



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

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

**Monday, March 6, 2023
Immediately Following the
Bartlesville Education Authority
Special Meeting beginning at 5:30 pm.**

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

MINUTES

(The Notice of Meeting was posted December 15, 2022
and the Agenda was posted March 2, 2023 at 5:00 p.m.)

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

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Matt McCollough, IT Director, Mike Richardson, Director of the Municipal Airport; Larry Curtis, Director of Community Development; Steve Roper, Engineer; Captain Andrew Ward, security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order at 5:51 p.m. immediately following the Bartlesville Education Authority meeting by Mayor Copeland.**
- 2. Roll Call was held and a quorum established.**
- 3. Citizens to be heard.**

Dale Earhart provided personal comments regarding homosexuality.

Jim Quillen asked the City Council to delay action on Item 15 until more research is done on the developer. He also stated his concerns about additional traffic, lack of ingress and egress into the development, and that the development will likely bring more students into the area that will need to be bussed since the Oak Park school was closed.

Tish Harris stated her concerns about the developer of the Oakwood Addition in Oak Park and about the increase in students to an area that is already bussing students to schools that are already full.

- 4. City Council Announcements and Proclamations.**
 - Cleaning Week March 26 – April 1, 2023. Presented by Mayor Copeland.
- 5. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Bartlesville Area History Museum Trust Authority.
 - One opening on the Bartlesville Redevelopment Trust Authority.
 - One opening on the Bartlesville Convention and Visitor's Bureau Board (Visit Bartlesville)
 - One opening 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 February 6, 2023.

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

- i. Appointment of Mr. Richard Keim to a three-year term on the White Rose Cemetery Board at the recommendation of Mayor Copeland.
- ii. Reappointment of Mr. Quinn Schipper to a three-year term on the City Planning Commission at the recommendation of Councilmember Roane.
- iii. Reappointment of Ms. Gretchen Wendtland to a three-year term on the Park Board at the recommendation of Vice Mayor Curd.

c. Approval of Agreements, Contracts, Engagement Letters, Leases, MOU's, Proposals, and Lease Terminations.

- i. Approval of a Professional Service Agreement with Aimright Testing & Engineering for geotechnical services for the Wastewater Treatment Plan Expansion – Caney River Corridor Improvements in the amount of \$4,350.
- ii. Contract with Witt O'Brien' of Houston, Texas to update the Storm-Water Pollution Prevention Plan (SWP3) for the Bartlesville Municipal Airport in the amount of \$2,150.
- iii. Contract between Link Media Outdoor and the Bartlesville Public Library/City of Bartlesville for billboards for the 2023 Summer Reading Program in the amount of \$2,140.
- iv. Proposal from All Media Integration for an audio video upgrade for the City Council Chambers in the amount of \$38,327.81.
- v. Lease of Hangar 5 at the Bartlesville Municipal Airport to Emrich Aerial Spraying, LLC to conduct aerial spraying operations and other aeronautical activities.
- vi. Termination of Hangar 5 Lease Agreement requested by Wolfe Aviation with the Bartlesville Municipal Airport/City of Bartlesville.

d. Approval of Resolutions

- i. Approval of a resolution of the City Council of the City of Bartlesville, Oklahoma providing comment to the Assistant Secretary of the Army for Civil Works on the Water Resources Development Act of 2022; and containing other provisions related thereto.

e. Receipt of Financials

- i. Interim Financials for seven months ending January 31, 2023.

f. Receipt of Bids

- i. Bid No. 2022-2023-014 Minnesota Rehabilitation – Highway 75 to Madison Boulevard.
- ii. Bid No. 2022-2023-015 City HVAC Component Replacement

Mayor Copeland read the consent docket in full. Ms. Roane pull Items 6.b.i., ii., and iii. and Mr. Roszel pulled Item 6.d.i. for further discussion.

Ms. Roane moved to approve the consent docket with the exceptions of Items 6.b.i., ii., and iii. and Item 6.d.i, seconded by Vice Mayor Curd.

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

Voting Nay: None

Motion: Passed

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

- i. Appointment of Mr. Richard Keim to a three-year term on the White Rose Cemetery Board at the recommendation of Mayor Copeland.
- ii. Reappointment of Mr. Quinn Schipper to a three-year term on the City Planning Commission at the recommendation of Councilmember Roane.
- iii. Reappointment of Ms. Gretchen Wendtland to a three-year term on the Park Board at the recommendation of Vice Mayor Curd.

Ms. Roane stated her appreciation to Mr. Keim, Mr. Schipper and Ms. Wendtland for their commitment to serve on City committees.

6.d. Approval of Resolutions

- i. Approval of a resolution of the City Council of the City of Bartlesville, Oklahoma providing comment to the Assistant Secretary of the Army for Civil Works on the Water Resources Development Act of 2022; and containing other provisions related thereto.

Mr. Roszel inquired as the financial responsibility the City has regarding the purchase of additional water storage. Mayor Copeland provided the history of the process of purchasing water from Copan Lake that began approximately 20 years ago. Mr. Bailey explained water acreage, pricing, and how City Officials and Oklahoma Federal Legislators have been working with US Army Corps of Engineers to reduce pricing to an affordable purchase rate.

Ms. Roane moved to approve Items 6.b.i. ii., iii. and 6.d.i. as presented, seconded by Mr. Roszel.

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

Voting Nay: None

Motion: Passed

7. Discuss and take possible action to award Bid No. 2022-2023-014 for the Minnesota Rehabilitation Project. Presented by Councilmember Dorsey.

Mr. Dorsey moved to award Bid No. 2022-2023-014 to Brent Bell Construction, Nowata, Oklahoma, in the amount of \$417,757.37 as presented, seconded by Vice Mayor Curd.

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

Voting Nay: None

Motion: Passed

8. Discuss and take possible action to award Bid No. 2022-2023-015 for City Hall HVAC Component Replacement Project. Presented by Councilmember Roane.

Ms. Roane moved to award Bid No. 2022-2023-015 including the Add. Alternate to Shoemaker Mechanical, Inc., Tulsa, Oklahoma, in the amount of \$404,264.00 as presented, seconded by Mr. Dorsey.

