



Council Chambers and
First Floor Conference Room
401 S. Johnstone Avenue
Bartlesville, OK 74003

**MINUTES OF THE
SPECIAL MEETING
OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, May 23, 2022
7:00 p.m.**

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

MINUTES

(The Notice of Meeting and the Agenda was posted Thursday, May 19, 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, CFO/City Clerk; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Kelli Williams, Chief Communications Officer; Police Tracy Roles; Alicia Shelton, Accountant; Lt. Josh Johnson, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order a 7:00 p.m. by Mayor Copeland.**
- 2. Roll call was held and a quorum established.**
- 3. The Invocation was provided by Councilman Dorsey.**
- 4. Citizens to be heard.**

Three were no citizens to be heard.

- 5. City Council Announcements and Proclamations**

There were no announcement or proclamations.

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

- One opening on the Park 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. Receive bids for the purchase of \$9,500,000 Combined Purpose General Obligation Bonds, Series 2022 of the City and vote to award said Bonds to the lowest bidder complying with the notice of sale and instructions to bidders or to reject all bids. Presented by Nate Ellis, Public Finance Law Group.**

Chris Wolff, Municipal Public Finance, LLC, reported that three bids were received with The Baker Group LP providing the lowest interest at 3.188298%. Mr. Wolff recommends receipt and approval of this bid.

Mr. Dorsey moved to receive the bids as presented and award the bid to The Baker Group LP for true interest cost of 3.188298%, 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 approve an Ordinance providing for the issuance of Combined Purpose General Obligation Bonds, Series 2022 in the sum of \$9,500,000 by the City of Bartlesville, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; designating the Registrar for the issue; providing for levy of an annual tax for the payment of principal and interest on the Bonds and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; authorizing executions and actions necessary for the issuance and delivery of the Bonds; and declaring an emergency. Presented by Nate Ellis, Public Finance Law Group.**

Mr. Ellis reported that the proposed ordinance provides for the issuance of the GO Bonds, Series 2022 and other items as set out in the title. He added that an emergency vote is requested to place the ordinance into immediate effect.

Vice Mayor Curd moved to adopt the Ordinance as presented, seconded by Mr. Stuart.

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

Vice Mayor Curd moved to declare the emergency as presented, seconded by Mr. Dorsey.

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

- 9. Discuss and take possible action to authorize City staff to negotiate a lease and the Mayor to sign a lease between the First Christian Church and the City of Bartlesville. Presented by Mike Bailey, City Manager.**

Mr. Bailey reported that on December 22, 2021, the City Council executed a non-binding letter of intent between the City and FCC. In that LOI, the City agreed to notify FCC if additional time was needed to evaluate the facility for a possible City use before the end of May. It was also agreed that in order to extend the time frame to evaluate the property that a lease agreement would be entered into commencing on July 1, 2022. The lease agreement is to consist of a triple net lease whereby the City pays insurance, operational costs, maintenance, and utilities for the facility during the lease term. If the City Council elects to proceed with this lease, then it will be necessary to allocate funding for the O&M of the facility. Staff is recommending an allocation of a portion of our remaining ARPA funds to cover this cost in a later agenda item. The City will not have the final report from our Conference Center Consultant until mid-June, so it will be necessary to notify FCC of the City's intent to enter into a lease agreement if more time is desired

to evaluate the facility. Due to time constraints and the many unknowns in this process, staff is recommending that the Council authorize the City Manager and City Attorney to negotiate a lease in accordance with attached LOI and authorize the Mayor to sign it.

Mr. Stuart moved to authorize City staff to negotiate a lease and for the Mayor to sign the lease as presented, seconded by Ms. Roane.

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

10. City Manager and Staff Reports.

Mr. Bailey reported there will be no trash pickup on Monday, May 30. Those with Monday routes will have service on Wednesday, June 1.

11. City Council Comments and Inquiries.

There were no comments or inquiries.

12. Mayor Copeland recessed the meeting at 7:14 p.m. in order to relocate into the 1st floor conference room for the workshop portion of the meeting.

