



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

**THE MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Monday, March 7, 2022
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 Tracy Roles, Acting City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Lisa Beeman, Director of Community Development; Terry Lauritsen, Director of Water Utilities; Shellie McGill, Director of the Public Library; Kelli Williams, Chief Communications Officer; Fire Chief David Topping; Matt McCollough, IT Director; Mike Richardson, Airport Director; Captain Troy Newell, 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 was provided by Pastor Joe Colaw, First Wesleyan Church.**
- 4. Citizens to be heard.**

There were no citizens to be heard.

- 5. City Council Announcements, Commendations and Proclamations.**
 - Police Chief Tracy Roles presented Life Saving Awards to Officer Steven Letterman, Officer Kenneth Jackson, Officer Patrick Ballard, Officer Shawn Caudle, and Corporal Ryan Deshields.
- 6. 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.

- 7. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of Monday, February 7, 2022.

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

- i. Appointment of Mr. Graeme Biggs to fill an unexpired term on the Community Center Trust Authority at the recommendation of Mayor Copeland.
- ii. Appointment of Mr. Verlyn Timmons and Mr. Bruce Kinkade to three year terms each on the Sanitary Sewer Improvement Oversight Committee at the recommendation of Councilmember Dorsey.
- iii. Reappointment of Mr. Gary Reheis, Ms. Adrene Linehan, and Mr. Paul Taylor to additional three year terms on the Adams Golf Course Committee at the recommendation of Councilmember Dorsey.

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

- i. Amendment to Contract No. F-22-041 between the Oklahoma Department of Libraries and the City of Bartlesville/Bartlesville Public Library extending the date to receive grant funds to August 15, 2022.
- ii. Annual Contract between the City of Bartlesville/Bartlesville Public Library and TK Elevator (formally known as Thyssenkrupp Elevator) for annual maintenance of the Library's two elevators.
- iii. Amendment with Tyler Technologies for Utility Bill Software for \$134,662.00.
- iv. Engagement Letter for audit services with Arledge and Associates P.C.
- v. Contract with KRS, manager of the Phillips 66 Company proprietary aviation customer loyalty program, which will allow customers to earn points based on the volume of jet fuel and aviation fuel purchased referred to as the "WingsPoints Program".
- vi. Airport Hangar Lease Agreement between the City of Bartlesville/Bartlesville Airport and Bobbi and Brittney Day on a month-to-month basis in the amount of \$150 a month.
- vii. Professional Service Contract with Ambler Architects for construction administration services for the Library Teen Center Addition.

d. Receipt of Land Donation

- i. Receipt of a donation of 4.76-acres of land located in the SE/4 of Section 8, Township 26 North, Range 13 East from J.D. Stotts for Pathfinder Parkway.

e. Receipt of Financials

- i. Interim Financials for the seven months ending January 31, 2022.

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 on a Bartlesville Development Authority proposal to provide development assistance of \$30,430 to Luigi's Italian Restaurant upon completion of their new and expanded facility at 1409 SE Washington Boulevard, Bartlesville, Oklahoma. Presented by David Wood, President, Bartlesville Development Authority.**

Mr. Wood reported that since 2014 when the Bartlesville Development Authority (BDA) entered into the retail recruitment arena, Bartlesville has seen much success. The results are Silver Lake village, Eastland, Shoppes at Turkey Creek, Bricktown Brewery, Schlotzsky's, Tropical Smoothie and more on the way. While pursuing national brands, it was important that Bartlesville's existing business could also benefit under the same financial terms. New incremental sales from an expanding existing business would, under policy, qualify for exactly the same incentive as an "outsider". Luigi's Italian Restaurant opening in Bartlesville in 2005, and when they were researching to acquire the tract adjacent to stride Bank on Highway 75, Luigi's owners reached out to the BDA to see what assistance might be available if he were to invest in a new expanded facility. A pro forma was developed and discussion ensued. Under policy, one-half of net new increase is available to the expanding business, and assuming our standard 10-year horizon, Luigi's is qualified for \$30,430 in development assistance upon Certificate of Occupancy. Mr. Wood continued stating the BDA only initiates formal discussions with the approval of the inquiring party and due to a misunderstanding between BDA and Luigi's owners, no action and no public disclosure happened with their project until after the Certificate of Occupancy rather than before a construction commitment was made. While of modest amount, this incentive was factored into Luigi's decision to go forward with a significant investment in Bartlesville, and BDA regrets the error. BDA believes it is the right thing to do and recommend awarding the incentive in the amount of \$30,430.

Vice Mayor Curd stated his appreciation of the process developed to assist businesses in our community. He added his appreciation of the owners of Luigi's for the investment they have made in Bartlesville. Mayor Copeland concurred and added his wish for Luigi's continued success.