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

Voting Nay: None

Motion: Passed

9. Consideration and action on a Resolution of the City Council of the City of Bartlesville, Oklahoma (the "City") approving the incurrence of indebtedness by the Bartlesville Education Authority (the "Authority") issuing its Educational Facilities Lease Revenue Bonds (Bartlesville Public Schools Project) Series 2023 (the "Bonds"); providing that the organizational document creating the authority is subject to the provisions of the Bond Indenture authorizing the issuance of said Bonds; waiving competitive bidding and authorizing the sale of said Bonds by the Authority at negotiated sale and at a price less than par; approving the forms of a Continuing Disclosure Agreement and an Official Statement relating to the Bonds; authorizing the execution of all necessary documents, and containing other provisions relating thereto.

No presentation was made since one was made in the Bartlesville Education Authority meeting prior to this meeting regarding this issue. The title of the Resolution also contains the necessary information for voting.

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

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

Voting Nay: None

Motion: Passed

10. Discuss and take possible action to adopt an Ordinance granting to Public Service Company of Oklahoma (PSO) the right, privilege, and non-exclusive franchise for twenty-five years to build, equip, maintain, extend, own, and operate a system for the manufacture, transmission, distribution, sale, and control of electricity and communications circuits for itself and others in, under, over, across, through and along any and all of the present and future streets, alleys, avenues, ways, and other public places and grounds within the limits of the City of Bartlesville, Washington County, Oklahoma; and granting to PSO the right to operate an electric business pursuant to reasonable rules and regulation by the Oklahoma Corporation Commission; with PSO agreeing to charge legal rates for the electric service; and, if possible, to sell and deliver to the City all electricity and services requested by it; providing for payment to the City by PSO of a monthly fee on gross receipts from the delivery and sale of electricity; and providing for the repeal of conflicting ordinances; and declaring an emergency. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger reported that the City is nearing the end of its previous 25-year non-exclusive franchise agreement with AEP/PSO. The proposed agreement for action is for an additional 25 years and remains very similar to the past agreement. It will maintain the 2% franchise fee that generates between \$650,000 to \$750,000 annually, depending on extreme heat and cold. The difference in this agreement from years past is section 10 of the Ordinance which grants the City the ability at any time through the life of the agreement to present to the voters an additional 1% facility fee. At this time, there are no plans to for this action. Per State law, the franchise agreement is required to hold a vote of the citizens. The election will be called for May 9, 2023.

Mr. Roszel appreciated Mr. Gordon with PSO for meeting with his constituents about the electric work being done in his ward. Ms. Roane also appreciated Mr. Gordon's assistance with local non-profit organizations. Mayor Copeland commented on the street lights being installed along Hillcrest Drive, and thanked Mr. Gordon for his participation in getting this project accomplished.

Vice Mayor Curd moved to approve the Ordinance as presented, seconded by Mr. Dorsey.

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

Vice Mayor Curd moved to approve the Emergency Declaration as presented, seconded by Mr. Dorsey.

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

- 11. Discuss and take possible action to approve a Resolution of the City of Bartlesville, Washington County, Oklahoma ("city"), calling for a special election to be held on the 9th day of May 2023, for the purpose of submitting an Ordinance for approval by the qualified electors that will grant to public service company of Oklahoma, an Oklahoma corporation (PSO), a non-exclusive franchise for twenty-five years to build, equip, maintain, extend, own and operate a system for the manufacture, transmission, distribution, sale and control of electricity in and to the city and the public generally, to a vote of the registered voters of the city for their approval or disapproval; specifying the question to be voted upon at the special election and further directing the distribution and publication of this resolution. Presented by Jason Muninger, CFO/City Clerk.**

Mr. Muninger reported that the Resolution is part of the required process for calling the election for renewal of the 25-year agreement with PSO.

Vice Mayor Curd moved to approve the Resolution as presented, seconded by Mr. Dorsey.

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

12. Discuss and take possible action to approve the Special Election Proclamation and Notice calling for an election on the proposition stated in Notice. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger reported that approving the Special Election Proclamation and Notice is part of the required process to renew the PSO Franchise agreement.

Mr. Dorsey moved to approve the Special Election Proclamation and Notice as presented, seconded by Ms. Roane.

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

Voting Nay: None

Motion: Passed

13. Discuss and take possible action to approve a Lease Agreement between the City of Bartlesville and Friends of Kiddie Park. Presented by Larry Curtis, Director of Community Development.

Mr. Curtis provided a brief history of the Kiddie Park. The proposed agreement is for 20 years, with each year costing \$1.00 payable in advance in yearly installments on the first day of each and every calendar year during the entire term of the lease.

Discussion ensued to confirm the lease term since the report and agreement had two different terms, confirmed at 20 years; how the term length was determined; and on additional land north of the Kiddie Park that will be used to expand the rides.

Ms. Roane moved to approve the Kiddie Park Lease Agreement with amendments, seconded by Vice Mayor Curd.

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

Voting Nay: None

Motion: Passed

14. Discuss and take possible action on a Resolution for proposed changes to the City Council ward boundaries. Presented by Larry R. Curtis, Director of Community Development.

Mr. Curtis reported on the proposed changes to ward boundaries, explaining that this step is part of the process to make the changes official. The next and final step will be an ordinance which will be presented at the April 3, 2023 meeting. He provided a PowerPoint with the current ward map and the proposed boundary changes.

Discussion covered how the percentages were determined; how the boundaries would basically square up the City ward boundaries; how the proposed boundaries accommodate growth; and how the ward changes will not affect voting precincts. Mr. Bailey confirmed that he had spoken to Yvonne House at the Election Board, and she has agreed with the changes.