13. Mayor Copeland reconvened and opened the workshop meeting at 7:24 p.m.

14. Discussion of allocation of ARPA funds to City Initiatives. Presented by Mike Bailey, City Manager.

Mr. Bailey reported that the City of Bartlesville was expected to receive about \$5.8 million over two years with the second tranche expected by the end of the current fiscal year. The actual amount that we expect to receive is now about \$6.3 million. These funds must be spent or committed by December 31, 2024. During last year's budget discussion, it was decided to dedicate about \$1 million per year over the 3.5 year duration to support increased wages for our essential workers as defined by the act. After utilizing about \$3.5 million for this purpose, we are left with approximately \$2.9 million to allocate to various purposes. Fortunately for us, the Feds have modified the rules on how ARPA funds can be spent. In the original rules, cities could claim the ARPA funds as revenue loss, but the calculations were complex and few cities in Oklahoma qualified. The modified rules allow cities to claim up to \$10 million as revenue loss as a one-time election. This simplified the process and allowed almost all cities in Oklahoma to claim all of their funds under the revenue loss category. Bartlesville is one of these cities, and so we are allowed to spend these funds for nearly any legitimate purpose of a local government.

Detail of our funding expectations and possible allocations to City priorities including additional funding for the Stabilization Reserve Fund, priority capital projects, funds for a strategic priority identified in our strategic plan, funds for O&M of the FCC building, and a mental health co-response pilot project between the City of Bartlesville and Grand Gateway. More specifically set out as follows: 1st tranche of ARPA funding \$3,156,371; 2nd tranche \$3,186,219; less amounts committed for premium pay of \$3,470,000 with a total amount remaining to allocate of \$2,872,590. Possible purposes for allocation are \$1,000,000 to the Stabilization Reserve Fund, \$400,000 to Streets, \$300,000 to the water slide alternate for Sooner Pool, \$72,590 to Other, \$100,000 to operations and maintenance of the First Christian Church Building, \$500,000 to strategic priority from strategic plan, and \$500,000 for police pilot project with Grand Gateway.

Mr. Bailey concluded stating that depending on Council priorities for the allocation of these funds, some of the priorities may require appropriation as part of our budget adoption on June 6. Other priorities, such as projects identified in the strategic plan, can be appropriated at a later date. This initial discussion will provide staff with guidance on what appropriations to include in the budget.

Discussion ensued regarding Ms. Roane stating that she prefers the \$300,000 for the proposed third slide at Sooner Pool to be used for streets; staff reporting that in addition to the \$400,000 ARPA funds proposed for streets, there is approximately \$3 million in street funding allotted in the Capital Improvements proposed budget and other funding that will be presented later in the meeting; how the Sooner Pool construction is at a good point to go ahead and install the third slide if funding approved; Mr. Stuart stating that he preferred the proposed funding to the Stabilization Fund be reduced in order to make improvements in other areas such as sidewalks, energy efficiencies in City Hall, Lee Lake, Artunoff Fields, or the City's pension fund; staff responding that ARPA funds cannot be used for funding the City's pension plan; how there is funding for energy efficiencies for City Hall, improvements to Lee Lake and Artunoff Fields are already in place; how having sufficient qualified staff is necessary to accommodate new projects, specifically in the engineering department; the benefit the program with Grand Lake Mental Health provides to the community; Mayor Copeland and Vice Mayor Curd agreeing individually how important prudent funding of the Stabilization Fund is in the event of financial downturns in the economy; and Mr. Dorsey stated his agreement with the proposed distribution of ARPA funds.

15. Presentation and discussion of the City of Bartlesville proposed budget for Fiscal Year 2022-2023. Presented by Jason Muninger, City Clerk/CFO.

