



1st Floor Conference Room, City Hall
401 S. Johnstone Avenue
Bartlesville, OK 74003

**NOTICE OF
SPECIAL WORKSHOP MEETING
OF THE
BARTLESVILLE CITY COUNCIL**

**Monday, January 27, 2025
5:30 p.m.**

**Mayor James S. Curd, Jr.
918-338-4282**

AGENDA

- 1. Call to order the workshop meeting of the Bartlesville City Council by Mayor Curd.**
- 2. Roll Call and Establishment of a Quorum.**
- 3. Invocation.**
- 4. Citizens to be heard.**
- 5. Discussion about possible regulations related to adult oriented entertainment in public spaces.**
- 6. Discussion about Council appointments to Authorities, Boards, Commissions and Committees.**
- 7. Adjournment.**

The Notice of Meeting and Agenda was received in the Office of the City Clerk and posted in prominent public view at City Hall, Bartlesville, Oklahoma on Thursday, January 23, 2025 at 5:30 p.m.

Jason Muninger

Jason Muninger, CFO/City Clerk

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

City of Bartlesville Agendas and Packets: <https://www.cityofbartlesville.org/city-government/city-council/meeting-agendas/>

*Workshops are not televised or streamed. The public is invited and welcome to attend.

Open Meetings Act Compliance (25 O.S. Sec. 301 et seq.): all discussion items are subject to possible action by the City Council. Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the City Council may refer the matter to the City Manager, Staff or City Attorney, or back to a committee or other recommending body. Under certain circumstance, items are deferred to a specific later date or stricken from the agenda entirely. Agenda items requiring a public hearing as required by law will be so noted. The City Council may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.

AN ORDINANCE TO REGULATE PUBLIC OUTDOOR PERFORMANCES WITH DEMONSTRABLE HEALTH IMPACTS ON CHILDREN (draft)

Section 1: Findings and Purpose

WHEREAS, the City of Bartlesville has a compelling interest in protecting the health, safety, and development of children, particularly concerning behaviors demonstrated to carry significant long-term health risks; and

WHEREAS, Unity Square, a public park and traditional public forum, is located adjacent to a major highway, creating a high likelihood of unintended exposure to performances by children without parental consent; and

WHEREAS, the City recognizes the importance of freedom of speech and expression, as well as the rights of parents to determine the appropriate exposure of their children to certain types of content;

THEREFORE, the City adopts the following ordinance to balance these interests while providing alternative channels for expressive activities.

Section 2: Definitions

1. Public Outdoor Performance:

A performance conducted outdoors on public property, including but not limited to theatrical, musical, or artistic displays.

2. Health-Risk Behavior Performance:

A performance that includes depictions or activities reasonably likely to promote behaviors associated with significant long-term health risks for children. Such risks are determined based on prevailing peer-reviewed medical, psychological, or pediatric research, including:

- Behaviors linked to increased rates of physical harm or health complications.
- Behaviors correlated with significant mental or emotional health challenges, such as anxiety, depression, or confusion about identity.

3. Alternative Venue:

A location designated by the City where indoor performances may occur with controlled access to ensure parental consent.

Section 3: Regulation

1. **Prohibition in Outdoor Venues:**

No **Health-Risk Behavior Performance** shall be conducted outdoors at Unity Square or other public outdoor venues within city limits.

2. **Permitted Indoor Venues:**

Performances identified under this ordinance may take place at designated **Alternative Venues**, provided such performances:

- Are held indoors, and
- Restrict access to minors accompanied by a parent or legal guardian.

3. **Disclosure and Review Process:**

- Event organizers must disclose the nature of the performance at the time of reservation.
- The City will review all disclosed performances for compliance under this ordinance.
- **For events with 500 or more expected attendees:**
 - The performance will automatically be referred to the Oversight Committee for review.
- **For events with fewer than 500 expected attendees:**
 - The performance will be reviewed only if flagged by a committee member, resident, or city official.

4. **Flagging and Review Requirements:**

- Any performance flagged for review must undergo evaluation by the Oversight Committee to determine whether it meets the criteria for a **Health-Risk Behavior Performance**.
- The committee will apply the same standards to all events, regardless of size, to ensure consistent application of the ordinance.

5. **Final Determination:**

- Events determined by the Oversight Committee to meet the criteria for a **Health-Risk Behavior Performance** must comply with the requirements for **Alternative Venues** or be denied a permit for public outdoor spaces.

Section 4: Exceptions

1. This ordinance shall not apply to performances held at private venues or other non-city-owned properties.
2. Performances conducted indoors at public facilities, with parental opt-in attendance, shall not be restricted under this ordinance.

Section 5: Enforcement

1. Violations of this ordinance shall result in fines as determined by the City Council.
2. Repeated violations may result in the suspension or denial of future permits for public events by the organizer.
3. The City Manager is authorized to develop enforcement guidelines to ensure consistent application of this ordinance.

Section 6: Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is found to be invalid by a court of law, such decision shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

AN ORDINANCE TO ESTABLISH A COMMUNITY INPUT PROCESS FOR LARGE EVENTS IN PUBLIC SPACES (draft)

Section 1: Findings and Purpose

WHEREAS, the City of Bartlesville recognizes the importance of public spaces as forums for expression, recreation, and community events; and

WHEREAS, the City seeks to balance the rights of event organizers with the concerns of residents regarding large-scale events in public spaces;

THEREFORE, the City adopts the following ordinance to ensure transparency, community input, and fair use of public property.

