



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

**MINUTES OF THE  
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**

## **MINUTES**

(The Notice of Meeting was posted December 15, 2022  
and the Agenda was posted June 1, 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; Tracy Roles, Assistant City Manager; Jess Kane, City Attorney; Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Laura Sanders, Director of Human Resources, Kelli Williams, Chief Communications Officer; Matt McCollough, IT Director; Interim Police Chief Jay Hastings; Fire Chief David Topping; Alicia Shelton, Accounting; Deputy Police Chief Kevin Ickleberry; Police Captain Andrew Ward, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order immediately following the Bartlesville Municipal Authority Special meeting at 5:34 p.m. by Mayor Copeland.**
- 2. Roll Call was held and a quorum established.**
- 3. Citizens to be heard.**

Mr. Wally Pace provided comments regarding the low water supply and issues surrounding it, in particular Hulah Lake.

- 4. City Council Announcements and Proclamations.**
  - Flood Insurance Month Proclamation – June 2023 presented by Vice Mayor Curd.
  - Douglass School Reunion Days – July 20-23, 2023 presented by Mayor Copeland.
- 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

Mayor Copeland read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at [www.cityofbartlesville.org](http://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 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 Development 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.

Mayor Copeland read the consent docket in its entirety. Mayor Copeland pulled Item 6.a.i. for further discussion.

Vice Mayor Curd moved to approve the consent docket as presented/with the exception of Items 6.a.i., seconded by Mr. Dorsey.

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

**6.a. Approval of Minutes**

- i. The Regular Meeting Minutes of May 1, 2023

Mayor Copeland amended Item 9 in the minutes to restate the reason he recused himself asking to have the word “potential” added, and also to remove his name from the affirmative vote that was added by mistake since he was not in the room when the vote was taken.

Vice Mayor Curd moved to approve Item 9 in the Minutes of May 1, 2023 as amended, seconded by Ms. Roane.

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

**7. Discuss and take possible action to award Bid No. 2022-2023-018 for a Vacuum Trailer. Presented by Councilmember Dorsey.**

Mr. Dorsey moved to award Bid No. 2022-2023-018 to The Olsta Co., Huntsville, Texas, in the amount of \$59,605, seconded by Ms. Roane.

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

**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.**

Ms. Shelton presented a PowerPoint providing the process of developing the annual budget, and the budget recap including changes derived from the May 15 workshop. She reviewed the proposed resolution recommending the adoption of the FY 2023-24 Budget with total resources available in the amount of \$132,452,006 and total fund/departmental expenditure and reserve appropriations in the amount of \$113,365,520.

Mayor Copeland opened the public hearing at 6:00 p.m. Appearing to speak was Judy McCormick, but since her comments were more general and not about the Budget, she returned to her seat. There being no one further appear to speak, the Mayor closed the public hearing 6:04 p.m.

Discussion covered how the budget is available on line at the City website; appreciation for the preparation, explanations and history included in the budget document; and appreciation for the conservative approach to the budget.

Vice Mayor Curd moved to approve the Resolution adopting the City of Bartlesville Budget for FY 2023-2024 as presented, seconded by Ms. Roane.

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

Mr. Bailey commended the Accounting Department for the great job they did preparing and presenting the budget.

**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.**

Using a PowerPoint, Mr. Siemers reported that the accounting staff identified in the FY 2023-2024 Operating Budget for the Capital Improvement Project (CIP) Sales Tax Fund a \$2,990,788 budget for new projects. He presented the carry over projects totaling \$2,740,418 which include the committed capital funding for previous fiscal year projects that have not yet been completed. The staff compiled a list of proposed FY 2023-2024 ½ cent sales tax capital improvement projects (CIP) totaling \$2,400,360 for Council consideration which was also presented, with highlighted projects as priority (70%) projects. These projects were assembled from the list of voter approved projects as shown in the original 2020 ½ cent sales tax CIP. In addition to allocating funds from the ½ cent sales tax revenue source, Mr. Siemers presented the proposed carry over projects which were summarized for the Wastewater Fund and Stormwater Fund, as well as the 2019A, 2019B, 2021A, and 2022 General Obligation Bond funds. He also presented staff recommended proposed projects for the Wastewater Fund, Wastewater Regulatory Fund and City Hall Fund, as well as staff recommended carry over and proposed projects for the Capital Reserve Fund. He concluded his report by presenting revisions proposed since the Council Workshop meeting. These projects were added to the Capital Reserve Fund and moved from the Capital Reserve Fund to the 2023 G.O. Bond proposed project list in an effort to accommodate requests and feedback from Council members, while keeping each funding source in balance.