Mr. Muninger, using a PowerPoint (attached), presented the budget roles summary, budget preparation schedule, the financial structure of the City, and a review of significant items. Beginning with Revenue, he reported on sales tax estimates; changes in the local market; a conservative estimate of a reduction in sales tax over current year by 5.1%; inflated adjusted sales tax review; Phase II of the five-year rate study effective July 1, 2022; proposed five-year utility rate plan review; staffing changes in personnel positions of adding one assistant city manager and one assistant public works director positions; general employee pension status review; and salaries and benefits review including a 5% COLA and 2.5% Merit. Continuing, Mr. Muninger reviewed the Stabilization Reserve Fund; the Capital Reserve Fund; Wastewater Capital Plans; Water Capital Plans; Sanitation Capital Plans; the FY 2024 Revenue Projections; FY 2023 Expenditure Projections; and the FY 2024 Budget Summary showing a slight revenue and expenditure growth and a reduction of the extra payroll in FY 2023 of \$747K.

Discussion covered wireless fees/911 fees; inflation factors and results; the two new positions to cover two major positions in the event the current City Manager and Public Works director became unable to fulfill their duties; how a risk management assessment helped determine the need for covering for leadership in departments due to retirement or other possible events; funding the pension fund; how FY 2022-23 has an additional pay period which will increase the General Fund by \$747,000 and an additional \$304,000 across the rest of the organization; and how the Stabilization Reserve Fund helps with a high bond rating due to the consistent balance of the fund. Continued discussion covered online sales tax; use tax collection beginning January 2023; Vice Mayor Curd's concerns about expending use tax before receipt of it to cover personnel expenses once the ARPA funds are spent; how conservative budgeting accounts for those concerns; Vice Mayor Curd's request for a recreation director or coordinator; his concerns that all the recreation needs are not being met and how opportunities for additional recreational


opportunities are not being pursued; Mr. Bailey's possible solution to incorporate that position into the Community Development Director, Assistant City Manager or the Assistant Public Works Director if one or the other has the experience or skill set for recreation management; Mr. Bailey also suggested a meeting with the YMCA manager, Vice Mayor Curd and him to see how their recreational management could be improved; Mr. Dorsey suggesting taking a look at the park and recreational models used in other comparable cities; Mr. Muninger offering how many cities he is familiar with use a contracted entity to manage recreational events; Mr. Dorsey agreeing that he feels recreation management can be improved; and Vice Mayor Curd stating that with improved recreational facilities, recreational service needs to improve as well.


16. Presentation and discussion of the Capital Improvements Program (CIP) Budget for FY 2022-2023. Presented by Micah Siemers, P.E., Director of Engineering.

Using a PowerPoint (attached), Mr. Siemers presented slides showing the G.O. Bond and Sales Tax Projects since 1999 to present, Capital Improvement Project Budgets, Wastewater Fund Carry Over Projects, City Hall Fund Carry Over Projects, Storm Sewer Fund Carry Over Projects, 2018C General Obligation Bond Carry Over Projects, 2019A and 2019B General Obligation Bond Carry Over Projects, 2021A General Obligation Bond Carry Over Projects, Capital Reserve Fund Carry over Projects and Equipment, and ½ Cent Sales Tax Carry Over Projects, Continuing, he presented the Capital Reserve Fund Proposed Projects and Equipment and the ½ Cent Sales Tax Proposed Projects.

Discussion covered a potential evaluation of the Colonial Subdivision condition of the storm water system; evaluation of the storm water system overall, as well as fees involved; Cooper Dog Park entryway needing improvements; an explanation of Lee Lake parking lot improvements; the grappler loader truck is a holdover project and is at the discretion to keep it funded for the future; a proposed acquisition of the small chiropractic office west of Central Fire Station for storage; body cameras needed annually due to wear and tear, and expanding their use for Code Enforcement officers; mowing equipment needs; Oak Park and Sooner basketball goals; Adams Golf Course greens; and G.O. Bond 2022 Issuance projects will be provided in July.

17. There being no further business to address, Mayor Copeland adjourned the meeting at 10:00 p.m.


Dale W. Copeland, Mayor


Jason Muninger, CFO/City Clerk

