



**REGULAR MEETING OF THE
BARTLESVILLE CITY COUNCIL**

Monday, January 5, 2026
5:30 p.m.

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

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

AGENDA

- 1. Call to order the business meeting of the Bartlesville City Council by Mayor Curd.**
- 2. Roll Call and Establishment of a Quorum.**
- 3. Invocation by Dr. Jason Fullerton, Pastor, Spirit Church.**
- 4. Public Comments on Agenda Items.**
- 5. City Council Announcements and Proclamations.**
 - Philanthropic Educational Organization (P.E.O.) Day – January 21, 2026.
- 6. Authorities, Boards, Commissions and Committees**
 - Two openings on the Bartlesville Area History Museum Trust Authority
 - One opening on the Bartlesville Convention and Visitors Bureau Board of Directors
 - One opening on Keep Bartlesville Beautiful Committee
 - Two openings on the White Rose Cemetery Board
- 7. Consent Docket**
 - a. Approval of Minutes**
 - i. The Regular Meeting Minutes of December 1, 2025.
 - ii. The Special Meeting minutes of December 8, 2025.
 - b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.**
 - i. Appointment of Ms. Leslie Calhoun to a three-year term on the White Rose Cemetery Board at the recommendation of Mayor Curd.
 - c. Approval of Resolutions**
 - i. Amending the Budget for FY 2025-2026 accepting and appropriating unanticipated revenue in the Restricted Revenues Fund of the Library Department for the use of funds from the Friends of the Library to purchase digital e-book content for the Hoopla Platform.
 - ii. Accept a grant from the Oklahoma Department of Libraries and approve a Resolution amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2025-2026 appropriating unanticipated revenue in the Special Library Fund of the Library Department for the use of said funds.
 - d. Approval and Ratification of Agreements, Change Orders, Contracts, Donations, Engagement Letters, Grant Applications, Leases, Memorandum of Understanding (MOU), and Proposals.**

- i. Lease Agreement with E-Z-Go/Textron with trade in for replacing E-Z-Go Range Unit with the new 2026 Hauler Pro X Elite (lithium) model with a monthly fee of \$299.74 per month.
- ii. Change Order No. 2 from Keohn Constructions Services for the Construct Box Hangar- Bartlesville Municipal Airport Project, adding \$59,977.64 to the total contract price funded by the Bartlesville Development Authority.
- iii. Agreement with Local Government Testing Consortium to provide Federal Dept. of Transportation and Non-Department of Transportation drug and alcohol testing for municipalities.
- iv. Kellogg and Sovereign Professional E-Rate Management Services Fee Schedules for E-Rate services, covering E-Rate and Oklahoma Universal Service Fund (OUSF) for the Bartlesville Public Library, consultant costs for these services will total \$2,753.80.

- e. **Receipt of Bartlesville NEXT Progress Report**
 - i. Bartlesville NEXT Progress Report December 2025
- f. **Receipt of ALPR (Flock Cameras) Report**
 - i. ALPR Report for December 2025
- g. **Receipt of Financials**
 - i. Interim financials for five months ending November 30, 2025.
- h. **Receipt of Permit**
 - i. Permit No. WL000074251050 for the construction of 156 linear feet of six (6) inch PVC potable waterlines and all appurtenances to serve 1310 Washington Boulevard, Bartlesville, Oklahoma.

- 8. **Unsheltered Homeless Task Force update. Presented by Rachel Showler, Vice Chairman, Unsheltered Homeless Task Force.**
- 9. **New Business.**
- 10. **City Manager and Staff Reports.**
- 11. **City Council Comments and Inquiries.**
- 12. **Adjournment.**

The Agenda was received and filed in the Office of the City Clerk and posted in prominent public view at City Hall at 5:30 p.m. on Tuesday, December 30, 2025.

Jason Muninger

Jason Muninger, City Clerk/CFO

/s/ Elaine Banes

by Elaine Banes, Deputy City Clerk

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

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Cable Viewing on Sparklight: Channel 56

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.



Official Proclamation

Philanthropic Educational Organization Day ***January 21, 2026***

WHEREAS, P.E.O. began with seven young women on the campus of Iowa Wesleyan College in Mt. Pleasant, Iowa, in January 1869, and has grown into an international organization of over 250,000 women who now own Cottey College in Nevada, Missouri; and

WHEREAS, P.E.O. is a Philanthropic Educational Organization where women motivate, educate and celebrate women, striving to find candidates for five categories of international and three State of Oklahoma projects by offering scholarships, grants, awards, and loans to help women enhance their lives through learning; and

WHEREAS, P.E.O. was established in Bartlesville, Oklahoma in March 1921 and has grown to four chapters: AW, CH, DW, and FT, who pursue outstanding young women and returning female students to higher education; and

WHEREAS, P.E.O. chapters in Bartlesville have provided scholarships, grants and loans to young women in Bartlesville High School, and women enrolled at Tri County Technology Center.

NOW THEREFORE, I, James S. Curd, Jr., Mayor and the Bartlesville City Council, do hereby officially proclaim January 21, 2026 as "P.E.O. Day" in Bartlesville in recognition of their efforts to assist women in achieving their dreams.

IN WITNESS WHEREOF, we hereunto set our hands and caused the Official Seal of the City of Bartlesville, Oklahoma, to be affixed this 5th day of January, in the year of our Lord two thousand and twenty-six.

James S. Curd, Jr., Mayor



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

Agenda Item 7.a.i.

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

Monday, December 1, 2025
5:30 p.m.

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

MINUTES

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

City Council in attendance was Mayor James S. 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; Kelli Williams, Chief Communications Officer; Police Chief Kevin Ickleberry; Deputy Police Chief Andrew Ward; Police Captain Daniel Elkins; Fire Chief H.C. Call; Deputy Fire Chief Barry Campbell; Robin Betts, Director of Human Resources; Alicia Shelton, Accounting; Kelsey Walker, Communications & Marketing Manager; several firefighters; Police Officer Coleman, Security; 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. Invocation by Pastor Jason Elmore, Friday Nite Church, and President of the Bartlesville Ministerial Association.**
- 4. Public Comments on Agenda Items.**

Homer Heffington – Agenda Item 13 – He encouraged the City Council to use wisdom when preparing the projects for the upcoming election, including focusing on impact, taxes, quality of life, water and sewer needs.

5. City Council Announcements and Proclamations.

Recognition and presentation of awards to the graduates of the Citizens Academy 2025 Class II by Laura Sanders, Assistant City Manager. Graduating are Chase Allcott, Blake Buckner, Sharon Crawford, Anthony Gantt, Lutricia Harris, Bryan Hindman, Alexander Johnson, Meral Jones, Tiffany Lammon, Austin Lynch, Tia Peters, Shavon Robles, Sarah Rowe, Jesse Snelson, Jeannie Strachan, Nathan Thompson and Tyler Vaclaw.

6. Authorities, Boards, Commissions and Committees

- Three openings on the Bartlesville Area History Museum Trust Authority
- One opening on the Bartlesville Convention and Visitors Bureau Board of Directors
- Two openings on the White Rose Cemetery Board

Mayor Curd read the openings and encouraged citizens to volunteer.

7. Consent Docket

a. Approval of Minutes

- i. The Regular Meeting Minutes of October 6, 2025.
- ii. The Special Meeting minutes of October 22, 2025.

b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.

- i. Appointment of Mr. Brent Butler to fill an unexpired term on the Bartlesville Convention and Visitors Bureau (Visitor's Inc.) Board of Directors at the recommendation of Vice Mayor Dorsey and Councilmember Kirkpatrick.
- ii. Appointment of Ms. Benita Shea and Ms. Sharon Hamilton to two-year terms each, and reappointment of Ms. Dianne Crow, Ms. Kathryn Franz and Ms. Stacy Lewellen to additional two-year terms each to the Library Board at the recommendation of Mayor Curd.
- iii. Appointment of Dr. Terry Koehn, Mr. Lucas Nettles, and Ms. Stephanie Powell, two to fill unexpired terms and one to fill a full three-year term on the Bartlesville Area History Museum Trust Authority at the recommendation of Councilmember Sherrick.

c. Approval of Resolutions

- i. Amending the Budget for FY 2025-2026 appropriating unanticipated revenue in the Restricted Revenues fund of the Police Department for the use of grant funds from the Oklahoma Department of Emergency Management 9-1-1 Management Authority.
- ii. Amending the Budget for the City of Bartlesville, Oklahoma for FY 2025-2026 appropriating unanticipated revenue in the restricted Revenues Fund of the Community Development Department for the use of funds from the Bartlesville Redevelopment Trust authority for the development of a housing plan for the City of Bartlesville.
- iii. Amending the Budget for the City of Bartlesville for FY 2025-2026 appropriating unanticipated revenue in the Special Library Fund of the Library Department for the use of funds from the Oklahoma Department of Libraries Library Services and Technology Act.

d. Approval and Ratification of Agreements, Change Orders, Contracts, Donations, Engagement Letters, Grant Applications, Leases, Memorandum of Understanding (MOU), and Proposals.

- i. Client Revision Form amending Schedule A to the Client Agreement with VectroSolutions/Target Solutions Contract for time entry/management system for payroll for the Bartlesville Fire Department in the amount of \$6,942.25 first year and \$2,746.25 after that as it will replace the current scheduling software.
- ii. Business Services Agreement with BTC Broadband for internet service for the Library funded through Federal and State funds.
- iii. Statement of Assurances and Certifications for 2025 Grant agreement between the City of Bartlesville/Bartlesville Public Library Literacy Services and the Oklahoma Department of Libraries for health and wellness programs funded by the State.
- iv. Citizenship and Civic Engagement Grant contract between the City of Bartlesville/Bartlesville Public Library Literacy Services and the Oklahoma Department of Libraries to provide for citizenship and civic engagement by providing resources, information, and training to area residents, funded by the State.
- v. Accept a grant from the U.S. Department of Justice under the Law Enforcement Mental Health and Wellness Act and approve a Resolution amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2025-2026 appropriating

unanticipated grant revenue (\$200,000) in the Restricted Revenues Fund of the Police Department.

- vi. Accept donation of Robert Indiana 66 Sculpture currently located in Unity Square from the Price Tower Arts Foundation, at no cost to the City.
- vii. Contract with B-Town Construction to replace a sewer line by pipe bursting in the 2100 block between Dewey Avenue and Osage Avenue in the amount of \$86,640.00.
- viii. Updated OKWIN LMR Service Agreement with the State of Oklahoma, updated to assign delegation to a new authority within the Department of Public Safety to the 800MHz radio upgrade project approved by voters in the 2022 G.O. Bond election. No costs incurred for the upgrade.
- ix. Task Order No. 8 to the Master Services Agreement with Parkhill, Smith and Cooper for Airport Consulting Services in the amount of \$160,800 which is funded 95% by FAA and 5% by the City.

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

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

f. **Receipt of ALPR (Flock Cameras) Report**

- i. ALPR Report for November 2025

g. **Receipt of Financials**

- i. Interim financials for four months ending October 31, 2025.

h. **Receipt of Bids**

- i. Bid No. 2025-2026-010 Water Treatment Plant Roof Rehabilitation

Mayor Curd provided the consent docket on a PowerPoint slide and referred citizens to the agenda where every item was listed. He asked the Council if there were any items to be pulled for discussion. Mr. East pulled Agenda Items 7.d.vi., 7.d.vii. and 7.f.i.; and Mayor Curd pulled Agenda Items 7.d.v. and 7.e.i.

Vice Mayor Dorsey moved to approve the Consent Docket with the exception of Agenda Items 7.d.v., 7.d.vi., 7.d.vii., 7.e.i. and 7.f.i., seconded by Mr. Kirkpatrick.

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

Agenda Item 7.d.vi. Accept donation of Robert Indiana 66 Sculpture currently located in Unity Square from the Price Tower Arts Foundation, at no cost to the City.

Mr. Kane, at Mr. East's request, reported that the Price Tower Arts Center, as confirmed through bankruptcy proceedings, owns the Robert Indiana 66 sculpture currently located in Unity Square and wishes to donate the piece to the City of Bartlesville. The original proposal included a perpetual restriction requiring that the sculpture remain at its current location. He advised the donor that an indefinite commitment was not advisable and negotiated alternative language providing that the sculpture remain in Unity Square so long as Unity Square continues to be maintained by the City as a public park. Mr. Kane clarified that if, at some future point, Unity Square ceased to be a public park or if the City determined that the sculpture no longer served its intended purpose, the City would be required to return the artwork to the Price Tower Arts Center or its successors. Councilmember East inquired about the effect of the location restriction and whether the City would retain discretion to replace the sculpture in the future. Mr. Kane confirmed that the revised language permits removal under limited circumstances and protects both the donor's intent and the City's long-term flexibility.

Mr. East indicated he had received materials concerning an open-records lawsuit in Washington State involving access to Flock data, and requested clarification about potential implications in Oklahoma. Mr. Kane reported that the Washington case was a State district court ruling based solely on the Washington Public Records Act and is neither binding on Oklahoma nor final, as it has not been appealed. After reviewing the decision and researching Oklahoma law, Mr. Kane concluded that Flock records constitute law enforcement records under the Oklahoma Open Records Act. While that term is not expressly defined, most municipal attorneys and professional organizations consulted concurred with that interpretation. He continued that, under the Oklahoma statute, certain law enforcement records must be released; however, records not specifically required may be withheld. He further noted that Flock data contains extensive vehicle information, and the City has been consistent in denying public requests due to both privacy and resource concerns. Councilmembers and staff discussed the City's internal policies. Mr. Kane emphasized key points such as: the City queries Flock data only for legitimate law-enforcement purposes; when data is queried and downloaded, it becomes part of an investigative file with separate disclosure rules; absent an investigative purpose, the data remains a law enforcement record not subject to disclosure; and because the City has been consistent in withholding such data, it retains its ability to protect the records. Discussion covered ongoing privacy concerns, data retention issues, and the importance of monitoring use and access. Staff confirmed that monthly auditing is performed, and that the City follows statewide professional guidance on handling Flock data. Mr. East reported that certain camera locations have been adjusted to comply with local code, and map updates will be posted on the City's transparency portal.

Agenda Item 7.d.vii. Contract with B-Town Construction to replace a sewer line by pipe bursting in the 2100 block between Dewey Avenue and Osage Avenue in the amount of \$86,640.00.

Mr. Lauritsen explained methods used by contractors to maintain sewage flow during pipe-bursting or replacement, including pumping around the work area or performing work in sections with temporary backups. He stated that, in this instance, a sectional approach is likely due to site conditions. He described the pipe-bursting process, whereby a fracturing head breaks the existing pipe and draws in a new polyethylene pipe, which then replaces the original line. The fractured pipe remains in place underground. The new pipe is allowed to stabilize for approximately 24 hours before service reconnections are made and manholes are tied in. When questioned how residential service lines are reconnected and whether temporary service disruption occurs, Mr. Lauritsen confirmed that residential connections require excavation and reconnection after the new pipe settles. Sewage continues to flow through the cavity created during bursting until final tie-ins are completed.

Agenda Item 7.d.v. Accept a grant from the U.S. Department of Justice under the Law Enforcement Mental Health and Wellness Act and approve a Resolution amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2025-2026 appropriating unanticipated grant revenue (\$200,000) in the Restricted Revenues Fund of the Police Department.

Police Chief Ickleberry stated the City has received a \$200,000 federal grant to expand existing officer wellness initiatives. The grant will fund an in-house therapist to provide counseling services to police personnel, including dispatchers and records staff. Services will include crisis intervention, trauma care, stress-management training, on-scene response to critical incidents, and support to employee families when traumatic events occur. He continued reporting that existing wellness visits every six months have already resulted in improved utilization and voluntary requests for assistance. The new position will be located at the Police Department to build trust and integrate into departmental culture. When asked about grant compliance requirements and reporting, he reported that preparation for compliance is underway, the grant is funded for two years, and additional funding opportunities will be pursued thereafter. Councilmembers encouraged outcome tracking related to retention, mental-health outcomes, and long-term effects of trauma exposure.

Agenda Item 7.e.i. Retire, surplus and donate K-9 Thaddeus to his police officer handler allowed pursuant to Oklahoma State Title 70 3311: B.

Mr. East noted that K-9 Thaddeus is being retired and thanked him for his service. Staff and the Council briefly discussed a policy/program under development that may provide support for retired police dogs.

Mr. Kirkpatrick moved to approve the Agenda Items 7.d.v., 7.d.vi., 7.d.vii., 7.e.i., 7.f.i., seconded by Mr. Dorsey.

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. 2025-2026-010 Water Treatment Plant Roof Rehabilitation. Presented by Councilmember Sherrick.

Mr. Sherrick provided information regarding the bids. He reported that Heritage Hills Commercial Services (low bidder) did not provide the required information with their bid therefore their submission was incomplete and removed from consideration. The second lowest bid came from Atwell Roofing who met all of the required criteria for the bid.

Mr. Sherrick moved to award the Bid to Atwell Roofing Company, Inc. in the amount of \$590,004.00, seconded by Vice Mayor Dorsey.

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

9. Unsheltered Homeless Task Force update. Presented by Rachel Showler, Vice Chairman, Unsheltered Homeless Task Force.

Mr. Kirkpatrick reported that there will not be an update at this time.

10. Discuss and status update on the BRTA and TIFs 1 and 2 to include possible adoption of a Memo of Understanding (MOU) between the City of Bartlesville and the BRTA. Presented by Larry R. Curtis, Director of Community Development.

Mr. Curtis stated that at its November meeting, the BRTA Trustees reviewed the proposed MOU but chose not to take action. Instead, they requested revisions to the accounting and finance provisions. The original draft specified that BRTA accounting and finance functions "shall be integrated" into the City's financial management system. The Trustees asked that the language be revised to "may be integrated" and that the document note the City will work with the BRTA's current accounting firm during a transition period. Mr. Curtis continued stating that the MOU has been revised accordingly noting that all other elements of the agreement were acceptable to the BRTA Trustees. Discussion confirmed that the requested revision was intended to ensure a smooth transition and avoid administrative disruption rather than to change responsibility for financial functions. Mr. Curtis agreed that the revision was precautionary and intended to avoid potential operational issues.

Mr. Kirkpatrick moved to adopt the Memorandum of Understanding as presented, seconded by Mr. East.

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

11. Discuss and take possible action to adopt an ordinance granting a non-exclusive permit to Coxcom, LLC for the construction and operation of a cable system (franchise agreement) including an emergency clause. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger stated that the proposed ordinance would establish a cable franchise agreement with CoxCom, which includes a standard 5 percent franchise fee on gross revenues from cable services and a 5 percent fee on revenues related to cable advertising within City limits. He explained that Cox does not intend significant construction inside Bartlesville due to existing right-of-way capacity, but the company must minimally enter City limits while constructing broadband infrastructure in outlying rural areas. He noted that the agreement is materially similar to previously adopted franchise agreements with BluePeak and Dobson Fiber and aligns with the existing Sparklight agreement. Mr. Muninger introduced Mr. Connor Carroll of Cox Communications to provide an overview of the broadband expansion project.

Mr. Carroll, Government Affairs Manager for Cox Communications, reported that Cox is expanding broadband service to unserved and underserved locations in Washington County through State and Federal broadband grants. Cox has received approximately \$29 million to expand service to about 4,000 locations. Most funded locations are rural and outside of Bartlesville, but some federally identified unserved or underserved locations exist within the City limits and must be served under the grant terms. The funding requires completion of construction by the end of 2026. Mr. Carroll explained that, as a Title VI cable entity under federal law, Cox must have a franchise agreement in place before offering cable service or accessing municipal right-of-way.

Discussion ensued as to how the franchise agreement operates and how franchise fees are calculated. Mr. Carroll stated that the franchise covers cable offerings only and does not apply to broadband internet services, which are regulated separately. Mr. East raised concerns regarding installation quality and the placement of equipment and lines, referencing issues experienced with other recent providers. Mr. Carroll noted that Section 2(E) of the agreement grants access to rights-of-way, but Section 2(C) preserves the City's authority to enforce permitting requirements and construction standards. He stated that Cox prioritizes restoration and coordination with municipalities and intends to address installation issues promptly if they occur. Additional discussion covered recent resident complaints related to other providers, including aesthetic concerns, yard restoration, and utility impacts, noting that even though Cox does not anticipate significant construction inside the City, similar concerns may apply in rural areas. It was agreed that consistent construction quality and coordination with the City engineering staff is expected.

Vice Mayor Dorsey moved to adopt the ordinance granting a non-exclusive permit to Coxcom, LLC as presented, seconded by Mr. East.

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

Voting Nay: None

Motion: Passed

12. Status update on FY 2025-2026 Agreement negotiations between the City of Bartlesville and Bartlesville Professional Fire Fighters, Local 200. Presented by Jess Kane, City Attorney.

Mr. Kane, using a PowerPoint (attached to these minutes) provided an update on ongoing negotiations with the Bartlesville Professional Firefighters Local 200, noting this is the third consecutive monthly report and that a final agreement has not yet been reached. Previous updates were presented on October 6 and November 3, and additional background was published in the City Beat newsletter. He summarized three priorities guiding the City's position: Premium pay; Transition from seniority-based to merit-based promotion; and Overtime and sick-leave reform.

The City's proposal, submitted on September 26, includes a 5 percent wage increase for all fire personnel, transition to a merit-based promotion system, and modifications to sick-leave

provisions. The union proposal seeks a 6.5 percent wage increase and retains the existing seniority-based promotional system and existing sick-leave provisions. He stated that premium pay has been an organizational priority and that the City's proposal is consistent with that priority. He presented comparative compensation data indicating that firefighter wages are at or above comparable City positions, and noted that approximately 22 of the City's 50 highest-paid employees are in the Fire Department.

Regarding the promotional system, he presented information from 47 Oklahoma municipalities with populations over 10,000, reporting that most use merit-based promotional systems, while Bartlesville and Muskogee continue to rely on seniority.

Concerning leave usage, the City Attorney reiterated previously presented data indicating that sick-leave utilization by Bartlesville firefighters is higher than utilization in peer departments of comparable population and higher than utilization in several cited departments including Owasso, Midwest City, Enid, and Bixby. He stated that higher leave utilization results in increased overtime. He presented additional data indicating that leave use disproportionately occurs during shifts where overtime is not affected, and asserted that these patterns suggest misuse of leave. He also presented information comparing leave usage of firefighters to police and other municipal departments, reporting that firefighter usage is significantly higher. Mr. Kane stated that in his view the information demonstrates a pattern of leave usage inconsistent with medical necessity and asserted that misuse negatively affects City overtime costs. He further stated that merit-based promotion could incentivize attendance and performance and reduce misuse.

Discussion covered current policy definitions for sick leave and family sick leave, and whether the collective bargaining agreement governs those definitions. Mr. Bailey responded that the collective bargaining agreement distinguishes between types of leave and generally mirrors the broader City policy, although exact language was not immediately available. When enforcement challenges were questions, Mr. Kane stated that proving leave misuse is difficult and that disciplinary actions may be subject to grievances under the collective bargaining process. He explained that a grievance is a formal challenge to disciplinary action and is resolved through arbitration.

When Mr. East inquired as to the status of the current arbitration, Mr. Kane reported that an arbitrator has been assigned through the Federal Mediation and Conciliation Service and that the parties are working to schedule an arbitration date. He stated the City remains willing to continue negotiations, but has not received a response from the union since late November.

Additional discussion covered compensation history, noting past Council efforts to improve pay for public safety personnel to support recruitment and retention and identifying premium pay and family leave as longstanding benefits. When asked whether other Oklahoma fire departments provide family sick leave, Mr. Bailey stated that Bartlesville may be the only department offering that benefit in comparable cities. When asked whether seniority-based promotion limits advancement opportunities and whether merit-based promotion could enhance recruitment and retention, Mr. Kane provided an anecdotal example of employees seeking advancement elsewhere.