Section 2: Applicability

1. This ordinance applies to events on public property expected to attract more than 500 participants.
2. This ordinance does not apply to:
 - Events held at private venues or other non-city-owned properties.
 - Events held indoors in public spaces.

Section 3: Reservation and Notification

1. Event organizers who expect more than 500 participants must reserve the venue at least 90 days in advance of the planned event date.
2. Upon reservation, the City shall post details of the event on:
 - The City's official website, and
 - The City's publication, "The City Beat."
3. Publication of event details shall occur within five (5) business days of the reservation.
4. The event notice shall include:
 - Event date and time,
 - Event location,
 - Expected attendance, and
 - A brief description of the event.

Section 4: Community Petition Process

1. Residents of Bartlesville may object to a scheduled event by signing a petition at City Hall.
2. Petition Requirements:
 - Signers must present valid identification and proof of residency.

- Petitions must gather signatures from at least 4,000 residents or 10% of Bartlesville's population, whichever number is higher, as determined by the most recent U.S. Census.
3. Residents shall have thirty (30) calendar days from the date of event publication to submit the petition.

Section 5: Review and Decision

1. If the petition meets the signature threshold, the City Council shall hold a public meeting to review the objections.
2. The City Council may deny the event reservation only if the objections demonstrate:
 - Substantial and legitimate concerns related to public health, safety, or welfare.
3. Event organizers shall be notified of the City Council's decision within ten (10) business days of the public meeting.

Section 6: Limitations

1. The petition process shall not apply to events protected under the First Amendment unless substantial public safety concerns are demonstrated.
2. The ordinance does not grant the City the authority to regulate event content, except as permitted by law.
3. Events held on non-city-owned property shall not be subject to this ordinance.

Section 7: Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is found invalid by a court of law, such decision shall not affect the validity of the remaining portions of this ordinance, which shall remain in full force and effect.

Draft Resolution to Establish an Oversight Committee for Event Review

RESOLUTION NO. [Insert Number Here]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BARTLESVILLE
ESTABLISHING AN OVERSIGHT COMMITTEE AND PROCESS FOR REVIEWING
PUBLIC EVENTS HELD AT CITY-OWNED OUTDOOR VENUES.

WHEREAS:

1. The City of Bartlesville values free speech, public health, and community standards as essential elements of a thriving community; and
2. Events held at city-owned outdoor venues, such as Unity Square, provide important opportunities for public expression and community gathering; and
3. Certain events have sparked debate regarding their suitability for public spaces, particularly when considering potential health impacts on children and alignment with community standards; and
4. The City of Bartlesville seeks to balance these interests by providing a transparent, objective, and fair process to review events while upholding constitutional protections.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BARTLESVILLE:

SECTION 1: ESTABLISHMENT OF THE OVERSIGHT COMMITTEE

The Oversight Committee for Event Review (hereinafter referred to as the "Committee") is hereby established to review public events held in city-owned outdoor venues and to address concerns regarding potential health risks to children and alignment with community standards.

SECTION 2: COMPOSITION OF THE OVERSIGHT COMMITTEE

The Committee shall consist of the following five (5) members:

1. **Assistant City Manager (Chairperson):** Facilitates the process and ensures alignment with city operations.
2. **City Attorney:** Ensures compliance with constitutional protections and legal standards.

3. **Medical Professional:** Provides expertise in public health and physical health outcomes for children.
4. **Mental Health Expert:** Offers insights into the psychological and emotional impacts of performances on children.
5. **Community Representative:** Appointed by the City Council to represent public interests and community values.

SECTION 3: REGULATION OF EVENTS

Large Events (500+ attendees):

- Automatically referred to the Committee for review upon reservation submission.

Smaller Events (fewer than 500 attendees):

- May be referred to the Committee if:
 - City staff, or
 - A member of the City Council raises a concern regarding potential health risks or suitability under the ordinance.

SECTION 4: PROCESS FOR RAISING CONCERNS ABOUT SMALL EVENTS

1. Concerns about small events must be submitted in writing by city staff or a City Council member.
2. Concerns must include:
 - A brief explanation of the potential health risks for children associated with the event; and
 - References to the criteria for Health-Risk Behavior Performances as defined by the ordinance.
3. Public input regarding small events may be directed to City Council members, who will decide whether to raise the concern for formal review.

SECTION 5: REVIEW PROCESS

1. **Email Review:**

- The Committee will receive information on large events and flagged small events via email and will have two (2) business days to determine if the event warrants formal review.
 - If no Committee member raises a concern within this timeframe, the event will proceed without further review.
2. **Formal Review (if necessary):**
- If at least one Committee member raises a concern, a meeting shall be convened to evaluate the event further.
 - The member flagging the event must submit a written summary with supporting evidence at least three (3) business days prior to the meeting.
3. **Event Organizers' Participation:**
- Event organizers may attend the meeting to provide additional context, answer questions, and present evidence supporting the suitability of their event.
4. **Committee Decision:**
- The Committee will cast confidential votes to decide whether to recommend denial of the event.
 - A majority vote is required to recommend denial.

SECTION 6: FINAL DECISION

1. The Committee's recommendation and supporting rationale shall be forwarded to the City Council for final action at its next meeting.
2. Event organizers shall be notified of the Council's decision promptly.

