



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

REGULAR MEETING OF THE BARTLESVILLE CITY COUNCIL

Monday, April 1, 2024
5:30 p.m.

Mayor Dale Copeland
918-338-4282

MINUTES

(The Notice of Meeting was posted December 15, 2023 and the Agenda was posted March 28, 2024 at 5:30 p.m.)

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

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Laura Sanders, Director of Human Resources; Kelli Williams, Chief Communications Officer; Larry Curtis, Director of Community Development; Mike Richardson, Bartlesville Municipal Airport Director; Alicia Shelton, Accounting, David Taylor, BC Fire Dept.; Deputy Police Chief Rocky Bevard; Kelsey Walker, Communications and Marketing Manager; Captain Jay Hastings, Security; 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 will be provided by Pastor Stephen Carl, First Presbyterian Church.**
4. **Citizens to be heard.**

There were no citizens to be heard.

5. City Council Announcements and Proclamations.

- Councilmember Roszel presented the Donate Life Month – April 2024 Proclamation.
- Councilmember Dorsey presented the Autism Awareness & Acceptance Month – April 2024 Proclamation.
- Vice Mayor Curd presented the Child Abuse Prevention Month – April 2024 Proclamation.
- Mayor Copeland presented the Civitan Awareness Month – April 2024 Proclamation.
- Councilmember Roszel presented the Heartland District of Pilot International Day – April 20, 2024 Proclamation.

6. Authorities, Boards, Commissions and Committee Openings

- One opening on the Bartlesville Area History Museum Trust Authority
- One opening on the Sewer System Improvement Oversight Committee
- One opening on Visit Bartlesville (Bartlesville Convention & Visitor's Bureau Board of Directors)

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 March 4, 2024.

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

- i. Appointment of Ms. Andrea McCollough, Mr. Brent Butler, and Mr. Dean Costales to three-year terms each on the Adams Golf Course Operating Committee at the recommendation of Councilman Dorsey.

c. Approval of Resolutions

- i. A Resolution of the City of Bartlesville naming 5th Street from Delaware Avenue to Shawnee Avenue the honorary name of "Jim Hess Boulevard".
- ii. A Resolution approving and accepting the Fiscal Year 2021 Community Development Block Grant (CDBG) Small Cities Set-Aside Program project, Contract No. 18261, for Fifth Street sidewalk and street improvements as complete.
- iii. A Resolution accepting a grant offer in the amount of \$585,146.00 from the Federal Aviation Administration for Airport Improvement Project (AIP 3-40-0007-018-2024) at Bartlesville Municipal Airport for "Construct Taxilane" and authorize the Mayor to execute the Grant Agreement and all necessary documents, upon receipt from FAA.
- iv. A Resolution accepting a grant offer in the amount of \$154,854.00 from the Federal Aviation Administration for Airport Improvement Project (AIP 3-40-0007-019-2024) at Bartlesville Municipal Airport for "Construct Taxilane" and authorize the Mayor to execute the Grant Agreement and all necessary documents, upon receipt from FAA.
- v. A Resolution amending the budget of the City of Bartlesville for Fiscal Year 2023-24 appropriating unbudgeted revenue from the General Fund.
- vi. A Resolution amending the budget of the City of Bartlesville for Fiscal Year 2023-24 appropriating unbudgeted revenue for the Health Insurance Fund.

d. Approval of Agreements, Contracts, Engagement Letters, Change Orders, Memorandums of Understanding, and Grant Applications.

- i. Interlocal Agreement between the Washington County Commissioners of Washington County, Oklahoma and the City of Bartlesville, Oklahoma to jointly move forward in meeting the requirements of the State's strategic plan for Next Generation 911 Services.
- ii. Interlocal Agreement between the Board of County Commissioners of Washington County, Oklahoma and the City of Bartlesville to provide the ability to work on joint projects together.
- iii. Annual Agreement between the City of Bartlesville and Richard Kane YMCA for management and operation of Sooner and Frontier pools.
- iv. Lease Agreement between the City of Bartlesville/Municipal Airport and Artesian Bottleless Water to lease a water machine for the airport terminal lobby.
- v. Approve submission of a grant application to the Oklahoma Department of Aerospace and Aeronautics (ODAA) for a grant to fund the project to Construct Taxilanes at Bartlesville Municipal Airport.

e. Receipt of Financials

- i. Interim Financials for eight months ending February 29, 2024.

f. Receipt of Bartlesville NEXT Report

- i. Bartlesville NEXT Progress Report – April 2024

g. Receipt of Bids

- i. Bid No. 2023-2024-014 for Construct Taxilane, Bartlesville Municipal Airport
- ii. Bid No. 2023-2024-015 for Battery Operated Jaws and Cutter Set, with Battery and Charger for Vehicle Extrication

Mayor Copeland read the consent docket in its entirety. Vice Mayor Curd pulled Items 7.c.iii, 7.c.iv. and 7.d.i. for further discussion. Mr. Roszel pulled Items 7.d.ii. for further discussion.

