



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

**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Monday, February 7, 2022
Immediately following the
Bartlesville Municipal Authority
Special Meeting beginning at 7 p.m.**

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

MINUTES

(The Notice of Meeting was posted December 15, 2021
and the Agenda was posted February 3, 2022 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; Lisa Beeman, Director of Community Development; Micah Siemers, Director of Engineering; Shellie McGill, Director of the Public Library; Laura Sanders, Director of Human Resources, Kelli Williams, Chief Communications Officer; Police Chief Roles; Captain Kelly Thomas, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order at 7:06 p.m. by Mayor Copeland.**
- 2. Roll call was held and a quorum established.**
- 3. Citizens to be heard.**

There were no citizens to be heard.

- 4. City Council Announcements, Commendations and Proclamations.**
 - A presentation of a Life Saving Award to Officer Gary Sutton and Sergeant Daniel Mains was made by Police Chief Tracy Roles.
- 5. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Park 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 or at City Hall in the City Manager's Office.

- 6. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of Monday, January 3, 2022.
 - b. Approval of Appointment, Reappointments and Ratifications to Authorities, Boards, Commissions and Committees**

- i. Appointment of Ms. Nancy Sue Swan, Ms. Etta Love and Mr. Arnie Shiers to two-year terms each on the Adult Center Trust Authority at the recommendation of Mayor Copeland.
- ii. Reappointment of Ms. Judith Ann Hill-Hildebrand to an additional two-year term on the Adult Center Trust Authority at the recommendation of Mayor Copeland.
- iii. Appointment of Mr. Jay Janzen to fill an unexpired term on the Bartlesville Area History Museum at the request of Councilmember Roane.
- iv. Reappointment of Mr. Eric Randall to an additional two-year term on the Bartlesville Library Trust Authority at the recommendation of Councilmember Stuart.
- v. Appointment of Ms. Laura Higbee to fill an unexpired term on the Board of Adjustment at the recommendation of Mayor Copeland.
- vi. Appointment of Mr. Ryan Reynolds to a three-year term on the Community Center Trust Authority at the recommendation of Mayor Copeland.
- vii. Appointment of Mr. Bryan Freeman and Mr. Kenneth Wright to three-year terms each on the Construction and Fire Code Appeals Board at the recommendation of Mayor Copeland.
- viii. Reappointment of Mr. Ron Glenn and Mr. Bruce Kinkade to additional three-year terms each on the Construction and Fire Code Appeals Board at the recommendation of Mayor Copeland.

c. Approval of Agreements, Contracts, Leases, Memorandums of Understanding, and Proposals.

- i. Exhibit Loan Agreements between the City of Bartlesville/Bartlesville Area History Museum and the Oklahoma History Center Traveling Exhibit Service.
- ii. Amendment to Contract No. F-22-041 between the City of Bartlesville/Bartlesville Public Library and the Oklahoma Department of Libraries that will allow the initial funding award to remain available until March 25 to complete the installation of equipment that includes necessary switches and wireless access points.
- iii. Amendment to the Service Agreement between the City of Bartlesville and R.K. Black, Inc. to add a printer to the Agreement for the Police Department Substation.
- iv. Memorandum of Understanding to update the International Association of Fire Fighters (IAFF) Collective Bargaining Agreement adding the Fire Marshal job summary as Appendix G and adding the Fire Marshal position to the pay scale.
- v. Extension Amendment to the existing service agreement with Neutron Holdings, Inc. DBA Lime for an additional year of service.
- vi. Extension Amendment to the existing service agreement with Bird Rides, Inc. DBA Bird for an additional year of service.
- vii. Agreement between The Ernest E. Milligan Revocable Trust dated December 15, 2015 ("Trust"), and the City of Bartlesville, for the completion of required site development improvements and dedication of right-of-way along property addressed as 4020 NE Minnesota Street, legally described as the East Half of the Southwest Quarter of the Southwest Quarter (E/2 SW/4 SW/4) of Section 33, Township 27 North, Range 13 East, Washington County, Oklahoma.

d. Approval of Surplus Property

- i. Request that Bartlesville Police K-9 Borg be considered surplus property in order to allow him to be adopted by Police Officer Handler Sgt. Andrew Ward due to K-9 Borg's retirement after many years of service to the Bartlesville Police Department.

e. Receipt of Financials

- i. Interim Financials for the six months ending December 31, 2021.

f. Receipt of Bids

- i. Request for Proposals for Conference Center Feasibility Study.