SECTION 7: TRANSPARENCY AND ACCOUNTABILITY

1. All decisions made by the Committee and City Council shall be documented and summarized publicly, with sensitive information redacted to protect Committee members and event organizers.
2. The City Manager shall develop and maintain procedures to ensure the efficient implementation of this policy.

SECTION 8: EFFECTIVE DATE

This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
BARTLESVILLE THIS [Insert Date Here].**

SUMMARY OF COMMITTEE PREFERENCES		Staff Liaison	Current Council Reps		Committees on Which You Would Like to Serve					Notes
					Sherrick	East	Curd	Kirkpatrick	Dorsey	
1	Golf Course Operating Committee	Golf Pro	Dorsey						Yes	
2	Adult Center Trust Authority	Bailey	NA		NA	NA	NA	NA	NA	No Council rep
3	Ambulance Commission	Call & Ickleberry	NA		NA	NA	NA	NA	NA	No Council rep
4	Visitors Inc	Gus	Dorsey	East				Yes	Yes	Staffed by CVB Director
5	Bartlesville Development Authority	Wood	Sherrick	Curd	Yes		Yes	Yes	Yes	Staffed by BDA Director
6	Bartlesville Redevelopment Trust Authority	Wilson	East		Yes	Yes		Yes		Staffed by BRTA Director
7	Bartlesville Film Authority	Sanders	Curd				Yes			
8	Board of Adjustment	Curtis & Collins	NA		NA	NA	NA	NA	NA	No Council rep
9	City Council	Bailey	All		Yes	Yes	Yes	Yes	Yes	
10	City Planning Commission	Curtis	Kirkpatrick					Yes		
11	Community Center Trust Authority	Callaghan	Sherrick		Yes					Staffed by BCCTA Director
12	Construction and Fire Code Appeals Board	Yankovich & Call	NA		NA	NA	NA	NA	NA	No Council rep
13	Downtown Landscape Task Force	Siemers & Robinson	Curd	Kirkpatrick			Yes			Has not met recently
14	Employee Advisory Committee	Bailey & Sanders	NA		NA	NA	NA	NA	NA	No Council rep
15	History Museum Trust Authority	Roberson	Kirkpatrick							
16	Keep Bartlesville Beautiful	Curtis	Kirkpatrick					Yes		
17	Library Board	Roberson	NA		NA	NA	NA	NA	NA	No Council rep
18	Library Trust Authority	Roberson	East			Yes		Yes		
19	Park Board	Curtis, Henry, Robinson	Curd				Yes	Yes		
20	Sewer System Improvement Oversight Committee	Lauritsen	Dorsey						Yes	
21	Street and Traffic Committee	Call, Henry, Ickleberry	East			Yes				
22	Tax Incentive District Review Committee	Curtis	Kirkpatrick							
23	Tower Green Design Committee	Curtis	Curd	Kirkpatrick			Yes	Yes		Has not met recently
24	Transportation Committee	Curtis, Siemers, Muninger	Dorsey	Kirkpatrick					Yes	Has not met recently
25	Unsheltered Homeless Task Force	Bailey	Kirkpatrick			Yes		Yes		
26	Water Resource Committee	Bailey & Lauritsen	Curd	Kirkpatrick			Yes	Yes		
27	White Rose Cemetery Board	Henry	NA		NA	NA	NA	NA	NA	No Council rep

Tim Sherrick Committee Preferences		Staff Liaison	Current Council Reps		Committees on Which You Would Like to Serve					Notes
					Sherrick	East	Curd	Kirkpatrick	Dorsey	
1	Golf Course Operating Committee	Golf Pro	Dorsey							
2	Adult Center Trust Authority	Bailey	NA		NA	NA	NA	NA	NA	No Council rep
3	Ambulance Commission	Call & Ickleberry	NA		NA	NA	NA	NA	NA	No Council rep
4	Visitors Inc	Gus	Dorsey	East						Staffed by CVB Director
5	Bartlesville Development Authority	Wood	Sherrick	Curd	Yes					Staffed by BRTA Director
6	Bartlesville Redevelopment Trust Authority	Wilson	East		Yes					Staffed by BDA Director
7	Bartlesville Film Authority	Sanders	Curd							
8	Board of Adjustment	Curtis & Collins	NA		NA	NA	NA	NA	NA	No Council rep
9	City Council	Bailey	All		Yes	Yes	Yes	Yes	Yes	
10	City Planning Commission	Curtis	Kirkpatrick							
11	Community Center Trust Authority	Callaghan	Sherrick		Yes					Staffed by BCCTA Director
12	Construction and Fire Code Appeals Board	Yankovich & Call	NA		NA	NA	NA	NA	NA	No Council rep
13	Downtown Landscape Task Force	Siemers & Robinson	Curd	Kirkpatrick						Has not met recently
14	Employee Advisory Committee	Bailey & Sanders	NA		NA	NA	NA	NA	NA	No Council rep
15	History Museum Trust Authority	Roberson	Kirkpatrick							
16	Keep Bartlesville Beautiful	Curtis	Kirkpatrick							
17	Library Board	Roberson	NA		NA	NA	NA	NA	NA	No Council rep
18	Library Trust Authority	Roberson	East							
19	Park Board	Curtis, Henry, Robinson	Curd							
20	Sewer System Improvement Oversight Committee	Lauritsen	Dorsey							
21	Street and Traffic Committee	Call, Henry, Ickleberry	East							
22	Tax Incentive District Review Committee	Curtis	Kirkpatrick							
23	Tower Green Design Committee	Curtis	Curd	Kirkpatrick						Has not met recently
24	Transportation Committee	Curtis, Siemers, Muninger	Dorsey	Kirkpatrick						Has not met recently
25	Unsheltered Homeless Task Force	Bailey	Kirkpatrick							
26	Water Resource Committee	Bailey & Lauritsen	Curd	Kirkpatrick						
27	White Rose Cemetery Board	Henry	NA		NA	NA	NA	NA	NA	No Council rep

Agenda Item 6.b.