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

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

Voting Nay: None
Motion: Passed

- 15. Discuss and take possible action on an application from Lance A. Windel of Arcadian Housing, LP, for approval of an Amendment to an Existing PUD and its restrictions and approval of a PUD Site Development Plan in a RS-7/PUD (Single-Family Residential-7/Planned Unit Development) Zoning District, on an approximately 30 acre +/- tract of land located north of Palmetto Drive, west of Virginia Avenue, legally described as Oak Wood Addition, Bartlesville, Washington County, Oklahoma according to the recorded plat there. Presented by Larry R. Curtis, Director of Community Development.**

Mr. Curtis, using a PowerPoint, explained the development behind the request for the amendment and approval of a PUD Site Develop Plan. He covered the ingress and egress; the rehabilitation of all of the roads in the development; that there will be a new park that will be maintained by an HOA; the storm water detention pond; that lots 9 and 10 are not included into the amended PUD and SDP; and how the developer will be responsible for all water and sewer lines to ensure the infrastructure is in place. Mr. Windel was present to answer questions.

Discussion covered curbing; how from the plat of 1982, with the proposed amendment, will reduce density from the original plat; a description and picture of type of homes that will be built; water lines and how they will be repaired; and how a development plan will need to be approved prior to build out that will include bonding capacity, repair of streets, and all infrastructure. Ms. Roane provided background information about the developer, Mr. Windel, whom she researched at the request of a concerned constituent, finding that his development record had been positive, and that he is a man of good character. Mr. Windel responded to questions clarifying that 10-20 homes will be built at a time; that the houses could be for rent or for sale, depending on the market; and that the houses would be three-to-four bedroom homes with garages. Mr. Bailey reported that Chuck McCauley, Bartlesville Public School Superintendent, has been made aware of the development and additional students in that area will be taken into consideration for future planning. Additional comments covered how Sunset Boulevard is currently being rehabilitated,

Vice Mayor Curd moved to adopt the Ordinance as presented, seconded by Ms. Roane.

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

- 16. Discuss and take action on an application from Mick Olson, on behalf of the Voice of the Martyrs, for Final Plat Approval of Voice of the Martyrs Addition, a 1-lot mixed use development on a 66.68-acre tract of land located on the west side of Bison Road, approximately one-quarter mile south of Nowata Road, legally described as a part of the Northeast Quarter of Section 22, Township 26 North, Range 13 East, Washington County, Oklahoma. Presented by Larry R. Curtis, Director of Community Development.**

Mr. Curtis, using a PowerPoint, reported that the applicant has requested approval of the final plat for a 1-lot, mixed-use, multi-purpose complex known as Voice of the Martyrs Addition. The 68.68-acre property is located on the west side of Bison Road one-quarter mile south of Nowata Road. It currently contains multi-family housing, a warehouse, a maintenance building, and an administration building. A south wing of the administration building is currently under

construction. The existing roads are all private, and utilities to serve the site are already in place. The surrounding land uses include Tri-County Tech, mini-storages and undeveloped land to the north. The city limits borders the property on the south and east, with undeveloped land beyond, adjacent to the west. Mr. Curtis continued stating that in 2003, the City Council approved the rezoning, planned unit development and site development plan for the 68.68-acre site, subject to the execution of a development agreement dated January 23, 2004 which set forth conditions related to permit issuance, Bison Road widening, Nowata Road right turn lane, traffic signal installation, water service, and other development requirements. In 2004, the Planning Commission approved the preliminary plat for the north 19.44 acres, and in 2006, the City Council approved the Final Plat for those 19.44 acres. However, the plat was never recorded with the Washington County within the 2-year time limit set forth in the City's subdivision regulation, and thus it expired. The VOM is now ready to move forward with the final plat of the full 68.68 acres and have submitted all the appropriate documents. The City Planning Commission approved the Preliminary Plat at its February 28, 2023 meeting and recommends approval of the Final Plat subject to the following conditions: 1) an amended Development Agreement shall be written which updates the existing Development Agreement dated January 23, 2003; and 2) corrections to the Final Plat to include a) a notation on the face of the plat regarding the required setbacks; b) a notation on the face of the plat stating that all streets and sidewalks are privately owned and maintained; c) an access easement drawn over the Bison Road sidewalk and also noted on the face of the plat; and d) a notation on the face of the plat stating that all storm water drainage is privately owned and maintained. Mr. Curtis confirmed to Mr. Roszel that this facility does sit inside Bartlesville city limits.

Vice Mayor Curd moved to approve the Final Plat with the City Planning Commission's conditions as presented, seconded by Mr. Dorsey.

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

17. Discuss and take action on proposed amendments to the Sewer Use Pretreatment Standards Ordinance for Fats, Oils and Grease. Presented by Terry Lauritsen, Director, Water Utilities.

Mr. Lauritsen reported that one of the many challenges facing the wastewater collection and treatment system is managing fats, oils and grease (FOG). Grease, fats and some oils solidify when cooled and adhere to the wall of a pipe, which over time and accumulation, will plug lines causing backups or overflows within the system. Prior to the COVID pandemic, roughly 65% of non-rain related sewer overflows were due to FOG. All FOG presents challenges to the treatment plant, which does not process these items biologically and requires a manual removal through either skimming or vacuuming these items out of the wastewater. Through the Pretreatment Ordinance, the City has a FOG program that governs entities that either discharge 25,000 gallons or more of wastewater a day, or has a reasonable potential for adversely affecting the treatment plant's operation. However, the ordinance lacks specificity for food service establishments, which can be a significant contributor of FOG. In August of last year, Council approved a professional service contract with S2 Engineering to assist City staff in developing FOG provisions for food service providers within the Sewer Use Pretreatment Standards ordinance. The highlights of the proposed FOG provisions are: 1) All new food service facilities are required to install a grease interceptor or trap. 2) Existing food service facilities without a grease interceptor or trap are required to have a documented Best

Management Practice (BMP) to control and manage FOG discharge. The BMP must be kept on site and available for review during normal business hours - If a facility's BMPs are ineffective, staff may require the installation of an interceptor or trap to mitigate FOG deposits within the City's collection system or treatment plant; 3) Food service facilities with an interceptor or trap need to retain waste manifests detailing maintenance, and FOG removal. The manifests must be kept on site and made available for review during normal business hours.

