, resulting in several discussions and possible solutions. The proposed donation of the First Christian Church may offer the space needed for a conference center. City staff believe that before any possible solution is pursued, that the need should be identified for the existing gap between available conference center facilities and the estimated demand for them. Therefore, City Staff is proposing that an RFP to be issued for a consultant to perform a conference center feasibility study. The consultant would be expected to perform at least the following listed tasks:

- Analysis of State/Regional conference/convention market
  - Survey state and regional planners, etc.
  - Estimate total market demand for Bartlesville region
- Needs analysis
  - Analyze ability of current regional facilities to meet demand
  - List limitations of current facilities in capturing unmet demand
  - Estimate size of facilities and amenities necessary to capture unmet demand
- Site analysis for potential conference center locations
  - Determine preferred region(s) of Bartlesville to locate a conference center
    - \*Identify advantages and limitations of each region
  - Identify advantages and limitations of the possible First Christian Church site

Mr. Bailey stated that although the proposed donation request is delayed, he feels the need for the study is relevant regardless of the outcome of the donation of the church. Mr. Bailey concluded in stating that City Staff recommends authorization of issuing RFP's and for approval appropriating \$50,000 for the study.

Vice Mayor Curd moved to authorize staff to issue an RFP for a conference center feasibility study and approving a budget resolution in the amount of \$50,000 for such study, seconded by Mr. Dorsey.

Aye: Vice Mayor Curd, Ms. Roane, Mr. Stuart, Mr. Dorsey, Mayor Copeland

Nay: None

Motion: Passed

**12. Consideration and possible action to transfer ownership of the property located at 709, 713, 717, 723 SW Jennings Avenue, 308 W 8<sup>th</sup> Street, 704, 712, 716, and 720 SW Armstrong Avenue, in Bartlesville, Oklahoma to the Bartlesville Redevelopment Trust Authority ("BRTA") for the purposes of a possible mixed-income affordable housing tax credit project with DHTC Development, LLC, a Missouri Limited Liability Company. Presented by Chris Wilson, Director, Bartlesville Redevelopment Trust Authority.**

Mr. Wilson reported that it was with regret that a representative for DHTC was unable to attend due to a COVID exposure. He reported that in 2006, the properties were purchased for future development by the BRTA. In 2010, the City of Bartlesville purchased the property from the BRTA and approved an arrangement with the BRTA through a Capital Improvement

Program Administrative Agreement to develop the land. Over the past 15 years, several programs came before the BRTA but none were successful in finding the right interest for the property. There are limited factors on the land which therefore limited land use. DHTC Development LLC responded to the open RFP that BRTA has on the lots. The proposed project is approximately 54 apartment units for mixed-income workforce housing which would include people making up to 80% of area median income by family size in Washington County, and will mostly target 60%-80%. The area median income is currently \$66,700 as of June 1, 2021. The units will not be Section 8 housing. The initial site plan is available in the Council packets although changes would likely occur over the course of the development. The key is to design a development that will be comparable or better to existing homes surrounding them. The BRTA is asking that the City return the land to the BRTA in order to move forward with the DHTA proposed development. He added that the BRTA intends to offer the tract of land as the incentive for developing the project and reviewed the conditions of the arrangement with DHTA. Ms. Roane added that this is a great project especially with the workforce in downtown Bartlesville that may take advantage of this housing opportunity.

Discussion covered tax credits and how they are awarded; income requirements; the need for additional housing; the development is in TIF 1; and how the development provides additional property tax value.

Ms. Roane moved to approve the transfer of ownership of the property as presented, seconded by Mr. Stuart.

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

### **13. New Business.**

There was no new business to discuss.

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

Mr. Bailey stated his appreciation of the Water to 2060 Excellence Award presented tonight to the City of Bartlesville, and for former Mayors Tom Gorman and Julie Daniels. He recognized Terry Lauritsen, Director of Water Utilities for the City of Bartlesville, for his commitment and diligence in procuring and facilitating the water reuse option to extend water use for many years to come. The City of Bartlesville is the first in the State of Oklahoma to utilize this water extension option.

Pathfinder will be closed until December 10 for water line repair along Turkey Creek and US 75.

The free yard waste collection is this week. Citizens may place as many bags of yard waste as they want on the curb and on the day of their normal trash route, they will be picked up free of charge.

Mr. Bailey concluded by wishing everyone a Merry Christmas and a Happy New Year.

**15. City Council Comments and Inquiries.**

Mr. Stuart expressed his appreciation for the water reuse program, and how Bartlesville is leading the State with this process.

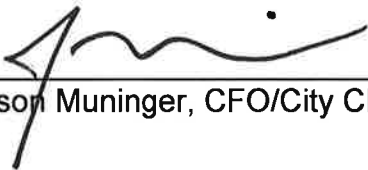
Ms. Roane reported that she participated in the Bartlesville Christmas parade on the 4<sup>th</sup>, and was very inspired by the turnout and the joyfulness of attendees. She thanked the citizens for attending.

Ms. Roane also stated her appreciation for staff's work and diligence in providing long-term water for our community. She added that she also supports additional water facilities that will be needed to keep the City's water supply safe and clean.

Mayor Copeland stated that Bartlesville is one of the best communities in Oklahoma, and tonight's water reuse planning and award is one of the reasons why Bartlesville is the best. He concluded wishing everyone a happy holiday season.

**16. There being no further business to address, Mayor Copeland adjourned the meeting at 8:00 p.m.**

  
Dale W. Copeland, Mayor

  
Jason Muninger, CFO/City Clerk