Larry East Committee Preferences		Staff Liaison	Current Council Reps		Committees on Which You Would Like to Serve					Notes
					Sherrick	East	Curd	Kirkpatrick	Dorsey	
1	Golf Course Operating Committee	Golf Pro	Dorsey							
2	Adult Center Trust Authority	Bailey	NA		NA	NA	NA	NA	NA	No Council rep
3	Ambulance Commission	Call & Ickleberry	NA		NA	NA	NA	NA	NA	No Council rep
4	Visitors Inc	Gus	Dorsey	East						Staffed by CVB Director
5	Bartlesville Development Authority	Wood	Sherrick	Curd						Staffed by BRTA Director
6	Bartlesville Redevelopment Trust Authority	Wilson	East			Yes				Staffed by BDA Director
7	Bartlesville Film Authority	Sanders	Curd							
8	Board of Adjustment	Curtis & Collins	NA		NA	NA	NA	NA	NA	No Council rep
9	City Council	Bailey	All		Yes	Yes	Yes	Yes	Yes	
10	City Planning Commission	Curtis	Kirkpatrick							
11	Community Center Trust Authority	Callaghan	Sherrick							Staffed by BCCTA Director
12	Construction and Fire Code Appeals Board	Yankovich & Call	NA		NA	NA	NA	NA	NA	No Council rep
13	Downtown Landscape Task Force	Siemers & Robinson	Curd	Kirkpatrick						Has not met recently
14	Employee Advisory Committee	Bailey & Sanders	NA		NA	NA	NA	NA	NA	No Council rep
15	History Museum Trust Authority	Roberson	Kirkpatrick							
16	Keep Bartlesville Beautiful	Curtis	Kirkpatrick							
17	Library Board	Roberson	NA		NA	NA	NA	NA	NA	No Council rep
18	Library Trust Authority	Roberson	East			Yes				
19	Park Board	Curtis, Henry, Robinson	Curd							
20	Sewer System Improvement Oversight Committee	Lauritsen	Dorsey							
21	Street and Traffic Committee	Call, Henry, Ickleberry	East			Yes				
22	Tax Incentive District Review Committee	Curtis	Kirkpatrick							
23	Tower Green Design Committee	Curtis	Curd	Kirkpatrick						Has not met recently
24	Transportation Committee	Curtis, Siemers, Muninger	Dorsey	Kirkpatrick						Has not met recently
25	Unsheltered Homeless Task Force	Bailey	Kirkpatrick			Yes				
26	Water Resource Committee	Bailey & Lauritsen	Curd	Kirkpatrick						
27	White Rose Cemetery Board	Henry	NA		NA	NA	NA	NA	NA	No Council rep

Jim Curd Committee Preferences	Staff Liaison	Current Council Reps		Committees on Which You Would Like to Serve					Notes
				Sherrick	East	Curd	Kirkpatrick	Dorsey	
1 Golf Course Operating Committee	Golf Pro	Dorsey							
2 Adult Center Trust Authority	Bailey	NA		NA	NA	NA	NA	NA	No Council rep
3 Ambulance Commission	Call & Ickleberry	NA		NA	NA	NA	NA	NA	No Council rep
4 Visitors Inc	Gus	Dorsey	East						Staffed by CVB Director
5 Bartlesville Development Authority	Wood	Sherrick	Curd			Yes			Staffed by BRTA Director
6 Bartlesville Redevelopment Trust Authority	Wilson	East							Staffed by BDA Director
7 Bartlesville Film Authority	Sanders	Curd				Yes			
8 Board of Adjustment	Curtis & Collins	NA		NA	NA	NA	NA	NA	No Council rep
9 City Council	Bailey	All		Yes	Yes	Yes	Yes	Yes	
10 City Planning Commission	Curtis	Kirkpatrick							
11 Community Center Trust Authority	Callaghan	Sherrick							Staffed by BCCTA Director
12 Construction and Fire Code Appeals Board	Yankovich & Call	NA		NA	NA	NA	NA	NA	No Council rep
13 Downtown Landscape Task Force	Siemers & Robinson	Curd	Kirkpatrick			Yes			Has not met recently
14 Employee Advisory Committee	Bailey & Sanders	NA		NA	NA	NA	NA	NA	No Council rep
15 History Museum Trust Authority	Roberson	Kirkpatrick							
16 Keep Bartlesville Beautiful	Curtis	Kirkpatrick							
17 Library Board	Roberson	NA		NA	NA	NA	NA	NA	No Council rep
18 Library Trust Authority	Roberson	East							
19 Park Board	Curtis, Henry, Robinson	Curd				Yes			
20 Sewer System Improvement Oversight Committee	Lauritsen	Dorsey							
21 Street and Traffic Committee	Call, Henry, Ickleberry	East							
22 Tax Incentive District Review Committee	Curtis	Kirkpatrick							
23 Tower Green Design Committee	Curtis	Curd	Kirkpatrick			Yes			Has not met recently
24 Transportation Committee	Curtis, Siemers, Muninger	Dorsey	Kirkpatrick						Has not met recently
25 Unsheltered Homeless Task Force	Bailey	Kirkpatrick							
26 Water Resource Committee	Bailey & Lauritsen	Curd	Kirkpatrick			Yes			
27 White Rose Cemetery Board	Henry	NA		NA	NA	NA	NA	NA	No Council rep

Agenda Item 6.d.