In late January 2023, staff mailed a letter to all the food service providers (64) within the City Limits. The letter provided notification and a link to the proposed amendments and invited them to either contact City staff to provide comments or attend a February 23 Sanitary Sewer Improvement Oversight Committee (SSIOC) meeting where the item was discussed. City staff received two inquiries during the comment period and one food service establishment sent a representative to the SSIOC meeting. No objections were received during the comment period or during the SSIOC meeting. At its February 23 meeting, the SSIOC unanimously recommended City Council approve the proposed amendments to the Sewer Use Pretreatment Standards Ordinance.

Discussion covered Best Management Practices; a flyer provided by Vice Mayor Curd that restaurants use as a reference, which can be used as a Best Management Practice tool; that the flyer will be included with a letter to businesses regarding the amendments to the Ordinance; how acoustical detection is used to determine how clean a line is, which will register if cleaning needed; how a camera is used if there is a majority of fat or grease being pulled from the line; how keeping the lines clean benefit the City and the business; how there are approximately 64 restaurants, convenience stores, and schools that need to be monitored; how every new food business since 2013 is required to have the interceptor installed, but those built before 2013 may not have an interceptor; how if improvements of a business is over 51%, the new amendments to the Ordinance will be required; the expense of interceptors; how the staff will educate business owners who do not have an interceptor on ways to manage FOG before requiring the interceptor, if possible; and that there are no City programs to assist businesses financially for the purchase of interceptors.

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

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

Voting Nay: None

Motion: Passed

18. Presentation and discussion on proposed amendments to Chapter 20, Division 7 of the Bartlesville Municipal Code pertaining to Water Shortage. Presented by Terry Lauritsen, Director of Water Utilities.

Mr. Lauritsen, using a PowerPoint, reported that the City's water supply is all surface water from Hulah Lake, Copan Lake, Hudson Lake and the Caney River, serving about 55,000 users with an average daily use of 5.5 million gallons a day. The water supply has been impacted by the prolonged drought experienced by the region, and the watershed feeding Hulah Lake, which is the City's largest water storage component, is experiencing extreme and exceptional drought conditions as classified by the National Oceanic and Atmospheric Administration.

Currently the overall water supply is at 65%. The City has in place a Water Shortage Ordinance (Ordinance 3398) that authorizes Council to restrict or prohibit water use, and establishes regulatory framework for exemptions, penalties and emergency water rates. The Ordinance requires a separate resolution to implement the Drought Contingency Plan (developed in 2002), which was approved in 2012 (Resolution 3294) and is still in effect. A resolution implementing the Emergency Water Rates has not been enacted. The Drought Contingency Plan establishes drought stages and subsequent actions based on the remaining water supply.

To-date Hulah is at 47%, Hudson is at 80%, Copan is at 66% and the Caney River is at 100%. The Caney River pump station is still under renovations and has been inactive awaiting parts. Mr. Lauritsen was notified by the supplier that the motor controls will be shipped March 16, and will then be installed asap. Due to the River supply being shutdown awaiting parts, water has been drawn down from Hulah and Hudson to compensate. Currently, Bartlesville is in Stage 2 of the current Ordinance, which stipulates the following actions (current status is *italicized*):

- Public education (*implemented and on-going*);
- Suspend non-essential operational uses of water by City crews (*implemented*);
- Alter watering of parks and golf course (*implemented*);
- Adopt a reduced schedule for outside water uses (*not yet implemented due to the time of year and limited outdoor use*);
- Notify wholesale customers (*implemented*);
- Invoke penalty phase of ordinance 3398 (*not yet implemented, the emergency rate structure in the ordinance needs amended since it is less than current water rates*)

In December, staff provided an update to Council on the water supply status. In that presentation, staff noted that future Council actions will be necessary to clean up language within the ordinance and the emergency water rates. After reviewing the language within the ordinance and Drought Contingency Plan, staff is proposing to amend the Water Shortage Ordinance with updated emergency volumetric rates as well as to pull in provisions contained within the Drought Contingency plan to create one document for the City's strategy in managing droughts and water shortages. Therefore, Mr. Lauritsen reviewed the proposed ordinance and reviewed each provision (PowerPoint attached to these minutes for reference).

Discussion covered the rate increases that, in the past, motivated users to conserve; how the rate structure should be re-evaluated in order to minimize hardship on customers, particularly low income families; how the increased rate would not affect users who use only the minimum amount (2000 gallons); how communication of water shortage issues need to be increased so that every customer is aware of the situation; and how using the schools and churches to spread the message of conservation has been successful in other towns. Mr. Lauritsen and Mr. Bailey thanked the City Council for their input, and assured them that will take their comments into account when preparing the final ordinance for approval at the April meeting.

19. Discuss and take possible action to approve the detailed goals as part of the Bartlesville NEXT strategic plan. Presented by Mike Bailey, City Manager.

Mr. Bailey reported that the Strategic Plan began by building on the values of the City organization that are Integrity, Community, Service, Teamwork, Communications and being Innovative. Staff believes these values are also reflective of Bartlesville's citizens and community as a whole. He reported on the Vision established, "A Leading Community by Choice"; Mission of "Through collaboration, we strive to provide exceptional public services and enhance the distinctive character of our community", and Strategic Priorities broken into these categories, "Financial Strength and Operational Excellence, Economic Vitality, Effective Infrastructure Network, Community Character, and Emerging Issues." This phase of the Strategic Plan has been approved, and now staff would like approval of the action items that will carry these Strategic Priorities forward. He reviewed each of the detailed goals as follows:

1. Financial strength and operational excellence

A. Improve Workplace Culture and Morale

- i. Investigate programs to recruit non-traditional employees and within schools. (HR to lead)- 6 months
- ii. Within six months of adoption of Strategic plan, investigate potential vacation buyback program. (HR to lead) - 6 months
- iii. Implement a job swap program for employees. (HR to lead)- 6 months
- iv. Hold employee appreciation luncheons twice yearly. (HR to lead) - Beginning in Fiscal Year 23-24.
- v. Investigate ways to implement a flex-hours or work from home program for applicable employees. (HR to lead) - 12 months