- 13. Recess in order to move to the 1st Floor Conference room to attend the Workshop portion of the business meeting to review and discuss staff recommendations and potential City Council modifications for General Obligation Bond projects and ½ Cent Sales Tax projects in preparation for the February 10, 2026 capital election. Presented by Micah Siemers, PE, CFM, Director of Engineering. Workshop began at 6:55 p.m.**

Mr. Siemers reported that the information was presented at the last meeting and following discussion and direction from that meeting, Mr. Bailey provided project spreadsheets to each city council members asking for input and edits to discuss at this meeting. Input and edits were received from Mayor Curd, Mr. Sherrick and Mr. Kirkpatrick. Each submitted the projects they wished to add and the projects to deduct to keep the total amount the same. Beginning with the proposed "added" projects, discussion covered each project and amount submitted. After a great

deal of discussion, it was decided to allocate \$800,000 to the Community Center Lighting project, \$25,000 for Cooper Dog Park Irrigation, \$700,000 to the tornado siren project and \$150,000 to Artunoff concession/Restroom project, totaling \$1,525,000. After additional discussion, deductions to the project lists to accommodate the add-ons, included removing the Lee Lake and Robinwood parking lot lighting, the Master Drainage Study, Hudson Lake restroom, Kiddie Park parking lot, park amenities, drip irrigation, security lighting at parks, reduce PM streets by \$100,000, reduce Park Wayfinding signage by \$50,000, and the Bicycle Pump Track, totaling \$1,525,000. Mr. Bailey will send the final project list to the City's bond attorneys in Edmond to prepare the ordinances, proclamations and resolutions to call the elections on February 10, 2025. These documents will be brought before the City Council on December 8, 2025 to adopt, then will be delivered to the Washington County Election Board to record and process.

14. Return to Council Chambers in order to discuss and take possible action to approve the General Obligation Bond projects and ½ Cent Sales Tax projects in order to call the February 10, 2026 capital election. Presented by Micah Siemers, PE, CFM, Director of Engineering. Return to Council Chambers at 8:21 p.m.

Mr. Kirkpatrick moved to approve the changes as discussed in the workshop for the GO Bond and ½ Cent Sales Tax projects, seconded by Vice Mayor Dorsey.

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

Mr. East asked Mr. Bailey to respond to questions received by him regarding perceived repetition of projects and if any projects in the past have not been completed. Mr. Bailey responded that the City is required by law to complete the 70% projects and that has always been accomplished. Additionally, the 30% projects have always been completed as well. Where it appears projects are duplicated, those are areas that are evergreen, such as vehicles for police, fire, and city are ongoing and are included in each cycle to keep the fleet in good condition. Another example is that some large projects such as the expansion of Sooner Park, develops in stages. So, improvements to parks, streets, and other large item projects may show up more than once in order to accomplish each stage of development until it is completed.

15. New Business.

There was no new business to discuss.

16. City Manager and Staff Reports.

There were no reports.

17. City Council Comments and Inquiries.

Mr. Kirkpatrick reminded citizens of the Christmas Parade scheduled for Saturday.

18. There being no further business to address, Mayor Curd adjourned the meeting at 8:29 p.m.

James S. Curd, Jr., Mayor

Jason Muninger, CFO/City Clerk

CITY ATTORNEY UPDATE ON
CONTRACT NEGOTIATIONS
BETWEEN CITY AND IAFF

12/1/2025

CITY VS UNION PROPOSALS

CITY PROPOSAL (9/26/25)

5% raise

Promote by merit

Sick leave reform

UNION PROPOSAL

6.5% raise

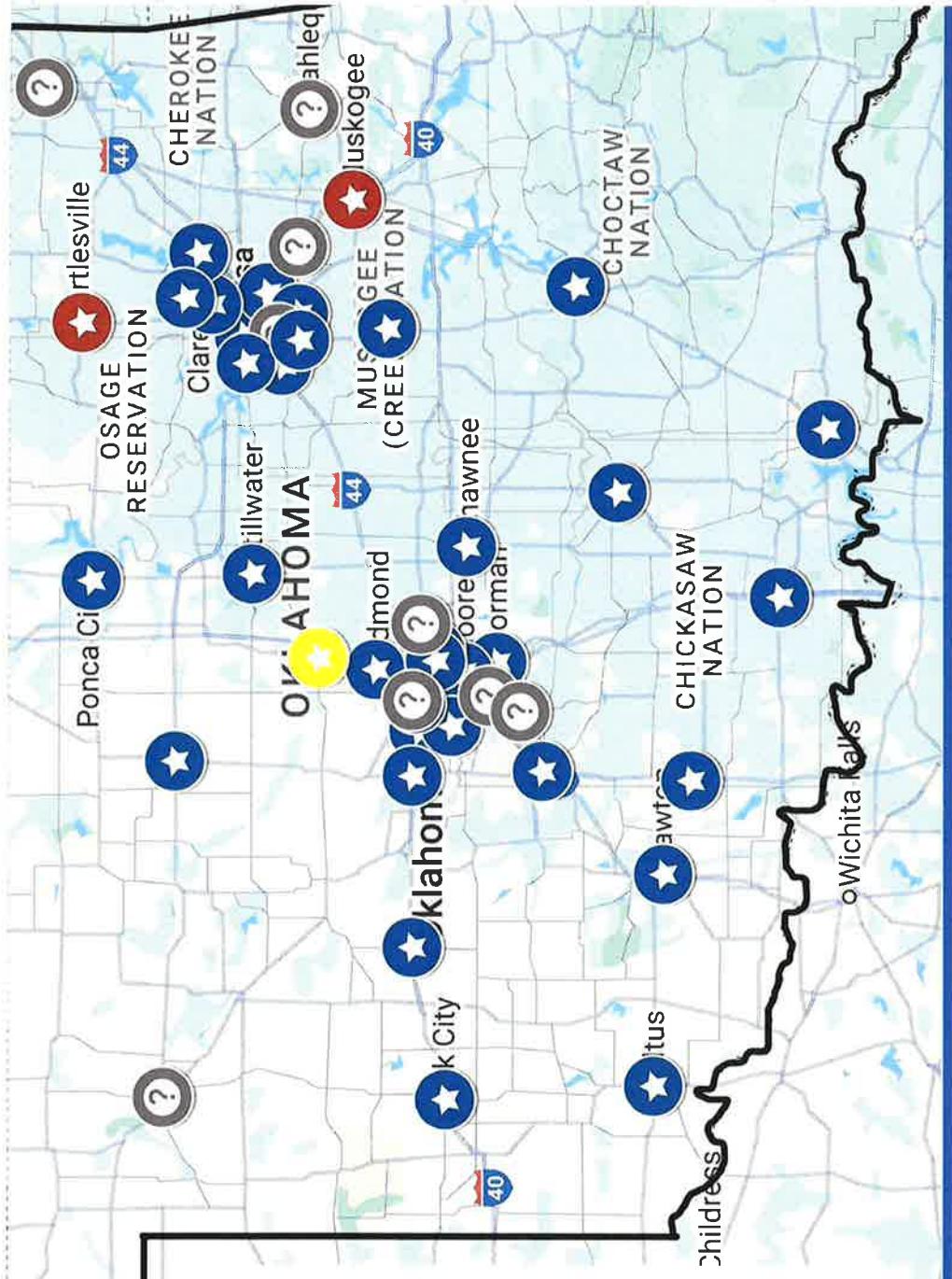
Promote by seniority

No changes to sick leave

City Priority #1: Premium Pay

SALARY COMPARISON

POSITION TITLE	MINIMUM ANNUAL SALARY
Fire Battalion Chief	\$100,004.45
Police Lieutenant	\$91,811.20
Fire Captain	\$85,419.88
Police Sergeant	\$79,164.80
Water Plant Superintendent	\$71,115.20
Fire Equipment Operator/Driver	\$70,101.85
Police Corporal	\$66,622.40
Water Distribution Supervisor	\$60,860.80
Police Officer	\$56,056.00
Firefighter	\$50,862.63
Lead Customer Service Technician	\$42,868.80
Equipment Operator (Parks/Street)	\$37,252.80
Maintenance Worker II (Parks/Street)	\$36,171.20



Priority #2: Promotional Reform

47 cities over 10,000
population

34 promote on
performance

2 promote on seniority

1 mixed

10 unknown

1 Levee land
1 Ruhback

**City Priority #3:
Overtime and Sick
Leave Reform**

80% more than our
peers

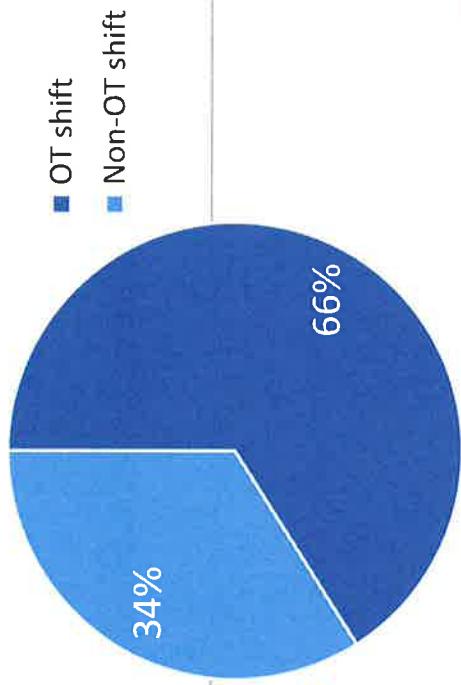
4 times more than
leading departments

Sick leave results in
expensive double time
call back pay

SICK LEAVE USAGE COMPARISON BY CITY

CITY	DEPT SIZE (# OF FFs)	SICK LEAVE TOTAL	AVG. HOURS USED PER FF
Bartlesville	66	12,414	188
Stillwater	69	10,761	145
Jenks	27	3,530	130
Yukon	39	4,700 avg.	121
Shawnee	51	6,114	120
Muskogee	90	9,781	109
Owasso	66	4,554	76
Midwest City	78	4,299	55
Enid	72	3,228 adj.	45
Bixby	51	2,221	43
Moore	81	n/a	n/a
AVERAGE	63	6,159	103

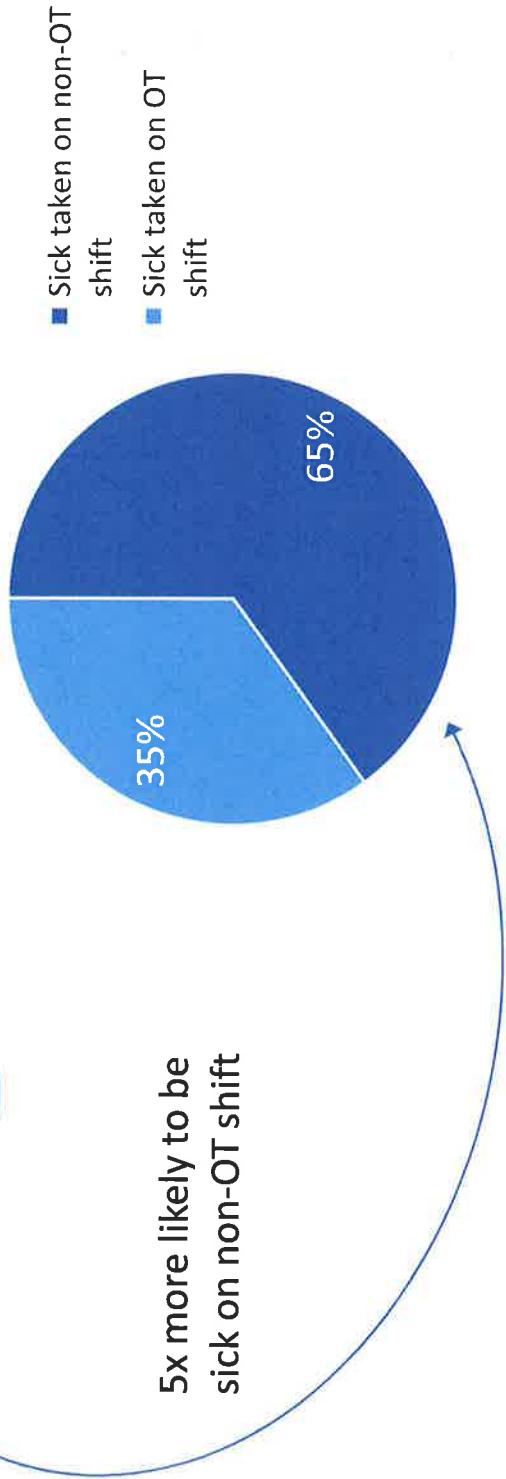
City Priority #3: Overtime and Sick Leave Reform



Sick leave patterns
indicate abuse

2/3 of shifts
include OT

2/3 of sick is taken
on shifts with no
OT



5x more likely to be
sick on non-OT shift

Comparison with other City Employees

ANALYSIS OF DATA REQUESTED BY IAFF:

	2020	2021	2022	2023	2024	2025	Avg
ALL OTHER EMPLOYEES	43%	51%	52%	54%	48%	52%	50%
FIRE UNION SHIFT EMPS	95%	77%	88%	88%	82%	87%	86%
POLICE DEPARTMENT EMPS	35%	44%	51%	44%	41%	51%	44%

Status

- City remains willing to continue to negotiate
- Union has refused to negotiate since 9/26/25
- Neutral Arbitrator Selected 11/24/25
- Arbitration date TBD

COMPARISON OF COUNCIL PROPOSALS

	Mayor Curd	Councilor Sherrick	Councilor Kirkpatrick
Adds:			
Comm Center Lighting	\$ 500,000	\$ 1,118,000	\$ 800,000
Cooper Dog Park Irrigation	25,000	-	25,000
Lee Lake and Robinwood Lighting	100,000	-	-
Tornado Siren Project	800,000	-	800,000
Artunoff Concession/Restroom	-	-	150,000
Total adds	<u>\$ 1,425,000</u>	<u>\$ 1,118,000</u>	<u>\$ 1,775,000</u>
Deducts:			
Master Drainage Study	\$ 500,000	\$ -	\$ 500,000
Hudson Lake Restroom	200,000	-	200,000
Kiddie Park Parking Lot	250,000	-	250,000
Library Elevator	300,000	-	-
Park Amenities	50,000	-	-
Drip Irrigation	25,000	-	50,000
Security Lighting at Parks	100,000	-	100,000
Price Fields Artificial Turf	-	300,000	300,000
Golf Course Equip	-	100,000	-
Golf Course Equip Shed	-	115,000	-
Park Wayfinding Signage	-	100,000	-
PM Streets	-	500,000	-
Unallocated	-	3,000	-
Bicycle Pump Track	-	-	250,000
Pathfinder Bridge Deck Replacement	-	-	9,400
Dump Trucks	-	-	300,000
Total deducts	<u>\$ 1,425,000</u>	<u>\$ 1,118,000</u>	<u>\$ 1,959,400</u>
Surplus (deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 184,400</u>



Council Chambers
401 S. Johnstone Avenue
Bartlesville, OK 74003

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

December 8, 2025
5:30 p.m.

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

MINUTES

(The Notice of Meeting and Agenda was posted December 4, 2025 at 11:30 a.m.)

City Council in attendance was Mayor James S. 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; Deputy Police Chief Troy Newell; Deputy Police Chief Andrew Ward; Fire Chief H.C. Call; Kiley Roberson, Library and Museum Director; 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 Mr. Kirkpatrick.
4. Public Comments on Agenda Items.

There were no public comments.

5. Official Mayor Proclamation in Honor of Mother Viola Ford Fletcher. Presented by Mayor Curd.
6. Discuss and take possible action to approve Ordinance No. 3610: an Ordinance of the Council of the City of Bartlesville, Oklahoma, authorizing the calling and holding of a special election in the City of Bartlesville, State of Oklahoma (the "City"), on the 10th day of February, 2026, for the purpose of submitting to the registered qualified electors of said City the question of the issuance of General Obligation Bonds of said City in an amount not to exceed the sum of Eighteen Million Dollars (\$18,000,000) to be issued in series to provide funds for the purposes of: (i) acquiring and equipping a replacement fire fighting apparatus, to be owned exclusively by the City, (ii) constructing, reconstructing, repairing, improving, and rehabilitating existing streets, roads, bridges, and intersections in the City (including lighting, sidewalks/bikepaths, landscaping, related drainage improvements, driveway reconstruction, and other related improvements); and (iii) constructing, expanding, repairing, which may also include improving, renovating, acquiring and equipping parks and recreational facilities, all to be owned exclusively by the City; all to be completed with or without the use of other funds, and levying and collecting an annual tax, in addition to all other taxes, upon all the taxable property in said City for the payment of the interest and principal on said Bonds; providing for election procedures; authorizing professional services agreements pertaining to the issuance of said Bonds; declaring an emergency; and containing other provisions related thereto.

Mr. Allen Brooks, The Public Finance Law Group PLLC, confirmed that the ordinance reflects the Council's project list discussed the prior week and noted that general obligation bond elections must be called by ordinance, whereas related sales tax propositions are called by resolution. The special election must be called promptly to meet statutory timelines, the ordinance includes three propositions, with two additional sales tax propositions addressed separately.

Mr. Kirkpatrick moved to adopt Ordinance No. 3610 as presented, seconded by Mr. East.

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

Voting Nay: None

Motion: Passed

7. Discuss and take possible action approving the Emergency Clause for Ordinance No. 3610.

Mr. Bailey explained that the emergency clause is necessary to ensure the ordinance becomes effective immediately so it can be filed with the County Election Board the following morning.

Vice Mayor Dorsey moved to approve the Emergency Clause for Ordinance No. 3610 as presented, seconded by Mr. Sherrick.

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 approve Ordinance No. 3611: an Ordinance extending the levy of a one-quarter of one percent sales tax which tax is currently levied and authorized by Ordinance No. 2579, as heretofore amended, in addition to all other State, County and City sales taxes upon the gross proceeds or gross receipts derived from all sales to any person taxable under the sales tax law of Oklahoma including but not limited to certain enumerated sales listed therein; providing for subsisting State permits; providing for the purpose of the tax and earmarking the same; providing for effective date and duration of said tax; incorporating certain provisions of prior City ordinances; authorizing City Council to make administrative and technical changes and additions; making the tax cumulative; providing severability of provisions; requiring approval of this Ordinance by a majority of registered qualified electors voting at an election held for such purpose as provided by law; and containing other provisions related thereto.

Mr. Brooks reported that this Ordinance is to extend the existing 1.25% economic development sales tax for an additional five years (July 1, 2026 – June 30, 2031). He confirmed that this is an extension, not a tax increase. Mr. Bailey added that all three recurring taxes will now be aligned on the same cycle.

Mr. Kirkpatrick moved to adopt Ordinance No. 3611 as presented, 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 approve Resolution No. 3757: a Resolution authorizing the calling and holding of an election in the City of Bartlesville, State of Oklahoma, on Tuesday, February 10, 2026, for the purpose of submitting to the registered qualified electors of said City the question of approval or rejection of Ordinance No. 3611 of the City relating to the extension of a one-quarter of one percent (1/4%) excise tax (sales tax) through June 30, 2031 to provide revenues for the operation of an economic development program, as more specifically set out in Ordinance No. 3611 of said city; and containing other provisions relating thereto.

Mr. Brooks noted a drafting error in Section 2, where language referencing "bond projects" had been carried over inadvertently. The correction removes the phrase concerning specific bond projects and replaces it with a semicolon after "propositions to be voted upon."

Mr. East moved to approve Resolution No. 3757 as amended, seconded by Mr. Sherrick.

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

Voting Nay: None

Motion: Passed

10. Discuss and take possible action to approve Ordinance No. 3612: an Ordinance extending the levy of a one-half of one percent sales tax which tax is currently levied and authorized by Ordinance 2716 and extended by Ordinance 2784, Ordinance 3001, Ordinance 3097, Ordinance 3264, Ordinance 3404, and Ordinance 3522, in addition to all other State, County and City sales taxes upon the gross proceeds or gross receipts derived from all sales to any person taxable under the sales tax law of Oklahoma including but not limited to certain enumerated sales listed therein; providing for subsisting State permits; providing for the purpose of the tax and earmarking the same; providing for effective date and duration of said tax; incorporating certain provisions of prior City ordinances; authorizing City Council to make administrative and technical changes and additions; making the tax cumulative; providing severability of provisions; requiring approval this Ordinance by a majority of registered qualified electors voting at an election held for such purpose as provided by law; and containing other provisions related thereto.

Mr. Brooks reported that Ordinance 3612 is to extend the existing ½ of one percent sales tax for Capital Improvements Program (CIP) for an additional five years, consistent with prior renewal cycles.

Vice Mayor Dorsey moved to adopt Ordinance 3612 as presented, seconded by Mr. Kirkpatrick.

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

Voting Nay: None

Motion: Passed

11. Discuss and take possible action to approve Resolution No. 3758: a Resolution authorizing the calling and holding of a special election in the City of Bartlesville, Oklahoma, on Tuesday, February 10, 2026, for the purpose of submitting to the registered qualified electors of said City the question of approval or rejection of Ordinance No. 3612 of the City relating to the extension of a one-half of one percent (0.5%) excise tax (sales tax) through June 30, 2031, all as more fully set out in Ordinance No. 3612 of said City; and containing other provisions related thereto.

Mr. Brooks recommended applying the same amendment made to Resolution 3757 by removing incorrect language referencing bond projects.

Mr. East moved to approve Resolution No. 3758 as amended, seconded by Mr. Kirkpatrick.

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

Voting Nay: None

Motion: Passed

12. Discuss and take possible action to approve a resolution to amend the Unsheltered Homeless Task Force to address the rise in unsheltered homelessness and associated issues in the City of Bartlesville to extend the Tax Force through July 31, 2026. Presented by Councilman Kirkpatrick.

Mr. Kirkpatrick, who serves as Chairman of the Unsheltered Homeless Task force, reported that Bartlesville's homeless count has declined over the past six months; the Task Force continues to make progress and values monthly collaboration; and that several initiatives remain underway. Those initiatives are finalizing signage and outreach materials, rolling out the Charity Tracker system for

coordinated case management, supporting implementation of ordinances taking effect January 1, and the development of community court under Municipal Judge Gentges.

Mr. Sherrick expressed his opinion that the Task Force should eventually transition into a self-sustaining community-led coalition. Mr. Kirkpatrick agreed but added that some initiatives such as the Charity Tracker integration requires technical steps to merge data from organizations already using the software, and the Task Force stated their interest in seeing them through the process, as well as overseeing the other stated initiatives. Mr. Kirkpatrick praised the Task Force's leadership and the community's collaborative approach to addressing homelessness.

Mr. Kirkpatrick moved to approve a resolution to extend the Unsheltered Homeless Task Force an additional seven months through July 31, 2026 as presented, seconded by Vice Mayor Dorsey.

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

Voting Nay: None

Motion: Passed

13. Discuss and take possible action to establish a Police Canine Retirement Fund within the guidelines of the Retired Police Canine Directive to ensure that retired police dogs (RPDs) and their adopting owners or handlers receive appropriate financial assistance and recognition for their service and protection of the community. Presented by Deputy Chief Troy Newell.

Deputy Police Chief Newell presented a proposal to establish a Police Canine Retirement Fund under the Retired Police Canine Directive. The purpose of the fund is to ensure that retired police dogs and their adoptive handlers receive appropriate financial assistance and formal recognition following the dogs' service to the community.

The initiative originated with Mayor Curd and Vice Mayor Dorsey. Police leadership expressed appreciation, noting the significant impact the fund will have on handlers, adopters, and the longevity of the department's canine program.

Discussion covered how the fund is intended to offset financial burdens on handlers or adopters once a canine retires; expenses eligible for support include an initial stipend for basic supplies such as bedding, indoor crates, and food; routine veterinary care for the remainder of the dog's life; and end-of-life costs, including euthanasia and cremation. Additionally, each retired canine will also receive formal recognition, including a letter of achievement, a retirement plaque, and a framed photograph of the canine presented to the handler.

