



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

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

**Monday, October 16, 2023  
5:30 p.m.**

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

**MINUTES**

(The Notice of Meeting was posted October 12, 2023 at and the Agenda was posted June 20, 2023 at 3:45 p.m.)

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

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Matt McCollough, IT Director; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Copeland at 5:30 p.m.**
- 2. Roll Call was conducted and a quorum established.**
- 3. The invocation was provided by Ms. Roane.**
- 4. Citizens to be heard.**

There were no citizens to be heard.

- 5. Discuss and take possible action to approve the Regular Meeting Minutes of October 2, 2023.**

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

Ayes: Mr. Roszel, Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland  
Nays: None  
Motion: Passed

- 6. Discuss and take possible action to approve a Resolution fixing the amount of Combined Purpose General Obligation Bonds, Series 2023 to mature each year; fixing the time and place the Bonds are to be sold; designating a paying agent/registrar and disclosure counsel; approving the preliminary official statement and distribution thereof; ratifying and confirming continuing disclosure policies and procedures; and authorizing the Clerk to give notice of said sale as required by law and fixing other details of the issue. Presented by Nate Ellis, Public Finance Law Group, LLC.**

Jerica Dawson with Municipal Finance Services, reported that this is the final issue of the G. O. Bond, Series 2023 resulting from the G.O. Bond election of 2020. The Resolution and Notice of Sale is required by law. Mayor Copeland confirmed that this is not an issue from the passing of the most recent G. O. Bond election.

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

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

Nays: None

Motion: Passed

**7. Discuss and take possible action to approve an addendum to the Lease Agreement between the City of Bartlesville and First Christian Church. Presented by Mike Bailey, City Manager.**

Mr. Bailey provided a report that covered Items 7-11. Regarding Item 7 - Using a PowerPoint, he covered the lease agreement, as well as the addendum to the lease agreement. The addendum provides five years for families to remove cremains from the columbaria, and if there is no disposition at that time, then the City will move the cremains to White Rose Cemetery. The Addendum, also addressed covering of the FCC name and the addition of a plaque honoring FCC by Buffalo Roam.

Reporting on Item 8, Mr. Bailey stated that this action will start the process of establishing the Bartlesville Film Authority. The BFA will primarily be project overseers until the Buffalo Roam project is complete, and will be empowered to authorize contracts, with the City having no liability. It was discussed that additional at-large appointees with film experience can be added later.

Item 9. addresses the trustees of the BFA. The City Council will hold one seat on the five member Authority Board. Other members will be Tracy Roles, Assistant City Manager, a Bartlesville Redevelopment Trust Authority board member, a Bartlesville Development Authority board/staff member, and a Visit Bartlesville board member.

Reporting on Item 10, Mr. Bailey reported that at the City's request, the BRTA is funding \$1M of the total \$2M project cost. The BRTA has other commitments that may require funding before tax receipts can recoup this \$1M investment, so if necessary, the City agrees to provide up to \$1M as a loan to the BRTA for projects done in accordance with their project plan. No further approval will be necessary from Council, and funds are to be repaid within the life of the TIF. A brief discussion was held about projects the BRTA may have in their pipeline.

Item 11. addresses the Disposition and Development Agreement between the City and Buffalo Roam. Mr. Bailey reported that the City's responsibility is to provide \$2M in funding via the Economic Development Fund and the BRTA. The funds will be placed in escrow, with disbursement approved by the BFA. Funds are available for all project related costs on a dollar for dollar match. Buffalo Roam may be reimbursed up to \$280k for expenses incurred for improvements made to FCC during early access period. The Agreement also covers the transfer of ownership of FCC to Buffalo Roam and early access to Buffalo Roam via lease. Buffalo Roam's responsibility is to provide at least \$2M in private investment for the project, rehab the existing FCC building and construct a new sound stage. The expected timeline for completion of the project is October 31, 2023 – closing of finance; December 31, 2023 – construction to commence; 14 months after start – FCC renovation complete and December 31, 2025 – sound stage complete. Jeff Smith, Buffalo Roam, provided additional information about the planned improvements.

Mr. Roszel, Vice Mayor Curd, and Ms. Roane all spoke favorably about the project and stated their appreciation for all parties involved in bringing it to fruition. Ms. Roane included former Councilman, Alan Gentges, in her acknowledgment for his involvement. Mr. Bailey and Vice

Mayor Curd also acknowledged the Board Members of First Christian Church who donated and entrusted their beloved church to the City.