Aaron Kirktract Committee Preferences		Staff Liaison	Current Council Reps		Committees on Which You Would Like to Serve					Notes
					Sherrick	East	Curd	Kirkpatrick	Dorsey	
1	Golf Course Operating Committee	Golf Pro	Dorsey							
2	Adult Center Trust Authority	Bailey	NA		NA	NA	NA	NA	NA	No Council rep
3	Ambulance Commission	Call & Ickleberry	NA		NA	NA	NA	NA	NA	No Council rep
4	Visitors Inc	Gus	Dorsey	East				6		Staffed by CVB Director
5	Bartlesville Development Authority	Wood	Sherrick	Curd				5		Staffed by BRTA Director
6	Bartlesville Redevelopment Trust Authority	Wilson	East					4		Staffed by BDA Director
7	Bartlesville Film Authority	Sanders	Curd							
8	Board of Adjustment	Curtis & Collins	NA		NA	NA	NA	NA	NA	No Council rep
9	City Council	Bailey	All		Yes	Yes	Yes	Yes	Yes	
10	City Planning Commission	Curtis	Kirkpatrick					3		
11	Community Center Trust Authority	Callaghan	Sherrick							Staffed by BCCTA Director
12	Construction and Fire Code Appeals Board	Yankovich & Call	NA		NA	NA	NA	NA	NA	No Council rep
13	Downtown Landscape Task Force	Siemers & Robinson	Curd	Kirkpatrick						Has not met recently
14	Employee Advisory Committee	Bailey & Sanders	NA		NA	NA	NA	NA	NA	No Council rep
15	History Museum Trust Authority	Roberson	Kirkpatrick							
16	Keep Bartlesville Beautiful	Curtis	Kirkpatrick					7		
17	Library Board	Roberson	NA		NA	NA	NA	NA	NA	No Council rep
18	Library Trust Authority	Roberson	East					10		
19	Park Board	Curtis, Henry, Robinson	Curd					9		
20	Sewer System Improvement Oversight Committee	Lauritsen	Dorsey							
21	Street and Traffic Committee	Call, Henry, Ickleberry	East							
22	Tax Incentive District Review Committee	Curtis	Kirkpatrick					8		
23	Tower Green Design Committee	Curtis	Curd	Kirkpatrick						Has not met recently
24	Transportation Committee	Curtis, Siemers, Muninger	Dorsey	Kirkpatrick						Has not met recently
25	Unsheltered Homeless Task Force	Bailey	Kirkpatrick					1		
26	Water Resource Committee	Bailey & Lauritsen	Curd	Kirkpatrick				2		
27	White Rose Cemetery Board	Henry	NA		NA	NA	NA	NA	NA	No Council rep



DR. ERIN TULLOS
City Council Representative Ward 4
City Hall, 401 S. Johnstone Avenue
Bartlesville, Oklahoma 74003
918.338.4282

January 13, 2011

RE: Appointment Process

Dear City Council:

Consistent with the recently approved Amended Charter, we are tasked with adopting a written policy for appointments to committees, trusts, boards, and authorities. I propose the following process for your consideration either for modification or adoption, at your pleasure.

Appointment of Council Members to Committees, Trusts, Boards and Authorities:

Subsequent to the installation of a new council, the City Council shall populate the City Council position(s) on each city committee, trust, board or authority through appointment of a council member or members to each committee, trust, board or authority similarly to the appointment of the Mayoral and Vice Mayoral positions provided that:

1. A council member should affirm that he or she is willing to serve on a particular committee, trust, board or authority; and
2. The collective council should approve the appointment with at least three affirmative votes. Any council member vacancy from a particular committee, trust, board or authority, for any reason, will be filled by repeating the above process.

Appointment of non-council members to Committees, Trusts, Boards and Authorities:

Appointment of a non-council member or members to a city committee, trust, board or authority shall be the privilege and responsibility of a council member serving on that committee, trust, board or authority. Any appointment by a city council member shall be subject to approval with at least three affirmative votes from the city council. In the event there are multiple council members on a committee, trust, board or authority, any of the council members on that committee, trust, board or authority may bring forward an appointment. In the event there is not a council member on a committee, trust, board or authority, any sitting council member may bring forward an appointment.

Any person wishing to serve on a city committee, trust, board or authority may make application at the City Manager's Office located at 401 S. Johnstone or by delivering an original, copy or electronic transmission of the application to the City Manager's Office. Applications shall be kept on file for two years. The absence of a written application will not invalidate any appointment to a city committee, trust, board or authority. The Bartlesville City Council will consider a number of factors (none of which are requirements) toward appointment including, but not limited to: subject matter expertise, personal interest, diversity of membership, and residency in the city.