Mayor Copeland read the consent docket in its entirety. Ms. Roane pulled Items 6.b.iii. and 6.c.i. for further discussion. Vice Mayor Curd pulled Item 6.d.i. for further discussion.

Ms. Roane moved to approve the consent docket with the exception of Items 6.b.iii, 6.c.i. and 6.d.i, seconded by Mr. Stuart.

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

Nay: None

Motion: Passed

Item 6.b.iii. Appointment of Mr. Jay Janzen to fill an unexpired term on the Bartlesville Area History Museum Trust Authority at the request of Councilmember Roane.

Ms. Roane wished to acknowledge all of the citizens who applied for this position. She added that it is an honor to recommend Mr. Janzen who is a founding member of the Bartlesville Symphony Orchestra, served as technical director for the Oklahoma Summer Arts Institute for seven seasons, clerked for both Frank Griggs and J. R. Owen photographers, and is the past president of the Bartlesville Camera Club and a founding member of the Phillips 66 Splash Club.

Item 6.c.i. Exhibit Loan Agreements between the City of Bartlesville/Bartlesville Area History Museum and the Oklahoma History Center Traveling Exhibit Service.

Ms. Roane stated she wanted to brag on the staff at the History Museum and the grant that will bring the traveling exhibits to Bartlesville. The first exhibit is "Women of Oklahoma" and runs March 1-May 30. The second exhibit is "Oklahoma Sports" and will run May 30-September 2.

Item 6.d.i. Request that Bartlesville Police K-9 Borg be considered surplus property in order to allow him to be adopted by Police Officer Handler Sgt. Andrew Ward due to K-9 Borg's retirement after many years of service to the Bartlesville Police Department.

Vice Mayor Curd stated his appreciation for the K-9 officers and their trainers. They are very important to the police force and to the community. The Mayor concurred and pointed out two recent events where the K-9 offers were successful in getting illegal items off of the street.

Ms. Roane moved to approve Items 6.b.iii., 6.c.i. and 6.d.i., seconded by Vice Mayor Curd.

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

Nay: None

Motion: Passed

- 7. Public Hearing to consider a request by Boys & Girls Club of Bartlesville to close a portion of Kaw Avenue right-of-way lying adjacent to Blocks 4 and 5, Arlington Addition, Bartlesville, Washington County, Oklahoma. Presented by Micah Siemers, Director, Engineering.**

Mr. Siemers reported that the Boys and Girls Club of Bartlesville is requesting the closure to provide adequate building setbacks for construction of a steel structure to over an existing concrete pad that will be converted into a basketball court. Based on the current zoning, the

development requires a building setback of at least 25 feet from the property line. The Kaw Avenue right-of-way is 50 feet wide. Upon it being vacated, then ownership reverts back to the adjacent property owners. The east half would go to Boys and Girls club and the west half will go to the City of Bartlesville who owns the multipurpose fields on the west side of Kaw. There were no objections from City staff regarding utilities, as long as a utility easement is provided over the right-of-way for access to a sanitary sewer main that runs through the east half of the right-of-way. Utility companies had no objections as long as utility easement remains over the right-of-way.

Mayor Copeland opened the public hearing at 7:29 p.m. There being no one to appear to speak, Mayor Copeland closed the public hearing at 7:29 p.m.

Vice Mayor Curd moved to adopt the ordinance closing a portion of Kaw Avenue right-of-way adjacent to Blocks 4 and 5, Arlington Addition, Bartlesville, Washington County, Oklahoma, seconded by Mr. Stuart.

Vice Mayor Curd stated this is another great project by the Boys and Girls Club.

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

8. Presentation of the Annual Financial Statements and Independent Auditor's Reports as of and for the Fiscal Year ended June 30, 2020 for the City of Bartlesville. Presented by LaDonna Sinning, Arledge and Associates.

Ms. Sinning reported that the audit opinion, in summary, conveys a clean opinion. Referencing the last three pages of the audited financial pages, which is commonly referred to as the "yellow book report" covering governmental auditing standards, Ms. Sinning pointed out the two exceptions this report uncovered. The first one is an internal control which has to do with cleaning up a prior period adjustment to remove old revenues from the books. The second finding is a compliance finding, which is due to the City's installation of new software that caused staff and audit to fall behind. She explained that correcting the second finding will take time, and encouraged the City to continue to work to get caught up. She stated her appreciation for allowing her firm to conduct the audit and for the cooperation of City staff during the audit.