B. Modernizing our Workplace

- i. Develop a committee to research best practices and accreditation programs (Administration to lead) – 7 months from adoption of plan.
- ii. Develop and implement a performance and reward-based evaluation process for general employees by July 1, 2023 with intent to negotiate this process for uniformed groups in the future. (HR to lead) – July 1, 2023.
- iii. Re-evaluate 311 and Enterprise Asset Management (E.A.M.) to determine how we can integrate these systems into our operating departments. (IT to lead) – 1 year from adoption of plan.
- iv. Revise and update our website using newest technologies and integrations to improve citizen satisfaction and e-gov capabilities. (Communications to lead) - 18 months from adoption of plan

C. Develop Communication and Feedback Systems

- i. Create and publish annual digital report on overall City and departmental achievements, progress, and goals. Summary of report to be circulated in utility bill. (Administration to lead) - 1 year from adoption of plan
- ii. Create and distribute an annual survey to obtain citizen feedback and requests for all City departments. Individual departments may also be surveyed individually as part of a larger survey plan. (Administration to lead) - 1 year from adoption of plan
- iii. Create and distribute survey for employees to rate their department and the City as an overall employer by July 1, 2023. (HR to lead) - July 1, 2023
- iv. Develop feedback cards for golf course, library and other City services as appropriate. (Administration to lead) - 6 months
- v. Continue to enhance, improve, and promote City Beat and grow subscription base by 10%. (Communications to lead) - 1 year

D. Adopt Governance Best Practices

- i. Develop and adopt formal policies pertaining to:
 - a. Formal debt policy based on GFOA authoritative guidance. (A&F to lead) - 6 months
 - b. Formal policy requiring that utility rate studies be conducted at least every 5 years and requiring Council to utilize periodic rate studies to adopt multiyear rate plans. (A&F to lead)- 6 months
 - c. Formal capital planning policy requiring that a 5-year Capital Improvement Plan (CIP) be prepared by Staff and adopted by the City Council concurrently with the budget every year. (A&F to lead) - 6 months
- ii. Future budgets should include 5-year projections of revenue and expenditures for major operating funds to assist the Council and Staff in better planning for the future. (A&F to lead) -Fiscal year 2025 budget
- iii. City Council will adopt a City Council Handbook that will help to guide current and future City Councils. City Manager will work with Mayor to schedule a Council workshop to discuss this item within one year of adoption of Strategic Plan. (Administration to lead)-1 year

2. Effective Infrastructure Network

A. Develop Asset Management Program for infrastructure.

- i. The intent of the asset management program is to compile age, material, condition, and service life of the City's infrastructure (facilities, airport, streets, storm drain, wastewater, water, signals, signs, etc.) into ESRI's GIS software to aide in planning improvement priority and capital needs. (Engineering to lead)

- a. Staff will determine what items need to be tracked, what data exists, and what data needs to be collected. - 6 months
- b. Select consultant to collect and populate data into ESRI.
 - Facilities, streets, storm drains, wastewater and water – 1 year from completion of first step
 - Signs and signals – 2 years from completion of first steps

B. Improve road conditions as captured by Pavement Condition Index {PCI}.

- i. Improve road conditions as captured by Pavement Condition Index (PCI). (Engineering to lead)
 - a. Complete PCI update currently under contract - 6 months.
 - b. Once complete, develop several PCI score scenarios (maintain existing, desired PCI in 5 years and desired PCI in 10 years) with capital investment requirements - 6 months.

3. Economic Vitality

A. Reevaluate our development regulatory policies to ensure all rules, regulations, and processes align with best practices and reflect the character of our community.

- i. Update the city's comprehensive plan and other long-range plans utilizing accepted best practices (i.e. transportation, storm drainage, utilities, etc.). {Community Development to lead}
 - a. Staff will develop an RFP to select a consultant. -May 31, 2023
 - b. Present recommendations to the Council - May 31, 2024
- ii. Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan. (Community Development to lead) -1 year after completion of previous step

B. Collaborate with economic development partners and experts to optimize development.

- i. Identify economic development partners and assign City employee to act as economic development liaison. Liaison shall act as conduit between economic development partners, developer, and City departments. (Administration will lead) - June 30, 2023
- ii. Convene a meeting with all economic development partners to determine how best to support their efforts and to define the expectations for all parties (Liaison identified in step 1 to lead) -November 31, 2023
- iii. Ongoing coordination between liaison and economic development partners

C. Develop and implement strategies to retain and attract young professionals and families to Bartlesville.

- i. Identify community partners who employ and recruit young professionals. (Administration to lead)-August 31, 2023

- ii. Engage with community partners to learn how the City can attract young professionals and families (Administration to lead) -December 31,2023
- iii. Examine ways to make the community more enticing for businesses and restaurants that attract young professionals and families (Administration to lead)- by December 31, 2023
- iv. Work closely with BDA and Visit Bartlesville to promote their efforts and accomplishments (Administration to lead)- December 31, 2023

4. Community Character

- A. Explore opportunities to embrace the unique cultures of our community.
 - i. Coordinate a multi-cultural group to highlight the diverse cultures in our community. (Library is lead)- 9 months
 - a. Use this group to support/identify cultural needs that are unmet.
 - b. Partner/support this group for an annual event.
 - ii. Allocate city resources for support group (such as facilities, properties, venues, etc.) - (Library is lead) - 1 year
- B. Develop and maintain healthy lifestyle options as a segment of our parks, recreation and transportation systems.
 - i. As part of the update to the City's comprehensive and other plans identified in Economic Vitality, update the Parks Masterplan to ensure that lifestyle options and parks and recreation systems are meeting the needs of the public.
 - ii. Create a Trails/Multi-modal plan that incorporates existing assets and plans such as bicycle plan.
 - a. Review, evaluate, and update the Bicycle Plan - (Street and Traffic Committee/Community Development is lead) - 1 year
- C. Ensure and maintain clean, bright, vibrant community spaces.
 - i. Address vandalism and criminal activities in our community spaces, including destruction or defacement of public restrooms, violations of park curfews, etc. (Public Works/PD is the lead)
 - a. Improve security measures at public restrooms using automatic locks combined with motion and smoke detectors - 1 year
 - Police to respond to all calls of public restrooms generated by new systems
 - Offenders, especially repeat offenders, will be prosecuted for vandalism, arson, trespassing, etc.
 - ii. Coordinate citizen volunteer efforts to supplement our maintenance efforts and to improve the appearance of our City. These could include periodic clean up days, adopt a mile programs, adopt a path programs, etc. {Community Development/Public Works is the lead)
 - a. Staff to list and prioritize possible programs.

