



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

**MINUTES OF THE
REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL
Monday, November 6, 2023
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 November 1, 2023 at 5:30 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; Micah Siemers, Director of Engineering; Kelli Williams, Chief Communications Officer; Shellie McGill, Director, Public Library and History Museum; Laura Sanders, Director of Human Resources; Larry Curtis, Director of Community Development; Fire Chief David Topping; Deputy Police Chief Rocky Bevard; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order at 5:32 p.m. by Mayor Copeland.**
- 2. Roll Call was held and a quorum established.**
- 3. The invocation will be provided by Pastor Bill Shupe, Redeemer Lutheran Church**
- 4. Citizens to be heard.**

David Kallweit requested that the local parade routes be re-routed so that his business is not affected.

- 5. City Council Announcements and Proclamations.**
 - Award of Merit presented to Ella Wright presented by Fire Chief David Topping.
 - Extra Mile Day – November 1, 2023 Proclamation presented by Mayor Copeland.
 - Arbor Day – November 9, 2023 Proclamation presented by Vice Mayor Curd.
 - Community Foundation Week – November 12-18, 2023 Proclamation presented by Councilmember Dorsey.
 - Elder Care Appreciation Month – November 2023 Proclamation presented by Councilmember Roszel.
 - Homeless Awareness Month – November 2023 Proclamation presented by Councilmember Roane.
- 6. Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Ambulance Commission

- Two openings on the Bartlesville Library Trust Authority
- One opening on the Library Board
- One opening on the Park Board

Mayor Copeland read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at www.cityofbartlesville.org or at City Hall in the City Manager's Office.

7. Consent Docket

a. Approval of Minutes

- i. The Regular Meeting Minutes of October 16, 2023.

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

- i. Appointment of Mr. Aaron Archambo to a three-year term on the Bartlesville Redevelopment Trust Authority on the recommendation of Councilmember Roszel.

c. Approval of Agreements, Contracts, Engagement Letters and Release of Lien

- i. Extension of an existing purchase of service agreement with United Community Action Program for the CityRide community transportation program, in the amount of \$55,000 annually.
- ii. Inter-Local Agreement between the Board of County Commissioners of Washington County, on behalf of the Washington County Sheriff, and the Bartlesville Police Department, a department of the City of Bartlesville, to provide select Bartlesville Police Department officers to be deputized through the Washington County Sheriff allowing Bartlesville Police Officers the ability to assist and work in Washington County.
- iii. Contract between Owasso Fence and the City of Bartlesville/Bartlesville Police Department for security fencing to complete the west and north parking lots of the Bartlesville Police Department in the amount of \$29,986.
- iv. Contract with PioneerDream, Inc. for the development and production of six videos relating to the City of Bartlesville NEXT Strategic Plan, in the amount of \$21,500.
- v. T-Hangar Lease between the Bartlesville Municipal Airport/City of Bartlesville and Rick A. Boswell, in the amount of \$203 month.
- vi. Addendum to the Zero Card Service Fee in Administrative Services Agreement between the City of Bartlesville and The Zero Card, Inc. to increase the administrative fee from 15% of paid claims to 20% of paid claims effective January 2024.
- vii. Master Services Agreement between Training Network, LLC and the City of Bartlesville to provide software that will complete a compensation and wage study on all non-uniformed positions at the City of Bartlesville, in the amount of \$4,800.
- viii. Application by Jerry Maddux, Esq., on behalf of Bartlesville Area Habitat for Humanity, Inc. to forgive liens in the amount of \$110.00 plus additional liens on property located at 1539 SW Maple Avenue.

d. Approval of Resolutions

- i. For the selection of a pre-qualified engineering consulting firm to perform bridge inspections between April 1, 2024 and March 31, 2026.

e. Approval of Consent Order

- i. Consent Order 19-200 – Addendum A (reoffer) from the Oklahoma Department of Environmental Quality on the wastewater collection and treatment system.

f. Approval of Request for Planning Assistance

- i. Request for planning assistance through the Planning Assistance to States Program with the U.S. Army Corp of Engineers for the reallocation of water from flood control to water supply at Hulah and Copan Lake.

g. Bartlesville NEXT Report

- i. Bartlesville NEXT Progress Report – November 2023

h. Receipt of Financials

- i. Interim Financials for three months ending September 30, 2023.

i. Receipt of Bids

- i. Bid No. 2023-2024-010 for New Pickleball Courts
- ii. Bid No. 2023-2024-011 Library LED Signboard Replacement.