Additional discussion covered how the City Council may allocate up to \$6,000 annually within the Police Department budget for this purpose; all expenditures would follow standard documentation and accountability procedures; a special project fund will be established to accept donations, which may be tax-deductible, allowing the program to grow beyond the annual budget allocation; and how the community is very supportive, noting prior successful fundraising for the canine program. Discussion ensued covering average veterinary costs per retired canine; while the City currently pays for food and care during active service, all expenses shift to the handler post-retirement; scenarios in which medical costs could spike and how these would be managed; how decisions would be based on veterinarian guidance, age, likelihood of recovery, and humane considerations; and how community donations may be sought when unusually high expenses arise.

Deputy Chief Newell stated that the program will be reviewed annually to assess effectiveness, required adjustments, and adequacy of funding; how the Police Department or Police Foundation may maintain the dedicated accounts for donated funds; and provisions will allow the department to evaluate a retired canine's living conditions if concerns arise (e.g., changes in household circumstances) and intervene if necessary. He reported that there have been three canines retired this year: Baron, Thaddeus, and Atlas. Council members noted the value of the canine program, including school visits and community engagement. Deputy Chief Newell expressed appreciation for the Council's support and the work invested in developing the program.

Vice Mayor Dorsey moved to approve the establishment of a Police Canine Retirement Fund as presented, seconded by Mayor Curd.

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

14. City Manager and Staff Reports.

Mr. Bailey reported that the free yard debris collection began this week and will run through Friday. Customers can place the bags of yard debris on the curb on their normal trash collection day. A truck will be dispatched to pick them up.

He also encouraged citizens to participate in the Land Development Code Update. Information can be found on the City's website.

15. City Council Comments and Inquiries.

Mayor Curd wished everyone a Merry Christmas, and shared his appreciation to everyone's participation on the projects voted upon at this and earlier meetings.

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

James S. Curd, Jr., Mayor

Jason Muninger, CFO/City Clerk



Agenda Item 7.b.i.
Date 12/16/25
Prepared by Public Works
Department

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to appoint Leslie Calhoun to the White Rose Cemetery Board.

Attachments:

Application for White Rose Cemetery Board from Leslie Calhoun

II. STAFF COMMENTS AND ANALYSIS

Ms. Calhoun worked for the City of Bartlesville for 10 years. She has volunteered at Spooktacular and other events with the Library. She has a vested interest in the White Rose Cemetery Board and anxious to become a member.

III. RECOMMENDED ACTION

Staff recommends the appointment of Leslie Calhoun to the White Rose Cemetery Board at the next available City Council meeting.

Barbara J. Mumma

From: Elaine Banes
Sent: Wednesday, November 19, 2025 11:31 AM
To: Keith B. Henry; Barbara J. Mumma
Subject: FW: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

Good morning,

Please see the application below for your consideration/files.

Thank you,

*Elaine Banes
Executive Assistant
City of Bartlesville
401 S. Johnstone Ave.
Bartlesville, OK 74003
918-338-4282*



From: City of Bartlesville <ian@bitbrilliant.com>
Sent: Wednesday, November 19, 2025 11:27 AM
To: Elaine Banes <rebanes@cityofbartlesville.org>
Subject: New submission from Application for City Boards, Commissions, Committees & Trust Authorities

CAUTION: External Source. THINK BEFORE YOU CLICK!

Please check the ones you wish to serve on:

- White Rose Cemetery Board

Name

Leslie Calhoun

Residential Address

4230 Fleetwood Dr
Bartlesville, OK 74008
[Map It](#)

Cell Phone

(660) 707-2929

Email

countrywoman9595@yahoo.com

What in your background qualifies you for service on the committees chosen (volunteer work, education, employment)?

I worked for the city for 10 yrs.

Tell us about your previous community involvement and the duration of your involvement.

I have work the Spooktacular event with the library as well as other library events.

What would you like to see this board, commission, committee or authority accomplish?

I would like to see the cemetery get a columbarium and create roads in the new section.



Agenda Item 7.c.i.

January 5, 2026

Prepared by Lisa Beeman,
Grant Coordinator

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to approve a Resolution amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2025-2026 accepting and appropriating unanticipated revenue in the Restricted Revenues Fund of the Library Department for the use of funds from the Friends of the Library for the purchase of digital e-book content on the Hoopla platform.

Attachments: Resolution

II. STAFF COMMENTS AND ANALYSIS

The Library has received a donation from the Friends of the Library to be used toward the purchase of digital e-book content for the library's Hoopla platform, a popular service provided by the Bartlesville Public Library.

In order to accept and utilize this funding, a budget amendment must be approved. The attached resolution authorizes a budget amendment to the Restricted Revenues Fund (243) of the Community Development Department (180). Approval of this resolution acknowledges acceptance from the Friends of the Library and authorizes staff to said funding for its intended purpose.

III. BUDGET IMPACT

There is no impact to the current budget.

IV. RECOMMENDED ACTION

Staff recommends approval of the budget resolution as presented.

RESOLUTION _____

A RESOLUTION AMENDING THE BUDGET OF THE CITY OF BARTLESVILLE, OKLAHOMA FOR FISCAL YEAR 2025-2026, ACCEPTING AND APPROPRIATING UNANTICIPATED REVENUE IN THE RESTRICTED REVENUES FUND OF THE LIBRARY DEPARTMENT FOR THE USE OF FUNDS FROM THE FRIENDS OF THE LIBRARY TO PURCHASE DIGITAL E-BOOK CONTENT FOR THE HOOPLA PLATFORM.

WHEREAS, the Bartlesville Public Library has been awarded a donation in the amount of \$10,000 from the Friends of the Library to be used for the purchase of digital e-book content for the Hoopla platform; and

WHEREAS, such donation was not anticipated in the approval of the FY 2025-2026 Budget for the City of Bartlesville; and

WHEREAS, the City of Bartlesville needs to appropriate this unanticipated revenue by approval of a budget amendment.

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

1. A donation from the Friends of the Library in the amount of \$10,000 has been accepted by the City of Bartlesville.
2. The Restricted Revenues Fund (243) of the Library Department (421) shall be increased as follows:

General Supplies (53310)	\$	10,000.00
--------------------------	----	-----------

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 5th DAY OF JANUARY, 2026.

Jim Curd, Mayor

Attest:

City Clerk



Agenda Item 7.c.ii.
January 5, 2026
Prepared by Kiley Roberson,
Library Director

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action to accept a grant from the Oklahoma Department of Libraries and approve a Resolution amending the Budget for the City of Bartlesville, Oklahoma for Fiscal Year 2025-2026 appropriating unanticipated revenue in the Special Library Fund of the Library Department for the use of said funds.

Attachments: SFY25 State Aid Cover Letter
Agreement
Claim form
OAC Title 405 Chapter 25 State Aid Grants to Public Libraries

II. STAFF COMMENTS AND ANALYSIS

The Oklahoma Department of Libraries distributes State Aid grants to public libraries that meet the grant requirements, and the Bartlesville Public Library is now eligible to receive this annual grant award in the amount of \$14,741.00.

III. BUDGET IMPACT

This will add \$14,741.00 to 208-421-53310.

IV. RECOMMENDED ACTION

Staff recommends approval of the attached resolution which accepts the grant and approves a budget amendment to appropriate this unanticipated revenue.

RESOLUTION

A RESOLUTION ACCEPTING A GRANT AWARD FROM THE OKLAHOMA DEPARTMENT OF LIBRARIES UNDER THE STATE AID GRANT IN THE AMOUNT OF \$14,741 AND AMENDING THE BUDGET OF THE CITY OF BARTLESVILLE, OKLAHOMA FOR FISCAL YEAR 2025-2026, APPROPRIATING THIS UNANTICIPATED GRANT REVENUE IN THE SPECIAL LIBRARY FUND OF THE LIBRARY DEPARTMENT.

WHEREAS, the City of Bartlesville Public Library has been awarded a grant from the Oklahoma Department of Libraries under the State Aid Grant Program in the amount of \$14,741; and

WHEREAS, these funds were not anticipated in the FY 20205-2026 budget; and

WHEREAS, the City of Bartlesville needs to appropriate \$14,741 of these revenues prior to their expenditure.

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

1. The City Council of the City of Bartlesville hereby accepts the grant award from the Oklahoma Department of Libraries under the Annual State Aid Program and authorizes the city manager or his designee to sign all required contract documents.

2. The Special Library Fund (208) of the Library Department (421) shall be increased as follows:

General Supplies (53310)	\$14,741.00
--------------------------	-------------

APPROVED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR OF THE CITY OF BARTLESVILLE THIS 5th day of January, 2026.

Jim Curd, Jr., Mayor

Attest:

Jason Muninger, CFO / City Clerk

Natalie Currie
Director



J. Kevin Stitt
Governor

To: Public Library Directors
From: Natalie Currie, Executive Director, State Librarian and Archivist
Oklahoma Department of Libraries
Date: December 16, 2025
Re: State Aid to Oklahoma Public Libraries for FY 2025

The evaluation of Fiscal Year 2025 Annual Reports from public libraries is complete. I'm pleased to let you know that your library meets all eligibility requirements for State Aid under OAC 405:25-1-3.

We are honored to provide State Aid Grants to Oklahoma public libraries and library systems. Please follow the enclosed instructions for the rules and regulations, agreement, and claim form.

Rules and Regulations for State Aid Grants to Public Libraries

Please review the State Aid qualification requirements. If you have any questions, contact Sadie Bruce at sadie.bruce@libraries.ok.gov.

Agreement for FY 2025 State Aid Recipients

Print a copy of the agreement. It must be signed and dated by the library director and your city's authorized representative (mayor, city manager, or library board chairperson). This agreement serves as a contract between your library and the Oklahoma Department of Libraries.

Claim Form

The claim form must be signed by the city's authorizing official and notarized. The official should sign in the lower left corner as the "Claimant." Please note that if your city has any liens with the Oklahoma Tax Commission, your library's State Aid payment may be delayed until the lien is resolved.

State Aid funds must be obligated or expended by July 31, 2026.

Please scan both the signed agreement and the notarized claim form and email them to odlgrants@libraries.ok.gov. Please retain the originals for your records. Do not send these documents by mail.

AGREEMENT

For
2025 State Aid Recipients

WHEREAS, the State of Oklahoma and the Oklahoma Department of Libraries wish to improve library service in the State.

THEREFORE, in consideration of the mutual covenants contained herein and as set forth in the Oklahoma Administrative Code Title 405, Chapter 25;

The Department will distribute funds as per approved formula. State aid funds are dependent on the Oklahoma Department of Libraries having sufficient funds to pay awards. In case of revenue failures, payments to libraries will be reduced uniformly.

All funds shall be administered according to 11 O.S. § 17-207 (2011), which states, "Any monies received or expended by a municipality must be accounted for by fund and account."

In accepting state aid funds, the undersigned representative of a public library or system agrees that said library or system meets the standards as adopted by the Oklahoma Department of Libraries Board on April 1, 1999, amended in 2017, 2019 and 2022. Said library or system agrees to adhere to the adopted standards and to notify the Department if such standards cannot be maintained. Said library or system agrees to apply state aid funds for the improvement of public library services. All funds will be expended or obligated on or before July 31, 2026.

Bartlesville Public Library

Jim Curd, Mayor
City of Bartlesville

Jim Curd

Date

Kiley Roberson
Library Director

Date

OMES FORM 3

STATE OF OKLAHOMA
Notarized Claim Voucher And
Disbursements of Payroll
Withholdings

AGENCY BUSINESS
UNIT 43000

FOR AGENCY USE: MOE 196 A
PO: 4309003603
VID: 76857 Location: 6

CLAIM OF:

City of Bartlesville Bartlesville Public Library

600 Johnstone Avenue
Bartlesville, OK 74003

Address:

600 Johnstone Avenue
Bartlesville, OK 74003

FOR

\$14,741.00

AGAINST

Agency, Bd.,

Comm., Dept.: OK Dept of Libraries

ASSIGNMENT

I hereby assign this claim to

and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant Signature

Date

DATE	ITEM	QUANTITY	ARTICLE	UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
12/17/2025			State Aid Grant for SFY25 reporting year (100% of grant)		\$ 14,741.00	555110
Budget Ref.: 26 Department: 2000001 CFDA:						
THIS SECTION IS NOT REQUIRED FOR WITHHOLDING PAYMENTS- EXCEPT FOR WITHHOLDING REFUNDS				TOTAL AMOUNT APPROVED		\$14,741.00

The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds)

Department Supervisor's Approval Signature
(If required)

Date

State of **Oklahoma** County of **Garfield**

Agency, Bd.,
or Div. Use

Subscribed and sworn before me on

Notary Public (or Clerk or Judge)

CHAPTER 25. STATE AID GRANTS TO PUBLIC LIBRARIES

Authority: 65 O.S., § 2-106(m)

Source: Codified 12-27-91

405:25-1-1. Purpose

This Chapter sets forth the required standards for eligibility of public libraries to receive state appropriated funds for library development in Oklahoma.

405:25-1-2. Definitions

The following words or terms, when used in this Chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Bibliographic access" means the provision of author, title, and subject indexes to the library materials, classification and location.

"Free library service" means that libraries will provide circulation of books and library materials and admittance to library programs without charge in their service area, i.e., town, city, county or library system.

"Library system" means libraries organized under Title 65, Article 4 of the Oklahoma Statutes and funded under Article 10, § 10 A of the Oklahoma Constitution.

"Long range plan" means a written strategy for action for improvement of library service over a specified period of time officially adopted by the library board.

"ODL" means the Oklahoma Department of Libraries as defined in 65 O.S. § 3-101.

"Statement of purpose" means a written declaration of the role the library has chosen to serve its community officially adopted by the library board.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

405:25-1-3. Eligibility for State aid grants to public libraries

Eligibility for state aid grants to public libraries is governed by the requirements listed below. Eligibility may be impacted by emergency declarations by the President of the United States or the Governor of Oklahoma, public health, public safety, or other extraordinary circumstances as determined by the Director of the Oklahoma Department of Libraries and the ODL Board. Under those conditions, the Director will present recommendations to the ODL Board to modify application of specific User Service or Administration and Finance requirements. The ODL Board has the authority to accept or deny the recommendations.

(1) Basic requirements.

- (A) Libraries must meet the definition of a public library as defined in 65 O.S. § 1-104.
- (B) Libraries must be legally established and operating according to Oklahoma Statutes, Title 65, Article 4, § 101 and Title 11, Article 31; and Article 10, § 10A of the Oklahoma Constitution.

(2) User service requirements.

- (A) Libraries must provide free library service.
- (B) Libraries shall be open to the public the minimum number of hours stipulated in the following schedule. These hours shall be maintained year round. Single county systems organized under 65 O.S., §§ 151 and 552 which have branch libraries may aggregate their hours, if, discounting overlap, the citizens are served according to the following schedule:
 - (i) cities and towns under 2,000 population will be open 15 hours a week. The schedule will include at least two hours after 5 p.m. each week;
 - (ii) cities and towns of at least 2,000 but less than 5,000 people, will be open 30 hours a week. The schedule will include at least two hours after 5 p.m. each week and weekend hours are recommended;
 - (iii) cities with at least 5,000 but less than 10,000 people, will be open 35 hours a week. The schedule will include at least four hours after 5 p.m. each week and three weekend hours;
 - (iv) cities with at least 10,000, but less than 25,000, will be open 50 hours a week. The schedule will include at least eight hours after 5 p.m. each week and four weekend hours; and
 - (v) cities with 25,000 or more will be open 60 hours a week. The schedule will include a minimum of five weekend hours.

- (C) Libraries must have a telephone located in the library with a listed number.

- (D) All libraries and branches must provide internet access to the public. The library shall have a written internet use policy.

- (E) All libraries shall at a minimum offer programming for youth under 18 years of age.

(F) A public library shall have a collection of materials (e.g., books, periodicals, audio-visual materials, etc.) that is circulated to the community.

(i) Libraries shall provide bibliographic access to its collection for customers.

(ii) The library shall offer interlibrary loan to customers and participate in interlibrary loan networks or consortia to borrow materials not held in the library upon request for customers. Libraries shall promote the service to customers through promotional materials and/or signs in the library and on its website to make customers aware of the service.

(iii) The library shall do an age and condition study on its collection every four years as determined by the Oklahoma Department of Libraries and report the findings to its library board and the Oklahoma Department of Libraries.

(3) Administration and finance requirements.

(A) Legally established libraries that are not part of a library system must complete and submit the Oklahoma Department of Libraries' online annual report for the preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(B) Libraries must have a board of trustees appointed by the city and or county government officials which holds regularly scheduled meetings at least quarterly and all libraries must file annually a list of trustees, terms of office and meeting times with the Oklahoma Department of Libraries. The board shall approve the policies by which the library operates. The board shall review all required policies within a four year cycle as determined by the Oklahoma Department of Libraries and shall report all current policies to the Oklahoma Department of Libraries. Required policies are:

- (i) Circulation policy which shall include interlibrary loan;
- (ii) Library materials selection policy; and
- (iii) Internet use policy.

(C) Libraries must receive operating income from local government sources, i.e. town, city or county. A public library is primarily supported by either municipal funds or a direct library levy on a permanent basis.

(D) Local government must continue to expend an amount for library service, i.e., operating expenditures, not less than that of the preceding fiscal year, as reported on the Annual Report for Public Libraries. Public library systems organized under 65 O.S. Sections 151-161 and Sections 551-561, Sections 4-101-107.1 and Sections 4-201-206 may not reduce their millage levy. Exemption waivers to drop in operating income based on special circumstances shall be considered.

(i) If a city or county has less total income for the most recent fiscal year as compared to the immediate fiscal year, exemption to the requirement in (D) of this paragraph may be made. The Oklahoma Department of Libraries will then supply forms for city or county officials to certify that the library's budget sustained no greater reduction than the total percentage reduction of income of the city or county budget.

(ii) The requirement in (D) of this paragraph may be waived in those years when the budget is decreased according to (i) of this subparagraph.

(E) Libraries must have paid permanent employees who are employees of the town, city, county or system. Town, city, county or system must pay said employees at least the federally required minimum wage and meet the requirements of the Fair Labor Standards Act.

(F) All library directors and all personnel who work more than twenty (20) hours a week must attend at least one continuing education program each year. Staff in library systems or public libraries serving over 25,000 may meet this requirement with in-house training. Personnel are exempt if they have been employed at the library less than one (1) year.

(G) Multi-county library systems must abide by the Oklahoma Department of Libraries' rules concerning systems as set forth in Chapter 10 of this title.

(H) Libraries must file with the Oklahoma Department of Libraries, Office of Library Development, a report of expenditures made with state aid grant funds each preceding fiscal year by August 15th and library systems must submit such reports by October 1st.

(I) Libraries must have a written statement of purpose.

(J) Libraries shall provide annual library visits each year on the annual report to the Oklahoma Department of Libraries.

(K) Libraries must provide bibliographic access to their collections.

(L) Libraries serving a population of 10,000 or more must have submitted to the Oklahoma Department of Libraries a long range plan written or updated within the last 3 years. This document must address future directions of the library for services and resources, and must be approved by the local library board.

(M) Libraries that are a department of municipal government in cities serving a population of 25,000 or more must employ a director with a Master's Degree in Library and Information Science from a library

school accredited by the American Library Association or an alternate degree as follows. A comparable master's degree in business, education, school library media, or public administration, with a minimum of five years of prior supervisory library experience shall also be acceptable. For those with an alternate degree but without prior experience working in a library, the director shall complete the Institute in Public Librarianship Certification Program within two years of employment as director.

(N) Libraries will evaluate, deselect and maintain their collections ensuring that their collections include up-to-date and useful materials and report the figures to its library board and to the Oklahoma Department of Libraries.

(O) Libraries shall submit performance measures to the Oklahoma Department of Libraries on a schedule as determined by the Oklahoma Department of Libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99 ¹; Amended at 34 Ok Reg 1756, eff 9-11-17; Amended at 39 Ok Reg 1901, eff 9-11-22]

EDITOR'S NOTE: ¹*An Editor's Notice was published in the 9/15/99 issue of The Oklahoma Register [16 Ok Reg 3601], which identified a technical error that occurred when subparagraph (2)(B)(ii) of this Section 405:25-1-3 was published in the 7/1/99 issue of the Register [16 Ok Reg 3052]. The language that read "3 hours a week" in that subparagraph should have read "30 hours a week." A similar Editor's Note was also published at OAC 405:25-1-3 in the Oklahoma Administrative Code until the Section was amended again on 9-11-17.*

405:25-1-4. Use of state aid funds

State aid funds cannot be used for construction, remodeling, land, vehicles, or items that will become a permanent part of the building, such as carpet or air conditioners.

405:25-1-5. Ineligibility notification

(a) When libraries are found to be ineligible for State Aid, ODL will notify the librarian and the City Manager, and shall state the reasons for ineligibility. The librarian will then have a period of two weeks from receipt of notification in which to submit additional evidence of eligibility. Such appeals shall be reviewed by the ODL administration and a final decision made.

(b) The Oklahoma Department of Libraries Board shall serve as an appeal board in the agency's execution of the State Aid Grants to Public Libraries. After the Oklahoma Department of Libraries administration denies a community's eligibility for state aid, a community may appeal the ineligibility for state aid by agency administration to the Oklahoma Department of Libraries Board at a special board meeting. The community must file the appeal to the Oklahoma Department of Libraries Board within seven days of receipt of the denial by the agency administration. The Board shall affirm the administration's determination unless it finds such determination is contrary to applicable rules.

[Source: Amended at 36 Ok Reg 980, eff 7-25-19]

405:25-1-6. State aid formula

The Oklahoma Department of Libraries will utilize the latest population estimates from the United States Census Bureau to determine per capita payments for the distribution of state aid funds for public libraries.

[Source: Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17]

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take possible action on approving the E-Z-Go/Textron Lease Agreement with trade in for replacing E-Z-Go Range Unit with the new 2026 Hauler Pro X Elite (lithium) model.

Attachments:

- E-Z-Go/Textron Lease Agreement w/ Trade In

II. STAFF COMMENTS AND ANALYSIS

- The current E-Z-Go Range Unit is a 2016 model and has been in operation for almost 10 years.
- This unit has a lot of hours on it and many repairs have been performed in the last year to keep it operating. New struts were purchased and installed this past season.
- Typically, you want to purchase and trade in a range unit after 5-6 years of service due to wear and increasing maintenance costs to keep it operating.
- The new 2026 range unit lease will tie into the existing golf cart fleet lease and term at the same time (53 months roughly).
- With the lease of a new 2026 range unit, warranties will be in place and maintenance costs will be very minimal for the term of the unit.
- Club will receive \$1,900 trade in credit for the 2016 E-Z-Go Range Unit currently in operation.

III. BUDGET IMPACT

Total monthly cost will only be:

- \$299.74 per month for lithium battery option / \$220.79 per month for gas option
- 53-month lease agreement with trade in of old range unit.

This expense is currently not in this years operating budget, but due to the current range unit condition, continual repair costs to keep it in operations, it is recommended to replace the existing 2016 range unit.

IV. RECOMMENDED ACTION

Staff recommends approval of the E-Z-Go/Textron Lease Agreement to upgrade to the new 2026 E-Z-Go Lithium Battery Range Unit Option. Cost is \$78.95 more per month vs. gas unit but will save on fuel costs, maintenance costs, better operating speed control, and a much less noisy unit for golfers on property.

The Best Will Always Have Our
Name On It.



PREPARED FOR:

Boots Hollow Golf Club

Partner with the Industry Leader



ELITE
LITHIUM

EX1

ADVANCED
INTELLIBRAKETM
TECHNOLOGY

December 4, 2025

Dee Roadman
401 S JOHNSTONE AVE
BARTLESVILLE, 74003

Dear Dee Roadman,

E-Z-GO® is honored to prepare this exclusive proposal for Boot Hollow Golf Club and its members. Since 1954, E-Z-GO has been at the forefront of innovation, reliability and service for the last 70 years. We are committed to providing our customers with vehicle solutions that exceed expectations and perform to the demands of your facilities.

E-Z-GO and Cushman® vehicles are manufactured with purpose in mind. We have taken the golf car industry by storm with technologies such as the Samsung Powered ELITE Lithium batteries, a first-of-its-kind EX1 gas engine, and our Textron Pace systems. These technologies, paired with our reliable fleet and utility vehicle options, provide an experience refined to elevate and improve any course to a premium caliber.