- b. Adopt formal policy for selected program(s). - 8 months
 - c. Advertise, promote, operate, and publicly report on the success of this program.
- iii. Establish Neighborhood Watch and Sentinel Program (PD is lead)- 6 months
 - iv. Finalize implementation of and launch Software 311 and City App (Community Development is lead) - 1 year
 - v. Create a list of minimum maintenance intervals for our parks and rights-of-way. (Public Works is lead)- 2 months

5. Emerging Issues

- A. Partner with community groups to discuss, evaluate and report on existing needs and potential solution that address:
 - i. Child Care: (Administration to lead)-12 months
 - a. Collaborate with local groups to help find solutions to the local child care shortage.
 - b. Help advocate for reform of child care regulations that act as barriers to new facilities.
 - ii. Housing: (Community Development to lead) -12 months
 - a. Evaluate local housing supply and demand to determine gaps in local housing stock by price level.
 - iii. Homelessness: (Police to lead)-12 months
 - a. Collaborate with local groups seeking to reduce homelessness including "United Way" and "B the Light".
 - b. Review existing laws and enforcement policies and retrain police officers to better handle crimes committed by the homeless.
 - c. Utilize the mental health team data from PD to understand homeless more, how many homeless are in Bartlesville and how they got here.

Mr. Bailey concluded that if the goals presented are approved, implementation will begin immediately with a progress report provided to the City Council on a regular basis.

Discussion covered appreciation for the work done to-date on the Strategic Plan and goals; how the Plan is ambitious and additional time was suggested to accomplish the goals; how staff feels that the timelines to accomplish the goals are reasonable; how the City's IT department has been preparing with upgrades of hardware and software to accomplish the technology driven aspects of the Plan; and how amendments to the Plan can be addressed as needed.

Vice Mayor Curd moved to approve the Bartlesville NEXT detailed goals as presented, seconded by Mr. Dorsey.

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

20. New Business

No new business.

21. City Manager and Staff Reports.

There were no City Manager or Staff Reports.

22. City Council Comments and Inquiries.

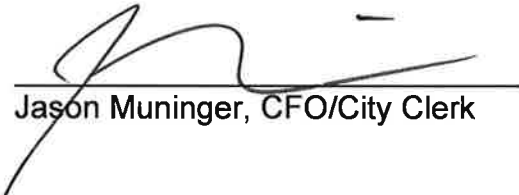
Vice Mayor Curd thanked Ms. Roane for her research into Mr. Windel, the developer of Oakwood Addition, which allowed the Council to make an educated decision on approving his application and also to put her constituents in the area at ease.

Mayor Copeland encouraged everyone to vote tomorrow. He commended the Washington County Election Board for the efficient and professional manner on how they conduct elections.

Mr. Roszel stated his appreciation to everyone accommodating time to answer all of his questions.