Vice Mayor Curd moved to approve the consent docket except for Items 7.c.iii, 7.c.iv., 7.d.i. and 7.d.ii, seconded by Mr. Dorsey.

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

- Agenda Item 7.c.iii. A Resolution accepting a grant offer in the amount of \$585,146.00 from the Federal Aviation Administration for Airport Improvement Project (AIP 3-40-0007-018-2024) at Bartlesville Municipal Airport for "Construct Taxilane" and authorize the Mayor to execute the Grant Agreement and all necessary documents, upon receipt from FAA; and,
- Agenda Item 7.c.iv. A Resolution accepting a grant offer in the amount of \$154,854.00 from the Federal Aviation Administration for Airport Improvement Project (AIP 3-40-0007-019-2024) at Bartlesville Municipal Airport for "Construct Taxilane" and authorize the Mayor to execute the Grant Agreement and all necessary documents, upon receipt from FAA.

Mike Richardson, Bartlesville Municipal Airport Director, reported that the project includes an east/west taxiway extending east of the main taxiway and will be located to the northeast of the terminal building. This taxilane has been designed far enough north of the terminal building for potential future expansion of the terminal/FBO apron and multiple future hangar sites. This taxilane could be extended further east in the future as the airport develops. Also included within the scope is a north/south taxilane running south from the new east/west taxiway, and will open up development of more of the airport property for mid-sized hangars. The total project cost, including engineering, grant administration, and construction contract, is \$2,026,125.00. The ODAA grant will be in the amount of \$1,187,818.75 and will fund 58.63% of the project. The City will have a 5% share in the total project of \$101,206.25. The FAA will fund the remaining \$737,000.00 which will include \$585,146.00 in AIG grant funds and \$154,854.00 in NPE grant funds that will expire if not used in FY 2024. The plans and specifications are complete and bids were opened on February 29, 2024. The City's airport consultant, Parkhill, will prepare a grant application to the FAA for both the AIG and NPE grants. Part of the requirement to apply for the FAA funds is to approve a resolution accepting the grant offer from the FAA and authorizing the Mayor to execute the grant agreement upon receipt from FAA. He concluded that the grant agreement will require that the City pay for 10% of the portion of the project associated with each FAA grant, whether NPE funds or AIG funds. The City will also be responsible for its share of the ODAA grant that is being handled in tandem with the FAA grants. There is sufficient budget available in the Airport Fund to cover the City's share of each grant component. Vice Mayor Curd commended Mr. Richardson for his work on this project and for applying for the grants.

- Agenda Item 7.d.i. Interlocal Agreement between the Washington County Commissioners of Washington County, Oklahoma and the City of Bartlesville, Oklahoma to jointly move forward in meeting the requirements of the State's strategic plan for Next Generation 911 Services.

Mr. Bailey and Captain Hastings each provided information that officials from both the City and County have been working with the Oklahoma 911 Management Authority on a needs assessment

to bring our geographic information (GIS) address mapping system into compliance with NextGen 911. Currently, the City and County use two different GIS mapping systems. The systems used by the City are for the purposes of development and engineering, while the system used by the County was created for tax assessment purposes. To meet the State's requirements, our local Public Safety Answering Point (PSAP) needs to have a true GIS mapping system built and designed specifically for public safety. It is critical that addresses verify through the local CAD mapping system when responding to emergency services. The State of Oklahoma provides grants for agencies needing to update their mapping systems and Washing County emergency Management completed the work on such a grant application, and has agreed to update and maintain the E911 GIS address system for both the City and County. The interlocal agreement is the first step in ensuring the agencies work together to complete the application process, and that the City will share funds paid through the grant to the County to cover the cost of the work.

Agenda Item 7.d.ii. Interlocal Agreement between the Board of County Commissioners of Washington County, Oklahoma and the City of Bartlesville to provide the ability to work on joint projects together.

Mr. Bailey and Mr. Siemers each provided information regarding a damaged guardrail on a City street. The County has material that can be used now, without waiting to order the material and expedite installation of the safety device. This situation brought up the desire of both the County and City to enter into a yearly interlocal agreement authorizing each entity to transfer, as needed, any materials, equipment, labor and fuel that can be reimbursed. This also authorizes cooperation on joint projects between the two entities.

Mr. Roszel stated his appreciation of the County Commissioners for addressing the need to work together with the City. Mr. Bailey expressed his appreciation for the good relationship established between the City and County.

Mr. Roszel moved to approve Items 7.c.iii, 7.c.iv., 7.d.i. and 7.d.ii. as presented, seconded by Vice Mayor Curd.

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

8. Discuss and take possible action to award Bid No. 2023-2024-014 for Construct Taxilane, Bartlesville Airport. Presented by Councilmember Roszel.