Vice Mayor Curd stated his appreciation for including his requests and revisions in order to complete the downtown landscaping. He then requested to the Council to consider appropriating \$40,000 to the CIP Sales Tax fund in order to place signs at four neighborhood parks – Earl Sears Park, Civitan Park, Veterans Park, and Douglas Park.

Vice Mayor Curd moved to approve the CIP Budget for FY 2023-2024 with the \$40,000 amendment to fund additional park signage as he presented, seconded by Mr. Dorsey.

Discussion covered how the first wayfinding signage phase did not cover the four parks Vice Mayor Curd requested signs for; how the \$40,000 is unallocated funds; how this will complete all parks being maintained by the City, the remaining neighborhood parks are being maintained by homeowners or are small pocket parks; confirming this amount would be above the wayfinding sign projects; and how the \$40,000 would not be taken from the current wayfinding sign funds.

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

**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.**

Mr. Siemers reported an election will soon be called to authorize General Obligation (GO) bonds for capital improvements. Staff compiled a list of projects to consider targeting a 4-year GO bond issuance projected to generate \$17.6MM. The duration for the 4-year GO Bond was selected based upon the future bonding analysis provided by the City's bond council, Jon Wolff, of Municipal Finance Services, Inc. Staff received just over \$33.5MM in capital requests from department directors and presented three different budget scenarios of recommended projects at the May 15, 2023 workshop meeting. Based on discussion from that workshop, staff compiled a complete list of G.O. Bond projects, broken down into categories. State law requires that at least 70% of the G.O. Bond projects are identified as priority projects and must legally be completed. The remaining projects are considered discretionary and will be completed so long as sufficient funds are available throughout the life cycle of the bonding. Mr. Siemers, using a PowerPoint, presented the staff identified priority projects.

Discussion covered that the presented projects will be completed over a four-year time frame; Council approves the list of projects and then the citizens will vote on the projects; the importance of the investment in streets; the value of the PCI index and the information it provides to keep the streets in the best possible condition; the appreciation of the work of the Street and Traffic Committee; how the success rate on the 70% project is 100%; how the discretionary projects also are normally all completed; how the election will be called at the next Council meeting, upon approved, for October 10, 2023; and how the list can be approved with one motion.

Mr. Dorsey moved to approve the GO Bond projects as presented, seconded by Ms. Roane.

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

Mr. Bailey expressed appreciation on the amount of work Mr. Siemers puts into the CIP and GO Bond projects. The sources to develop the project lists come from many different areas, and he does a great job pulling this all together. Mayor Copeland appreciated all the members on the Street and Traffic Committee who assisted with the street improvement projects. Ms. Roane appreciated all of the time Mr. Roszel also placed into the street project portion as well.

**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.**

Mr. Batchelder began with stating his and the BDA staff's appreciation of the relationship they have with the City Council, City staff and the citizens. He provided the annual report covering a summary of FY 2022-23 Primary Industry Summary; how the residential incentive resulted in 30 new residents to Bartlesville; and the Retail Summary for the year. He then provided the proposed budget for FY 2023-2024 covering revenue, personnel, administration expenses, program expenses, and the BDA's request for \$803,750 plus cash carryover estimated at \$279,327.

Discussion covered the residential incentive remaining open for an indefinite amount of time; appreciation of a good presentation, and how the BDA staff and Board appreciates Mayor Copeland's and Vice Mayor Curd's service on the BDA Board of Directors.

Ms. Roane moved to receive the Annual Report, and to approve the BDA FY 2023-24 Business Plan and Operating Budget as presented, seconded by Mr. Roszel.