23. There being no further business to address, Mayor Copeland adjourned the meeting at 9:07 p.m.


Dale W. Copeland, Mayor

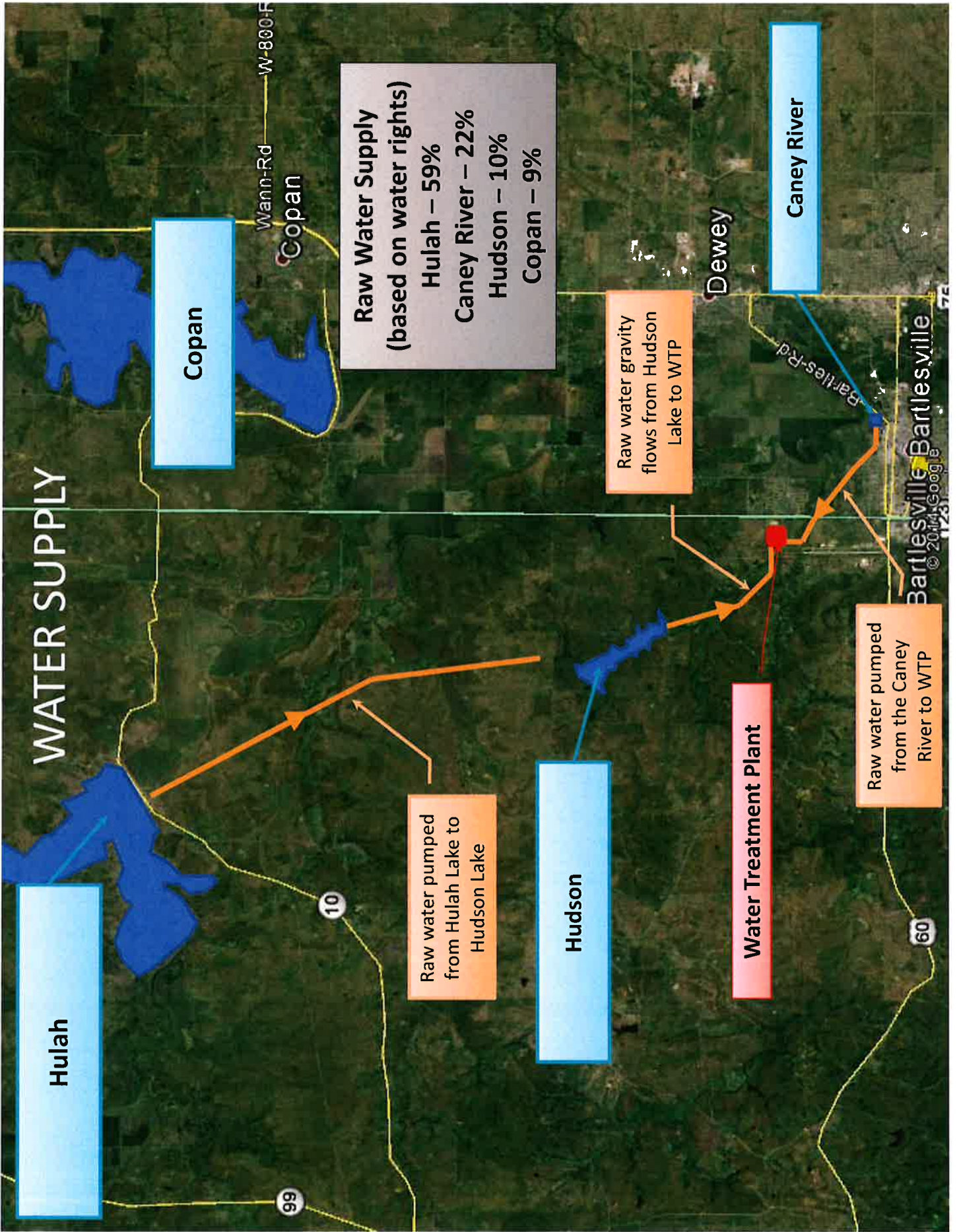

Jason Muninger, CFO/City Clerk





WATER SHORTAGE DRAFT AMENDMENTS

WATER SUPPLY



WATER SHORTAGES

- ▣ DROUGHT CONTINGENCY PLAN (2002)
 - ESTABLISHES DROUGHT STAGES AND ACTIONS

- ▣ ORDINANCE 3398 (2012) – WATER SHORTAGES
 - COUNCIL AUTHORIZED TO RESTRICT OR PROHIBIT WATER USE, ESTABLISHES REGULATORY FRAMEWORK FOR EXEMPTIONS, PENALTIES AND EMERGENCY WATER RATES.
 - ENACTED BY A RESOLUTION, AND MUST BE REPEALED BY A RESOLUTION.

- ▣ RESOLUTION 3294 (2012)
 - COUNCIL ENACTED THE DROUGHT CONTINGENCY PLAN.

WATER SUPPLY – CURRENT

Hulah
46% water remaining

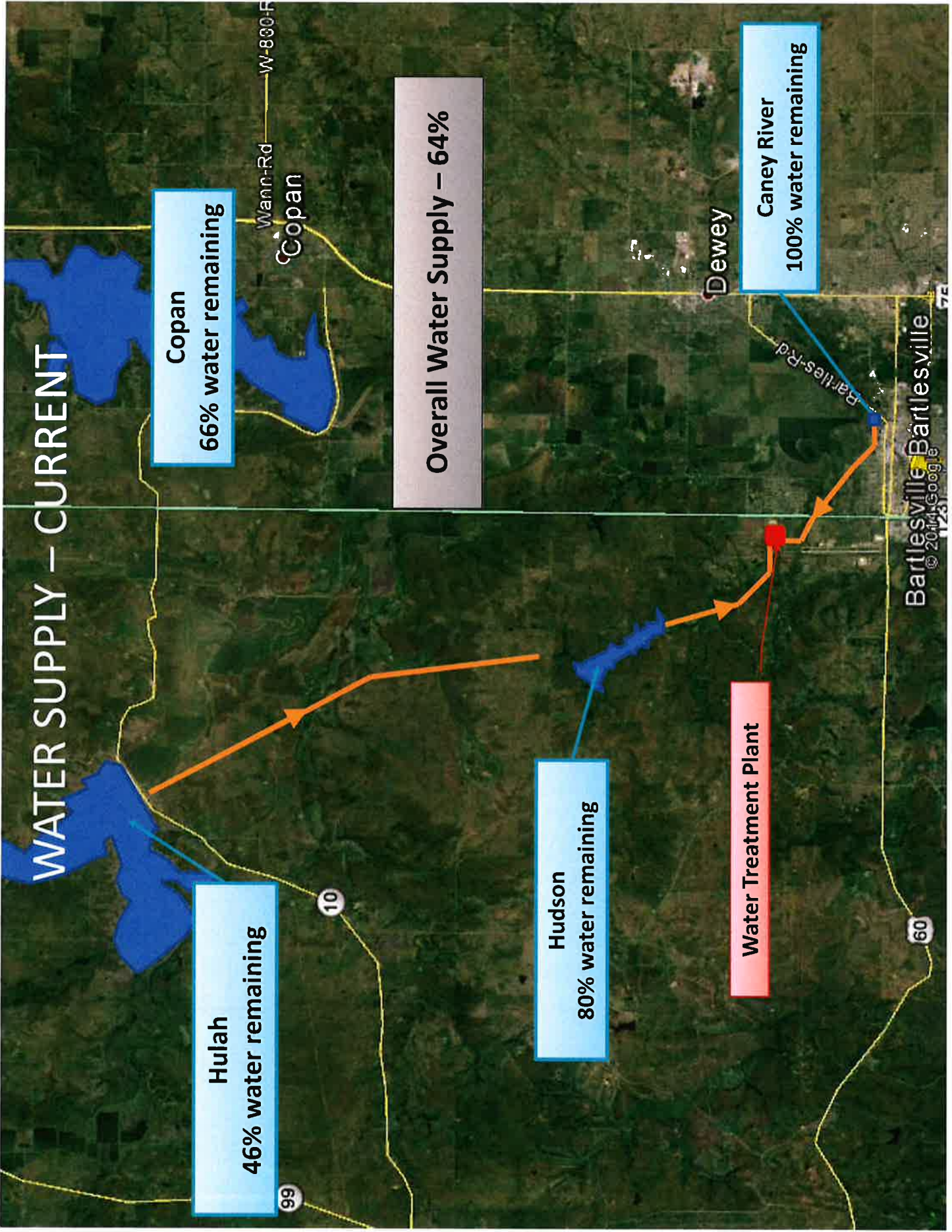
Copan
66% water remaining

Hudson
80% water remaining

Overall Water Supply – 64%

Water Treatment Plant

Caney River
100% water remaining



WATER SHORTAGES

- DROUGHT CONTINGENCY PLAN (2002)
 - STAGE 2 (60% - 70%)
 - PUBLIC EDUCATION (*implemented and on-going*)
 - SUSPEND NON-ESSENTIAL OPERATIONAL USES OF WATER BY CITY CREWS (*implemented*)
 - ALTER WATERING OF PARKS AND GOLF COURSE (*implemented*)
 - ADOPT A REDUCED SCHEDULE FOR OUTSIDE WATER USES (*not yet implemented due to time of year and limited outdoor use*)
 - NOTIFY WHOLESALERS CUSTOMERS (*implemented*)
 - INVOKE PENALTY PHASE OF ORDINANCE 3398 (*not yet implemented, the emergency rates are less than current water rates*)