At this time, each item was voted upon individually.

Vice Mayor Curd moved to approve the Addendum to the Lease with First Christian Church as presented, seconded by Ms. Roane.

Ayes: Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Ms. Roane, Mayor Copeland  
Nays: None  
Motion: Passed

**8. Discuss and take possible action to approve Bartlesville Film Authority Trust declaration. Presented by Mike Bailey, City Manager.**

Vice Mayor Curd moved to approve the Bartlesville Film Authority Trust Declaration as presented, seconded by Mr. Roszel.

Ayes: Vice Mayor Curd, Mr. Roszel, Ms. Roane, Mr. Dorsey, Mayor Copeland  
Nays: None  
Motion: Passed

**9. Discuss and take possible action to appoint a member of the City Council to serve as Trustee on the Bartlesville Film Authority. Presented by Mike Bailey, City Manager.**

Vice Mayor Curd expressed his desire to serve on the Bartlesville Film Authority.

Mr. Dorsey moved to appoint Vice Mayor Curd as Trustee on the Bartlesville Film Authority, seconded by Mr. Roszel.

Ayes: Mr. Roszel, Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mayor Copeland  
Nays: None  
Motion: Passed

**10. Discuss and take possible action to approve Project Cost Advancement MOU between the City of Bartlesville and the Bartlesville Redevelopment Trust Authority. Presented by Mike Bailey, City Manager.**

Mr. Dorsey moved to approve Project Cost Advancement MOU as presented, seconded by Mr. Roszel.

Ayes: Ms. Roane, Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Mayor Copeland  
Nays: None  
Motion: Passed

Mr. Roszel thanked Chris Wilson, President of the BRTA, and the BRTA Trustees for assisting with the development and financing of this project.

**11. Discuss and take possible action to approve Disposition and Development Agreement between the City of Bartlesville, the Bartlesville Redevelopment Trust Authority and Buffalo Roam Studio, LLC. Presented by Mike Bailey, City Manager.**

Mr. Roane moved to approve Disposition and Development Agreement as presented, seconded by Vice Mayor Curd.

Ayes: Mr. Dorsey, Vice Mayor Curd, Mr. Roszel, Ms. Roane, Mayor Copeland  
Nays: None  
Motion: Passed

**12. Recess in order to move into the 1<sup>st</sup> Floor Conference Room for the workshop portion of the meeting.**

The Mayor recessed the meeting at 6:28 p.m.

The workshop portion of the meeting began at 6:37 p.m. in the 1<sup>st</sup> Floor Conference Room.

**13. Presentation and discussion on a Debt Limit Policy. Presented by Jason Muninger, CFO/City Clerk.**

Mr. Muninger reported that 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.

A brief discussion covered how this step, as well as all of the items listed for the workshop, are being taken as part of the Bartlesville NEXT Strategic Plan; how the policy only applies to G.O. Bonds; how companies like Standard and Poor often request formal policies when their services are needed; how the City Council has the authority to modify the policy should the need arise; and how policies are needed for consistency.

**14. Presentation and discussion on a Rate Study Policy. Presented by Jason Muninger, CFO/City Clerk.**

Mr. Muninger reported that 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 how prudent it is to complete a study every five years. Mr. Roszel had an amendment to the policy to include verbiage to ensure that all rates are included in the study.

**15. Presentation and discussion on a 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.

Discussion covered how this is formalizing what is already being done; how it covers more than just water, wastewater and sanitation; how it is straight forward; and that an annual report will

be provided to citizens not only current and future projects, but what has been accomplished already.

**16. Presentation and discussion of possible updates to the City of Bartlesville Charter. Presented by Mike Bailey, City Manager.**

Mr. Bailey provided information about the City's form of government, and its Charter. The City Charter overrules State law regarding "matters of local concern", allowing the City to make proposed amendments to it with final changes, approved by vote of the citizens. Mr. Bailey is proposing amendments to Article 16, Purchasing and Contracting and to Article 3, Council Elections. He provided an election timeline for 2024 reviewing each date and specifics of each, concluding that the April 2, 2024 election would provide enough time for Council and public input.