The E-Z-GO and Cushman advantage goes far beyond our products. You'll gain access to a level of service and support unsurpassed in the industry, through the largest fleet of factory direct service technicians, our strong network of factory-owned branch locations and authorized distributors.

Through highly reputable regional sponsorships, professional golfers and industry partners, we are dedicated to advancing the game of golf and the industry that fuels it.

Our constant pursuit for innovation, performance and customer service elevated our name to the premium provider in the industry. We're committed to the game and will never stop looking for what's next. Never settling has put our products on the most prestigious courses and facilities in the world so if you're looking for the best, E-Z-GO and Cushman have you covered.

As you review the enclosed materials, please do not hesitate to contact me with additional questions. I look forward to hearing from you soon, and to serving you at Boot Hollow Golf Club.

With sincere appreciation,

Luke Benedict
Territory Sales Manager
(580) 574-0593
lbenedict@textron.com

Proposal

December 4, 2025

HAULER 1200X GAS

STANDARD FEATURES

13.5-HP EFI GAS ENGINE	900-LB VEHICLE LOAD CAPACITY	1,200-LB TOWING CAPACITY
12-CU-FT CARGO BED	FUNCTIONAL DASHBOARD WITH STORAGE	LIFTED SUSPENSION

ACCESSORIES

2026 Model Year	1
Premium Body Color Metallic Charcoal	1
K399 Load Star 20.5 x 8 - 10, 6 Ply Rated, Black Wheel	1
Side Decals Matte Black	1
Contoured Seat Gray	1
Two Wheel Mechanical Brakes	1
Comfort Grip Steering Wheel with Scorecard Holder	1
Large Fender Flares	1
Halogen Headlights	1
Fuel/Oil Gauge	1
Hour Meter (Gas Models)	1
USB Outlet (not available with CE)	1
12 Volt Heavy Duty Battery	1
Plastic Bed Box (Manual Lift): 39" x 44" x 12" - 12 cu ft	1
2 in (5 cm) Receiver (Rear)	1
DFK Ball Cage - ROPS Certified	1
Easy Picker Range Picker Adapter (* Brushguard not available)	1
Freight	1



Proposal

December 4, 2025

HAULER PRO X ELITE

STANDARD FEATURES

ZERO MAINTENANCE 56V AC LITHIUM BATTERIES

5-YEAR BATTERY WARRANTY

900-LB VEHICLE LOAD CAPACITY

500-LB BED LOAD CAPACITY

12-CU-FT CARGO BED

FUNCTIONAL DASHBOARD WITH STORAGE

ACCESSORIES

2026 Model Year	1
K399 Load Star 20.5 x 8 - 10, 6 Ply Rated, Black Wheel	1
Side Decals Matte Black	1
Premium Body Color Metallic Charcoal	1
Contoured Seat Gray	1
Two Wheel Mechanical Brakes	1
Limited Slip Differential	1
Large Fender Flares	1
Differential Scuff Guard	1
DC Converter (30 amp)	1
Rapid On-Board Charger	1
ELiTE 6.2 Batteries	1
Halogen Headlights	1
Gauge: Speed, State of Charge, Hour Meter	1
USB Outlet with IntelliGauge	1
Plastic Bed Box (Manual Lift): 39" x 44" x 12" - 12 cu ft	1
2 in (5 cm) Receiver (Rear)	1
DFK Ball Cage - ROPS Certified	1
Easy Picker Range Picker Adapter (* Brushguard not available)	1
Freight	1



Proposal

December 4, 2025

Cash Purchase

✓	YEAR	MODEL	PAYMENT TERM	QTY	UNIT PRICE	UNIT TOTAL
	2026	Hauler 1200X Gas	Net 30	1	\$13,500.00	\$13,500.00
TOTAL UNIT AMOUNT						\$13,500.00

TRADE VALUATIONS (CASH PURCHASE)

YEAR	MANUFACTURER	MODEL	QTY	UNIT TRADE AMOUNT	TOTAL TRADE VALUE
	Cushman	Utility	1	\$1,900.00	\$1,900.00
					NET DOWN AMOUNT
					\$13,500.00
					CASH BACK
					\$1,900.00

FAIR MARKET VALUE LEASE

✓	YEAR	MODEL	QTY	TERM	CAR/MONTH	TOTAL MONTHLY PRICE
	2026	Hauler 1200X Gas	1	60 Month Net	\$201.53	\$201.53
	2026	Hauler Pro X ELiTE	1	60 Month Net	\$272.75	\$272.75
MONTHLY AMOUNT						

FAIR MARKET VALUE LEASE 2

✓	YEAR	MODEL	QTY	TERM	CAR/MONTH	TOTAL MONTHLY PRICE
	2026	Hauler 1200X Gas	1	53 Month Net	\$220.79	\$220.79
	2026	Hauler Pro X ELiTE	1	53 Month Net	\$299.74	\$299.74
MONTHLY AMOUNT						

TRADE VALUATIONS (LEASE)

YEAR	MANUFACTURER	MODEL	QTY	UNIT TRADE AMOUNT	TOTAL TRADE VALUE
2016	Cushman	Utility	1	\$1,900.00	\$1,900.00
					NET DOWN AMOUNT
					\$1,900.00
					CASH BACK
					\$1,900.00

PROGRAM DETAILS

NUMBER OF PAYMENTS PER YEAR	PAYMENT MONTHS	DELIVERY	FIRST PAYMENT
	N/A	First available production date	Net 30



Proposal

Adams Golf Course

December 4, 2025

SPECIAL CONSIDERATIONS

State Contract SW0196 Pricing

Based on the structure of the above proposed deal, the following documentation will be required for all deals, to establish creditworthiness:

LEASED NEEDS:

- Signed Credit Application, Last two full years of Audited Financial Statements, and YTD Financial Statements (Income Statement, Balance Sheet)

CASH PURCHASE NEEDS:

- Bank Letter (Proof of Funds at 90 days prior to delivery) OR Financials (Income Statement, Balance Sheet) to establish a Credit Limit with E-Z-GO.

While it's our intent to hold this pricing, this pricing is subject to change due to factors that are beyond the control of E-Z-GO. Final interest rates, trade values, commodities and other factors will be determined 45 days prior to delivery.

The terms of the Pace Technology Data Systems Agreement (available under "Download Documents" at <https://ezgo.com/pacetechologyprivacy>) governs the use of Pace Technology systems and services, including the entry and processing of any Personal Data.

NOTE: All goods ordered in error by the Customer or goods the Customer wishes to return are subject to a restock fee. The restock fee is 3% of the original invoice value of the goods. Prices quoted above are those currently in effect and are guaranteed subject to acceptance within 30 days of the date of this proposal. Applicable state taxes, local taxes, and insurance are not included. Lease rates may change if alternate financing is required. Payment schedule(s) does not include any finance, documentation, or initiation fees that may be included with the first payment. All lease cars and trades must be in running condition and a fleet inspection will be performed prior to pick up. It is the club's responsibility to either repair damages noted or pay for the repairs to be completed. All electric cars must have a working charger. All pricing and trade values are contingent upon management approval. Any change to the accessory list must be obtained in writing at least 30 days prior to production date.

BootHollowGolfClub

Accepted by: _____

Title: _____

Date: _____

E-Z-GO

Accepted by: _____

Title: _____

Date: _____



Limited Warranty Terms and Conditions – TSV Commercial / Turf Vehicles

The Textron Specialized Vehicles (TSV) Division of Textron Inc. ("Company") provides that any new Model Year 2024 Cushman Commercial / Turf vehicle (the "Vehicle") and/or battery charger purchased from Company, a Company affiliate, or an authorized Company dealer or distributor, or leased from a leasing company approved by Company, shall be free from defects in material or workmanship under normal use and service (the "Limited Warranty"). This Limited Warranty with respect only to parts and labor is extended to the Original Retail Purchaser or the Original Retail Lessee ("Purchaser") for defects reported to the Company no later than the following warranty periods for the Vehicle parts and components set forth below (the "Warranty Period"):

Vehicle	Warranty Period
Cushman Commercial/Turf Vehicles (Refresher, Shuttle, Hauler): <ul style="list-style-type: none"> Frame – workmanship Gas Engine All other parts and components unless otherwise noted 	Lifetime 3 years 2 years
INITIAL ADJUSTMENTS – Initial alignment, adjustments, fastener retightening	90 days
Lead Acid Deep Cycle Batteries	Earlier of 2 years or 23,000 amp hours*
ALL PACE SCREENS supplied by Company at time of purchase	5 Years
ALL OTHER PACE COMPONENTS supplied by Company at time of purchase	3 Years
<small>* Added electrical components not part of original Vehicle drive system equipment that consume equal to or more than .4 amps shall reduce the amp hour battery warranty by fifteen percent (15%). Added electrical components not part of original Vehicle drive system equipment that consume less than .4 amps shall reduce the amp hour battery warranty by ten percent (10%). See reverse for other battery warranty limitations, conditions and exceptions.</small>	

The Warranty Period for all parts and components of the Vehicle other than Lead Acid Deep Cycle Batteries shall commence on the date of delivery to the Purchaser's location or the date on which the Vehicle is placed in Purchaser-requested storage.

The Warranty Period for Lead Acid Deep Cycle Batteries shall commence on the earliest of the date:

- of Vehicle delivery to the Purchaser's location,
- on which the Vehicle is placed in Purchaser-requested storage or
- that is one (1) year from the date of sale or lease of the Vehicle by the Company to an authorized company dealer or distributor.

Parts repaired or replaced under this Limited Warranty are warranted for the remainder of the length of the Warranty Period. This Limited Warranty applies only to the Purchaser and not to any subsequent purchaser or lessee without the prior written approval of the Customer Care / Warranty Department.

EXCLUSIONS: Specifically EXCLUDED from this Limited Warranty are:

- routine maintenance items, normal wear and tear, cosmetic deterioration or electrical components damaged as a result of fluctuations in electric current;
- damage to or deterioration of a Vehicle, part or battery charger resulting from inadequate maintenance, neglect, abuse, accident or collision;
- damage resulting from installation or use of parts or accessories not approved by Company, including but not limited to subsequent failures of the Vehicle, other parts or the battery charger due to the installation and/or use of parts and accessories not approved by Company;
- warranty repairs made by other than a Company branch or an authorized and qualified Dealer designee. Warranty repairs by other than a Company branch or an authorized and qualified Dealer or designee shall void the Limited Warranty;
- damage or loss resulting from acts of nature, vandalism, theft, war or other events over which Company has no control;
- any and all expenses incurred in transporting the Vehicle to and from the Company or an authorized and qualified Dealer, distributor or designee for warranty service or in performing field warranty service; and
- any and all expenses, fees or duties incurred relative to inbound freight, importation, or customs.

THIS LIMITED WARRANTY MAY BE VOIDED OR LIMITED AT THE SOLE DISCRETION OF COMPANY IF THE VEHICLE AND/OR BATTERY CHARGER:

- shows indications that routine maintenance was not performed per the Owner's Manual, including but not limited to proper tire inflation, lack of charging, inadequate Lead Acid battery watering, use of contaminated water, loose battery hold downs, corroded battery cables and loose battery terminals;
- lacks an adequate number of operating battery chargers, uses unapproved battery chargers for the vehicle or uses extension cords with battery chargers;
- gasoline powered Vehicles fueled with unleaded gasoline containing more than 10% ethanol, E85 ethanol fuel or other non-recommended fuels, contaminated gasoline or other non-recommended lubricants;
- shows indications that the speed governor was adjusted or modified to permit the Vehicle to operate beyond Company specifications;
- shows indications it has been altered or modified in any way from Company specifications, including but not limited to alterations to the speed braking system, electrical system, passenger capacity or seating;
- has non-Company approved electrical accessories or electrical energy consuming devices installed on a gasoline Vehicle without installation of a heavy duty 12V battery;
- has non-Company approved electrical accessories or electrical energy consuming devices installed on an electric powered Vehicle without installation of an adequately sized DC to DC converter to draw energy from the entire battery pack;
- adjustments are made to the injection pump fuel delivery system or CVT system; or



- is equipped with non-standard tires not approved by the Company.

USE OF NON-APPROVED COMPANY PARTS AND ACCESSORIES: THIS LIMITED WARRANTY IS VOID WITH RESPECT TO ANY PROPERTY DAMAGE OR ADDITIONAL ENERGY CONSUMPTION ARISING FROM OR RELATED TO PARTS OR ACCESSORIES NOT MANUFACTURED OR AUTHORIZED BY COMPANY, OR WHICH WERE NOT INSTALLED BY COMPANY, ITS DEALERS OR DISTRIBUTORS, INCLUDING BUT NOT LIMITED TO GPS SYSTEMS, COOLING AND HEATING SYSTEMS, COMMUNICATION SYSTEMS, INFORMATION SYSTEMS, OR OTHER FORMS OF ENERGY CONSUMING DEVICES WIRED DIRECTLY OR INDIRECTLY TO THE VEHICLE BATTERIES.

REMEDY: Purchaser's sole and exclusive remedy under this Limited Warranty in the event of a defect in material or workmanship in the Vehicle, any part or component, or battery charger during the applicable Warranty Period is that Company will, at its sole option, repair or replace any defective parts. If Company elects to repair or replace a defective part, Company may at its discretion provide a factory reconditioned part or new component from an alternate supplier. All replaced parts become the sole property of Company. This exclusive remedy will not be deemed to have failed of its essential purpose so long as Company has made reasonable efforts to repair or replace the defective parts.

DISCLAIMER: THIS LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY PROVIDED FOR THE VEHICLES AND BATTERY CHARGER AND IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH OTHER WARRANTIES BEING EXPLICITLY DISCLAIMED.

LIABILITY LIMITATIONS: IN NO CASE SHALL COMPANY BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DEATH, PERSONAL INJURY OR PROPERTY DAMAGE, ARISING FROM OR RELATED TO ANY ALLEGED FAILURE IN A VEHICLE OR BATTERY CHARGER, OR ANY DAMAGE OR LOSS TO THE PURCHASER OR ANY THIRD PARTY FOR LOST TIME, INCONVENIENCE OR ANY ECONOMIC LOSS, WHETHER OR NOT COMPANY WAS APPRISED OF THE FORSEEABILITY OF SUCH DAMAGES OR LOSSES. THE RIGHT OF PURCHASER TO RECOVER DAMAGES WITHIN THE LIMITATIONS SET FORTH IN THIS SECTION IS PURCHASER'S EXCLUSIVE ALTERNATIVE REMEDY IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT OF THE VEHICLE FAILS OF ITS ESSENTIAL PURPOSE. THE PARTIES AGREE THAT THIS ALTERNATIVE REMEDY WILL BE ENFORCEABLE EVEN IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT FAILS OF ITS ESSENTIAL PURPOSE. ANY LEGAL CLAIM OR ACTION ARISING THAT ALLEGES BREACH OF WARRANTY MUST BE BROUGHT WITHIN THREE (3) MONTHS FROM THE DATE THE WARRANTY CLAIM ARISES. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OF INCIDENTAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU

WARNING: ANY MODIFICATION OR CHANGE TO THE VEHICLE OR BATTERY CHARGER WHICH ALTERS THE WEIGHT DISTRIBUTION OR STABILITY OF THE VEHICLE, INCREASES THE VEHICLE'S SPEED, OR ALTERS THE OUTPUT OF THE BATTERY CHARGER BEYOND FACTORY SPECIFICATIONS, CAN RESULT IN PROPERTY DAMAGE, PERSONAL INJURY OR DEATH. DO NOT MAKE ANY SUCH MODIFICATIONS OR CHANGES. SUCH MODIFICATIONS OR CHANGES WILL VOID THE LIMITED WARRANTY. COMPANY DISCLAIMS RESPONSIBILITY FOR ANY SUCH MODIFICATIONS, CHANGES OR ALTERATIONS WHICH WOULD ADVERSELY IMPACT THE SAFE OPERATION OF THE VEHICLE OR BATTERY CHARGER.

LEAD ACID DEEP CYCLE BATTERY WARRANTY LIMITATIONS, CONDITIONS AND EXCEPTIONS:

- Claims for battery warranty replacement require specific testing, as specified by the Customer Care / Warranty Department. Company, or an authorized Company dealer or distributor, should be contacted to obtain a copy of the required tests, which must be performed and corrected for temperature, based upon BCI (Battery Council International) recommendations.
- **NON-FACTORY INSTALLED PARTS OR ACCESSORIES INSTALLED DIRECTLY TO LESS THAN THE COMPLETE VEHICLE BATTERY PACK WILL VOID THE WARRANTY FOR THE ENTIRE BATTERY PACK.**
- **ALL NON-FACTORY INSTALLED ACCESSORIES REQUIRE THE INSTALLATION AND USE OF A COMPANY APPROVED DC TO DC CONVERTER THAT USES ENERGY FROM ALL BATTERIES.**
- **Electric Vehicle storage facilities must provide the following:**
 - ample electrical power to charge all Vehicles and allow the charger to shut off automatically;
 - battery chargers must each have an independent dedicated 15 amp circuit;
 - each battery charger must be connected to its circuit with at minimum a NEMA 15-5R three-pin receptacle;
 - five (5) air exchanges per hour in the charging facility; and
 - one (1) functional charger for each Vehicle in the fleet with a proper electrical supply as specified above.

OTHER COMPANY RIGHTS:

- Company may improve, modify or change the design of any TSV vehicle, part or battery charger without being responsible to modify previously manufactured vehicles, parts or battery chargers.
- Company may audit and inspect the Purchaser's facility, maintenance records and its Vehicles by Company representatives prior to approving a warranty claim and may contract with a third party to evaluate the Purchaser's storage facilities, fuel storage tanks and/or batteries.

AUTHORITY: No Company employee, dealer, distributor or representative, or any other person, has any authority to bind Company beyond the terms of this Limited Warranty without the express written approval of the Customer Care / Warranty Department.

EMISSIONS CONTROL WARRANTY: The Vehicle may also be subject to an emissions control warranty, as required by the U.S. Environmental Protection Agency and California Air Resources Board, which is provided with the Vehicle.

FOR FURTHER INFORMATION, CALL 1-800-774-3946, GO TO TXTSV.COM, OR WRITE TO TSV DIVISION OF TEXTRON INC., ATTENTION: TSV CUSTOMER CARE /
WARRANTY DEPARTMENT, 1451 MARVIN GRIFFIN ROAD, AUGUSTA, GEORGIA 30906 USA.

TSV P/N 646529G25



Agenda Item 7.d.ii.
December 29, 2025
Prepared by Micah Siemers
Engineering

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action on a Change Order No. 2 from Keohn Construction Services for the Construct Box Hangar – Bartlesville Municipal Airport project.

Attachments:

Change Order No. 2

II. STAFF COMMENTS AND ANALYSIS

This project consists of construction of a 120'x130'box hangar at the Bartlesville Municipal Airport along a concrete apron and site utilities. The project is being funding by a 40% Oklahoma Department of Aerospace and Aeronautics (ODAA) grant and the sponsor share of 60% of the cost is being provided by the Bartlesville Development Authority (BDA). The construction contract was awarded to Koehn Construction Services at the August 4, 2025 City Council meeting in the amount of \$5,011,059.66. Change Order No. 1 to the contract was approved by the City Council at the November 3, 2025 regular meeting totaling \$128,787.27 for a total contract price of \$5,139,846.93.

During construction, the waterline serving T-hangars further north at the airport was determined to be located directly under the proposed box hangar. While we knew the waterline existed, the topographic survey showed the waterline running outside the limits of the hangar footprint. This waterline was planned to be removed and upgraded as part of a roadway and utility extension project that will be bid in first quarter 2026 to serve the new hangar and future hangars that can be constructed thanks to the recent taxilane extension. That project will be fully funded by ARPA and PREP grants secured through the Bartlesville Development Authority (BDA). The location of the waterline would not be an issue if not for the material of the line. The depth is adequate that it would not be in conflict with the hangar footings, however the line is made of Transite, which is very easily damaged by indirect construction activities such as vibration from equipment or digging in the vicinity of the lines. Fortunately, we were able to construct the building pad without rupturing the line, but staff does not want to risk rupturing the line after footings, concrete slab, or other building elements have been constructed. This would add costly rework and slow the delay completion of the project. Staff, with the help of our airport consultant, Parkhill, have negotiated a price with Koehn Construction to relocate the waterline according to the plans set to bid next calendar year to avoid potential

damage to the line that would be detrimental to the project schedule and budget. Koehn has provided Change Order No. 2 to the contract in the amount of \$59,977.64 for this work. The majority of the work included in Change Order No. 2 would have been completed at a later date as part of the roadway and utility extension project. Some value will also be gained since the ODAA will be funding 40% of the cost of the added work under the current hangar grant whereas the roadway and utility project will be funded entirely by the BDA utilizing ARPA and PREP funds.

III. BUDGET IMPACT

Change Order No. 2 will add \$59,977.64 to the contract for a total contract price of \$5,199,824.57. The additional funds will be provided by the ODAA and the BDA, keeping in mind that the majority of this work would have been funded entirely by the BDA as part of a future project. Staff has discussed this with the BDA and they had planned some additional contingency for this project, therefore they no issues with Change Order No. 2.

IV. RECOMMENDATION

Staff recommends approval of Change Order No. 2 with Koehn Construction Services for an overall net increase in the contract amount of \$59,977.64.

CHANGE ORDER

Project: Construct Box Hangar Grant No. ODAA BVO-26H-S	Change Order No. 2
Project Description: Construct Box Hangar	
Requested Changes & Reasons: Install 6" DR 18 Water line bypass per the proposed CCR3 water plan & profiles C-115 and C-116.	
LOCATION: Bartlesville Municipal Airport	

The above will necessitate the following changes in quantities and estimates, which will be shown as overruns and underruns on future progressive estimates and vouchers.

Item	Description	Quantity	Unit Price \$	Amount \$	Days Req'd
	Please see attached breakdown of quantities.			59,977.64	10
Total this Change Order				59,977.64	10 CD
Existing Contract				5,139,846.93	372 CD
New Contract				\$ 5,199,824.57	382 CD

The prices for additional items have been compared with other contract prices and are fair for the amount of work involved.

Date

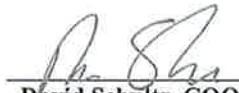
Parkhill

Approved by the City of **Bartlesville** this _____ day of _____, 2026

James S Curd, Mayor

We, Koehn Construction Services contractor on the above project, do hereby agree to a net **increase** in the contract of \$ 59,977.64 and 10 Calendar days as full compensation for making the above changes in accordance with the governing specifications.

Koehn Construction Services



David Schultz, COO
Dave

Subscribed and sworn before me this 30th day of December, 2025.