Sincerely,

Dr. Erin Tullos
City Council Rep. Ward 4

**Approved by City Council on
January 18, 2011**

CITY OF BARTLESVILLE

AUTHORITIES, BOARDS, COMMISSIONS AND COMMITTEES

(Updated 1/23/25)

Volunteers are the vital strength to the overall wellness of Bartlesville and the surrounding communities. Their value is immeasurable, and all citizens are encouraged and welcome to apply. Applications are located in the lobby at City Hall, in the City Manager's office at City Hall or on the City of Bartlesville website www.cityofbartlesville.org. City Council, in accordance with the process adopted by the City Council, shall appoint and reappoint all members.

Adams Municipal Golf Course Operating Committee – The Adams Municipal Golf Course Operating Committee was created to oversee the operations of the golf course and report to the City Council about said operation and general condition of the course. The Operating Committee also makes recommendations to the Council about fee structure and direction of the golf course operation. There are seven members on the Operating Committee including one voting City Council representative. Meetings are held the first Tuesday every other month at 6:30 p.m. in the Adams Golf Course Clubhouse.

Ambulance Commission – The Ambulance Commission was created to oversee, regulate and direct the ambulance service within the jurisdiction of the Ambulance Commission. There are five members on the Ambulance Commission. Non-voting City staff advisors are the Police Chief and Fire Chief. Meetings are held in March and in September unless otherwise needed beginning at 9:00 a.m. at City Hall or the Police Department.

Bartlesville Adult Center Trust Authority – The Bartlesville Adult Center Trust Authority was created to encourage, finance, and promote cultural and recreational activities for the older citizens of Bartlesville. The Board of Trustees consists of seven members. The City Manager and City Clerk are non-voting staff advisors. Meetings are called as needed at the Adult Center.

- 55+ Activity Center Board of Directors

The general management of the 55+ Activity Center is vested in the Board of Directors. They have final authority in all matters concerning the operation of the Center. The Board of Directors is made up of elected officers and chairpersons who oversee the various committees which carry on the operation of the Center. The Center Director is a non-voting member of the Board. Regular meetings of the Board of Directors are held the third Thursday of each month at 9 a.m. at the Center located at 1400 SE Washington Blvd.

Bartlesville Community Center Trust Authority – The Bartlesville Community Center Trust Authority was created to develop, redevelop, restore and beautify the central regions of the City of Bartlesville, by providing cultural and educational facilities and activities which will benefit and strengthen the culture and economy of the City of Bartlesville, and in furtherance of that purpose to cooperate with the City of Bartlesville, the State of Oklahoma, the United States of American and any profit or non-profit organization created for such purpose toward that goal. The Board of Trustees consists of eleven members including a voting City Council representative. Staff advisor to the committee is the City Clerk. Meetings are held quarterly in February, May, August and November at 8:15 a.m. as posted and are held at the Community Center.

Bartlesville Convention and Visitors Bureau (Visit Bartlesville) - The mission of Visit Bartlesville (Bartlesville Convention & Visitor's Bureau) is to enhance the local economy and improve the community's quality of life by marketing and promoting the Bartlesville area as a destination for conventions, meetings, special events and leisure travel. There are nine Board members with Visit Bartlesville Director and two City Council members as ex-officio members. Visit Bartlesville Board of

Directors meet the third Tuesday of each month at noon at 300 SE Adams Boulevard, Bartlesville, OK 74003.

Bartlesville Development Authority – The Bartlesville Development Authority was created to assist in financing local development projects and/or certain facilities for the purpose of promoting economic development in the City of Bartlesville and surrounding areas. There are five Trustees and two City Council members who serve as non-voting, ex-officio trustees. The BDA is led by a President/CEO. Meetings are held the fourth Wednesday of each month at 8 a.m., except for November and December, then meetings are on the third Wednesday.

Bartlesville History Museum Trust Authority – The Bartlesville History Museum Trust Authority was created to establish, improve, maintain, administer, and operate facilities for use as a history museum. The Board of Trustees consists of nine members, one of whom must be a voting member of the City Council. The Director/Curator of the Museum is the non-voting City staff advisor. Meetings are held the 4th Wednesday quarterly at 9:15 a.m. at the History Museum.

Bartlesville Library Board – The Bartlesville Library Board was created to be an advocate for the Library in the community and advocate for the community as a member of the Library Board; to assist in developing, implementing and assessing a long-range plan for the library; to monitor and evaluate the overall effectiveness of the Library; to review policies for Library operation and advocate these policies within the community; and to understand the annual Library budget, within the City's financial framework, and be able to share that knowledge with the community. There are nine members on the Library Board. Non-voting members include the Library Director who serves as Staff Advisor and Library Senior Administrative Assistant who serves as Secretary for the Library Board. Members shall serve until successor is appointed. Meetings are held on the second Tuesday, bi-monthly (January, March, May, July, September and November) at 4:30 p.m. at the Public Library.

Bartlesville Library Trust Authority – The Bartlesville Library Trust Authority was created to encourage, finance, and promote the Bartlesville Public Library. There are nine members on the Bartlesville Library Trust Authority. Terms are for three (3) years with members being eligible for one reappointment thus serving a maximum of six (6) years. One voting member of the Authority may be a City Council Representative, but not required. Non-voting members include the Library Director who serves as Staff Advisor and Library Senior Administrative Assistant who serves as Secretary for the Authority. Meetings are called by the Chair in the Spring to review all expenditures for the ending year and set the budget for the upcoming year.