Mr. Dorsey moved to accept the presentation as presented, seconded by Ms. Roane.

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

9. Discuss and take possible action on a Bartlesville Development Authority proposal to offer the Resident Recruitment Program incentive for up to 20 relocating employees related to ConocoPhillip's Permian Asset Acquisition that choose to buy/build a home in the Bartlesville market. Presented by David Wood, President, Bartlesville Development Authority.

Councilman Stuart recused himself from this item due to workplace conflict.

Mr. Wood provided information from the pilot program with Concho Resources reporting that the program was highly successful, resulting in 13 new households (11 home purchases, two new construction) with two additional residents pending. The total cost to date is \$150,000 which is essentially the same that would have been offered to any primary industry adding quality jobs in hopes that the new inbound employees would choose to reside in Bartlesville but knowing some would not. The Resident Relocation Program (RRP) represents a guaranteed win giving our industries a new, powerful employee recruitment tool. When Mr. Wood heard about ConocoPhillips's Permian Asset Acquisition, he provided the RRP information to ConocoPhillips executives. They in turn contacted Mr. Wood with interest in the program. This COP acquisition looks to attract 10-20 families as residents, and all will be provided the RRP opportunity.

Ms. Roane moved to approve the proposal as presented, seconded by Mr. Dorsey.

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

Councilman Stuart returned to the meeting following the presentation and vote.

10. Discuss and take possible action on a Bartlesville Development Authority proposal to offer the Resident Recruitment Program incentive for up to 15 relocating employees in support of an expansion opportunity with Phoenix Rising, a Falcon jet repair, maintenance, and overhaul facility operating at the Bartlesville Municipal Airport. Presented by David Wood, President, Bartlesville Development Authority.

Mr. Wood reported that Phoenix Rising moved to the Bartlesville airport in 2005. They currently employ 15, with plans to double their workforce to meet rising demand. Over the next three years, Phoenix Rising hoped to have a total workforce of 45 skilled full time employees. Owner, Warren Peck, discussed offering the Resident Recruitment Program (RRP) with Mr. Wood and felt it would be a good recruitment tool. Both agreed to offer a \$10,000 cash incentive to up to 15 employees over the next twelve months. In addition, the new employees are contingent upon exchanging occupancy of a distant, ill-equipped Hangar #1 for the higher-value, adjacent Hangar #7. Following discussions with the City Manager, the Airport Director and Mr. Peck a remedy was provided by Mr. Wood to overcome a \$3,000 deficit in lease funds when moving from the \$5,000 month lease to an \$8,000 month lease. The Bartlesville Development Authority and Mr. Wood proposes the allocation of \$150,000 from the Economic Development Fund to cover the \$3,000 per month difference between the market rate of Hangers #1 and #7, facilitating the Phoenix Rising expansion with offloading the cost on the airport, with a lease term of no less than 48 months.

Vice Mayor Curd moved to approve the proposal as presented, seconded by Mr. Stuart.

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

11. Discuss and take possible action on a Bartlesville Development Authority proposal to provide \$150,000 in hangar lease assistance (over 50 months) to facilitate Phoenix Rising's expansion into a second, adjacent hangar equipped for MRO operations. Presented by David Wood, President, Bartlesville Development Authority.

The presentation and report by Mr. Wood for this item is contained in his report provided in Item 10.

Vice Mayor Curd moved to approve the proposal as presented, seconded by Ms. Roane.

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

Nay: None

Motion: Passed

- 12. Consider and take possible action on an application from Denise Eaton, on behalf of the Loyd & Denise Eaton Trust, for Final Plat Approval of a 4-lot residential development to be known as Eaton Addition, on a 2.03-acre tract of land located west of Southport First Addition, on the west side of Southport Loop, south of Southport Drive, legally described as a part of Section 28, Township 26 North, Range 13 East, Washington County, Oklahoma. Presented by Greg Collins, Assistant Director, Community Development.**

