



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

**REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**
Monday, June 5, 2023
**Immediately following the
Bartlesville Municipal Authority
Special Meeting that begins
at 5:30 p.m.**

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

AGENDA

- 1. Call to order the business meeting of the Bartlesville City Council by Mayor Copeland.**
- 2. Roll call and establishment of a quorum.**
- 3. Citizens to be heard.**
- 4. City Council Announcements and Proclamations.**
 - Flood Insurance Month Proclamation – June 2023
 - Douglass School Reunion Days – July 20-23, 2023
- 5. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Ambulance Commission
 - Two upcoming openings on the Park Board
 - Two upcoming openings on the Board of Adjustment
- 6. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of May 1, 2023.
 - ii. The Special Meeting Minutes of May 15, 2023.
 - b. Approval or Ratification of Appointments to Authorities, Boards, Commissions, and Committees.**
 - i. Appointment of Mr. David Boyer to a three year term on the Bartlesville Area History Museum at the recommendation of Councilmember Roane.
 - ii. Reappointment of Ms. Sonya Reed and Mr. Trevor Sutterfield to additional three-year terms on the Bartlesville Library Trust Authority at the recommendation of Mayor Copeland.
 - iii. Ratify reappointment of Ms. Jamie Bennett for her second three-year term as a Trustee for the Bartlesville Redevelopment Authority at the recommendation of Mayor Copeland.
 - iv. Ratify the election of Ms. Gayle Lester as Chair and Ms. Jamie Bennett as Secretary/Treasurer of the Bartlesville Development Authority for FY 2023-24.

c. Approval of Agreements, Contracts, Engagement Letters and Change Orders

- i. The 2023 Addendum to the Administrative Services Agreement between the City of Bartlesville and RxBenefits.
- ii. Proposal with Hayes Air Conditioning and Heating for the replacement of the server room air conditioner in the amount of \$19,822.
- iii. Service Agreement with Meshek & Associates, LLC for an upgrade to the ESRI/GIS server for \$27,600.
- iv. Professional E-Rate Management Services Fee Schedule for 2024 fiscal year e-rate service with Kellogg and Sovereign to correctly complete and submit all forms for e-rate funding, in the amount of \$1,892.40.

d. Receipt of Financials

- i. Interim Financials for the ten months ending April 30, 2023.

e. Receipt of Bids

- i. Bid No. 2022-2023-018 for a Vacuum Trailer.

7. **Discuss and take possible action to award Bid No. 2022-2023-018 for a Vacuum Trailer. Presented by Councilmember Dorsey.**
8. **Public hearing and possible action on a Resolution adopting the City of Bartlesville Budget for Fiscal Year 2023-2024 and establishing budget amendment authority, authorizing the cancellation of encumbrances which are not due and payable as of June 30, 2023, and re-appropriating amounts of cancelled encumbrances to the same fund and department for Fiscal Years 2023-2024. Presented by Alicia Shelton, Accountant.**
9. **Discuss and take possible action to approve the Capital Improvements Program (CIP) Budget for Fiscal Year 2023-2024. Presented by Micah Siemers, P.E., Director of Engineering.**
10. **Presentation of staff and committee recommendations for potential General Obligation Bond projects with possible action for Council recommendations. Presented by Micah Siemers, P.E. Director of Engineering.**
11. **Receive the Bartlesville Development Authority (BDA) FY 2022-23 Annual Report, and take possible action to approve the BDA Fiscal Year 2023-24 Business Plan and Operating Budget, allocating \$803,750 from the Economic Development Fund plus cash carryover estimate of \$279,327. Presented by Chris Batchelder, Vice President, Bartlesville Development Authority.**
12. **Discuss and take possible action to approve the annual contract between the City of Bartlesville and the Bartlesville Development Authority for Economic Development Services for the period of July 1, 2023 through June 30, 2024. Presented by Chris Batchelder, Vice President, Bartlesville Development Authority.**

13. Receive Visitors Inc FY 2022-23 Annual Report, and take possible action to approve the Visitors Inc. Fiscal Year 2023-24 Operating Budget. Presented by Maria Gus, Executive Director, Visit Bartlesville.
14. Discuss and take possible action to approve the Destination Marketing Agreement between the City of Bartlesville and Visit Bartlesville for the period of July 1, 2023 through June 30, 2024. Presented by Maria Gus, Executive Director, Visit Bartlesville.
15. Move to Executive Session pursuant to 25 O.S. Section 307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.
16. Discuss and take possible action to authorize the City Attorney to hire outside counsel with regards to potential condemnation proceedings. Presented by Jess Kane, City Attorney.
17. New Business.
18. City Manager and Staff Reports.
19. City Council Comments and Inquiries.
20. Adjournment.

The Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5:00 p.m. on Thursday, June 1, 2023.

Jason Muninger

Jason Muninger, City Clerk/CFO

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

City of Bartlesville Website: <https://www.cityofbartlesville.org/city-government/city-council/meeting-agendas/>

Live Streaming: <https://www.cityofbartlesville.org/city-government/city-council/webcast/>

Sparklight: Channel 56

All discussion items are subject to possible action by the City Council. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.