Bartlesville Municipal Authority – The Bartlesville Municipal Authority was created originally to finance projects and developments for the City's water and wastewater utilities. The Authority's purpose has recently been expanded to include financing of certain street projects. The formation of this Authority was necessary due to restrictions on a municipality's ability to pledge revenues as collateral for debt. All water and wastewater revenues are originally recorded in this Authority, and the City's water and wastewater utility operating funds are reimbursed for their operating expenses and transfers after all debt obligations have been met. The governing body of the Authority is the same as the City Council. The assets financed by the Authority are managed by the employees of the City. The Authority meets on an as-needed basis.

Bartlesville Redevelopment Trust Authority – The City Council approved Resolution 2923 electing the Bartlesville Redevelopment Trust Authority to exercise the authority or powers prescribed under the provision of State Statue, Title 11, Article 40, Section 40-101. et seq. and that the exercise of said authority or powers is necessary to promote, stimulate, and develop the general and economic welfare of the City of Bartlesville, Oklahoma. The Board of Trustees consists of seven trustees including one City Council member with one City staff advisor. Meetings are held the fourth Wednesday of each month at 3:30 p.m. at City Hall.

Bartlesville Water Resources Committee – The Bartlesville Water Resources Committee was created to research, develop and recommend to the City Council of Bartlesville, Oklahoma viable, cost-effective, intermediate and long-term proposals which will continue to provide Bartlesville area residents with a sustainable, adequate supply of water. There are 17 members, 12 voting, on the committee including the Mayor or his Designee appointed from the current City Council, the City Manager, an additional City Council representative, the Water Utilities Director (ex-officio), three ex-officio members representing the Federal Legislator’s Office, one ex-officio Legislative liaison, one Dewey representative, one Washington County Commissioner, one Bartlesville Development Authority representative, and one Bartlesville Area Chamber of Commerce representative. Meetings are held on an as-needed basis at City Hall.

The City Board of Adjustment -The Board of Adjustment is an appointed administrative body with quasi-judicial powers derived from Oklahoma State Statutes. This board hears requests for variances, special zoning permits, alleged errors in law in any order, requirements, decision, or determination made by an administrative official in the enforcement of these zoning regulations, or an appeal. There are five members on the Board with one non-voting City staff advisor. Meetings are held the 4th Thursday of each month at 5:00 p.m. in Council Chambers at City Hall.

City Planning Commission -The City Planning Commission was created as an advisory, consultative and coordinating agency established to oversee the development and preserve the integrity of the Comprehensive Plan and Zoning Regulations. There are seven members including one voting City Council representative. The Director of Community Development is the non-voting City staff advisor. Meetings are held the fourth Tuesday of each month at 5:30 p.m. at City Hall.

Community Center Trust Authority -The primary purpose of the Community Center Trust Authority shall be to develop, redevelop, restore and beautify the central regions of the City of Bartlesville, by providing cultural and educational facilities and activities which will benefit and strengthen the culture and economy of the City of Bartlesville, and in furtherance of that purpose to cooperate with the City of Bartlesville, the State of Oklahoma, the United States of America and any profit or non-profit organization created for such purpose toward that goal. There are eleven members on the Community Center Trust Authority, including a voting City Council Representative. City Staff Advisor is the City Clerk. Meetings are held once a quarter at 8 a.m. at the Community Center.

Construction and Fire Code Appeals Board – The Construction and Fire Code Appeals Board was created to review special problems as they arise with reference to the building code, the electrical code, the plumbing code and any other general construction codes adopted by the City Council; to make recommendations to the City Council for any changes or amendments of any of the codes; to hear and determine appeals from any rulings or orders made by the building inspector, the electrical inspector, the plumbing inspector or any inspector, board or other officer administering any other general construction code adopted by the City Council; to affirm, reverse or modify any ruling or order from which appeal is taken There are five members on the Construction & Fire Code Appeals Board and two non-voting City staff advisors, the Chief Building Official and the Fire Chief. Meetings are held on an as-needed basis at City Hall.

Downtown Landscape Task Force -To validate and refine the recommendations in the Downtown Landscape Plan, and to develop a final plan that is specific for Second Street (Keeler to Cherokee) and Dewey Avenue (Second to Fourth Streets), and that such plan shall be used in the future as a template to guide further streetscape improvements within the Downtown Central Business District. Members of the Task Force shall be comprised of eight members as set out below. Other staff persons representing the City, the BRTA, or Main Street Bartlesville may assist the Task Force as needed to provide technical information. The Task Force shall present its report, which shall include a specific plan, product specifications, and written recommendations for the Second and Dewey Project to the City Council no

later than Monday, April 17, 2017. The Task Force shall review the completed project and present an evaluation report to the City Council within 60 to 90 days of project completion. Said Task Force shall terminate thereafter, unless further extended by the City Council. Meetings are called as needed.

Employee Advisory Committee – The Employee Advisory Committee was created to represent the mutual concerns and interests of the employees of the City of Bartlesville; to provide for exchange of information and developments; to cooperate with all departments and branches of government of the City in an effort to improve the overall benefits and working conditions of all City employees; to encourage high standards of employee conduct and morale, and to continually strive to eliminate all factors which interfere with the proper performance and growth of all employees; and to coordinate social functions for City employees. Members are elected by employees of department in which they are employed (one departmental representative and one alternate) with election held annually in January. The non-voting City staff advisor is the City Manager. Meetings are held monthly on the second Wednesday at 9:00 a.m. at City Hall.