WATER SHORTAGES

□ CREATE ONE DOCUMENT FOR MANAGING DROUGHTS AND WATER SHORTAGES

- WATER SUPPLY AT 80% OR ABOVE – NO ACTION
- STAGE 1 (79% - 70%)
 - PUBLIC EDUCATION AND CALL FOR CONSERVATION
- STAGE 2 (69% - 60%)
 - LIMIT WATERING CITY FACILITIES, CLOSE SPLASH PAD, POSSIBLE REDUCE OPERATING SCHEDULE FOR CITY POOLS;
 - NON-ESSENTIAL OPERATIONAL WATER USE BY CITY CREWS SUSPENDED;
 - OUTDOOR WATER USE RESTRICTED TO TWO DAYS PER WEEK;

WATER SHORTAGES



- STAGE 2 (69% - 60%) continued
 - PENALTY FOR VIOLATING RESTRICTIONS IN STAGE 2:

First Offense - written warning
Second Offense - \$50
Third Offense - \$100
Fourth Offense - \$200
Fifth or more Offense - \$500

- WHOLESALERS CUSTOMERS ADOPT SIMILAR CONSERVATION MEASURES;

WATER SHORTAGES

- **STAGE 2 (69% - 60%) continued**
 - **EMERGENCY WATER RATES (IMPLEMENTED BY SEPARATE RESOLUTION):**

Stage Two Emergency Water Rate Adjustment

For accounts with meters smaller than three (3) inches.	
Usage (gallons)	Adjustment on volumetric rates
0—2,000	100% of current rates
2,001—10,000	100% of current rates
10,001—25,000	120% of current rates
25,001—50,000	140% of current rates
>50,000	150% of current rates
For accounts with meters three (3) inches or larger, or industrial, or wholesale customers who have a separate contract for the purchase of water the adjustment shall be 100% of current rates.	

WATER SHORTAGES

- STAGE 3 (59% - 50%)
 - CONTINUE ACTIONS FROM STAGE 2;
 - OUTDOOR WATER USE RESTRICTED TO ONE DAY PER WEEK;
 - PENALTY FOR VIOLATING RESTRICTIONS IN STAGE 3:

First Offense - \$50
Second Offense - \$100
Third Offense - \$200
Fourth Offense - \$400
Fifth or more Offense - \$500

- WATER PRESSURE REDUCED TO MINIMUM LEVELS ALLOWED BY STATE AND FEDERAL REGULATIONS

WATER SHORTAGES

- **STAGE 3 (59% - 50%) continued**
 - **EMERGENCY WATER RATES (IMPLEMENTED BY SEPARATE RESOLUTION):**

Stage Three Emergency Water Rate Adjustment

For accounts with meters smaller than three (3) inches.	
Usage (gallons)	Adjustment on volumetric rates
0—2,000	100% of current rates
2,001—10,000	110% of current rates
10,001—25,000	150% of current rates
25,001—50,000	170% of current rates
>50,000	200% of current rates
For accounts with meters three (3) inches or larger, or industrial, or wholesale customers who have a separate contract for the purchase of water the adjustment shall be 120% of current rates.	

WATER SHORTAGES

- STAGE 4 (BELOW 50%)
 - CONTINUE ACTIONS FROM STAGE 3;
 - TOTAL BAN ON OUTDOOR WATER USE;
 - PENALTY FOR VIOLATING RESTRICTIONS IN STAGE 4:

First Offense - \$100
Second Offense - \$200
Third Offense - \$400
Fourth Offense - \$500
Fifth or more Offense - \$500

WATER SHORTAGES

- **STAGE 4 (BELOW 50%) continued**
 - **EMERGENCY WATER RATES (IMPLEMENTED BY SEPARATE RESOLUTION):**

Stage Four Emergency Water Rate Adjustment

For accounts with meters smaller than three (3) inches.	
Usage (gallons)	Adjustment on volumetric rates
0—2,000	100% of current rates
2,001—10,000	130% of current rates
10,001—25,000	170% of current rates
25,001—50,000	200% of current rates
>50,000	250% of current rates
For accounts with meters three (3) inches or larger, or industrial, or wholesale customers who have a separate contract for the purchase of water the adjustment shall be 140% of current rates.	

WATER SHORTAGES

- EACH STAGE WILL REMAIN IN EFFECT UNTIL THE WATER SUPPLY REACHES A LEVEL OUTSIDE OF THE RANGE INDICATED FOR THE STAGE AND THERE IS AN EXPECTATION THAT THE WATER SUPPLY WILL REMAIN ABOVE SAID THRESHOLD FOR A REASONABLE PERIOD OF TIME.
- ANY PERSON AGGRIEVED BY RESOLUTION, MAY APPEAL TO CITY MANAGER, WHO MAY EXEMPT SAID AGGRIEVED PERSON, WHOLLY OR IN PART, UPON SHOWING THAT COMPLIANCE CREATES A **IMMEDIATE THREAT TO PERSON'S HEALTH OR SAFETY**. MAY BE APPEALED TO COUNCIL.

WATER SHORTAGES

- ANY EXCESS REVENUE RECEIVED DUE TO EMERGENCY RATES SHALL BE RESERVED IN A FUND DESIGNATED FOR CAPITAL IMPROVEMENTS TO THE WATER DISTRIBUTION, TREATMENT OR WATER SUPPLY SYSTEM.

Water Supply Projection

