



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

**Monday, March 3, 2025  
5:30 p.m.**

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

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

**MINUTES**

(The Notice of Meeting was posted December 15, 2024 and the Agenda was posted February 25, 2025 at 5:30 p.m.)

**City Council in attendance was Mayor Jim Curd, Jr., Vice Mayor Trevor Dorsey, and Councilmembers Tim Sherrick, Larry East and Aaron Kirkpatrick.**

**City staff in attendance was Mike Bailey, City Manager; Laura Sanders, Assistant City Manager; Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Fire Chief H.C. Call; Larry Curtis, Director of Community Development; Robin Betts, Director of H.R.; Kiley Roberson, Director of the Library and History Museum; Police Chief Kevin Ickleberry; Deputy Police Chiefs Troy Newell and Andrew Ward; Police Captain Elkins; Corporal Nick Gonzales; and Elaine Banes, Executive Assistant.**

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Curd at 5:30 p.m.**
- 2. Roll Call was conducted a quorum established.**
- 3. The Invocation was provided by Pastor Chuck McCarthy, The Bible Church.**
- 4. Citizens to be heard.**

Sarah Burnett thanked the Council for allowing public comments. She added that since there was not a report included in the packet on Item 11, that Council should table approval until they and citizens can review the requested action.

Joel Rabin commented on the City's Attorney's meeting with the Oklahoma Department of Library Director, and on the City Attorney's conversation with his own attorney regarding drag queen litigation.

- 5. City Council Announcements and Proclamations.**

There were no announcement or proclamations.

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

- One opening on the Park Board
- One opening on the Street and Traffic Committee
- One opening on the White Rose Cemetery Board

Mayor Curd read the openings. Citizens who want to volunteer on City Committees can find applications at [www.cityofbartlesville.org](http://www.cityofbartlesville.org) or at City Hall in the City Manager's Office.

## **7. Consent Docket**

### **a. Approval of Minutes**

- i. The Regular Meeting Minutes of February 3, 2025.
- ii. The Special Meeting Minutes of February 21, 2025
- iii. The Special Meeting Minutes of February 24, 2025.

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

- i. Appointment of Mr. Dennis Halpin as the Visit Bartlesville Representative on the Bartlesville Film Authority at the recommendation of Mayor Curd.

### **c. Approval of Resolutions**

- i. Amending the Budget of the City of Bartlesville for Fiscal Year 2024-2025 appropriating donation funds for the Golf Course Memorial Fund.

### **d. Approval of Agreements, Contracts, Engagement Letters, Leases, MOU's, and Proposals.**

- i. Software License Agreement between Springshare, LLC and Bartlesville Public Library/City of Bartlesville for Fiscal Year 2025 to assist staff in managing the library's multiple meeting rooms and study spaces, and allow library users to request reservations online, in the amount of \$2,999.00.
- ii. Contract renewal with BTC Broadband and Bartlesville Public Library/City of Bartlesville for internet services, paid for by Federal and State funding with zero cost to the Library/City.
- iii. Professional Services Contract with Brown Engineers for the high service pump variable frequency drive replacement at the Water Treatment Plant, in the amount of \$40,000.
- iv. OEM/911 Management Authority Grant Agreement between the State of Oklahoma and City of Bartlesville including all required documents to access and manage funds, for the purpose of updating the GIS Public Safety Mapping System.

### **e. Approval of Retirement, Surplus and Donation**

- i. Retire, surplus and donate K-9 Atlas to his police officer handler, Nicholas Gonzalez, allowed pursuant to Oklahoma State Title 70 3311: B.

### **f. Receipt of Bartlesville NEXT Progress Report**

- i. Bartlesville NEXT Progress Report – January 2025

### **g. Receipt of Financials**

- i. Interim financials for seven months ending January 31, 2025.

### **h. Receipt of Bids**

- i. Bid No. 2024-2025-012 for Reconstruction of Yale Drive from E. Frank Phillips Blvd. to SE Adams Blvd.
- ii. Bid No. 2024-2025-013 for Madison Boulevard Reconstruction from Tuxedo to Water Tower.

Mayor Curd read the Consent Docket in its entirety. Mayor Curd pulled Item 7.e.i. and Mr. Kirkpatrick pulled Item 7.d.iv. for further discussion.

Vice Mayor Dorsey moved to approve the Consent Docket with the exception of Items 7.d.iv. and 7.e.i, seconded by Mr. East.

Voting Aye: Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd  
Voting Nay: None  
Motion: Passed

**7. e. Approval of Retirement, Surplus and Donation**

- i. Retire, surplus and donate K-9 Atlas to his police officer handler, Nicholas Gonzalez, allowed pursuant to Oklahoma State Title 70 3311: B.