Mayor Copeland read the consent docket in its entirety. Mr. Roszel pulled Items 7.c.i. and 7.i.ii. for further discussion.

Ms. Roane moved to approve the consent docket as presented except for Items 7.c.i. and 7.i.ii., seconded by Vice Mayor Curd.

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

7.c. Approval of Agreements, Contracts, Engagement Letters and Release of Lien

- i. Extension of an existing purchase of service agreement with United Community Action Program for the CityRide community transportation program, in the amount of \$55,000 annually.

Mr. Roszel encouraged staff to consider working with City Ride to expand their services, such as longer hours and days open. He also commented that due to the influx of new arrivals, perhaps the boundaries for service could be enlarged. Mr. Bailey stated that he would take this into consideration before next year's renewal.

Mr. Roszel moved to approve Item 7.i.ii. as presented, seconded by Mr. Dorsey.

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

7.i. Receipt of Bids

- ii. Bid No. 2023-2024-011 Library LED Signboard Replacement.

Mr. Roszel inquired if receiving the bid is allowed if the bid is not also being awarded on the same meeting, to which Mr. Bailey and Mr. Kane stated that it was allowed to receive a bid without also awarding it during the same meeting. (Item 9, Award of Bid No. 2023-2024-011 is being pulled at Mr. Roszel's request.)

Mr. Roszel moved to approve Item 7.i.ii. as presented, seconded by Vice Mayor Curd.

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

8. Discuss and take possible action to award Bid No. 2023-2024-010 for New Pickleball Courts. Presented by Vice Mayor Curd.

Vice Mayor Curd moved to award Bid No. 2023-2024-010 to MultiSports, LLC, Park City, Kansas, for the base bid of \$351,863.0 with the understanding that Alternate No. A1 for court lighting and alternate A2 for two (2) additional courts could be awarded at a later date if sufficient funding is raised by the local pickleball club to supplement the remaining budget as presented, seconded by Mr. Dorsey.

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

9. Discuss and take possible action to award Bid No. 2023-2024-011 for Library LED Signboard Replacement. Presented by Mr. Roszel.

Item 9. was pulled from the agenda for further review. No action taken.

10. Discuss and take possible action on a recommendation from the Bartlesville Development Authority to allocate up to \$900,000 from the Economic Development Fund (EDF) for up to 60 new FTEs (\$15,000 per job) associated with ABB's expansion over 36 months, and appropriate up to \$600,000 to fund the Resident Recruitment Employee Incentive for up to 60 new residents associated with ABB's expansion over 36 months. Presented by David Wood, President, Bartlesville Development Authority.

Mr. Wood reported that ABB is consolidating and expanding its North American Instrumentation manufacturing in Bartlesville starting in 2024. Due to this expansion to operations, they will add a 12,000 sq ft calibration facility on to their existing manufacturing footprint. This will involve the purchase of a 4,000 sq ft BDA owned facility directly east of the existing ABB operation as well as portions of BDA owned land surrounding the existing facility. BDA Trustees approved the land and building sale in the amount of \$425,000 at their October 25, 2023 meeting as well as approval of extending for an additional three years ABB's existing Right of First Refusal for acquiring approximately 16 acres of adjacent property (Lots 1,2, and 3, Bartlesville Industrial Park, Section III, Bartlesville, Washington County, Oklahoma.) at no cost for potential future development at a ratio of 7,500 sq ft of new interior space per acre. The BDA Board recommends approval from the City Council for

allocation of funds from the economic development fund related to job creation and resident recruitment.

A brief discussion covered funding; how the funds will be used as needed; and how the funds are set up exclusively for ABB. Vice Mayor Curd stated his appreciation to Mr. Wood and the BDA for the long-term successful relationship they have built with ABB, and for ABB and their presence and expansion in Bartlesville. Mayor Copeland concurred.