Regarding Article 16, Mr. Bailey reported that there are unintentional loopholes in the purchasing levels. He explained different scenarios and how he and staff would like make changes in order to be more uniform in all purchasing. The amendment once approved by voters would be adopted by Ordinance by the City Council delegating authority to City staff to make purchases up to \$25,000. This would include materials, supply, contracts and some capital projects under \$100,000, whether the purchase is made via contract or non-contract. Discussion covered length of contracts and encumbrance State law requirements; how the amendment would provide efficiency to staff and speed up the process; how Council makes policy and adopts ordinances so they would have continued control which would provide proper control of purchasing; and how staff would prepare the proper Charter language and be reviewed by legal.

Regarding Article 3. Current rules are that all City Council terms are two years with all seats terming out at the same time, which runs the risk of the City having a completely new Council which could affect City business in many different ways. Also, he would like to change the election, City Council and other municipal elections, to coincide with the local school board election instead of the national elections. He feels that general election campaigning can drown out local elections. Also, if the terms were changed to three years, then the national election date would no longer work. Mr. Bailey reported that two year terms did not allow Council members adequate time to encompass every aspect of City business whereas three years would do so. He added that that he would like the terms staggered as well. When discussing the election date, he added that if it is agreed and approved by voters, then the next Council election would be in April 2025 instead of November 2024. Discussion covered the low turnout on the last election; how those who did vote were knowledgeable, informed, intentional; how coinciding elections with the School Board elections is better overall; how the local media supports local elections really well; how changing the terms will provide continuity in government; and how April 2024 would be a good date for the Charter election.

Mr. Bailey summarized that staff will begin preparing language for the Charter; which will then go to the City Attorney for review, and finally brought to the City Council for consideration and approval. Mr. Bailey inquired if there were other areas of the Charter that the Council think may be needed amended. Mayor Copeland suggested that the section about recall should be researched and possibly amended to address not recalling council members who are in their first 6 months after election or in last 4-6 months of their term. He felt this action is not an efficient use of City funds and/or when an election would provide that exact opportunity to make changes. Mr. Roane also pointed out that there is no final date to obtain signatures for a recall petition, and felt that there should be a deadline. The Mayor also suggested having a town hall to obtain their input and provide education about the Charter and possible changes.

**17. Presentation and discussion of City Council Handbook. Presented by Mike Bailey, City Manager.**

Mr. Bailey reported that adopting a City Council handbook is a priority of the Bartlesville NEXT Strategic Plan. He continued that accepted best practices for municipalities dictate that municipal governing boards should adopt some form of policy document to help guide the actions of the current, and perhaps more importantly, future councils. This guidance helps to ensure consistency and stability for the organization that can endure beyond current leadership. He added that in addition to guiding Councils as a whole, the handbook is extremely useful as an orientation tool for new Councilmembers. The proposed handbook began as an OMAG model handbook and was reviewed by all City Directors, rewritten to fit Bartlesville's organization, reviewed by legal and communications, approved by the City Manager is now ready for Council input. With a PowerPoint, Mr. Bailey reviewed the more important topics of: Council vs Staff responsibilities; legal fiduciary duties; open meetings and records; ethics and conflicts of interest; Council meeting rules; roles and responsibilities of Mayor, Vice Mayor and Council; and Council interaction with other Councilmembers, Staff, the public, other agencies, boards and committees, and media.

Vice Mayor Curd expressed his opposition to the handbook, expressing how Councilmembers should be themselves and not be molded by a handbook. He added that he did not agree with some of the verbiage, for example how City Councilmembers should not provide assistance in a potential emergency situation. Mr. Bailey clarified that Councilmembers can provide assistance such as providing water or by phoning officials to help in a situation, but they should not take over a situation in such a way that the trained professionals are limited in doing their job. He continued that although the current City Council may already work within the handbook guidelines, a future Councilmember may not. Therefore, the handbook provides an official guide to situations that may arise, if not now, possibly in the future. A brief discussion was held regarding proclamations; how the handbook would be a great informational tool to citizens who may want to run for Council; and there was a general consensus that the handbook needed no further workshops for discussion, only that the language should be written in a more positive and polite manner with respect to Councilmembers.

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

There were no further City Manager or Staff reports.


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

The Mayor reported that the Fall yard debris pickup will be the week of December 4<sup>th</sup> and to remind everyone to continue to conserve water.

**20. There being no further business to address, Mayor Copeland adjourned the meeting at 8:50 p.m.**



  
Dale W. Copeland, Mayor

  
Jason Muninger, CFO/City Clerk