Mr. Roszel moved to award Bid No. 2023-2024-014 to R & L Construction, Tulsa, Oklahoma, in the amount of \$1,531,325.00 subject to receipt of the FAA grant and ODAA grant, seconded by Vice Mayor Curd.

Mayor Copeland commended staff on the substantial savings on this project due to the grants.

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

9. Discuss and take possible action to award Bid No. 2023-2024-015 for Battery Operated Jaws and Cutter Set, with Battery and Charger for Vehicle Extrication. Presented by Mayor Copeland.

Mayor Copeland moved to award Bid No. 2023-2024-014 to Banner Fire Equipment in the amount of \$27,023.50, seconded by Vice Mayor Curd.

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

10. Discuss and take possible action to adopt an Ordinance amending Chapter 17, Streets, Sidewalks, and Other Public Places, Article IV, Sidewalks, of the Bartlesville Municipal Code concerning the construction of sidewalks. Presented by Larry R. Curtis, Director, Community Development Department.

Mr. Curtis reported. Using a PowerPoint he itemized the process. The areas that were addressed are as follows:

- Comprehensive review and revision of sidewalk ordinances for pedestrian-friendly infrastructure. New definition for "Legacy Subdivisions" approved before 2000, exempting them from sidewalk requirements if none exist.
- Creation of oversight by a council appointed citizen led Streets and Traffic Committee.
- Emphasis on including sidewalks in new or refurbished transportation projects.
- Introduction of "sidewalk fee-in-lieu" to address 'orphaned sidewalks'.
- Removal of definition of Private Sidewalks
- Clarification of "Critical Sidewalk Areas" within 100 feet of construction or existing sidewalks.
- Elimination of restrictions on the use of fees-in-lieu for specific sidewalk improvements.
- Guidelines for sidewalk maintenance and repairs based on private and public responsibilities.
- Cost Repair Partnership program for property owners with repair costs exceeding \$500.
- Enforcement measures for non-compliance, including fines
- Cost Repair Partnership Program: Assists property owners with repairs costing over \$500, with eligibility, documentation, application, review, agreement, repairs, and reimbursement.
- Major Repairs of Public Sidewalks by the City: The city handles significant repairs during road maintenance or when necessary.
- Permit Application Fee Waiver for Minor Repair: The fee is waived for minor sidewalk repairs.
- Enforcement: Property owners must not let sidewalks or driveways deteriorate dangerously. Failure to maintain results in repair assessments and potential fines.
- Effective Date: 90 days after its passage and publication.
- Funding: City staff will recommend dedicated funds for sidewalk maintenance in fiscal year 2024-2025 when budgeting.

Mr. Roszel stated his appreciation of Mr. Curtis and his staff working with him to bring the amended Ordinance forward for approval. In return, Mr. Curtis thanked Mr. Roszel for his input.

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

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

11. New Business.

There was no new business to report.

12. City Manager and Staff Reports.

Mr. Bailey expressed his appreciation for those in attendance explaining that HVAC equipment is being replaced causing the warmer temperatures in the building and in Council Chambers.

He reported on:

Fire Chief David Topping was presented a letter of commendation and appreciation from Senator Lankford this past Tuesday for his many years of service. Chief Topping will be retiring June 1. Fire Chief interviews have started, with four being held on March 27 and additional interviews will be conducted on April 17. He explained the interview procedure and thanked everyone who is sitting on the interview panels.

He announced Library and Museum Director Shellie McGill's and Deputy Police Chief Rocky Bevard's upcoming retirements and thanked them for their over 35 years of service each and their dedication to the City and its citizens.

Operation Clean House will be held on April 20, with acceptable items to be taken to the Phillips 66 Parking Lot and the District Washington County Barn. Information can be found on the City website.


Water levels continue to rise with the Spring rains. Hulah and Hudson Lakes are full as is the Caney River. Copan levels are rising. Long term water supply needs continue to be a priority. Senator Lankford met with Mr. Bailey and Mr. Lauritsen recently to discuss the City's needs and water pricing.

Mr. Bailey concluded his report encouraging citizens to vote tomorrow regarding amendments to the City's Charter.

13. City Council Comments and Inquiries.

Mayor Copeland also encouraged citizens to vote, and he added that several opportunities to learn about the amendments were provided in a town hall and other community presentations. Information can also be found on the City's website and in City Beat.

14. There being no further business to address, Mayor Copeland adjourned the meeting at 6:26 p.m.

The seal is circular with a dotted border. Inside the border, the words "CITY OF BARTLESVILLE" are written in a circle at the top, and "OKLAHOMA" is at the bottom. In the center, the word "SEAL" is prominently displayed. Above the seal, the name "Dale W. Copeland" is written in cursive, followed by a horizontal line and the text "Dale W. Copeland, Mayor". To the left of the seal, a signature is written in cursive, followed by a horizontal line and the text "Jason Muninger, CFO/City Clerk".

Dale W. Copeland, Mayor

Jason Muninger, CFO/City Clerk