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

**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.**

Mr. Batchelder reported that the annual contract remains basically the same as last year's contract with only the dates and amount changed.

Vice Mayor Curd moved to approve the Economic Development Services annual contract in the amount of \$803,750 and appropriated unrestricted remaining funds in the amount of \$279,327 as presented, seconded by Ms. Roane.

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

**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.**

Ms. Gus reported highlighting the many areas that Visit Bartlesville covers and how they serve the community through public relations, marketing, customer service and data collection. She provided the monetary impact of tourism, revenue, expenses, administrative/program support, and marketing programs. Ms. Gus provided information regarding their increased website use, digital and social media use, as well as showing a fiscal impact for FY 2022-2023 in the amount of \$699,402, with economic support from the BDA in the amount of \$377,000 realizing a direct return on investment at 86%. Local sporting events, Visit Bartlesville events, and film liaison connections continue to increase. As a film

liaison, Visit Bartlesville provide locations information, accommodations information, office and warehouse information, as well as being a film friendly guide.

Discussion covered Visit Bartlesville's new audit firm which saved \$3,000; that the data used in the report is from TravelOK.com; the reasons for changing from contracting through the BDA to contracting directly with the City (basically tourism related); and adding two City Councilmembers as ex-officio members of the Board.

Ms. Roane moved to receive the Annual Report and approve the Visitors Inc FY 2023-24 Business Plan and Operating Budget as presented, seconded by Mr. Dorsey.

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

**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.**

Ms. Gus reported that the agreement is comparable to the Economic Development Agreement. She added that Mr. Roszel had brought to her attention that Section 1. PURPOSE could be better presented specifically related to Visit Bartlesville and not to Bartlesville Development Authority.

Mr. Roszel moved to approve the Destination Marketing Agreement in the amount of \$402,000 and appropriated unrestricted remaining funds as of June 30, 2023, with the amendments of re-wording Section 1 PURPOSE and adding verbiage to add two City Councilmembers as ex-officio members of the Board of Directors, seconded by Mr. Dorsey.

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

**Item 18. was presented prior to Executive Session while in open meeting. See information below.**

**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.**

Mayor Copeland reported that the Executive Session will be conducted in the 1<sup>st</sup> floor conference room, followed with a return to Council Chambers and open meeting.

Ms. Roane moved to enter into Executive Session at 8:02 p.m., seconded by Mr. Dorsey.

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

Voting Nay: None  
Motion: Passed

The City Council returned to open meeting at 8:43 p.m.

**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.**

Mr. Kane reported that the case was discussed, confidentially, in executive session. In regard to that case, he asked for authorization to hire outside counsel for condemnation proceedings.

Mr. Dorsey moved to authorize the City Attorney to hire outside counsel with regards to potential condemnation proceedings as presented, seconded by Vice Mayor Curd.

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

**17. New Business.**

There was no new business to discuss.

**18. City Manager and Staff Reports.**

**This item was presented prior to the Executive Session.**

Mr. Bailey responded to Mr. Pace's inquiries regarding the water supply by providing the history and results of research for additional water options, specifically in the studies of dredging Hulah Lake.

The Civitan Park shade structure will need to be re-built and will be closed until the faulty cover is removed and no longer a danger. Once it is removed and relocated for repair, the park will re-open.

**19. City Council Comments and Inquiries.**

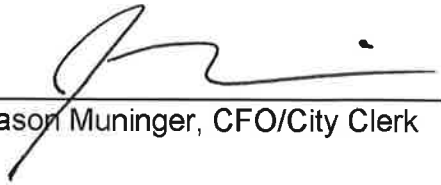
Ms. Roane announced the Second Annual Brush Up Bartlesville Project and that applications will be taken through June 9<sup>th</sup>.

Vice Mayor Curd thanked the City Council for working with him regarding funding for the Parks.

Mayor Copeland encouraged citizens to remain diligent in water conservation.

**20. There being no further business to address, Mayor Copeland adjourned the meeting at 8:46 p.m.**



  
\_\_\_\_\_  
Jason Muninger, CFO/City Clerk



\_\_\_\_\_  
Dale W. Copeland, Mayor

