



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

**MINUTES OF THE  
REGULAR MEETING OF THE  
BARTLESVILLE CITY COUNCIL  
Monday, July 3, 2023  
5:30 p.m.**

**Vice Mayor Jim Curd, Jr.  
918-338-4282**

**MINUTES**

(The Notice of Meeting was posted December 15, 2022  
and the Agenda was posted June 29, 2023 at 5:00 p.m.)

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

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney (via phone); Jason Muninger, City Clerk/CFO; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Laura Sanders, Director of Human Resources, Chief Communications Officer; Larry Curtis, Director of Community Development; Fire Chief David Topping; Police Chief Kevin Ickleberry, Security; and Elaine Baner, Executive Assistant.

**1. The business meeting of the Bartlesville City Council was called to order at 5:33 p.m. by Vice Mayor Curd.**

**2. Roll Call was held and a quorum established.**

**3. The Invocation will be provided by Pastor Pam Crawford, Good Shepherd Presbyterian Church.**

**4. Citizens to be heard.**

There were no citizens to be heard.

**5. City Council Announcements and Proclamations.**

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

- One opening on the Ambulance Commission
- Two openings on the Bartlesville Library Trust Authority
- Two upcoming openings on the Board of Adjustment
- Two upcoming openings on the Park Board
- One opening on the Street and Traffic Committee

Vice Mayor Curd 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.

**7. Consent Docket**

**a. Approval of Minutes**

- i. The Regular Meeting Minutes of June 5, 2023.
- ii. The Special Meeting Minutes of June 22, 2023.

**b. Approval or Ratification of Appointments to Authorities, Boards, Commissions, and Committees.**

- i. Appointment of Ms. Mary Beth Washington to fill an unexpired term on the White Rose Cemetery Board at the recommendation of Mayor Copeland.

**c. Approval of Resolutions**

- i. Amend the contracts of the City Attorney, City Judge, City Manager and Golf Professional adjusting their compensation to accommodate the approved cost of living adjustments and merit increases for Fiscal Year 23-24.
- ii. Amending the Budget of the City of Bartlesville, Oklahoma for Fiscal Year 2023-2024, appropriating unbudgeted fund balance for the Golf Course Memorial Fund.
- iii. Amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2023-2024, appropriating unanticipated fund balance for the CIP Sales Tax Fund.

**d. Approval of Agreements, Contracts, Engagement Letters and Change Orders**

- i. Engagement between Crawford and Associates P.C. and the City of Bartlesville for audit consulting services.
- ii. Lease Agreement between Friends of the Kiddie Park and the City of Bartlesville for expansion of Kiddie Park.
- iii. Memorandum of Understanding between the City of Bartlesville Fire Department and the Cherokee Nation required to receive a grant from the Cherokee Nation to purchase fire gear and rope rescue equipment in the amount of \$48,423.91.
- iv. Design Contract with Heckenkemper Golf Course Design for master planning services for Adams Municipal Golf Course in the amount of \$39,500.00.
- v. Application and Agreement between the City of Bartlesville and Bartlesville Area Habitat for Humanity, Inc. to forgive liens in the amount of \$6,601.74 on property located at 1540 SW Maple Avenue.

**e. Receipt of Financials**

- i. Interim Financials for the eleven months ending May 31, 2023.

**f. Receipt of Bids**

- i. Bid No. 2023-2024-001 Water and Wastewater Line Repair Materials
- ii. Bid No. 2023-2024-002 Water Treatment Chemicals

Vice Mayor Curd read the consent docket in its entirety. Ms. Roane pulled Items 7.bi., 7.d.ii. and 7.d.iii. for further discussion. Mr. Roszel pulled Item 7.d.iv. for further discussion.

Ms. Roane moved to approve the consent docket as presented, with the exception of Items 7.b.i, 7.d.ii, iii and iv, seconded by Mr. Roszel.

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

**7.b.i. Approval or Ratification of Appointments to Authorities, Boards, Commissions, and Committees.**

- i. Appointment of Ms. Mary Beth Washington to fill an unexpired term on the White Rose Cemetery Board at the recommendation of Mayor Copeland.