Mr. Stuart moved to approve an incentive in the amount of \$30,430 be awarded to Luigi's by the Bartlesville Development Authority, seconded by Ms. Roane.

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

9. Discuss and take possible action to approve a Letter of Support from the City of Bartlesville and Bartlesville Fire Department for Immediate Advanced Medics operating a Prehospital EMRA and a Standby EMRA, as required per Oklahoma State EMS Code 310:641-15-2(i)(i). Presented by Councilmember Billie Roane.

Ms. Roane reported that she met Mr. Anthony during her husband's stay in the hospital where he was her husband's physical therapist. When he realized the Ms. Roane was a City Councilmember, he shared his proposal for an emergency medical response agency and that he would appreciate the City's support. Included in Mr. Anthony's executive summary that Ms. Roane referred to she reported that IAM is not a replacement emergency service for the existing ambulance service. It is considered a non-ambulance paramedic organization and is not in completion with, but complimentary to the ambulance service. IAM offers patient treatment and education. Community para-medicine in Oklahoma is a developing field designed to treat patients at home when necessary to avoid emergency overcrowding at the hospital, unnecessary readmissions or possible contamination of emergency facilities at the hospital. IAM will carry all the same medicines, equipment and each employee will receive all of the training like an EMS service, which is a State requirement of Oklahoma. IAM is required and will have a consulting physician on staff, and each therapist, nurse, medic, will have advanced certification. Although emergency medical response agencies can be found in other states, IAM will be the only one in Oklahoma at this time. IAM will be beneficial to citizens who have been released from the hospital but do not have home health

immediately, or they can fill in with services until a patient can get in to see their doctor. Mr. Anthony met with the Bartlesville Ambulance Commission, with Ms. Roane, City Manager Bailey, Fire Chief Topping, and Mr. Dan Dalton, owner of the Bartlesville Ambulance Service. The Ambulance Commission voted in favor of recommending approval of the Letter of Support to the City Council. Included in the staff report are support letters provided by Bartlesville's emergency officials.

Ms. Roane moved to approve the required Letter of Support, seconded by Vice Mayor Curd.

Vice Mayor Curd stated his appreciation to Ms. Roane and Mr. Anthony for bringing this service to our community. Ms. Roane stated that Mr. Anthony has a good reputation in our community to which Mayor Copeland concurred. Ms. Roane added that Mr. Anthony will be making reports to the Bartlesville Fire Chief and the local EMS periodically on this service.

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

Nay: None

Motion: Passed

10. Discuss and take possible action to award a contract for the completion of a conference center feasibility study to Hunden Strategic Partners in an amount not to exceed \$48,800. Presented by Lisa Beeman, Director, Community Development.

Ms. Beeman reported that on December 6, 2021 the City Council authorized staff to issue a Request for Proposal (RFP) for a conference center feasibility study and approved a budget resolution to fund the study. The RFP was issued on January 10, 2022 with six proposals received. The proposals were reviewed, rated and ranked by a review committee comprised of Vice Mayor Jim Curd, City Manager, Mike Bailey, Visit Bartlesville Director Maria Gus, Community Center Development Director Val Callaghan, City Engineer Micah Siemers, Chief Financial Officer and City Clerk, Jason Muninger, and herself. The rating and ranking was upon predetermined criteria set forth in the RFP, with interviews held on March 1, 2022 for the top three respondents: Johnson Consulting (Chicago, IL), CSL International (Minneapolis, MN), and Hunden Strategic Partners (Chicago, IL). After reviewing all proposals and the interviews, the review committee recommends award of a contract to Hunden Strategic Partners for the completion of a conference feasibility study as set forth in the RFP at a cost not to exceed \$48,800. If approved by the City Council, staff will proceed to execute a contract with Hunden Strategic Partners and begin the study. The review committee will oversee the completion of the feasibility study and bring the completed study to the City Council for acceptance.

Discussion ensued covering how if the study determines there is a conference center need, then Hunden will bring in a design firm who will look at existing buildings to see if they are structurally competent to become a conference center; how Hunden would assist in looking at options for a center or if conference center needs can be met with other options; and how Hunden has a good reputation in the business and would provide an honest service to Bartlesville. Mayor Copeland stated the need for a specialist in this field in order to allow the City to make the best possible decision.

Vice Mayor Curd moved to approve to award the contract for completion of a conference center feasibility study to Hunden Strategic Partners in an amount not to exceed \$48,800, seconded by Mr. Stuart.

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

Nay: None

Motion: Passed

Ms. Beeman stated that the Letter of Intent with First Christian Church may need to be extended in order to allow the time needed by Hunden to complete their study.

11. Discuss and take possible action on a proposal from Adam Pratt of the Lake Hudson Trail Building Group to create a mountain bike trail at Hudson Lake, a city-owned lake located northwest of Bartlesville as recommended by the Park Board. Presented by Lisa Beeman, Director, Community Development.