Mayor Curd commented on how he was opposed to using the term “surplus” when referencing Atlas, although the terminology is legally required. He added that he was honored that Atlas was attending the meeting tonight and that he going to be retired to his handler. Deputy Police Chief Newell provided information that dogs retire between eight to 10 years old, and Atlas is 11 years old. There is another dog ready to go that is an English Springer Spaniel, named Bodie.

**d. Approval of Agreements, Contracts, Engagement Letters, Leases, MOU’s, and Proposals.**

- iv. OEM/911 Management Authority Grant Agreement between the State of Oklahoma and City of Bartlesville including all required documents to access and manage funds, for the purpose of updating the GIS Public Safety Mapping System.

Mr. Kirkpatrick inquired if this is an overlay to what we already have or a secondary system for emergency management. Mr. Baily responded that the City partners with Washington County on this, and the grant is passed through the City. It is a precise address point data mapping system.

Vice Mayor Dorsey moved to approve Items 7.d.iv. and 7.e.i, seconded by Mr. East.

Voting Aye: Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mayor Curd  
Voting Nay: None  
Motion: Passed

**8. Discuss and take possible action to award Bid No. 2024-2025-012 for Reconstruction of Yale Drive from E. Frank Phillips Blvd. to SE Adams Blvd. Presented by Vice Mayor Dorsey.**

Vice Mayor Dorsey moved to award Bid No. 2024-2025-012 to KSL Dirtworks, LLC in the amount of \$572,306.06, seconded by Mr. East.

Voting Aye: Mr. Kirkpatrick, Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mayor Curd  
Voting Nay: None  
Motion: Passed

**9. Discuss and take possible action to award Bid No. 2024-2025-013 for Madison Boulevard Reconstruction from Tuxedo to Water Tower. Presented by Vice Mayor Dorsey.**

Vice Mayor Dorsey moved to award Bid No. 2024-2025-013 to KSL Dirtworks, LLC in the amount of \$1,080,345.43, seconded by Mr. Kirkpatrick.

Voting Aye: Vice Mayor Dorsey, Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Mayor Curd

Voting Nay: None

Motion: Passed

Prior to opening Item 10 and 11, Mr. Bailey explained why there were no "staff" reports provided in the packet prior to the meeting on these two items. He explained that the Unsheltered Homeless Task Force members are volunteers and not required to provide information prior to the meeting, like City staff is requested to provide. He added that the BDA had met so closely to the packet deadline that there was limited time to put a report together. He added that although they are not required to do so since they are not City employees, they often provide it when there is ample time to prepare one. He concluded that the public is welcome to attend the BDA meetings and would provide information upon request.

**10. Update from the Unsheltered Homeless Task Force. Presented by Tom Gorman and Rachel Showler, Task Force Members.**

Task Force member Rachel Showler of Grand Mental Health reported that Task Force members have met three times to-date and that the assignment of the Task Force is to focus on and reduce the number of local unsheltered individuals in Bartlesville. They began by identifying the difference between an unsheltered person and a homeless person. She explained that homeless does not necessarily mean unsheltered, it means a person does not have a permanent residence or address, but could be couch surfing or living with friends, living in a motel and so on. Unsheltered means a person could be living in a tent, a car or a makeshift, outdoor structure. Information compiled by Bartlesville Police Department Crisis Intervention Teams, which pair a BPD officer and Grand Mental Health worker, indicates there are approximately 58 unsheltered individuals residing within the city limits, though Ms. Showler says the number could exceed 100 if including unsheltered people just outside the city limits. She continued reporting that despite rumors to the contrary, the vast majority of unsheltered people in Bartlesville are from Bartlesville, with 24% from nearby areas such as Oklahoma City, Kansas, Copan, Dewey, Enid, Osage County, Nowata and Vinita. Additional statistics indicate 45 of the 58 are male, while 13 are female. Six percent have lived in Bartlesville 20 years or more, 24 percent have lived in Bartlesville 10-20 years, 27 percent for three to 10 years, and three percent have lived in Bartlesville less than a year. She continued reporting that local non-profits serving the unsheltered population, which include those in the city limits and those just outside it, show that nearly 65,000 free meals were served by Agape Mission in 2024, while nearly 6,000 have been served so far this year. B the Light Mission has provided temporary shelter for 111 individuals this year alone.

Showler reported that the Task Force is discussing potential ordinances relating to the issue and reviewing case studies from other towns that have experienced similar problems, such as from Austin, Texas, and Grants Pass, Oregon, specifically. The Task Force will continue to gather and review data and discuss potential future action for the

council to consider at a future date and is expected to update the council every other month.