Ms. Roane stated her appreciation of Ms. Washington for volunteering, and encouraged others to apply to serve on the City's committees.

**7.d. Approval of Agreements, Contracts, Engagement Letters and Change Orders**

- ii. Lease Agreement between Friends of the Kiddie Park and the City of Bartlesville for expansion of Kiddie Park.

Ms. Roane provided the history of the Kiddie Park and appreciated all that the Park and its staff do for the community. Discussion covered City funds provided last year for improvements; how the lease agreement expands the property in order to provide additional rides, and utilities that may need to be considered in the expansion.

- iii. Memorandum of Understanding between the City of Bartlesville Fire Department and the Cherokee Nation required to receive a grant from the Cherokee Nation to purchase fire gear and rope rescue equipment in the amount of \$48,423.91.

Ms. Roane shared her appreciation of the Cherokee Nation, as did Mr. Roszel and Vice Mayor Curd.

- iv. Design Contract with Heckenkemper Golf Course Design for master planning services for Adams Municipal Golf Course in the amount of \$39,500.00.

Mr. Roszel inquired and staff discussed the timing of obtaining the design now in order for work to begin next year; how the \$39,500 is specifically for the design; how a master plan is obtained for all City's facilities when developing or when renovating; and how most construction works from a master plan. Mr. Roszel added that he recognized a lot of work is needed on the facility. Mr. Bailey added that the last golf course masterplan the City used was dated back to 1999. Vice Mayor Curd added that the golf course brings a lot of money into Bartlesville and for not-for-profit fundraisers.

Mr. Roszel moved to approve Items 7.b.i, 7.d.ii., iii. and iv. as presented, seconded by Ms. Roane.

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

8. **Discuss and take action to approve an Ordinance of the Council of the City of Bartlesville, Oklahoma, authorizing the calling and holding of a special election in the City of Bartlesville, State of Oklahoma (the "City"), on the 10<sup>th</sup> day of October, 2023, for the purpose of submitting to the registered qualified electors of said City the question of the issuance of General Obligation Bonds of said City in an amount not to exceed the sum of Seventeen Million Six Hundred Thousand Dollars (\$17,600,000) to be issued in series to provide funds for the purposes of: (i) acquiring, constructing, expanding, renovating, repairing, and/or equipping public safety buildings, facilities, and equipment, all to be owned exclusively by the City, (ii) acquiring, constructing, expanding, renovating, repairing, and/or equipping municipal buildings, facilities, and equipment, all to be owned exclusively by the City; (iii) constructing, reconstructing, repairing, improving, and rehabilitating existing streets, roads, bridges, and intersections in the City (including lighting, sidewalks/bikepaths, landscaping, related drainage improvements, driveway reconstruction, and other related improvements); and (iv) constructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping parks and recreational facilities, all to be owned exclusively by the City; all to be completed with or without the use of other funds, and levying and collecting an annual tax, in addition to all other taxes, upon all the taxable property in said City for the payment of the interest and principal on said Bonds; providing for election procedures; authorizing professional services agreements pertaining to the issuance of said Bonds; declaring an emergency; and containing other provisions related thereto.**

Mr. Bailey opened reporting that the projects included in the proposed ordinance was selected by the City Council in previous meetings, and was then provided to Mr. Nate Ellis, attorney with The Public Finance Law, LLC to prepare the official documents for approval. Mr. Ellis reviewed the Ordinance and Proclamation of Special Election and Notice.

A brief discussion was held on the four propositions that citizens will be asked to vote on at the October 10, 2023 election; the meaning behind declaring an emergency which essentially allows the Ordinance to become effective immediately instead of one day after publication in the local newspaper; how the emergency declaration allows the processing of the documents immediately with the Election Board; terms of the bonds and how they are determined; and that this election will not impose additional taxes by keeping the mil levy at 15. Vice Mayor Curd stated his appreciation to the citizens who have supported GO Bond elections over the years.

Mr. Dorsey moved to adopt the Ordinance as presented, seconded by Ms. Roane.

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

9. **Discuss and take possible action to declare an emergency to enact the proposed Ordinance as set out above in Item 8, of this agenda.**

See discussion above for the need for the emergency clause.