My Commission Expires:

2-24-2021



Change Order No. 2

Construct Box Hangar

ODAA BVO-26H-S

Bartlesville Municipal Airport

Item	Description			Original Contract		Change Order No. 1		Change Order No. 2		Revised Contract	
		Unit Price \$	Unit	Quantity	Amount \$	Quantity	Amount \$	Quantity	Amount \$	Quantity	Amount \$
Base Bid											
1	MOBILIZATION	\$ 240,451.42	LS	1	\$ 240,451.42	\$ -	\$ -	1	\$ 240,451.42		
2	LOW PROFILE FLAG AND FLASHER BARRICADES	\$ 15,905.24	LS	1	\$ 15,905.24	\$ -	\$ -	1	\$ 15,905.24		
3	TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION, AN SILTATION CONTROL	\$ 38,490.69	LS	1	\$ 38,490.69	\$ -	\$ -	1	\$ 38,490.69		
4	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	\$ 197,035.28	LS	1	\$ 197,035.28	\$ -	\$ -	1	\$ 197,035.28		
5	REMOVE, STOCKPILE, AND REPLACE TOPSOIL	\$ 12.62	CY	1052	\$ 13,276.24	\$ -	\$ -	1052	\$ 13,276.24		
6	UNCLASSIFIED EXCAVATION USED AS EMBANKMENT	\$ 18.70	CY	145	\$ 2,711.50	\$ -	\$ -	145	\$ 2,711.50		
7	BORROW MATERIAL (FROM OFF-SITE)	\$ 29.30	CY	5622	\$ 164,724.60	\$ -	\$ -	5622	\$ 164,724.60		
8	HYDRATED LIME (4-6%)	\$ 431.71	TONS	23	\$ 9,299.33	\$ -	\$ -	23	\$ 9,299.33		
9	8" LIME TREATED SUBGRADE	\$ 23.74	SY	2894	\$ 68,703.56	\$ -	\$ -	2894	\$ 68,703.56		
10	6" CRUSHED AGGREGATE BASE COURSE	\$ 10.71	SY	3784	\$ 40,526.64	\$ -	\$ -	3784	\$ 40,526.64		
11	12" PC CONCRETE SURFACE COURSE	\$ 94.05	SY	2894	\$ 272,180.70	\$ -	\$ -	2894	\$ 272,180.70		
12	CONSTRUCT HANGAR FOUNDATION	\$ 196.57	SY	2375	\$ 466,853.75	\$ -	\$ -	2375	\$ 466,853.75		
13	CONSTRUCT 150'X132' BOX HANGAR	\$ 3,129,282.68	EA	1	\$ 3,129,282.68	\$ 128,787.27	\$ -	1	\$ 3,258,069.95		
14	SOLID SLAB SODDING AND WATERING UNTIL ESTABLISHED	\$ 6.37	SY	3295	\$ 20,989.15	\$ -	\$ -	3295	\$ 20,989.15		
15	4" WHITE STRIPING - VEHICULAR PARKING	\$ 6.48	LF	220	\$ 1,425.60	\$ -	\$ -	220	\$ 1,425.60		
16	6" CURB AND GUTTER	\$ 69.13	LF	60	\$ 4,147.80	\$ -	\$ -	60	\$ 4,147.80		
17	6" CLASS A PC CONCRETE PAVING	\$ 67.13	SY	885	\$ 59,410.05	\$ -	\$ -	885	\$ 59,410.05		
18	4" CONCRETE SIDEWALK	\$ 60.89	SY	130	\$ 7,915.70	\$ -	\$ -	130	\$ 7,915.70		
19	OIL SEPARATOR	\$ 72,709.68	EA	1	\$ 72,709.68	\$ -	\$ -	1	\$ 72,709.68		
20	CONCRETE WHEEL STOPS	\$ 186.22	EA	10	\$ 1,862.20	\$ -	\$ -	10	\$ 1,862.20		
21	INSTALL BOLLARD	\$ 1,539.65	EA	3	\$ 4,618.95	\$ -	\$ -	3	\$ 4,618.95		
22	1.5" DIA. SCH 40 PVC PIPE	\$ 23.67	LF	70	\$ 1,656.90	\$ -	\$ -	70	\$ 1,656.90		
23	6" DIA. C900 DR18 PVC PIPE	\$ 41.85	LF	75	\$ 3,138.75	\$ -	\$ -	75	\$ 3,138.75		
24	1.5" 45° VERTICAL BEND	\$ 239.39	EA	4	\$ 957.56	\$ -	\$ -	4	\$ 957.56		
25	6" 45° VERTICAL BEND	\$ 390.78	EA	4	\$ 1,563.12	\$ -	\$ -	4	\$ 1,563.12		
26	1.5" 90° BEND	\$ 661.06	EA	1	\$ 661.06	\$ -	\$ -	1	\$ 661.06		
27	6" 90° BEND	\$ 573.58	EA	1	\$ 573.58	\$ -	\$ -	1	\$ 573.58		
28	1.5" GATE VALVE & BOX	\$ 1,763.06	EA	1	\$ 1,763.06	\$ -	\$ -	1	\$ 1,763.06		
29	4"X6" WYE TEE WITH 2-WAY CLEANOUT	\$ 604.25	EA	1	\$ 604.25	\$ -	\$ -	1	\$ 604.25		
30	6" SMITH & BLAIR TAPPING SADDLE	\$ 1,249.55	EA	1	\$ 1,249.55	\$ -	\$ -	1	\$ 1,249.55		
31	6" GATE VALVE AND BOX	\$ 1,638.09	EA	1	\$ 1,638.09	\$ -	\$ -	1	\$ 1,638.09		
32	1.5" WATER METER	\$ 5,371.88	EA	1	\$ 5,371.88	\$ -	\$ -	1	\$ 5,371.88		
33	CONNECT TO EXISTING UTILITY	\$ 262.88	EA	2	\$ 525.76	\$ -	\$ -	2	\$ 525.76		
34	30" RCP	\$ 180.75	LF	51	\$ 9,218.25	\$ -	\$ -	51	\$ 9,218.25		
35	30" PREFAB. CULVERT END SEC., ROUND	\$ 185.53	EA	2	\$ 371.06	\$ -	\$ -	2	\$ 371.06		
36	6" SDR26 PVC PIPE	\$ 36.95	LF	200	\$ 7,390.00	\$ -	\$ -	200	\$ 7,390.00		
37	4" SDR26 PVC PIPE	\$ 36.63	LF	40	\$ 1,465.20	\$ -	\$ -	40	\$ 1,465.20		
38	6" DR11 HDPE PIPE	\$ 41.18	LF	70	\$ 2,882.60	\$ -	\$ -	70	\$ 2,882.60		
39	8" DR11 HDPE PIPE	\$ 40.78	LF	40	\$ 1,631.20	\$ -	\$ -	40	\$ 1,631.20		
40	10" DR11 HDPE PIPE	\$ 45.07	LF	40	\$ 1,802.80	\$ -	\$ -	40	\$ 1,802.80		
41	12" DR11 HDPE PIPE	\$ 49.21	LF	20	\$ 984.20	\$ -	\$ -	20	\$ 984.20		
42	6" 90 DEGREE BEND WITH CLEANOUT	\$ 732.09	EA	1	\$ 732.09	\$ -	\$ -	1	\$ 732.09		
43	6"X6" TEE WITH 2-WAY CLEANOUT	\$ 744.59	EA	1	\$ 744.59	\$ -	\$ -	1	\$ 744.59		
44	6"X6" TEE WITH 2-WAY CLEANOUT	\$ 838.88	EA	1	\$ 838.88	\$ -	\$ -	1	\$ 838.88		
45	10"X6" TEE WITH 2-WAY CLEANOUT	\$ 862.74	EA	1	\$ 862.74	\$ -	\$ -	1	\$ 862.74		
46	8"X6" REDUCER	\$ 217.98	EA	1	\$ 217.98	\$ -	\$ -	1	\$ 217.98		
47	10"X8" REDUCER	\$ 271.38	EA	1	\$ 271.38	\$ -	\$ -	1	\$ 271.38		
48	12"X10" REDUCER	\$ 271.38	EA	1	\$ 271.38	\$ -	\$ -	1	\$ 271.38		
49	12" 45° BEND	\$ 388.99	EA	1	\$ 388.99	\$ -	\$ -	1	\$ 388.99		
50	12" PREFAB. FLARED END SECTION	\$ 1,277.41	EA	1	\$ 1,277.41	\$ -	\$ -	1	\$ 1,277.41		
51	CONSTRUCTION STAKING II	\$ 10,787.82	LS	1	\$ 10,787.82	\$ -	\$ -	1	\$ 10,787.82		
52	HAND RAIL	\$ 283.35	LF	25	\$ 7,083.75	\$ -	\$ -	25	\$ 7,083.75		
53	GRAVEL SPLASH STRIP	\$ 198.69	SY	7	\$ 1,390.83	\$ -	\$ -	7	\$ 1,390.83		
54	DISINFECTION & TESTING	\$ 6,816.53	LS	1	\$ 6,816.53	\$ -	\$ -	1	\$ 6,816.53		
55	CLEARING & GRUBBING	\$ 0.30	SY	9462	\$ 2,838.60	\$ -	\$ -	9462	\$ 2,838.60		
56	DEMO EXISTING WATERLINE	\$ 3.03	LF	913	\$ 2,766.39	\$ -	\$ -	913	\$ 2,766.39		
57	18" PREFAB. FLARED END SECTION	\$ 5,345.17	EA	1	\$ 5,345.17	\$ -	\$ -	1	\$ 5,345.17		
58	16" RCP	\$ 173.79	LF	77	\$ 13,381.83	\$ -	\$ -	77	\$ 13,381.83		
59	SINGLE GRATE AREA INLET	\$ 595.44	EA	1	\$ 595.44	\$ -	\$ -	1	\$ 595.44		
60	10"X6" REDUCER	\$ 237.94	EA	2	\$ 475.88	\$ -	\$ -	2	\$ 475.88		
61	3" DR11 HDPE PIPE	\$ 60.79	LF	10	\$ 607.90	\$ -	\$ -	10	\$ 607.90		
62	2-FT WIDE CAST IRON TRENCH DRAIN	\$ 516.40	LF	110	\$ 56,804.00	\$ -	\$ -	110	\$ 56,804.00		
63	24" DR11 HDPE PIPE	\$ 97.40	LF	90	\$ 8,766.00	\$ -	\$ -	90	\$ 8,766.00		
64	24"X12" TEE WITH CLEANOUT	\$ 63.41	EA	90	\$ 5,706.90	\$ -	\$ -	90	\$ 5,706.90		
65	24"X3" TEE	\$ 250.97	EA	1	\$ 250.97	\$ -	\$ -	1	\$ 250.97		
66	24" 90° BEND	\$ 964.44	EA	1	\$ 964.44	\$ -	\$ -	1	\$ 964.44		
67	RIP/RAP 12" DIA. STONE	\$ 174.76	SY	13	\$ 2,272.14	\$ -	\$ -	13	\$ 2,272.14		
C02-1	INSTALL 6" WATERLINE BYPASS	\$ 59,977.64	LS		\$ -	\$ -	1	\$ 59,977.64	1	\$ 59,977.64	
Total					\$5,011,069.66			\$128,787.27		\$59,977.64	\$5,199,824.67

Original Contract
Change Order No. 1
Change Order No. 2
Revised Contract

\$5,011,069.66
\$128,787.27
\$59,977.64
\$5,199,824.67



Change Request Proposal

PROJECT: (name and address)	33345 / Bartlesville Box Hanger 401 Wiley Post Rd Bartlesville, OK 74003	CHANGE REQUEST NUMBER:	1004
CUSTOMER:	City of Bartlesville	DESCRIPTION:	Water line relocation

Submitted date:	Status:	Proposed
Received date:	Origination date:	12/11/25

Quotation

Submitted date: 12/11/25
Due date:
Submitted amount: 59,977.64
Requested days delay: 10

Change Order Scope

Install 6" C900 DR18 water line bypass per the proposed CCR3 water plan & profiles C-115 and C-116.

Revenue Detail

Billing Item	Description	Revenue
		59,977.64
	Total Revenue:	59,977.64

Contractor Pricing

Phase Code / Description	Cost Type	Quantity	UM	Amount
01-0100-101	LB Labor	HR		3,013.26
01-0100-101	EO Equip Owned	DAY		934.13
01-0200-201	LB Labor	HR		1,500.00
01-0200-201	EO Equip Owned	DAY		357.80
01-0600-101	MT Material	LS		270.77
33-1000-201	LB Labor	HR		5,815.85
33-1000-201	EO Equip Owned	DAY		5,750.00
33-1000-201	MT Material	LS		22,671.00
33-1000-201	SB Subcontract			12,700.00
	Contractor Pricing Total:			53,012.81



Change Request Proposal

PROJECT: 33345 / Bartlesville Box Hanger
(name and address)
401 Wiley Post Rd
Bartlesville, OK 74003

CHANGE REQUEST NUMBER: 1004

DESCRIPTION: Water line relocation

CUSTOMER: City of Bartlesville

Total:	53,012.81
Mark-up:	6,964.83
Total Contractor Price for CR 1004	59,977.64

Approvals

Customer: City of Bartlesville

Contractor: Koehn Construction

By: _____

By: _____

Date: _____

Date: _____

Parkhill



Parkhill Construction
NOT FOR CONSTRUCTION
2024

Printed 10/24/2024 10:40 AM

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Parkhill.com

Roadway Utilities Extension

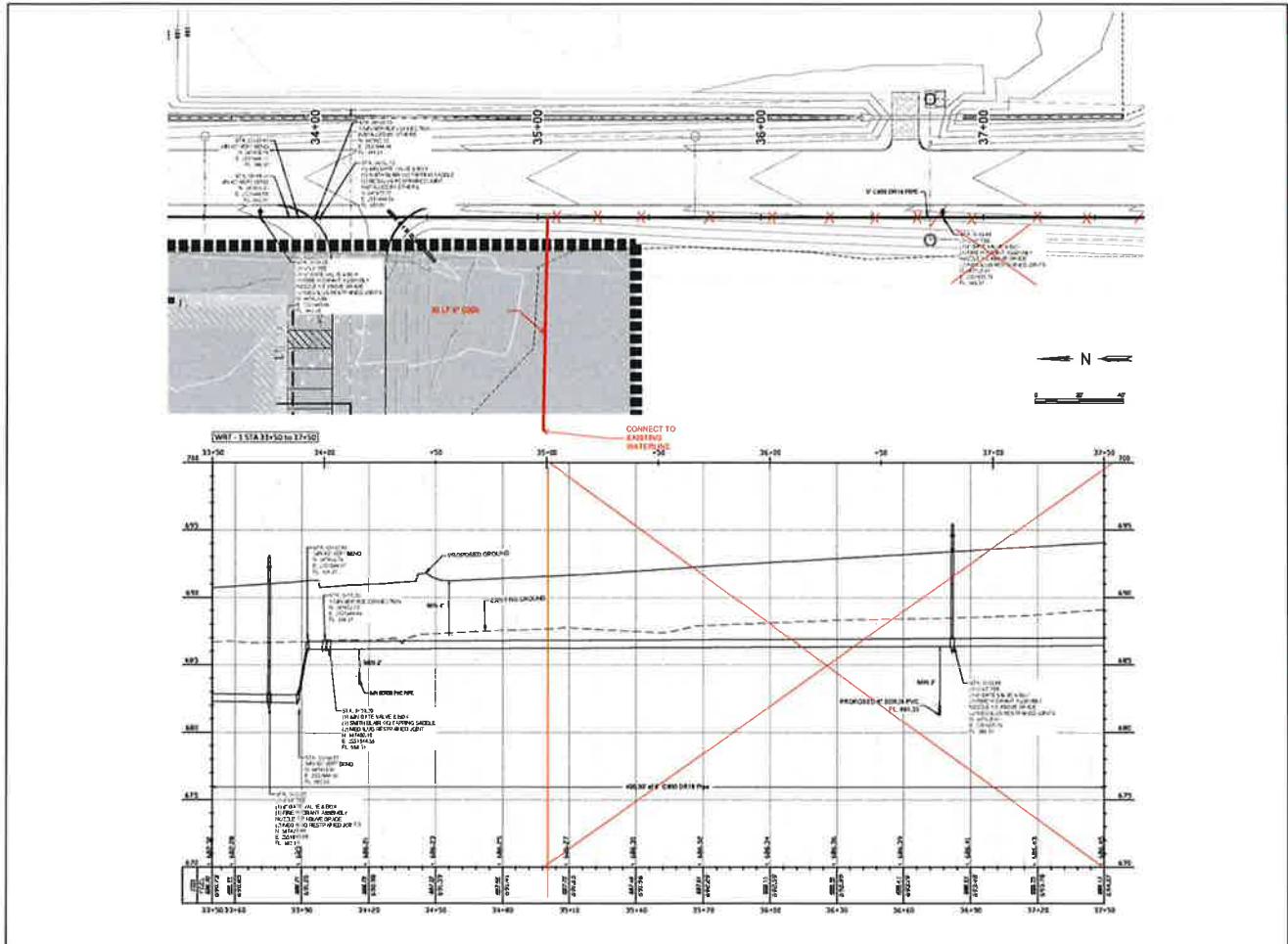
AIP 3-50-0007-415-2024
ODAA BYO-24-FS



City of Bartlesville
Bartlesville Municipal Airport
421 Wiley Post Rd.
Bartlesville, OK 74003

PRINTED:
04/24/2024
P-Data: Description

Water Plan & Profile
C-116





Agenda Item 7.d.iii.

January 5, 2026

Prepared by Robin Betts, HR Director
Human Resources Department

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Discuss and take action to update our agreement with the Local Government Testing Consortium.

Attachments:

Local Government Testing Consortium – Updated Member Agreement

II. STAFF COMMENTS AND ANALYSIS

On December 18, 1995, the City of Bartlesville entered into an agreement with Local Government Testing Consortium (LGTC), which is a group that provides Federal Department of Transportation (DOT) and Non-Department of Transportation drug and alcohol testing for municipalities.

The LGTC group generates the random testing pool and comes onsite to administer the random drug and alcohol tests for all applicable City of Bartlesville employees that meet the Substance Abuse Policy guidelines. They provide the City with test result reports, report violations and offer supervisor training to those that are a part of their program.

This program has worked well for the City for many years. It has helped the City to not only stay compliant but also to allow for a third party to generate the random testing pools. City Council approved the most recent version of this document at the January 06, 2025 meeting but it is that time of year to renew it. The contents of the agreement are the same as the previous except a slight cost change for in network/out of network retests will all be \$75.

The agreement was sent to Jess Kane for review.

III. BUDGET IMPACT

None

IV. RECOMMENDED ACTION

Staff recommends approval and execution of updated agreement with LGTC.

Service Agreement

Between Client and Local Government Testing Consortium (LGTC)

1. Parties

This Service Agreement ("Agreement") is entered into as of the effective date of this contract for the upcoming testing year, by and between City of Bartlesville having its principal place of business at Bartlesville, OK ("Client"), and Local Government Testing Consortium ("LGTC" or Third Party Administrator ("TPA")), a company organized and existing under the laws of Oklahoma with its principal place of business in Shawnee, OK.

2. Purpose

The purpose of this Agreement is to set forth the terms and conditions under which LGTC will provide drug and alcohol testing services for the Client's employees.

3. Services

Definitions:

Classification – The proper designation of all covered employees (i.e. DOT, Non-DOT Non-Safety Sensitive, and Non-DOT Safety Sensitive) as set forth in the state law under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act 40 O.S. §554 *et seq* and the Oklahoma Medical Marijuana and Patient Protection Act 63 O.S. §427.8 *et seq*, and 49 CFR part 40.

Covered Employees – employees who work for the CLIENT and are covered by the CLIENT's Substance Abuse Prevention Program (SAPP).

Designated Employer Representative (DER) – Appointed by the CLIENT, this individual is responsible for ensuring compliance with 49 CFR Part 382 and/or 40 O.S. §551 *et seq* in the administration of the CLIENT's Substance Abuse Prevention Program (SAPP). The DER is the only person with whom LGTC will discuss or release confidential information.

LGTC Testing Specialist – Individual employed or contracted by LGTC to perform substance testing and/or collections in accordance with 49 CFR Part 382 and/or 40 O.S. §551 *et seq, and/or* 49 CFR part 40. A Testing Specialist may be a duly assigned employee, or contractor, of a medical clinic, hospital or doctor's office through its agreement with LGTC.

Substance Abuse Prevention Program (SAPP) – a program established by the CLIENT that complies with all aspects of 49 CFR Part 382 and/or 40 O.S. §551 *et seq*. The SAPP documentation will identify LGTC as the SAPP's testing resource.

Supervisor – a CLIENT employee who has supervisory responsibilities of individuals whom the CLIENT has designated as participants in the CLIENT’s SAPP.

Program Year – recognized as, January 1st through December 31st.

Effective date January 1, 2026 to December 31, 2026

LGTC RESPONSIBILITIES:

1. LGTC will perform all duties necessary in the operation of the consortium, including arranging for services of a Department of Health & Human Services (HHS)-certified drug testing laboratory and a certified Medical Review Officer (MRO).
2. LGTC will provide regular training opportunities for DER’s and SUPERVISORS.
3. LGTC will make a reasonable attempt to arrange for local specimen collection site, when unable to complete on-site testing.
4. Participation in a Drug & Alcohol program that meets all Oklahoma & US DOT program requirements for the testing process and donor privacy.
5. Random test generation and administration.
6. Materials, in person classes and/or digital media for required Supervisor and DER training.
7. On-Site collection of specimens for random drug testing.
8. On-Site testing for random alcohol testing.
9. Email result reports available as well as reports of any violations.
10. Medical Review Officer review of all positive results and confidential contact with the donor of a positive collection for drug use.
11. LGTC will pull 20% of consortium’s Non DOT employees (or 20% of CLIENT’S employees in a standalone pool, or other amount as agreed to by the parties in an addendum), for random drug testing and will follow the DOT regulatory testing rates for DOT covered employees.
 - a. For Non-DOT consortium employees, actual percentage tested will vary based on alternates and employee availability on testing dates. If Client desires to have a policy for absences or availability issues related to employees, it must be agreed to by the parties in separate addendum to this contract.

CLIENT RESPONSIBILITIES:

1. CLIENT will appoint a Designated Employer Representative (DER). The DER is responsible for ensuring the CLIENT’s Substance Abuse Prevention Program complies with 49 CFR Part 382 and/or 40 O.S. §551 *et seq.*

2. CLIENT will appoint an alternate DER to coordinate random testing in the event the DER is unavailable.
3. CLIENT will submit a roster digitally to LGTC five business days prior to the commencement of each quarter utilizing the electronic forms provided by LGTC for this purpose. Failure to provide the roster timely will be deemed as authorization for LGTC to utilize the roster from the previous quarter with no changes. Failure to utilize the form provided by LGTC will result in a \$50 transcription fee.
4. If Client's employee is selected for a DOT random drug or alcohol test, the client has the responsibility of notifying client's employee to proceed immediately for testing.
5. Client agrees to notify TPA immediately of any changes in address, telephone number(s) (home, and/or mobile) and e-mail.
6. In the event of an audit of the Client's drug and alcohol testing program, TPA shall provide assistance to include phone consultation and assistance to provide all necessary information for an audit. A copy of any letter from regulatory officials regarding the Client's drug and alcohol testing program should be forwarded to TPA immediately upon receipt.
7. TPA and Client agree that each will maintain the confidentiality of information gathered in the process of providing occupational testing services. TPA and Client will not disclose information to any unauthorized persons and third parties without proper written authorization.
8. TPA may discontinue serving the Client and immediately terminate this Agreement for non-payment of services rendered or if the client violates this agreement or any applicable law or regulations. Once services are terminated, there is a \$250.00 reinstatement fee to restore services.

DER RESPONSIBILITIES:

1. Annually, complete DER training provided by LGTC. Training covers DER responsibilities to include who could be covered by the SAPP, records retention and reporting requirements.
2. Register with the U.S. Department of Transportation (DOT) if the CLIENT has employees that must meet DOT standards (ex: CDL requirements). Registration provides the DER with notification of DOT updates and regulations. It is the DER's responsibility to ensure the CLIENT's SAPP is in compliance with all applicable regulations.
3. Properly classify covered employees as DOT, Non-DOT Non-Safety Sensitive, or Non-DOT Safety Sensitive. Please refer to "Classification" under the Definitions section of this document for additional information.
4. For purposes of random testing, the CLIENT shall ensure that the random pool list provided to LGTC by the CLIENT meets the definition of safety sensitive as defined under applicable law. LGTC has no way to verify whether each employee qualifies as safety sensitive and will not be held liable for testing employees who do not meet the definition of safety sensitive.
5. Establish a testing location that meets the needs of the testing to occur (urine sampling and/or breath analysis).

6. Maintain all records of drug and alcohol testing and results. Such records must be available for review by appropriate regulatory bodies upon request. Further such records must be secured as confidential personnel records.