Mr. Kirkpatrick who serves on the Task Force along with Mr. East, commented that there is a regular story that goes around every time it gets cold that somebody is bussing people in to live here, but 51% of the people who are currently living unsheltered in Bartlesville have been here between three and 20 years, and another 40% have lived in Bartlesville from one to three years. So, he continued, 91% of the people who are currently living outside have lived here at least a year, and most of them for three years or more. They are not outsiders being shipped here and, he commented, it was an a-ha moment for the Task Force to realize this statistic. Mr. Bailey reported that has met with the CEO of Grand Mental Health, Josh Cantwell, personally and additionally, he and Mr. Cantwell had lunch and a tour with Mr. and Ms. McPhail, with B the Light Mission. Mr. Bailey and Mr. East both commented on the cooperation of all parties who have come together on this Task Force.

Mayor Curd thanked Ms. Showler for her report and for the work the Task Force is accomplishing.

**11. Discuss and take possible action on a request from the Bartlesville Development Authority to transfer approximately 15 acres in the Bartlesville Industrial Park, Section I, Tract 23, to the BDA for the construction of a 20,000 sq. ft. industrial speculative building. Presented by Chris Batchelder, Bartlesville Development Authority Vice President of Business Development.**

Mr. Batchelder began by providing some background on the Bartlesville Development Authority (BDA). He then reported that the BDA is set to move forward with construction on a 20,000-square-foot speculative building at the Bartlesville Industrial Park. The project provides for expansion by Phillips Precision Machine (PPM), which has been located at the industrial park since its last expansion, in 2019. He reported that PPM has been a great partner and are continuing to grow need more space. They currently have 45 employees and could probably double that and still be lagging on work, so they are ready for another expansion. The transfer of the 15 acres to the BDA for development will be split into three five-acre parcels, with at least one-third of the northern-most parcel to accommodate the PPM expansion and the southern-most parcel planned for the speculative building. Mr. Batchelder reported that companies often choose locations based on the facilities available, as they often require specific ceiling height or other structural specifications. Batchelder said BDA worked with a commercial real estate company to better identify what companies are looking for nationwide. In all, the transfer will provide upwards of 80,000 square feet of industrial space, and will allow attention and recruitment of a lot of different industries. Construction on the spec building could start as early as late spring, after bids are approved by the BDA Board of Trustees.

Discussion covered criteria for use of the facilities; recruitment of business and how that transpires; recruitment of employees; local citizens employment opportunities; the success of the standardized recruitment package developed by BDA President, David Wood and how the package was developed; training and education partners for industries with Oklahoma State University and Tri County Tech; how the incentives are funded; and how the BDA is required to be the owner of the property in order to build to recruit and incentive a business.

Mr. Kirkpatrick moved to approve the transfer of approximately 15 acres in the Bartlesville Industrial Park, Section I, Tract 23 to the Bartlesville Development Authority as presented, seconded by Vice Mayor Dorsey.

Voting Aye: Mr. Sherrick, Mr. East, Mr. Kirkpatrick, Vice Mayor Dorsey, Mayor Curd  
Voting Nay: None  
Motion: Passed

**12. New Business**

There was no new business.

**13. City Manager and Staff Reports.**

Mr. Bailey reminded the Council of the three remaining workshops over the next three months. The March 24 workshop about NEXT, Strategic Plan Update, will be moderated by Lori Mueller with OML and Justin Battles, City Manager of Mustang, Oklahoma. The April 28 workshop will be a review of the City's budget and process; and the May 19 workshop will be a review of the Endeavor 2050 Comprehensive Plan and Capital Elections. Mr. Bailey added that workshops are special meetings and other items may be added for discussion or review at City staff's discretion.

Mr. Bailey also reported that the City will hold an auction on March 8 at the Operations Center beginning at 10 a.m.; Johnstone Park is closed while the roadway and parking lots are being resurfaced; and applications are being taken at this time for sidewalk grants.

Referring to the last workshop discussion topic, citizen initiative elections, Mr. Kane provided information he found to-date and stated that a memorandum to the Council will be forthcoming. A brief discussion was held on the Charter information for citizen initiative elections.

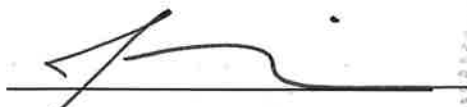
Mr. Bailey also reported that he working on a draft of City Council Rules of Conduct that was discussed at the previous workshop as well. He will send out a draft as soon as he has it finished.

**14. City Council Comments and Inquiries.**

Mr. Kirkpatrick had a question about the sidewalk program, to which Mr. Bailey responded that he would have Larry Curtis provide the information to him.

Mr. East inquired if there was a workshop on April 17, as he had that marked in his calendar. Mr. Bailey stated that was not aware of anything scheduled for that day.

**15. There being no further business to address, Mayor Curd adjourned the meeting at 6:57 p.m.**

  
Jason Muninger, CFO/City Clerk



  
James S. Curd, Jr., Mayor