Mr. Roszel moved to declare an emergency to immediately enact the adopted Ordinance in Item 8. as presented, seconded by Ms. Roane.

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

- 10. Discuss and take possible action on a recommendation by the Bartlesville Development Authority for development assistance of \$40,800 to Bob Loftis Furniture of Bartlesville to be utilized for building improvements at 4125 Nowata Road, Bartlesville, OK, payable upon Certificate of Occupancy within 24 months. Presented by Chris Batchelder, Bartlesville Development Authority.**

Mr. Batchelder opened with first thanking Ken Johnson for everything he is doing to improve the Kiddie Park.

Using a PowerPoint, Mr. Batchelder reported that Bob Loftis Furniture is expanding to a new location for their furniture sales in Bartlesville. Sleep and recliner sales will continue to be located at the Highway 75 location between Chili's and Freddy's. The new furniture location will be the old Examiner-Enterprise building located at 4125 Nowata Road. They expect to be opened this July. This incentive funding will provide critical financial assistance to fund the purchase of an inventory rack system and lighting for the new location that will help make their opening possible. Based on sales numbers from both the mattress and recliner business, as well as previous full sales numbers at their prior location (less recliner and sleep), an annualized pro-forma was provided for incentive calculation as follows:

Average annual sales: \$1,200,000  
80% discount for non-targeted brand: \$240,000  
Annual sales tax revenue based on 3.4% tax rate:  
\$8,160 Total 10-year tax revenue: \$81,600  
Max incentive per 50% incentive cap: \$40,800

A brief discussion followed covering the requirements for certificate of occupancy; the recent incentivization for Neals Furniture and how both companies will provide more options to the citizens; and how incentives are available to local companies as well as outside companies/chains.

Mr. Dorsey moved to approve the recommendation by the Bartlesville Development Authority for development assistance of \$40,800 to Bob Loftis Furniture as presented, seconded by Mr. Roszel.

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

- 11. Discuss and take possible action on a recommendation by the Bartlesville Development Authority for development assistance of \$53,366 to WrightSteak Steakhouse to be utilized for building improvements at the Price Tower located at 510 Dewey Ave, Bartlesville, OK, payable upon Certificate of Occupancy within 24 months." Presented by Chris Batchelder, Bartlesville Development Authority.**

Mr. Batchelder, using a PowerPoint, reported that the WrightSteak Steakhouse will be part of a complete reimaging of the Price Tower. It will be a high-end, high-ticket steakhouse on the 15<sup>th</sup> and 16<sup>th</sup> floors, that will be a draw to the community as well as a destination event location for locals and visitors. He provided the projected sales numbers provided from the previous restaurant tenants, as well as industry sales climate, annualized pro-forma that provides for incentive calculation as follow:

Average annual sales: \$1,569,576  
80% discount for non-targeted brand: \$313,915  
Annual sales tax revenue based on 3.4% tax rate: \$10,673  
Total 10-year tax revenue: \$106,731  
Max incentive per 50% incentive cap: \$53,366

A brief discussion followed covering how the \$1.5 million in annual sales was determined (received from an industry expert, Anthem Blanchard); how this steakhouse will be unique to our community and will be high-end food and service; how the incentive amount is comfortable; how the Blanchard's and Mr. French (who were in attendance) have provided a proforma which is a good predictor of sales.

Ms. Roane moved to approve the recommendation by the Bartlesville Development Authority for development assistance of \$53,366 to WrightSteak Steakhouse as presented, seconded by Mr. Dorsey.

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

**12. Discuss and take possible action on a recommendation by the Bartlesville Development Authority for development assistance of \$34,729 to LOVE66 Café Restaurant of Bartlesville to be utilized for building improvements at the Price Tower located at 510 Dewey Ave, Bartlesville, OK, payable upon Certificate of Occupancy within 24 months." Presented by Chris Batchelder, Bartlesville Development Authority.**

Using a PowerPoint, Mr. Batchelder reported the Love 66 Café Restaurant will be located on the 1<sup>st</sup> floor of the Price Tower. It is currently being re-envisioned and will be a daily, lunch-type concept. The Route 66/diner décor will be used, and will be a great addition to our community. It will be operated as a separate business from WrightSteak Steakhouse, therefore the incentives are set apart separately.