SUPERVISOR RESPONSIBILITIES:

1. Annually, attend *Recognizing Substance Abuse in the Workplace* training.

TESTING DETAILS:

1. Non DOT Safety Sensitive employees will be tested at a DOT 5 panel (THC, cocaine, opiates, amphetamines, and PCP). If CLIENT wishes to adopt an alternative policy this agreement shall be provided to LGTC and agreed to by both parties as an addendum to this agreement.
2. Non DOT Non Safety Sensitive employees will be tested at DOT 4 panel for random testing (excludes THC) This is done pursuant to 63 O.S. § 425, which states in part “Employers may not take action against the licensed medical marijuana patient solely based upon the status of an employee as a licensed medical marijuana patient or the results of a drug test showing positive for marijuana or its components.” If CLIENT wishes to adopt an alternative policy this agreement shall be provided to LGTC and agreed to by both parties as an addendum to this agreement.
3. Non DOT Non Safety Sensitive employees will be tested at DOT 5 panel for reasonable suspicion. If CLIENT wishes to adopt an alternative policy this agreement shall be provided to LGTC and agreed to by both parties as an addendum to this agreement.
4. If donor needs to be retested per MRO recommendations, CLIENT will be charged \$75 per test.

ADDITIONAL SERVICE AGREEMENT REQUIREMENTS FOR DEPARTMENT OF TRANSPORTATION (DOT) REGULATED DRUG & ALCOHOL TESTING PROGRAM

Third Party Administrator (TPA) is providing services to your DOT regulated entity (Client) as follows:

1. DOT regulated drug testing with specimen collection, HHS certified lab services and Medical Review Officer (MRO) services. Alcohol testing is provided with a NHTSA approved Evidential Breath Testing (EBT) device.
2. Employer accepts full responsibility for participating in DOT testing program in a manner which is compliant with the Code of Federal Regulations, Title 49 - Part 40 and applicable DOT agency regulations. A copy of these regulations is available from TPA.
3. The DOT regulated employer shall be enrolled into Local Government Testing Consortium, LLC DOT random testing program at testing rates mandated by applicable DOT agency regulations.
4. TPA shall maintain records demonstrating client's participation in the DOT random testing program and to provide client with these records within two business days of request.

5. Upon receipt of a refusal to test report or a positive drug or alcohol test report, the Client agrees to notify TPA immediately and remove the individual from the TPA DOT random testing pool until such time as Return to Duty status is authorized by a Substance Abuse Professional (SAP).

1. Term

This Agreement shall commence at the next testing quarter and shall continue for a period of one (1) program year, unless terminated earlier in accordance with the terms of this Agreement.

2. Fees

The Client agrees to pay LGTC the fees outlined in the fee schedule outlined in Appendix 1 to this agreement.

3. Payment Terms

Invoices shall be issued annually, or semi- annually at clients request, and are payable within thirty (30) days of receipt. Specialty Testing includes pre-employment, reasonable suspicion, return to duty, and follow up testing. Specialty Testing will be invoiced monthly or quarterly. Late payments shall incur a late fee of \$25 per month.

4. Confidentiality

Both parties agree to maintain the confidentiality of all information related to the services provided under this Agreement, except as required by law.

5. Termination

Either party may terminate this Agreement 60 days prior to a renewal date. In the event of termination, the Client shall pay LGTC for all services rendered up to the termination date.

6. Indemnification

Each party shall be

responsible for its own liability for acts performed pursuant to this Agreement, subject to applicable law, and for Client, specifically subject to the provisions of the Governmental Tort Claims Act.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, and the forum shall be Washington County Oklahoma.

8. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter hereof.

9. Amendments

Any amendments to this Agreement must be in writing and signed by both parties.

10. Legal Obligations Remain Clients

Specimen collection, administration, and randomization outlined in this agreement are offered by LGTC as a service to its CLIENTS, but responsibility for compliance with State and Federal law and regulations remains with the CLIENT. LGTC recommends CLIENT consult it's attorney to ensure compliance with applicable regulations.

11. Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

To Client:

Client Name: City of Bartlesville

Client Address: 401 S. Johnstone Ave, Bartlesville OK 74003

To LGTC:

Local Government Testing Consortium

PO Box 755

Shawnee, OK, 74802

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Client Local Government Testing Consortium (LGTC)

By: _____ By: _____

Name: _____ Name: _____

Title: Mayor Title: _____

Date: 01/05/2026 Date: _____

Item	Panel	Fee
On-site Random Collection for Urine Drug Test	DOT 5 Panel	
Breath Alcohol testing with Evidential Breath Testing (EBT) Machine	DOT like 5 Panel	\$65
\$65 per covered employee will be sent once first roster is received. CLIENT has the option of split payment in January and July.	4 panel	
	DOT 5 Panel	
Specialty Testing	DOT like 5 Panel	\$75
	4 Panel	
Non-DOT Breath Alcohol Test with EBT for random alcohol testing		\$10
Breath Alcohol Testing at all collection sites		\$30
Standalone Pool (reoccurring yearly fee)		\$250
Reinstatement fee		\$250
Transcription fee for rosters to LGTC provided format		\$50
No Show fee		\$150
MIS Reporting Sheet (upon request)		Included
Audit Assistance		Included
Online Supervisor Reasonable Suspicion Training (1 hour of alcohol, 1 hour of drug)		Included
Online Designated Employer Representative (DER) Training		Included
	DOT 5 panel	
Retested specimen due to MRO recommendations	DOT like 5 panel	\$75
	DOT 4 panel	
If Client adds more employees than originally invoiced, Client will be charged the \$65 for each additional covered employee		



Agenda Item 7.d.iv.
Date: January 5, 2026
Prepared by: Kiley Roberson
Library

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

City Council consideration and approval of the Kellogg and Sovereign Professional E-Rate Management Services Fee Schedules for E-Rate services, covering E-Rate and Oklahoma Universal Service Fund (OUSF).

Attachments: Kellogg and Sovereign Fee Schedule
Letter of Agency

II. STAFF COMMENTS AND ANALYSIS

Kellogg and Sovereign Consulting works with libraries across Oklahoma and beyond to correctly complete and submit all forms for E-Rate funding. The library has worked with this firm for many years and we appreciate their expertise. With E-Rate, the Bartlesville Public Library's internet services are funded 80% from federal funds and 20% from state funds using this program.

III. BUDGET IMPACT

Consultant costs for these services will total \$2,753.80, including \$1,463.90 for pre- and post-federal funding for internet services and connections, \$439.90 for forms to be submitted to the Oklahoma Universal Services Fund, and \$850 if Category 2 services are needed. These costs are budgeted for in the Library's 208 budget.

IV. RECOMMENDED ACTION

Staff recommends the approval of the Kellogg and Sovereign Professional E-Rate Management Services Fee Schedule.



Professional E-Rate Management Services – Fee Schedule

Bartlesville Public Library, Bartlesville, Oklahoma

Re: E-Rate Consulting Services – Multi Year Renewal Option
E-Rate FY 2026-27

This letter is to confirm that **Bartlesville Public Library** will exercise the renewal option as stated in the Master Services Agreement. Execution of the annual fee schedule shall be considered mutual ratification".

3rd Renewal, FUNDING YEAR: 2026-2027

Fees for requests for funding In the Category Two ("C2") categories of service shall be the greater of the Base Filing Fee OR a percentage of the total funding commitment amount issued by the Universal Service Administrative Company ("USAC") on each of the applicant's FY2026 Funding Commitment Decision Letter(s). The Base Filing Fee for C2 services is due in full at the time the application is filed. The amount due in excess of the Base Filing Fee is contingent upon funding and shall be due and payable upon issuance by USAC of the Funding Commitment Decision Letter related to FY2026 C2 Services.

FEES FOR E-RATE FUNDING YEAR 2026 (07/01/2026-06/30/2027)

Category of Service	Description	Amount	Billing Date
<u>Category 1 (C1)</u> Telecommunications & Broadband Services	Pre and Post Funding for C1 Services	\$1,463.90	January 2026
	Self-Provisioned projects	3% of funding commitment amount	Due upon funding
<u>Category 2 (C2)</u> Internal Broadband Connections, MIBS & Maintenance	Base Filing Fee for C2 Services	\$850.00	March 2026
	Pre and Post Funding for C2 Services	3.50% of funding commitment amount less base filing fee.	Due upon funding

FEES FOR OUSF COMPLIANCE SERVICES FOR THE PERIOD JULY 1, 2025 – JUNE 30, 2026

OUSF Document and Compliance Services. Includes preparation and submission of applicant affidavit(s) and assistance with document requests.	Check YES to request <input type="checkbox"/> YES <input type="checkbox"/> NO
Annual cost \$439.90 – billed January 2026 OUSF consulting fee includes up to 12 hours consulting time directly related to OUSF. Additional hours will be billed at \$175/hour	

Payment terms are net 30 days, unless otherwise noted. Kellogg & Sovereign may charge interest on amounts which are overdue for more than 30 days, with interest to be calculated up to 12% or as applicable by law. If bills are not paid on a timely basis, Kellogg & Sovereign has the right to cease work

and communicate it to the applicant. If collection efforts are required, Kellogg & Sovereign Consulting shall be entitled to recover all costs and fees, including reasonable attorneys' and collection agencies' fees and other charges incurred in connection with such collection efforts. **Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

Fees for additional Form 470 filings. After K&S has filed the FCC Form 470 and RFP for the Applicant for FY2023, the applicant may choose to request additional services or make cardinal changes to the services requested. K&S fees are as follows:

- (a) Additional Form 470 requested more than 45 days prior to closing the filing window: \$750
- (b) Additional Form 470 requested less than 45 days prior to closing the filing window: \$1,500

Credit card processing fees. If this is the Client's selected payment method, any credit card processing fees will be added to the next invoice.

Out of pocket expenses. In addition to the E-Rate fees defined in this fee schedule, Client shall reimburse K&S for any all reasonable and necessary out-of-pocket costs and expenses (including without limitation legal consultations, postage and other delivery costs and similar expenses) incurred by K&S. Client must be formally informed in advance and must agree in writing with the expenses or costs before it is incurred.

Documentation. K&S will provide E-Rate Documentation on the applicant's Kellogg & Sovereign E-Rate SharePoint folder for online access. E-Rate applicants also have access to their E-Rate documentation on the USAC E-Rate Productivity Center (EPC).

Remittances. Payments should be remitted to Sigma Technology Fund, LLC dba Kellogg & Sovereign Consulting P.O. Box 222113 Dallas, Texas 75222-2113

If fees or expenses are not paid within 90 days, K&S may elect to terminate the contractual agreement in whole or in part as detailed in the MSA.

Should we encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation and of any added cost, and you will have the opportunity to agree to any additional expenses in advance. Our charges for other services will be agreed to separately.

Kellogg & Sovereign® Consulting is not a law firm, and we are not authorized to practice law. Any matters which require an attorney shall be contracted separately with appropriate legal counsel.

Termination

Either party may, upon 30 days written notice to the other party, terminate this contract in whole or in part for convenience. All fees incurred prior to receipt of the termination notice will be due and payable immediately upon termination. K&S will be released from responsibility for the completion of any remaining services listed in this agreement immediately upon receipt of the termination notice.

Liability

K&S will make every reasonable effort to avoid any errors or omissions in the services or advice that we provide to our clients. However, the rules, regulations, and guidelines for the universal service discount

mechanism (E-Rate) are voluminous, ambiguous and constantly changing. Our liability for any errors or omissions will be limited to a full refund of the fees paid and will not include liability for any consequential damages. Any claim for damages will expire within two years of when the final billing is mailed/mailed to you. Our liability is also limited to you and any recommendations provided to you may not be used or relied upon by any other parties. Disputes with the Universal Service Administrative Company (USAC) regarding the interpretation of the rules will not constitute an error or omission if you have been advised of the difference in opinion.

Disclaimer

Due to uncertainties inherent in SLD/USAC's funding process, Kellogg & Sovereign® Consulting does not warrant or guarantee E-Rate funding will be received as a result of this contractual agreement.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the copy enclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:

Bartlesville Public Library
600 S Johnstone
Bartlesville, OK 74003

Signature

Printed Name

Title

Date

FOR:

Kellogg & Sovereign Consulting
3010 LBJ Freeway, Suite 1200, No. 450
Dallas, TX 75234

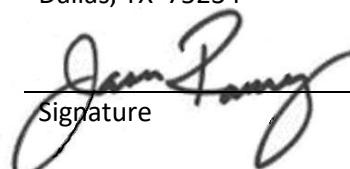
Signature

Printed Name

CEO

Title

April 15, 2025

Date

E-RATE LETTER OF AGENCY

APPLICANT: Bartlesville Public Library (140035)

Funding Years Authorized: 2025-26, 2026-27, 2027-28, 2028-29, 2029-30

("Applicant") hereby authorizes Kellogg & Sovereign® Consulting, Consultant Registration Number 16024809, or its designated agents or employees ("K&S") to act on our behalf during the term of this authorization.

Although not exclusive, K&S is specifically authorized to conduct the following actions on behalf of the Applicant:

- ♦ Prepare and submit Federal Communications Commission ("FCC") Forms 470, 471, 486, 500, 472 and other forms requested by the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC")
- ♦ Prepare and submit documentation to USAC or the FCC in compliance with E-Rate program rules and regulations.
- ♦ Act as our agent in working with representatives of the FCC or USAC, as well as OCC, to provide information as requested during application review, selective reviews, site visits, audits and any other activity associated with review of our applications.
- ♦ Prepare Requests for Proposal ("RFPs") to be posted online.
- ♦ Provide information to service providers as needed to clarify information in RFPs and Forms 470 as well as related to OUSF matters.
- ♦ Solicit and receive proposals from service providers for requested services.
- ♦ Prepare comparisons of proposals from service providers.
- ♦ Complete contracts for eligible E-Rate services as specifically directed by the Applicant's authorized representative.
- ♦ Prepare and submit documentation including the pre-approval request and/or affidavit to the Oklahoma Corporation Commission (OCC) on behalf of the OUSF Beneficiary.

I also understand that in submitting these forms on our behalf, K&S will be making certifications for our school district. By signing this Letter of Agency, I make the following certifications as required by the E-Rate Program¹:

- a) I certify that the schools I represent are all schools under the statutory definitions of elementary and secondary schools as defined under 47 C.F.R. § 54.500, that do not operate as for-profit businesses and do not have endowments exceeding \$50 million.
- b) I certify that the schools I represent has/have secured access, separately or through this program, to all the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- c) I certify that the services the school, library, or district purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.513.

¹ <https://www.usac.org/e-rate/applicant-process/competitive-bidding/letter-of-agency-loa/>

- d) I certify that the schools I represent has/have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- f) I certify that I will retain required documents for a period of at least ten (10) years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. I certify that I will retain all documents necessary to demonstrate compliance with the statutory or regulatory requirements regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the E-Rate Program.
- g) I certify that I am authorized to procure and/or order telecommunications and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all the cost of the supported services.
- j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information and belief, all information provided to K&S for E-Rate submission is true. If any of the statements made above are incorrect, fraudulent or misleading, the undersigned and their institution agrees to indemnify, as allowed by state law, K&S, its members, employees and agents of any and all liability, legal fees or actions that may arise from the incorrect, fraudulent or misleading statement(s).

Applicant Name: Bartlesville Public Library (140035)

Mailing Address, City, ST, Zip: 600 S Johnstone, Bartlesville, OK 74003

Signature of Authorized Person: _____ Date: _____

Printed Name of Authorized Person: _____ Title: _____

This authorization shall remain in effect until K&S is notified of its cancellation in writing via certified mail.



Progress Report

Bartlesville NEXT 2025

Current Reporting Date: Dec 01, 2025 - Dec 31, 2025

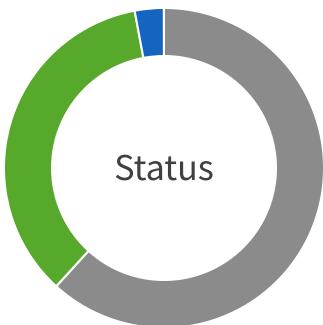
Report Created On: Dec 29, 2025



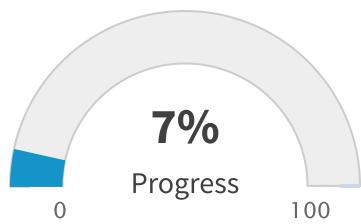
A City Strategic Plan for
Responsible Governance

5 Strategic Priority	14 Objective	34 Goal
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Overall Summary



	%
Status Pending	62
On Track	35
Completed	3



Executive Summary

Summary:

The “Bartlesville NEXT 2025” plan is a comprehensive strategic initiative focusing on enhancing financial strength, community collaboration, infrastructure, economic vitality, and quality of life within the city. Of its numerous outlined objectives and goals, 2.9% have been completed, 35.3% are on track, and 61.8% remain pending. Progress in key areas includes the initiation of volunteer and community engagement efforts, early-stage collaborations addressing housing and homelessness, preliminary work on updating planning documents, and systems development in communication, transparency, and employee experience. Most activities are still in initial or developmental phases, reflecting early organizational steps and foundational coordination, with several major deliverables scheduled for future milestones.

Accomplishments:

The plan has laid significant groundwork in the areas of community engagement and strategic assessment. Early successes include the launch of volunteer coordination efforts in partnership with local organizations, the establishment of committees and research for multi-modal transportation planning, and preliminary stakeholder coordination for tourism and economic development. Some progress is noted in updating land use codes and initiating external partnerships for housing studies. Progress has also been made in enhancing public safety through the implementation of mental health crisis intervention training within police units. Furthermore, systems review and modernization efforts such as the utility billing upgrade are nearing completion, while the city’s annual report production is progressing on schedule.

Roadblocks:

The majority of strategic initiatives remain in the planning or early implementation stages, limiting short-term impact. Limited advancement is evident for financial transparency tools, comprehensive employee program development, and systematic data collection for certain infrastructure and community health objectives. Some goals, such as detailed housing incentives and AI initiative planning, are awaiting further research or external input. Additionally, areas such as updating the municipal criminal code and refining best practices through accreditation remain largely at the initial assessment or coordination phase. There are also noted resource and time constraints in reviewing tax/budgetary impacts for employee benefits.

Recommendations:

To accelerate progress and improve outcomes, it is recommended that the city prioritize initiatives with cross-departmental impact and clear, achievable milestones, such as enhancing citizen feedback systems and operational transparency. Strengthening internal timelines and accountability measures for pending projects will support forward momentum. Allocating additional resources to research and partnership development may expedite delayed or resource-dependent objectives, especially in housing, childcare, and code updates. Broader engagement of external consultants and community stakeholders is advised for specialized or complex initiatives. Regular progress reviews and adaptive planning should be institutionalized to address evolving roadblocks and ensure alignment with the city's comprehensive 2025 vision.

Report Legend

 Priority

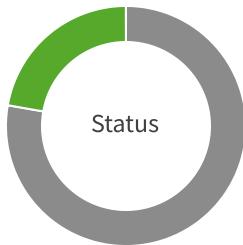
 No Update

 Overdue

Plan Summary

Strategic Priority 1

Progress 4%

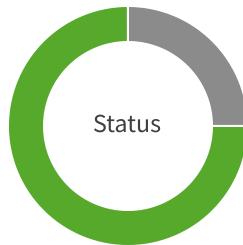


Financial Strength & Operational Excellence

%	#
78	14
22	4

Strategic Priority 2

Progress 3%

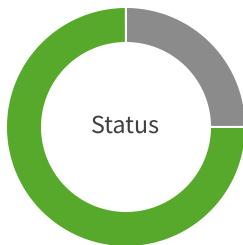


Economic Vitality

%	#
25	1
75	3

Strategic Priority 3

Progress 3%

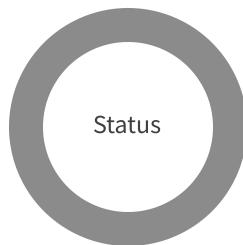


Community Collaboration

%	#
25	1
75	3

Strategic Priority 4

Progress 0%

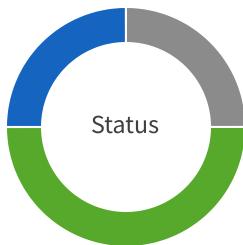


Effective Infrastructure Network

%	#
100	4

Strategic Priority 5

Progress 38%



Quality of Life

%	#
25	1
50	2
25	1

Strategic Priority 1

Progress 4%

Financial Strength & Operational Excellence

Status Pending
On Track

Owner: Mike Bailey

Objective: 4

Goal: 18

% 78
22**Objective 1.1**

Progress 1%

Focus on staff recruitment, retention, development, department collaborations, and safety programs to improve workplace culture and morale.

Status Pending
On Track% 86
14

Owner: Mike Bailey

Goal: 7

Goal 1.1.1 

Dec 01, 2025 - Dec 31, 2027

Status Pending

Progress 0%

Participate in and measure the success of four (4) recruitment opportunities per year. (HR to lead)

Owner: Robin Betts

Goal 1.1.2 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Implement a periodic new hire orientation. (HR to lead)

Owner: Robin Betts

Goal 1.1.3 

Dec 01, 2025 - Jun 30, 2026

Status Pending

Progress 0%

Incorporate job shadowing into our new job swap program to increase utilization and success of program. (HR to lead)

Owner: Robin Betts

Goal 1.1.4 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Research plans to increase and maintain employee morale, and overall employee buy in of the City's vision and culture. (HR to lead)

Owner: Robin Betts

Goal 1.1.5*Update provided by Jason Muninger on Dec 23, 2025 18:11:59*

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 10%

Have done some investigating, but further research needs to be done, to determine de minimis amounts used by other entities

Review tax and budget impacts of providing City branded clothing for non-labor employees. (A&F to lead)

*Owner: Jason Muninger***Goal 1.1.6**

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Evaluate and update employee rules and regulations handbook. (HR to lead)

*Owner: Robin Betts***Goal 1.1.7**

Dec 01, 2025 - Jun 30, 2027

Status Pending

Progress 0%

Implement a standard consistent brand policy for all operations, buildings, uniforms, equipment, vehicles, and other relevant areas using existing logo. (Admin to lead)

*Owner: Laura Sanders***Objective 1.2**

Progress 12%

Improve and modernize our workplace including seeking accreditations for operational excellence, developing a performance and reward-based evaluation process, and furthering integration of IT systems into our operating departments.

%	#
80	4
20	1

Owner: Mike Bailey

Goal: 5

Goal 1.2.1

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Best practices committee will identify and begin implementation of best practices and accreditation programs in at least two areas. (Administration to lead)

*Owner: Mike Bailey***Goal 1.2.2**

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Evaluate effectiveness of existing performance and reward-based evaluation process for general and police department employees. (HR to lead)

Owner: Robin Betts

Goal 1.2.3 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Evaluate asset management system to determine how we can integrate this system into our operating departments.
(Engineering/Water to lead)

*Owner: Micah Siemers***Goal 1.2.4**

Dec 01, 2025 - Jun 30, 2027

On Track

Progress 60%

Revise and update utility billing and integrations to improve citizen satisfaction and e-gov capabilities. (A&F and IT to lead)

*Owner: Jason Muninger**Update provided by Jason Muninger on Dec 23, 2025 18:13:46*

The major lift to this piece is the UB system, it has been implementation for a number of months, and it getting closer to completion.

Goal 1.2.5 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Explore and create a plan for Artificial Intelligence (AI) initiatives and potential implementation. (Admin to lead)

*Owner: Laura Sanders***Objective 1.3** Progress 1%

Develop annual communications and feedback systems to include a standard report to citizens, community survey, and employee survey.

%	#
75	3
25	1

Owner: Mike Bailey

Goal: 4

Goal 1.3.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 5%

Continue to publish annual report on overall City and departmental achievements, progress, and goals. Summary of report to be circulated by various means. (Admin to lead) - 1 year

Update provided by Kelsey Walker on Dec 29, 2025 17:34:14

The FY 2025-26 annual report is scheduled for production and publication by the end of August 2026. Selection of information and photos for inclusion in the 2025-26 report is underway. Design and layout of the report will commence toward the end of the fiscal year.