Mr. Collins could not be in attendance, therefore Nancy Warring, Assistant City Planner, provided the staff report. Ms. Warring reported that the applicant, Ms. Eaton (who was in attendance), requests approval of a final plat for the development of a 4-lot residential subdivision to be known as Eaton Addition. The 2.03-acre property is located in a RS-7/PUD Zoning District on the west side of Southport Loop, south of Southport Drive. It currently contains one single family residence. Surrounding land uses, the subdivision regulation classification as a minor subdivision, existing infrastructure, lot sizes and building setbacks, sidewalk requirements, the park land fee, and standard subdivision fees were presented. The City Planning Commission reviewed the preliminary plat of Eaton Addition on January 25, 200 and unanimously recommended its approval subject to 1) all preliminary plat revisions to be completed to the satisfaction of city staff prior to review of the final plat by City Council (all of which have been completed); and 2) all development fees to be paid before the final plat is released for recordation. Staff recommends approval of the final plat by the City Council with the condition that all development fees must be paid before the final plat is released for recordation.

A brief discussion was held on an old easement that covers utilities that are no longer active, therefore vacating the easement is not necessary.

Ms. Roane moved to approve the final plat with conditions as presented, seconded by Mr. Dorsey.

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

Nay: None

Motion: Passed

- 13. Discuss and take possible action to approve an agreement between Mejorando Group and City of Bartlesville for strategic planning services. Presented by Mike Bailey, City Manager.**

Mr. Bailey reported that the City Council appropriated funds in the FY 2022 Budget to hire a consultant to facilitate the creation of the City's first ever strategic plan. Staff issued an RFP that resulted in the receipt of nine different proposals. An evaluation committee comprised of several City staff and Mayor Copeland evaluated all nine proposals and chose three finalists with whom to conduct interviews. The final three consisted of Mejorando Group, JD Gray

and Baker Tilly. After conducting the interviews, the evaluation committee chose to recommend Mejorando Group. After conducting the interviews, the evaluation committee chose to recommend Mejorando Group. This group has excellent experience in municipal strategy planning for communities of our size, a great community outreach plan, and their pricing was within budget. A close second was JD Grey, but most members felt like the community outreach element for Mejorando was much stronger. Mayor Copeland agreed that both Mejorando Group and JD Gray were great companies.

A brief discussion followed about the difference between this study and the Angelou Study conducted a few years ago. Mr. Bailey explained that the Angelou Study was conducted in order to glean and prioritize community initiatives to make the community better. The Strategic Plan is focused on the City of Bartlesville organization itself. Additional discussion covered the project committee, workshops with City Council members and other high level officials, as well as potential surveys.

Mr. Stuart moved to approve the agreement with the Mejorando Group as presented, seconded by Vice Mayor Curd.

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

14. New Business.

There was no new business to address.

15. City Manager and Staff Reports.

Mr. Bailey reported on the significant winter event that occurred the week prior. He stated his appreciation to the City workers who worked on the roadways during the event. He had attended a national weather service update prior to the event which was represented by the local safety organizations, therefore planning and preparation was in place when the event occurred.

16. City Council Comments and Inquiries.

Mr. Stuart inquired if there was funding available for a new K-9 officer. Mr. Bailey responded that there is funding for a new K-9 officer, and also reported that at this time, there are currently six K-9 officers serving. He added that it takes about a year to train a K-9 officer before he is active as an officer.

Mr. Stuart also reported that Replenish has offered an incentive that should they receive 40,000 pounds of recycling in February, they will donate \$1,000 to the Bartlesville Area United Way.

Mr. Curd brought forward the bond rating of AA- that was included in the audit report. He added that is one of the highest ratings in Oklahoma, with only a few other cities with bond ratings this high.


Mr. Curd appreciated the improvement and further development of the Bartlesville Municipal Airport, as well as acknowledging his appreciation of Phoenix Rising locating there.

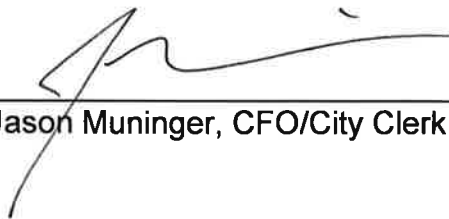
Mayor Copeland appreciated the K-9 officers and their trainers. He also appreciated the implementation of using Narcan as a life-savings measure available to our police officers.

He also stated his thanks for the City staff who worked hard to keep the citizens safe and roads clear throughout the winter storm event.

Ms. Roane stated her appreciation of neighbors helping out neighbors during the winter storm.

17. There being no further business to address, Mayor Copeland adjourned the meeting at 8:26 p.m.


Dale W. Copeland, Mayor


Jason Muninger, CFO/City Clerk