Keep Bartlesville Beautiful - The purpose of Keep Bartlesville Beautiful Committee (KBB) shall be to lead, coordinate, and promote beautification efforts within Bartlesville, Oklahoma. The Committee shall work towards enhancing the aesthetic appeal of the City, promoting sustainability, and fostering community engagement through collaborative initiatives, education, and advocacy. KBB shall consist of seven (7) members appointed by City Council representing various city departments, community organizations, local businesses, and residents from within the City limits. The committee shall include the Community Development Director, one Council representative, a member from the Park Board, and four (4) representatives appointed by City Council. KBB shall have a Sub-committee/Exec. Committee comprising the Chair, Vice-Chair, Volunteer Coordinator, Event and Education Coordinator, and Market Coordinator. Meetings are the 4th Tuesday of each month at City Hall at noon.

Park Board – The Park Board was created to act in an advisory capacity to the City Council and the City Manager in connection with care, management and control of all parks and grounds fused for park purposes, and all boulevards and parkways now or hereafter owned by, or under the control of, the City. There are seven members on the Park Board including one voting City Council representative, and will serve three year terms sitting until a successor is appointed. There are three non-voting City staff advisors. Meetings are held the third Thursday of each month at 12 p.m. noon at City Hall.

Sewer System Improvement Oversight Committee – The Sewer System Improvement Oversight Committee was created to assure that the City has an efficient sanitary sewer system and is in compliance with regulations established by the Federal Environmental Protection Agency (EPA) and the Oklahoma Department of Environmental Quality (ODEQ). The SSIOC works with the City Engineer and staff to identify existing problems, establish priority solutions and recommend phased action plans and bond issues to accomplish results in the most cost-effective manner. There are nine members on the SSIOC including one voting City Council representative. There is one non-voting City staff advisor. Meetings are held on the second Monday of each month at 4:00 p.m. at City Hall.

Street and Traffic Committee – The Street and Traffic Committee was created June 20, 2011 by Ordinance No. 3371 to carry out educational activities in street and traffic matters, to recommend the preparation and publication of street reports, to receive citizen 6/22/20116/22/2011 input, to recommend a snow removal policy as well as modifications to a Council adopted policy, to act as an advisory board on the prioritization of street rehabilitation projects, to recommend street projects to include on any ballot proposal, to supervise the preparation and publication of traffic reports, to act as an advisory board on the decisions of the traffic engineer having to do with traffic matters, and to recommend to the city council plans and programs for improving traffic conditions and the administration and enforcement of traffic regulations. Prioritization of street projects shall be based on engineering data consisting of but not limited to functional use, traffic counts, pavement condition assessment and deterioration models as well as city staff input regarding the likely causes of the pavement distress or deterioration and the recommended repair combined with the anticipated project cost. There are seven citizen members,

preferably one from each of the five wards if available, who are appointed per City Council policy. The members shall be qualified voters living within the city limits and shall serve for a term of three years not to exceed two consecutive terms. A City Council member shall also be appointed as a non-voting advisory member to the committee. In addition to the seven citizen members and Council member, the Fire Chief, Police Chief, Engineering Director and the Public Works Director or their designees shall serve as non-voting advisory members. Meetings are held on the second Thursday of each month at noon p.m. at City Hall

Tax Incentive District Review Committee – the Tax Incentive District Review Committee was created to assist the City Council by reviewing and make recommendations and findings concerning the establishment of tax increment districts. There are nine members including one voting City Council representative and one non-voting City staff advisor. Meetings are called as needed.

Tower Green Design Committee - To ensure that the Tower Green is a gathering place that is open and inviting to everyone, the City Council seeks a committee of citizens and stakeholders to gather public input and develop a detailed design plan for the Tower Green and to present this to the City Council for final approval. The Design Committee shall be comprised of seven (7) members as follows: Two City Council persons; One representative of the Community Center Trust Authority; One representative of the Price Tower Arts Center Board of Trustees; and Three members at large. The Committee will meet as needed.

Transportation Committee - To investigate opportunities to improve the City's existing transportation system by reviewing local and regional transportation issues and making recommendations to the City Council. The Committee is comprised of five (5) voting members as follows: Two City Council persons, Three residents of the City of Bartlesville, with no limit as to how many terms can be served. The City Engineer, Community Development Director and Chief Financial Officer shall provide staff support to the committee. The Committee will meet as needed.

Tree Committee (Sub-committee of the Park Board) – The Tree Committee was created by the Park Board to maintain the City's status as a Tree City USA member; recognize and fulfill Arbor Day requirements; to maintain Arboretum Policies and address any other tree related item. There are five members appointed by the Park Board and one non-voting City staff advisor. Meetings are held on the second Thursday of each month (excluding June, July and August) at 12:00 noon at City Hall.

Unsheltered Homeless Task Force - The Task Force was created to address the rise in unsheltered homelessness and associated issues in the City of Bartlesville. There will be 13 voting members and three non-voting members appointed by the City Council. Meetings will be held as needed at City Hall, and this task force is an official time-limited committee.

White Rose Cemetery Board – The White Rose Cemetery Board was created to act in an advisory capacity to the City Council and the City Manager in connection with preservation, beautification and enhancement of the White Rose Cemetery; assist the Director in continued assessment of needs; provide informational brochures to visitors and citizens concerning history, hours and location of cemetery records; work with City government regarding security matters; develop a long-range plan for the cemetery; create, expand and implement activities and programs related to the cemetery. There are nine members on the Board. There is one non-voting City staff advisor. Meetings are held on odd months, on the fourth Thursday of that month at 9:15 a.m. in the office at White Rose Cemetery.