*Owner: Kelli Williams***Goal 1.3.2** 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Continue to distribute surveys to obtain citizen feedback and requests for all City departments. Individual departments may also be surveyed individually as part of a larger survey plan. (Admin to lead) - 1 year

Owner: Mike Bailey

Goal 1.3.3 

Dec 01, 2025 - Jun 30, 2026

Status Pending

Progress 0%

Continue to distribute annual survey for employees to rate their department and the City as an overall employer. (HR to lead) – 6 months

*Owner: Robin Betts***Goal 1.3.4** 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Utilizing existing feedback cards, develop a formal plan for collection and review of all customer and citizen input to include frequency of review, contacting those who have requested it, and making recommendations to address areas of weakness. (Admin to lead) – 1 year

*Owner: Mike Bailey***Objective 1.4**

Progress 3%

Adopt governance best practices and update municipal criminal code.

Owner: Mike Bailey

Goal: 2

%	#
50	1
50	1

Goal 1.4.1

Dec 01, 2025 - Dec 31, 2027

On Track

Progress 5%

Investigate and where appropriate implement additional tools for citizens to have the ability to obtain financial data in an effort to be as financially transparent as possible. (A&F to lead) – 2 years

*Owner: Jason Muninger**Update provided by Jason Muninger on Dec 23, 2025 18:16:00*

Outside of searching for possible solutions to this, not much time has been utilized on this matter.

Goal 1.4.2 

Dec 01, 2025 - Dec 31, 2027

Status Pending

Progress 0%

Review and update the municipal criminal code utilizing a consultant to remove outdated and obsolete language, ensure cohesion with State and U.S. criminal codes, and add any missing sections related to laws necessary to ensure the safety of the public. (Legal to lead) – 2 years

Owner: Laura Sanders

Strategic Priority 2

Progress 3%

Economic Vitality

Owner: Mike Bailey

	%	#
Status Pending	25	1
On Track	75	3

Objective: 3

Goal: 4

Objective 2.1

Progress 0%

Reevaluate our development regulatory policies to ensure all rules, regulations, and processes align with best practices and reflect the character of our community.

	%	#
On Track	100	1

Owner: Mike Bailey

Goal: 1

Goal 2.1.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 0%

Update zoning, subdivision, and other ordinances and codes which regulate private development and land use following the updated comprehensive land use plan. (Community Development to lead) - 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:51:24

✓a. Conduct a comprehensive assessment of existing zoning, subdivision, and development codes to identify gaps, inconsistencies, and opportunities for improvement.

Objective 2.2

Progress 6%

Collaborate with economic development partners and experts to optimize development.

	%	#
On Track	100	2

Owner: Mike Bailey

Goal: 2

Goal 2.2.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 6%

Convene quarterly meetings of economic development partners and other interested stakeholders to discuss primary jobs, retail development, and housing development opportunities and challenges. (Community Development to lead) - 1 year

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:53:21

Community Development has begun preliminary coordination efforts related to this item, including internal discussions to identify potential partners, outline meeting objectives, and determine an appropriate structure and cadence for future stakeholder engagement. Initial groundwork is underway to support convening these meetings as the effort moves forward.

Goal 2.2.2

Dec 01, 2025 - Dec 31, 2027

On Track

Progress 5%

Convene quarterly meetings of tourism development partners and other interested stakeholders to discuss visitation trends, opportunities, and events. (Community Development to lead) - 2 years

Owner: Larry Curtis

Update provided by Larry Curtis on Dec 23, 2025 20:53:48

Community Development has initiated preliminary coordination for this effort, including internal discussions to identify relevant tourism partners, consider potential discussion topics such as visitation trends and events, and explore an appropriate format for future meetings. Foundational steps are underway to support stakeholder engagement as this initiative progresses.

Objective 2.3

Progress 0%

Explore strategies to retain and attract young professionals and families to Bartlesville.

Status Pending

%	#
100	1

Owner: Mike Bailey

Goal: 1

Goal 2.3.1 

Dec 01, 2025 - Dec 31, 2026	Status Pending	Progress 0%
-----------------------------	----------------	-------------

Work with economic development partners to understand young professionals' and families' needs to strengthen recruitment and retention in this area. (Admin to lead) - 1 year

Owner: Mike Bailey

Strategic Priority 3 Progress 3%

Community Collaboration

Owner: Mike Bailey

	%	#
Status Pending	25	1
On Track	75	3

Objective: 1

Goal: 4

Objective 3.1 Progress 3%

Partner with community groups to discuss, evaluate and report on existing needs and potential solution that address: Child Care, Housing, Homelessness, and Others to be Determined.

	%	#
Status Pending	25	1
On Track	75	3

Owner: Mike Bailey

Goal: 4

Goal 3.1.1 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Child Care:

- Attend meetings with local groups to discuss childcare needs, issues, and barriers. (Admin to lead) – 1 year

Owner: Mike Bailey

Goal 3.1.2

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 9%

Housing:

- Use current housing study to develop plans to incentivize and encourage development of housing that helps to fill the identified gaps. (Community Development to lead) – 1 year

Owner: Larry Curtis

Goal 3.1.3

Dec 01, 2025 - Jun 30, 2027

On Track

Progress 0%

Homelessness:

- Monitor and evaluate the Park and Mental Health Co-Response Units' activities and results to determine if patrolling of the park areas is meeting our expectations in preventing crime and enhancing the public's trust in the safety of our public spaces, particularly as it relates to the unsheltered population. (Admin to lead) – 1 year
- Provide crisis intervention training to at least 90% of our officers, so they can more effectively address the challenges presented by the unsheltered and other suffering from mental illness. (Police Department to lead) – 18 months

Owner: Kevin Ickleberry

Update provided by Larry Curtis on Dec 23, 2025 20:54:46

Community Development has initiated this effort by contracting with TSW to prepare the housing plan. TSW has begun preliminary research and review of the City's current housing study to identify existing gaps and inform potential incentive strategies. Early coordination and analysis are underway to support development of targeted housing recommendations.

Update provided by Troy Newell on Dec 23, 2025 20:53:04

We are in the early stages of monitoring and evaluating the activities of the Park/Pathfinder and Mental Health Co-Response Units. We will also be using an online survey to ask the public how safe they feel with the Mental Health Co-Response Units and Park/Pathfinder patrols in place.

We have started Crisis Intervention Training (CIT) for all new hires and are working to have all other officers complete the 40-hour in-person training. Another CIT class is scheduled for February 2026.

✓ Survey the public to determine how safe they feel in our public spaces, particularly the pathfinder and our parks. (Admin to lead) – 1 year

✓ Report at least annually to the Council on these items. (Admin to lead) – 1 year

Goal 3.1.4

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 3%

Update provided by Larry Curtis on Dec 23, 2025 20:55:45

Community Development has begun preliminary groundwork for this effort, including internal coordination and initial scoping of available recreational sports and programming information. Early steps are underway to identify data sources, define evaluation criteria, and outline the process for compiling programs, assessing demand, and developing future options for consideration by the Park Board and City Council.

Recreational sports and programming

Owner: Larry Curtis

Strategic Priority 4

Progress 0%

Effective Infrastructure Network

%	100	#	4
---	-----	---	---

Owner: Mike Bailey

Objective: 3

Goal: 4

Objective 4.1

Progress 0%

Develop Asset Management Program for infrastructure.

%	100	#	1
---	-----	---	---

Owner: Mike Bailey

Goal: 1

Goal 4.1.1

Dec 01, 2025 - Dec 31, 2028

Status Pending

Progress 0%

The intent of the asset management program is to compile age, material, condition, and service life of the City's infrastructure (facilities, airport, streets, storm drain, wastewater, water, signals, signs, etc.) into ESRI's GIS software to aide in planning improvement priority and capital needs.

- Select consultant to collect and populate data into ESRI. (Engineering to lead) – 1 year
- Facilities, streets, storm drains, wastewater and water – (Engineering to lead) – 1 year from completion of first step
- Signs and signals – (Engineering to lead) – 2 years from completion of first steps

Owner: Micah Siemers

Objective 4.2

Progress 0%

Improve road conditions as captured by Pavement Condition Index (PCI).

%	100	#	1
---	-----	---	---

Owner: Mike Bailey

Goal: 1

Goal 4.2.1

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Improve road conditions as captured by Pavement Condition Index (PCI).

Owner: Micah Siemers

Objective 4.3

Progress 0%

Develop storm sewer system improvement plan.

%	100	#	2
---	-----	---	---

Owner: Mike Bailey

Goal: 2

Goal 4.3.1 

Dec 01, 2025 - Jun 30, 2027

Status Pending

Progress 0%

Evaluate condition of current storm sewer system. (Engineering to lead) – 18 months

*Owner: Micah Siemers***Goal 4.3.2** 

Dec 01, 2025 - Jun 30, 2028

Status Pending

Progress 0%

Update storm water master plan. (Engineering to lead) – 12 months after completion of first step

Owner: Micah Siemers

Strategic Priority 5

Progress 38%

Quality of Life

Owner: Mike Bailey

	%	#
Status Pending	25	1
On Track	50	2
Completed	25	1

Objective: 3

Goal: 4

Objective 5.1

Progress 100%

Explore opportunities to embrace the unique cultures of our community.

	%	#
Completed	100	1

Owner: Mike Bailey

Goal: 1

Goal 5.1.1

Dec 01, 2025 - Dec 31, 2026

Completed

Progress 100%

Update provided by Kiley Roberson on Dec 23, 2025 19:45:04

This event was held as part of Unityfest.

Continue coordinating a multi-cultural group to highlight the diverse cultures in our community. (Library to lead) - 1 year

Owner: Kiley Roberson

Objective 5.2

Progress 25%

Develop and maintain healthy lifestyle options as a segment of our parks, recreation and transportation systems.

	%	#
On Track	100	1

Owner: Mike Bailey

Goal: 1

Goal 5.2.1

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 25%

Update provided by Larry Curtis on Dec 23, 2025 20:56:36

A committee has been established to support this effort, and Community Development staff have begun initial research and coordination. Early work is focused on reviewing existing plans and assets, including the bicycle plan, and identifying how they can be integrated into an updated trails and multi-modal framework.

Update a Trails/Multi-modal plan that incorporates existing assets and plans such as bicycle plan. (Community Development is lead) - 1 year

Owner: Larry Curtis

Objective 5.3

Progress 13%

Ensure and maintain clean, bright, vibrant community spaces.

	%	#
Status Pending	50	1
On Track	50	1

Owner: Mike Bailey

Goal: 2

Goal 5.3.1 

Dec 01, 2025 - Dec 31, 2026

Status Pending

Progress 0%

Evaluate effectiveness of existing security measures in parks and community spaces. (Public Works/PD is the lead) – 1 year

Owner: Keith Henry

Goal 5.3.2

Dec 01, 2025 - Dec 31, 2026

On Track

Progress 25%

Coordinate citizen volunteer efforts to supplement our maintenance efforts and to improve the appearance of our City. These could include periodic clean up days, adopt a mile program, adopt a path program, etc. (Community Development to lead) – 1 year

Update provided by Larry Curtis on Dec 23, 2025 20:57:42

Community Development is coordinating this effort in partnership with Keep Bartlesville Beautiful, including early planning and internal coordination to identify potential volunteer programs such as periodic clean-up days and adopt-a-mile or adopt-a-path opportunities. Initial organizational steps are underway to support expanded citizen volunteer involvement and future implementation.

Owner: Larry Curtis



Agenda Item 7.f.i.

January 5th 2026

Prepared by Captain Daniel Elkins
Police Department

I. Subject: Monthly ALPR (Flock Cameras) report per Chapter 15 Ordinance 3600

II. Background:

- a. The City of Bartlesville recently passed a new ordinance pertaining to ALPR technology such as Flock Safety Cameras with guidelines on implementation and a report on monthly activity. Attached is a detailed report for the month of December 2025.

III. Staff Comments and Analysis:

- a. Staff has conducted an organizational audit and found no discrepancy for December 2025.

IV. Recommended Action:

- a. Review Attached reports.

Bartlesville Police Department

Chief of Police, Kevin Ickleberry – Deputy Chief of Police, Troy Newell
615 S. Johnstone Ave. Non-Emergency 918.338.4001
Bartlesville, OK 74003 Administration 918.338.4050



To: DC A. Ward
From: Capt. D. Elkins #2350
Subject: Monthly Flock Report -December 2025-
Date: 12/18/2025

1. System Overview

- Total ALPR Cameras Installed: 9

- Current Locations:

#	Location	Distance from City Limit
1	Frank Phillips & Western-Eastbound	Approx. 300' - Straight east of west city limit.
2	815 NE Washington Blvd-Southbound	Approx. 365' straight south of north city limit.
3	3250 SE Washington Blvd-Northbound	Approx. 160' straight North of south city limits.
4	East of Industrial Blvd and Nowata Blvd.-Westbound	Approx. 100' straight west of east city limit.
5	Tuxedo Blvd and Caney River Bridge – Eastbound	Approx. 80' straight south of north limit.
6	14 th Street & Texas Circle-Eastbound	Approx. 50' straight south or north city limit.
7	Adams Blvd and Adeline Ave -Eastbound	Approx. 125' straight north of south city limit. (Awaiting installation)
8	Silver Lake Rd. & Rice Creek Rd - Northbound	Approx. 5 feet straight west of east city limits.
9	Virginia Ave. & Herrick-Southbound	Approx. 105" straight south of north west city limit.
10	Bison Rd. & Adams Blvd.-Westbound	Approx. 490' straight west of the east city limit.

- System Manufacturer/Provider: Flock Safety
- Retention Period: 30 days
- Data Storage Location: AWS Cloud (encrypted) (FBI CJIS compliant)

2. System Activity Summary

Report Dates November 20 th to December 18 th	
Total License Plates Captured	403,456
Unique License Plates Captured	117,149
Total Hotlist Entered	10
Alerts Matched Against Hotlists	8
Searches Conducted by Personnel	99 searches total, on 15 cases

3. Hotlist Monitoring

- Hotlists Used:
 - [e.g., NCIC Stolen Vehicle List, Amber Alert, Custom Local Lists]
- Hotlist Updates Verified: [Yes/No]

4. User Access & Searches

- Total Authorized Users: 24
- New User Accounts Created: 0
- Search Audit Logs Reviewed: [Yes/No]

First Name	Last Name	Title	Role	Last Login
Alison	Pittman	Dispatcher	User	12/14/2025
Andrew	Ward	Deputy Chief - Operations	Admin	11/11/2025
Chad	McCarty	D.A. Investigator	User	08/13/2025
Daniel	Elkins	CID Captain	Admin	12/18/2025
Daniel	Mains	Patrol Lieutenant	Admin	11/25/2025
Gina	Kennedy	Dispatcher	User	12/16/2025
Glenn	McClintock	CID Lieutenant	Admin	12/17/2025
Greg	Oates	LEAD	Admin	09/07/2025
Hannah	Harbour	LEAD	Admin	11/26/2025
Jakaya	Barker	Dispatcher	User	Deactivated
Jamie	Tennell	Dispatcher	User	Deactivated
Jasie	Mercier	Dispatcher	User	12/18/2025
Jay	Hastings	Service Captain	Admin	12/19/2024
Jennifer	Hart	Dispatcher	User	08/15/2025
Joshua	Johnson	Patrol Lieutenant	Admin	Deactivated
Kevin	Ickleberry	Chief	Admin	12/02/2025
Keylee	Johnson	LEAD	Admin	12/16/2025
Lauren	Holland	Dispatcher	User	11/30/2025
Lisa	Duncan	Dispatcher	User	08/24/2025
Makinze	Powell	Dispatcher	User	12/15/2025
Mike	Stokes	Dispatcher	Admin	12/06/2025
Rudy	Brooklyn	Dispatcher	User	12/17/2025
Sarah	Barajas	Dispatcher	User	Deactivated
Sarah	Vigil	Dispatcher	User	04/24/2025
Tanya	Yates	Dispatcher	User	12/17/2025

Travis	Martinez	Patrol Captain	Admin	
Tyler	Diedrich	Patrol Lieutenant	Admin	3/18/2025

5. System Maintenance & Uptime

Camera Location	Uptime %	Maintenance Performed	Notes
#1 Frank Phillips Blvd @ Hwy 123	99%	Device Operating Normally	Installed 2/5/2025
#2 815 NE Washington Blvd- Southbound	100%	Device Operating Normally	Installed 10/28/25
#3 3250 SE Washington Blvd- Northbound	100%	Device Operating Normally	Installed 10/30/25
#4 East of Industrial Blvd and Nowata Blvd.- Westbound	100%	Device Operating Normally	Installed 10/30/25
#5 Tuxedo Blvd and Caney River Bridge – Eastbound	100%	Device Operating Normally	Installed 10/28/25
#6 14th Street & Texas Circle- Eastbound	100%	Device Operating Normally	Originally installed 10/22/24 replaced September/October 2025
#7 Adams Blvd and Adeline Ave - Eastbound			Awaiting installation
#8 Silver Lake Rd. & Rice Creek Rd - Northbound	100%	Device Operating Normally	Installed 11/19/25
#9 Virginia Ave. & Herrick- Southbound	100%	Device Operating Normally	Installed 10/22/24
#10 Bison Rd. & Adams Blvd.- Westbound	100%	Device Operating Normally	Installed 10/22/25

6. Privacy & Compliance

- Data Retention Policy Enforced: Yes/No
- Compliance Review Completed: Yes/No

7. Comments/Recommendations

- N/A

See attached excel reports for greater detail.

User	Days Used	Most Recent Visit
Jasie Merci	7	#####
Glenn McC	6	#####
Rudy Broo	14	#####
Tanya Yate	6	#####
Gina Kenne	5	#####
Keylee Johi	16	#####
Makinze Po	20	#####
Alison Pitt	3	#####
Daniel Elkir	5	#####
Mike Stoke	1	#####
Kevin Icklel	1	#####
Lauren Hol	1	#####
Hannah Ha	1	#####
Daniel Mail	2	#####
Andrew Wi	0	#####
Greg Oates	0	#####
Jamie Tenn	0	#####
Jakaya Barl	0	#####
Lisa Duncal	0	#####
Jennifer Ha	0	#####
Chad McCa	0	#####
Joshua Joh	0	#####
Sarah Baraj	0	#####
Sarah Vigil	0	#####
Tyler Diedr	0	#####
Jay Hasting	0	#####
Warren Mc	0	#####
Chris Neal	0	#####
Travis Marl	0	
Troy Newe	0	

Date	groupbysui	Volume
#####	All Devices	26433
#####	All Devices	24441
#####	All Devices	24289
#####	All Devices	20355
#####	All Devices	17437
#####	All Devices	17101
#####	All Devices	16991
#####	All Devices	16967
#####	All Devices	16775
#####	All Devices	16533
#####	All Devices	16015
#####	All Devices	15494
#####	All Devices	15152
#####	All Devices	14580
#####	All Devices	12610
#####	All Devices	12536
#####	All Devices	12231
#####	All Devices	12224
#####	All Devices	11418
#####	All Devices	10681
#####	All Devices	9572
#####	All Devices	9480
#####	All Devices	9146
#####	All Devices	8550
#####	All Devices	8518
#####	All Devices	7084
#####	All Devices	7008
#####	All Devices	6930
#####	All Devices	6905

id	userId	searchDate	cameraCol	reason
737c675f-2	REDACTED	53:44.6		14 SUICIDAL SUBJECT
f638c78e-2	REDACTED	44:35.1		125 MISSING
674cf206-5	REDACTED	30:49.9		2925 Missing Person
a3829c7f-3	REDACTED	18:31.3		14 SUSPICIOUS VEHICLE
8d1662dc-1	REDACTED	00:01.4		14 SUSPICIOUS VEHICLE
785ccbd3-5	REDACTED	17:37.3		14 THEFT
da0c9f01-C	REDACTED	53:06.1		2927 stolen vehicle
9e6b161a-1	REDACTED	08:53.4		97723 investigation
87f03d40-8	REDACTED	14:47.9		97723 THEFT
3bd14f8a-7	REDACTED	27:27.4		14 THEFT
01e01f20-1	REDACTED	28:50.7		14 Stolen vehicle
30226e71-	REDACTED	00:58.0		4626 STOLEN VEHICLE
949f41d2-5	REDACTED	36:14.1		2966 SUSPECT VEHICLE
6fe40aff-2	REDACTED	38:10.7		126 theft
741c13f6-7	REDACTED	57:52.7		15 CPL JOHNSON
7f22d9d0-8	REDACTED	00:50.4		2989 SUSPECT VEHICLE
7a35b79d-	REDACTED	23:40.1		15 SUICIDAL SUBJECT
3e344fb7-1	REDACTED	52:56.0		15 SUICIDAL SUBJECT
8b6ab71c-1	REDACTED	41:28.8		1 SUSPECT VEHICLE



Agenda Item 7.g.i
December 19, 2025
Prepared by Jason Muninger, CFO/City Clerk
Accounting and Finance

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt of Interim Financials for the five months ending November 30, 2025.

Attachments:

Interim Financials for November 30, 2025

II. STAFF COMMENTS AND ANALYSIS

Staff has prepared the condensed Interim Financial Statements for November 2025; these should provide sufficient information for the City Council to perform its fiduciary responsibility. All supplementary, detailed information is available for the Council's use at any time upon request. All information is subject to change pending audit.

III. BUDGET IMPACT

N/A

IV. RECOMMENDED ACTION

Staff recommends the approval the Interim Financials for November 30, 2025.