Vice Mayor Curd moved to approve the allocation of up to \$900,000 from the Economic Development Fund for up to 60 new FTEs (\$15,000 per job) associated with ABB's expansion over 36 months, and to appropriate up to \$600,000 to fund the Resident Recruitment Employee Incentive for up to 60 new residents associated with ABB's expansion over 36 months, as presented, seconded by Mr. Dorsey.

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

11. Discuss and take possible action to adopt a formal Debt Policy. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger reported as previously discussed in the October 16 workshop, the City has operated and managed debt with an informal debt policy consisting of a 15 mill cap for G.O. Bonds, and a 125% of pledged revenue for Revenue Bonds. He added that while this has always been the intent, the City has never formally adopted a policy stating as such. Staff has utilized the GFOA Debt Policy and modified it to the City's specific needs. There is no change in the way the City will utilize or cap debt, however this just formally gives City staff guidelines.

Mr. Roszel moved to adopt the Formal Debt Policy as presented, seconded by Ms. Roane.

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

12. Discuss and take possible action to adopt a formal Rate Study Policy. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger reported again that as previously discussed in the October 16 workshop, the City has utilized a cost of service and rate study proposal for a number of years. Staff would like to formally make this a policy of due diligence that is to be done at least every five years. This will provide citizens the right levels of service at the costs, all while ensuring the City is accounting for infrastructure needs and regulation changes. These rates encompass all of the water, wastewater and sanitation fees.

A brief discussion covered what the rate study covers, the cost of the last study, and that the City Council would have final approval for a study and the cost.

Mr. Dorsey moved to adopt the Formal Rate Study Policy as presented, seconded by Mr. Roszel.

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

13. Discuss and take possible action to adopt a 5-Year Capital Plan Policy. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger reported that that a Capital Plan Policy will identify needs, provide cost estimates, project prioritization, and implementation schedules, as he presented at the October 16 workshop.

Ms. Roane moved to adopt a 5-Year Capital Plan Policy as presented, seconded by Mr. Dorsey.

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

14. New Business.

There was no new business to discuss.

15. City Manager and Staff Reports.

Mr. Bailey reported on the two on-going Oklahoma Department of Transportation (ODOT) projects. The overpass project is proceeding well and citizens are navigating traffic through it smoothly. The sidewalk project down the east side of Highway 75 is going well also. There are some street closures that are temporary while the sidewalks are being installed.

At Mr. Bailey's request, Mr. Lauritsen reported that the City remains at Stage 2, with overall water supply at 58.8%, weighted water supply at 75.6% with average consumption last week of 4.52 million gallons per day. He added that the due to historically declining usage starting in November each year, that imposing higher rates would not be necessary at this time. He alerted the City Council that it is possible the City will enter Stage 3 as early as next week.

Mr. Lauritsen also provided information about the City's request to the U.S. Army Corp of Engineers to update the Study and look at reallocation of up to 10 percent of flood control to water supply at each lake. The Bartlesville Water Resources Committee will be meeting on 11/9/23 to receive an update on this and the results of research into all water supply options available.

16. City Council Comments and Inquiries.

Vice Mayor Curd reported on the Civitan Park Structure that is proceeding well.

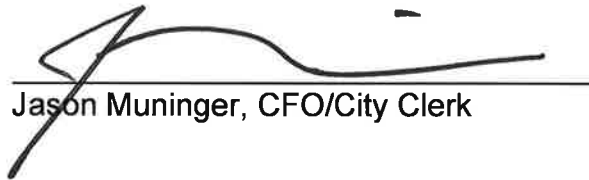
Ms. Roane reported that Brush Up Bartlesville received two additional projects. She added that the Young Professional are once again assisting, and she appreciated their time, efforts and commitment to the projects.

Ms. Roane also encouraged everyone to attend the Veteran's Day Parade Saturday, November 11 at 11 a.m.

Mayor Copeland provided information on the free yard debris pickup that will be help the week of December 4.

17. There being no further business to address, Mayor Copeland adjourned the meeting at 7:00 p.m.


Dale W. Copeland, Mayor


Jason Muninger, CFO/City Clerk