Discussion covered that both incentives were for two different companies; and how exciting both will be as an addition to the Price Tower.

Mr. Dorsey moved to approve the recommendation by the Bartlesville Development Authority for development assistance of \$34,729 to LOVE66 Cafe Restaurant of Bartlesville as presented, seconded by Ms. Roane.

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

**13. Discuss and take possible action appointing two City Council members as ex-officio members to the Bartlesville Convention & Visitors Bureau (Visitors, Inc.) Board of Directors. Presented by Vice Mayor Curd.**

Mr. Roszel and Mr. Dorsey each expressed how they would be honored to be appointed to the Bartlesville Convention & Visitors Bureau Board of Directors.

Vice Mayor Curd moved to appoint Councilmembers Dorsey and Roszel to serve as ex-officio members of the Bartlesville Convention & Visitors Bureau as presented, seconded by Ms. Roane.

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

**14. New Business.**

There was no new business.

**15. City Manager and Staff Reports.**

Mr. Bailey provided information on trash service changes due to the July 4<sup>th</sup> holiday. Tuesday trash service will be conducted on Wednesday, July 5.

Business licenses need to be renewed throughout the month of July. After July 1<sup>st</sup>, a late penalty will be required.

Mr. Bailey asked Mr. Lauritsen to provide a water supply update. Mr. Lauritsen, using a PowerPoint, provided drought information currently being experienced in Kansas and parts of Oklahoma. Where Bartlesville's watershed is located near Sedan and Cedar Vale Kansas, there is a designation of an exceptional drought. At this time the combined water supply is at 57%. He provided Mesonet Data on precipitation, which is 10" short of what is normally received. He then reviewed a Projected Water Supply Chart showing that Stage 4 may occur sometime during August using these projections. He also provided a chart of monthly consumption which is averaging below 5 million gallons a day when normally during this time of the year, 6 to 7 million gallons are used. Capturing rain water or water runoff to use for plants and yards is encouraged, and rain barrels are not illegal. If storing water becomes a mosquito issue, contact the City for treatment options.

Discussion covered that the Caney River is being used as the primary water source at this time; the amount of water being released from Hulah and Copan lakes by the Corp daily; how emergency measures are being considered and researched, such as waste water reuse that could produce 4 million gallons per day; and how conversations have already begun with legislators to get waste water reuse permitting approved expeditiously. Other resources include researching an aquifer in Osage County, water access from Skiatook and Birch lakes, and possibly Tulsa, in the event of extreme water supply shortage. Mr. Bailey expressed that no one will go without water; how there will be water through next summer at the current rate of supply and demand; and how waste water reuse could extend water

supply past next summer. He added that the City has a plan and research has already begun on all options. The Water Resource Committee will be reinstated to assist with all of this information, and getting a working plan in place. Staff feels that diversifying the City's water supply is necessary, which was also encouraged by the Corps. Public discussion has not been held until now due to all options being researched. Recommendations by the Water Resource Committee will be brought before the City Council for approval. Mr. Bailey continued reporting that loans are available through the Oklahoma Water Resources Board, as well as grants in order to purchase options for additional supply. The City is also continuing to work with the Army Corps to obtain Copan water rights. Vice Mayor Curd commented on how well the citizens are conserving, and how important it is to conserve now to extend the water supply as long as possible. The Corps releases only the state mandated amount each day which maintains water quality.


Vice Mayor Curd encouraged everyone to subscribe to City Beat where up-to-date information on the drought, water supply and other pertinent information is available. Mr. Roszel stated his support and respect of Mr. Lauritsen who has taken much heat on the water situation, how he continues to consistently provide current information and to look for additional water supply options.

**16. City Council Comments and Inquiries.**

There were no City Council comments or inquiries.

**17. There being no further business to address, Vice Mayor Curd adjourned the meeting at 7:07 p.m.**

  
Vice Mayor, Jim Curd, Jr.

  
Jason Muninger, CFO/City Clerk