Ms. Beeman reported that at its regular meeting on February 17, 2022, the Park Board received a proposal from Adam Pratt, representing a group of people within the community who are interested in building a mountain bike trail at Hudson Lake. The idea for system of mountain bike trails at this city-owned park facility was initially discussed in 2018 when another group expressed similar interest and went so far as to develop a master plan for an extensive trail system at Hudson Lake which totaled 14.43 miles. At that time, construction was estimated at a little over \$500,000. A staff suggested public-private partnership to construct this trail system through the use of grant funding did not go forward at that time due to lack of matching funding from the private sector. Ms. Beeman provided history of Hudson Lake concluding that it is an underutilized park facility with many potential opportunities to enhance the public's recreational use as well as to attract tourism through event offerings if thoughtfully developed.

Ms. Beeman continued reporting that Mr. Pratt and others of like mind bought forward interest in the incremental construction of a mountain bike trail system using volunteer labor and private funding with assistance from the City where appropriate. The trail would be a natural hard packed dirt trail with minimal tree removal that would be a single track, 18 to 36 inches in width, and suitable also for hikers and trail runners. The trail, built to International Mountain Bike Association Standards, would create a corridor that is 10 to 15 feet high and 4 to 8 feet wide, paying attention to sustainability, slope, drainage, and preventing erosion. Phase I of the trail would start at the lake's east hilltop parking lot, and traverse north up the east shoreline as shown here which would provide around trip trail of 1.2 miles. Construction of Phase I would begin as soon as possible with the goal to be completed in less that two years. Details on the construction of Phase I would be worked out between the group and Bobby Robinson, Park Superintendent, with Park Board involvement as needed. Future phases of approximately 2 to 5 miles would access areas further north or on the west shore of the lake. The full proposal offers the volunteer construction and maintenance of the proposed trail. Similar proposals and projects have been successful, ie. Bartlesville Disc Golf Association for the Shawnee trail Disc Golf Course and the Bark Park Buddies for cooper Dog Park. If the volunteer group is unable to maintain the trail after built, the trail will revert back to its natural state unless another entity takes over. The local group will work under the umbrella of the Oklahoma EarthBike Fellowship, the Oklahoma Chapter of the International Mountain Bike association, which has provided a liability insurance policy naming the City of Bartlesville as an insured. They have also expressed an interest n working with and learning from other volunteer groups who lead the efforts in developing the trails in other locations.

Mr. Pratt provided additional information regarding the proposed six phases for the trail. He added that the Mountain Bike Association has availability to grants that will assist with expenses in development. Vice Mayor Curd stated what a great idea the trail is and other cities with trails are well utilized. Mr. Pratt stated that the first phase will take a few months, possibly completed by the end of summer or fall 2022.

Vice Mayor Curd moved to approve the proposal to create a mountain bike trail at Lake Hudson as presented, seconded by Ms. Roane.

Mayor Copeland added that it is important to note that the City is supporting the proposal only, with no City funding extended.

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

12. New Business.

There is no new business to report.

13. City Manager and Staff Reports.

There were no reports at this time.

14. City Council Comments and Inquiries.

Mr. Stuart inquired if the body cam footage from the life-saving situations is leveraged for training. Chief Roles stated that there is a two-week in-service training for new officers on overdoses, and the experiences such as presented this evening are used for training.

Vice Mayor Curd stated his appreciation for the wonderful support of his fellow City Councilors for the programs used by David Wood and the Bartlesville Development Authority. Mayor Copeland concurred adding that other cities are in contact with him about these successful programs.


Ms. Roane stated how impressed she is with how citizens of Bartlesville come together to make positive things happen in the community. For example, the mountain bike trail and the Run the Ville event held recently to raise money for Mary Martha. She added a big thank you to all of the citizens of Bartlesville who work together and contribute to make Bartlesville a great place to live.

Mayor Copeland noted that everything on the agenda provided positive aspects for our community, and how these things are what makes Bartlesville the city and community inviting to live here.

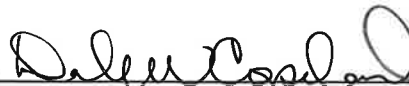
He added that a freezing weather event is predicted for Thursday night and asked everyone to watch out for each other. Also, to be careful of heaters and how they are used in order to prevent fires.

Ms. Roane mentioned that a public comment meetings will be held on March 28 and March 29 regarding the City's Strategic Plan. Mayor Copeland explained that this Plan will be for developing city organizational goals and how to reach them.

15. There being no further business to address, Mayor Copeland adjourned the meeting at 8:11 p.m.


Jason Muninger, CFO/City Clerk




Dale W. Copeland, Mayor