REPORT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES

For The Five Months Ended November 30, 2025

CITY COUNCIL

Ward 1 - Tim Sherrick
Ward 2 - Larry East
Ward 3 - Jim Curd, Mayor
Ward 4 - Aaron Kirkpatrick
Ward 5 - Trevor Dorsey, Vice Mayor

City Manager
Mike Bailey

Prepared by:

Jason Muninger
Finance Director

Alicia Shelton
Finance Supervisor

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HIGHLIGHTS

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WATER OPERATING/BMA WATER FUNDS

SANITATION

OTHER FUNDS:

REVENUE BUDGET STATUS

EXPENDITURE BUDGET STATUS

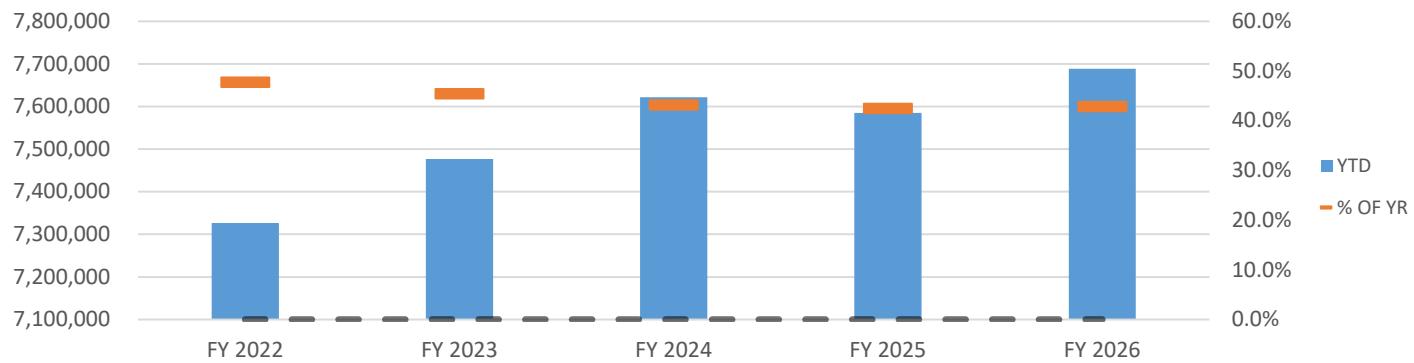
CHANGE IN FUND BALANCE

EXPLANATORY MEMO

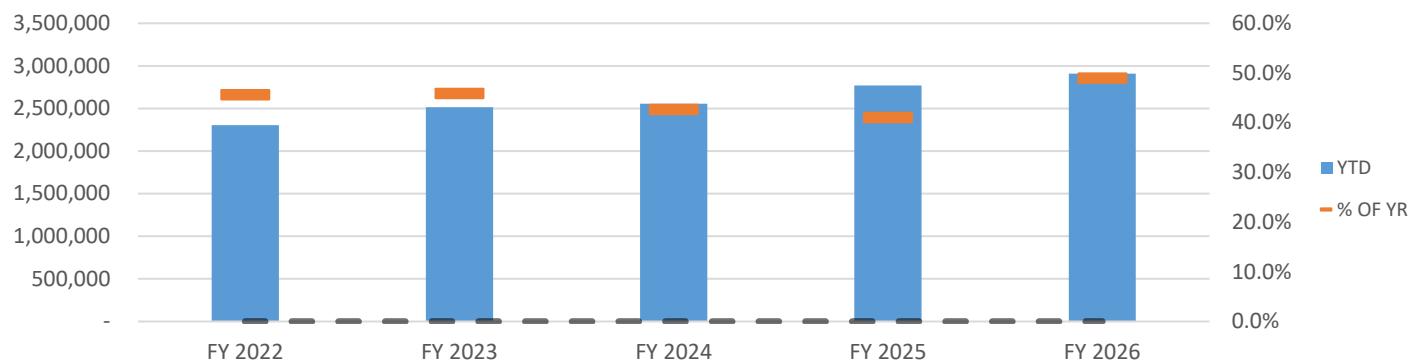
FINANCIAL STATEMENT REVENUE HIGHLIGHTS

(Dashed line represents average percent of year for 4 preceding fiscal years)

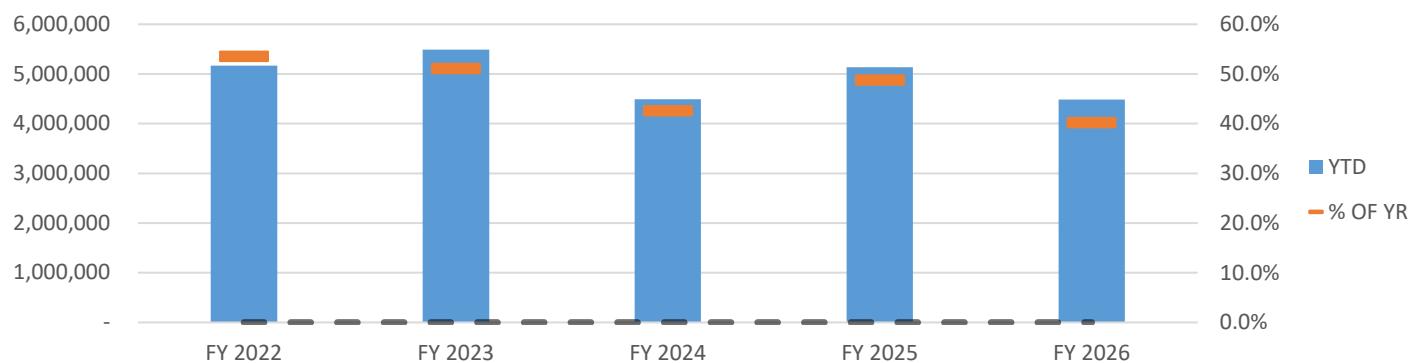
GENERAL FUND SALES TAX



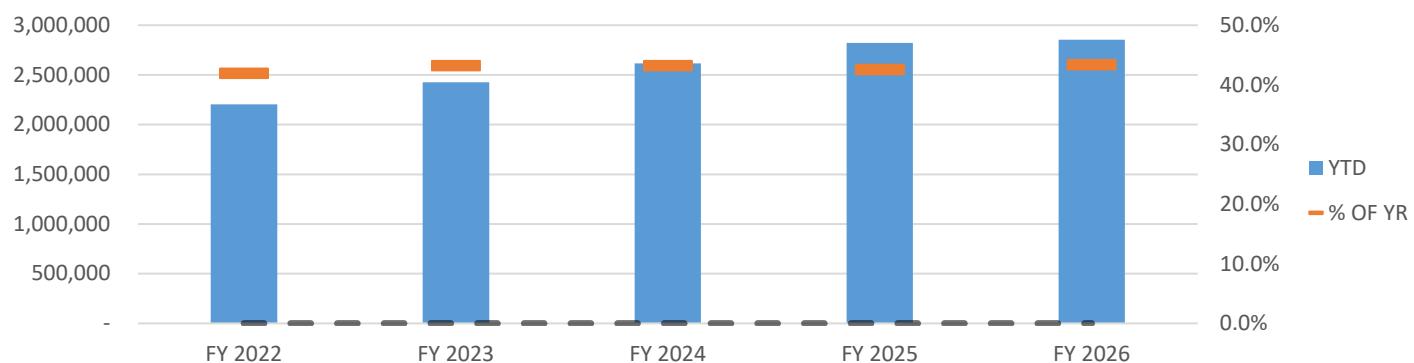
WASTEWATER FEES



WATER FEES



SANITATION FEES



GENERAL FUND
Statement of Revenue, Expenditures, and Changes in Fund Balances

42% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Sales Tax	\$ 17,934,728	\$ 7,472,803	\$ 7,688,945	\$ -	\$ 7,688,945	42.9%	\$ 7,584,864	41.8%
Use Tax	4,700,959	1,958,733	1,960,082	-	1,960,082	41.7%	1,913,181	38.2%
Gross Receipt Tax	1,454,200	605,917	690,034	-	690,034	47.5%	642,012	42.8%
Licenses and Permits	258,100	107,542	181,526	-	181,526	70.3%	173,351	73.9%
Intergovernmental	686,200	285,917	254,185	-	254,185	37.0%	251,178	21.7%
Charges for Services	528,613	220,255	230,643	-	230,643	43.6%	241,719	45.8%
Court Costs	133,100	55,458	66,933	-	66,933	50.3%	52,609	34.2%
Police/Traffic Fines	266,300	110,958	117,444	-	117,444	44.1%	100,107	36.6%
Parking Fines	44,600	18,583	20,315	-	20,315	45.5%	20,750	42.2%
Other Fines	55,400	23,083	23,676	-	23,676	42.7%	21,884	37.6%
Investment Income	1,760,000	733,333	800,000	-	800,000	45.5%	853,472	35.4%
Miscellaneous Income	1,107,700	461,542	461,204	-	461,204	41.6%	506,410	39.2%
Transfers In	7,911,123	3,296,301	3,296,303	-	3,296,303	41.7%	2,729,014	41.7%
Total	\$ 36,841,023	\$ 15,350,425	\$ 15,791,289	\$ -	\$ 15,791,289	42.9%	\$ 15,090,550	40.4%
Expenditures:								
General Government	\$ 10,911,051	\$ 4,546,271	\$ 4,546,473	\$ (64,873)	\$ 4,481,600	41.1%	\$ 3,808,283	36.8%
Public Safety	19,879,970	8,283,321	8,144,307	215,594	8,359,901	42.1%	7,972,592	43.2%
Street	2,210,872	921,197	796,473	8,196	804,669	36.4%	816,875	39.1%
Culture and Recreation	3,927,421	1,636,425	1,508,898	30,971	1,539,869	39.2%	1,523,454	43.0%
Transfers Out	3,901,595	1,625,665	1,625,664	-	1,625,664	41.7%	1,994,802	41.7%
Reserves	1,288,490	536,871	-	-	-	0.0%	-	N.A.
Total	\$ 42,119,399	\$ 17,549,750	\$ 16,621,815	\$ 189,888	\$ 16,811,703	39.9%	\$ 16,116,006	41.1%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,869,826					
Net Revenue (Expense)			(830,526)					
Ending Fund Balance			\$ 6,039,300					

COMBINED WASTEWATER OPERATING & BMA WASTEWATER FUNDS

Statement of Revenue, Expenditures, and Changes in Fund Balances

42% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Wastewater Fees	\$ 5,940,336	\$ 2,475,140	\$ 2,909,574	\$ -	\$ 2,909,574	49.0%	\$ 2,769,764	42.4%
Investment Income	202,166	84,236	-	-	-	0.0%	-	0.0%
Debt Proceeds	83,000,000	34,583,333	-	-	-	0.0%	-	N.A.
Miscellaneous	100,400	41,833	112,107	-	112,107	111.7%	106,239	97.2%
Total	\$ 89,242,902	\$ 37,184,542	\$ 3,021,681	\$ -	\$ 3,021,681	3.4%	\$ 2,876,003	41.9%
Expenditures:								
Wastewater Plant	\$ 3,097,300	\$ 1,290,542	\$ 1,311,811	\$ 1,780,278	\$ 3,092,089	99.8%	\$ 3,043,728	97.7%
Wastewater Maint	1,052,317	438,465	369,709	13,169	382,878	36.4%	395,460	43.7%
BMA Expenses	2,000,000	833,333	-	-	-	0.0%	-	N.A.
Transfers Out	2,015,278	839,699	839,698	-	839,698	41.7%	765,085	41.7%
Reserves	96,602	40,251	-	-	-	0.0%	-	N.A.
Total	\$ 8,261,497	\$ 3,442,290	\$ 2,521,218	\$ 1,793,447	\$ 4,314,665	52.2%	\$ 4,204,273	71.8%
Changes in Fund Balance:								
Fund Balance 7/1					\$ 2,751,267			
Net Revenue (Expense)					<u>500,463</u>			
Ending Fund Balance					<u>\$ 3,251,730</u>			

COMBINED WATER OPERATING & BMA WATER FUNDS
 Statement of Revenue, Expenditures, and Changes in Fund Balances

42% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Water Fees	\$ 11,755,739	\$ 4,898,225	\$ 4,747,456	\$ -	\$ 4,747,456	40.4%	\$ 5,380,560	49.1%
Investment Income	274,059	114,191	-	-	-	0.0%	-	0.0%
Debt Proceeds	8,000,000	3,333,333	-	-	-	0.0%	-	N.A.
Miscellaneous	-	-	-	-	-	N.A.	4,042	45.6%
Total	\$ 20,029,798	\$ 8,345,749	\$ 4,747,456	\$ -	\$ 4,747,456	23.7%	\$ 5,384,602	48.4%
Expenditures:								
Water Plant	\$ 5,166,544	\$ 2,152,727	\$ 1,645,307	\$ 21,445	\$ 1,666,752	32.3%	\$ 1,712,660	43.7%
Water Administration	464,959	193,733	182,812	25,183	207,995	44.7%	234,079	48.7%
Water Distribution	2,470,881	1,029,534	930,065	(14,692)	915,373	37.0%	888,587	41.7%
BMA Expenses	11,184,392	4,660,163	179,769	-	179,769	1.6%	1,691,724	49.2%
Transfers Out	3,184,211	1,326,755	1,326,761	-	1,326,761	41.7%	1,199,485	41.7%
Reserves	253,961	105,817	-	-	-	0.0%	-	N.A.
Total	\$ 22,724,948	\$ 9,468,729	\$ 4,264,714	\$ 31,936	\$ 4,296,650	18.9%	\$ 5,726,535	44.6%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 6,293,695					
Net Revenue (Expense)			<u>482,742</u>					
Ending Fund Balance			<u>\$ 6,776,437</u>					

SANITATION FUND
 Statement of Revenue, Expenditures, and Changes in Fund Balances

42% of Year Lapsed

	2025-26 Fiscal Year						2024-25 Fiscal Year	
	Total Budget	YTD Budget	YTD Actual	YTD Encum	YTD Total	% of Budget	YTD Total	% Total Year
Revenue:								
Collection Fees	\$ 6,581,948	\$ 2,742,478	\$ 2,854,971	\$ -	\$ 2,854,971	43.4%	\$ 2,822,641	41.6%
Investment Income	2,000	833		-	-	0.0%	-	0.0%
Miscellaneous	131,278	45,669	19,399	-	19,399	14.8%	16,167	41.8%
Transfers In	-	-	-	-	-	N.A.	-	N.A.
Total	\$ 6,715,226	\$ 2,788,980	\$ 2,874,370	\$ -	\$ 2,874,370	42.8%	\$ 2,838,808	41.6%
Expenditures:								
Sanitation	\$ 3,965,404	\$ 1,652,252	\$ 1,630,828	\$ 49,953	\$ 1,680,781	42.4%	\$ 1,863,844	49.8%
Transfers Out	2,866,594	1,194,414	1,194,413		1,194,413	41.7%	1,118,456	41.7%
Reserves	148,414	61,839	-	-	-	0.0%	-	N.A.
Total	\$ 6,980,412	\$ 2,908,505	\$ 2,825,241	\$ 49,953	\$ 2,875,194	41.2%	\$ 2,982,300	46.4%
Changes in Fund Balance:								
Fund Balance 7/1			\$ 482,222					
Net Revenue (Expense)			<u>49,129</u>					
Ending Fund Balance			<u>\$ 531,351</u>					

ALL OTHER FUNDS
Revenue Budget Report - Budget Basis

42% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	2,105,695	797,681	38%
E-911 Fund	1,231,050	474,012	39%
Special Library Fund	94,386	289,634	307%
Special Museum Fund	10,726	866	8%
Municipal Airport Fund	5,548,464	890,766	16%
Harshfield Library Donation Fund	29,318	-	0%
Restricted Revenue Fund	-	201,531	N/A
Golf Course Memorial Fund	2,875	300	10%
CDBG-COVID	485,000	-	0%
ARPA	-	-	N/A
Justice Assistance Grant Fund	-	14,410	N/A
Opioid Settlement Fund	-	-	N/A
Neighborhood Park Fund	4,133	-	0%
Cemetery Care Fund	2,601	928	36%
Debt Service Fund	4,893,260	92,514	2%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	3,839,586	1,457,423	38%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	9,394	18,000	192%
Wastewater Regulatory Capital Fund	36,556	-	0%
City Hall Capital Improvement Fund	62,203	47,880	77%
Storm Drainage Capital Improvement Fund	3,914	6,069	155%
Community Development Block Grant Fund	-	-	N/A
2008B G.O. Bond Fund	-	-	N/A
2009 G.O. Bond Fund	-	-	N/A
2010 G.O. Bond Fund	-	-	N/A
2012 G.O. Bond Fund	-	-	N/A
2014 G.O. Bond Fund	-	-	N/A
2014B G.O. Bond Fund	-	-	N/A
2015 G.O. Bond Fund	-	-	N/A
2017 G.O. Bond Fund	-	-	N/A
2018A G.O. Bond Fund	-	-	N/A
2018B G.O. Bond Fund	-	-	N/A
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	-	-	N/A
2019B G.O. Bond Fund	-	-	N/A
2021A G.O. Bond Fund	-	-	N/A
2022 G.O. Bond Fund	-	-	N/A
2023 G.O. Bond Fund	-	-	N/A
Proprietary Funds:			
Adams Golf Course Operating Fund	1,445,903	675,227	47%
Sooner Pool Operating Fund	90,835	36,716	40%
Frontier Pool Operating Fund	88,930	35,140	40%
Municipal Airport Operating	658,487	244,412	37%
Internal Service Funds:			
Worker's Compensation Fund	108,791	42,977	40%
Health Insurance Fund	6,371,415	2,680,495	42%
Auto Collision Insurance Fund	75,000	39,661	53%
Stabilization Reserve Fund	1,220,675	508,607	42%
Capital Improvement Reserve Fund	8,304,151	4,356,912	52%
Mausoleum Trust Fund	559	-	0%

ALL OTHER FUNDS
Expenditure Budget Report - Budget Basis

42% of Year Lapsed

	Budget	Actuals	Percent of Budget
Special Revenue Funds:			
Economic Development Fund	5,337,203	1,135,000	21%
E-911 Fund	1,694,229	651,270	38%
Special Library Fund	194,000	45,910	24%
Special Museum Fund	25,600	5,381	21%
Municipal Airport Fund	5,548,464	503,098	9%
Harshfield Library Donation Fund	483,825	10,758	2%
Restricted Revenue Fund	283,449	44,082	16%
Golf Course Memorial Fund	44,984	23,709	53%
CDBG-COVID	485,000	-	0%
ARPA	1,232,952	513,730	42%
Justice Assistance Grant Fund	-	-	N/A
Opioid Settlement Fund	244,818	120,000	49%
Neighborhood Park Fund	73,643	-	0%
Cemetery Care Fund	18,398	-	0%
Debt Service Fund	4,895,060	2,041,435	42%
Capital Project Funds:			
Sales Tax Capital Improvement Fund	7,952,707	1,885,559	24%
Park Capital Improvement Fund	-	-	N/A
Wastewater Capital Improvement Fund	140,148	-	0%
Wastewater Regulatory Capital Fund	376,393	156,882	42%
City Hall Capital Improvement Fund	308,106	10,882	4%
Storm Drainage Capital Improvement Fund	70,379	-	0%
Community Development Block Grant Fund	-	-	N/A
2008B G.O. Bond Fund	-	-	N/A
2009 G.O. Bond Fund	-	-	N/A
2010 G.O. Bond Fund	-	-	N/A
2012 G.O. Bond Fund	-	-	N/A
2014 G.O. Bond Fund	-	-	N/A
2014B G.O. Bond Fund	3,885	-	0%
2015 G.O. Bond Fund	-	-	N/A
2017 G.O. Bond Fund	-	-	N/A
2018A G.O. Bond Fund	-	-	N/A
2018B G.O. Bond Fund	31,386	-	0%
2018C G.O. Bond Fund	-	-	N/A
2019A G.O. Bond Fund	-	-	N/A
2019B G.O. Bond Fund	322,278	-	0%
2021A G.O. Bond Fund	13,683	-	0%
2022 G.O. Bond Fund	476,133	180,697	38%
2023 G.O. Bond Fund	4,163,794	988,200	24%
Proprietary Funds:			
Adams Golf Course Operating Fund	1,456,327	512,581	35%
Sooner Pool Operating Fund	84,898	30,568	36%
Frontier Pool Operating Fund	106,024	33,539	32%
Municipal Airport Operating	826,621	357,433	43%
Internal Service Funds:			
Worker's Compensation Fund	430,000	82,327	19%
Health Insurance Fund	6,371,415	2,833,496	44%
Auto Collision Insurance Fund	446,559	6,803	2%
Stabilization Reserve Fund	15,997,043	-	0%
Capital Improvement Reserve Fund	15,818,560	3,232,739	20%
Mausoleum Trust Fund	9,968	-	0%

ALL OTHER FUNDS
Fund Balance Report - Modified Cash Basis

42% of Year Lapsed

	<u>Beginning of Year</u>	<u>Change</u>	<u>Current</u>
Special Revenue Funds:			
Economic Development Fund	2,603,212	230,181	2,833,393
E-911 Fund	367,641	(171,831)	195,810
Special Library Fund	407,134	245,250	652,384
Special Museum Fund	160,522	(4,515)	156,007
Municipal Airport Fund	147	625,031	625,178
Harshfield Library Donation Fund	450,528	(976)	449,552
Restricted Revenue Fund	203,720	155,869	359,589
Golf Course Memorial Fund	31,201	(22,572)	8,629
CDBG-COVID	-	-	-
ARPA	1,232,952	(513,730)	719,222
Justice Assistance Grant Fund	14,804	14,410	29,214
Opioid Settlement Fund	334,814	(96,246)	238,568
Neighborhood Park Fund	68,967	-	68,967
Cemetery Care Fund	12,627	928	13,555
Debt Service Fund	3,618,325	(1,948,921)	1,669,404
Capital Project Funds:			
Sales Tax Capital Improvement Fund	6,971,906	(2,378,547)	4,593,359
Park Capital Improvement Fund	-	-	-
Wastewater Capital Improvement Fund	169,391	18,000	187,391
Wastewater Regulatory Capital Fund	402,311	(366,855)	35,457
City Hall Capital Improvement Fund	244,131	47,880	292,011
Storm Drainage Capital Improvement Fund	66,269	6,069	72,338
Community Development Block Grant Fund	211,387	-	211,387
2008B G.O. Bond Fund	-	-	-
2009 G.O. Bond Fund	-	-	-
2010 G.O. Bond Fund	-	-	-
2012 G.O. Bond Fund	-	-	-
2014 G.O. Bond Fund	-	-	-
2014B G.O. Bond Fund	3,885	-	3,885
2015 G.O. Bond Fund	-	-	-
2017 G.O. Bond Fund	-	-	-
2018A G.O. Bond Fund	-	-	-
2018B G.O. Bond Fund	31,386	-	31,386
2018C G.O. Bond Fund	-	-	-
2019A G.O. Bond Fund	867	-	867
2019B G.O. Bond Fund	333,952	-	333,952
2021A G.O. Bond Fund	23,188	-	23,188
2022A G.O. Bond Fund	844,885	(410,955)	433,930
2023 G.O. Bond Fund	4,624,341	(689,828)	3,934,513
Proprietary Funds:			
Adams Golf Course Operating Fund	165,922	105,663	271,585
Sooner Pool Operating Fund	40,725	1,492	42,217
Frontier Pool Operating Fund	75,044	(4,695)	70,349
Municipal Airport Operating	315,126	(83,651)	231,475
Internal Service Funds:			
Worker's Compensation Fund	313,401	(31,745)	281,656
Health Insurance Fund	107,844	(106,958)	886
Auto Collision Insurance Fund	526,546	28,336	554,882
Stabilization Reserve Fund	14,776,368	508,607	15,284,975
Capital Improvement Reserve Fund	25,289,727	1,516,606	26,806,333
Mausoleum Trust Fund	9,335	-	9,335



FROM: Jason Muninger, CFO/City Clerk

SUBJECT: Financial Statement Explanatory Information

GENERAL INFORMATION

The purpose of this memo is to provide some insight as to the construction of the attached financial statements and to provide some guidance as to their use.

The format of the attached financial statements is intended to highlight our most important revenue sources, provide sufficient detail on major operating funds, and provide a high level overview of all other funds. The level of detail presented is sufficient to assist the City Council in conducting their fiduciary obligations to the City without creating a voluminous document that made the execution of that duty more difficult.

This document provides three different types of analyses for the Council's use. The first is an analysis of revenue vs budgeted expectations. This allows the Council to see how the City's revenues are performing and to have a better idea if operational adjustments are necessary.

The second analysis compares expenditures to budget. This allows the Council to ensure that the budgetary plan that was set out for the City is being followed and that Staff is making the necessary modifications along the way.

The final analysis shows the fund balance for each fund of the City. This is essentially the "cash" balance for most funds. However, some funds include short term receivables and payables depending on the nature of their operation. With very few exceptions, all funds must maintain positive fund balance by law. Any exceptions will be noted where they occur.

These analyses are presented in the final manner:

Highlights:

The Highlights section presents a 5 year snap shot of the performance of the City's 4 most important revenue sources. Each bar represents the actual amounts earned in each year through the period of the report. Each dash represents the percent of the year's revenue that had been earned through that period. The current fiscal year will always represent the percent of the budget that has been earned, while all previous fiscal years will always represent the percent of the actual amount earned. This analysis highlights and compares not only amounts earned, but gives a better picture of how much should have been earned in order to meet budget for the year.

Major Operating Funds:

The City's major operating funds are presented in greater detail than the remainder of the City's funds. These funds include the General, Wastewater Operating, BMA – Wastewater, Water Operating, BMA – Water, and Sanitation. Due to the interrelated nature of the Wastewater Operating/BMA – Wastewater and the Water Operating/BMA – Water funds, these have been combined into Wastewater Combined and Water Combined funds. This should provide a better picture of the overall financial condition of these operating segments by combining revenues, operating expenses, and financing activities in a single report.

Other Funds:

All other funds of the City are reported at a high level. These funds are often created for a limited purpose, limited duration, and frequently contain only a one-time revenue source. This high level overview will provide Council with sufficient information for a summary review. Any additional information that is required after that review is available.

These condensed financial statement should provide sufficient information for the City Council to perform its fiduciary responsibility while simplifying the process. All supplementary, detailed information is available for the Council's use at any time upon request. Additionally, any other funds that the Council chooses to classify as a Major Operating fund can be added to that section to provide greater detail in the future.



Agenda Item 7.h.i.
December 29, 2025
Prepared by Terry Lauritzen
Water Utilities Department

I. SUBJECT, ATTACHMENTS, AND BACKGROUND

Receipt of Oklahoma Department of Environmental Quality Permit No. WL000074251050 for the construction of 156 linear feet of six (6) inch PVC potable water line to serve 1310 Washington Boulevard, Bartlesville, OK.

Attachments:
Permit

II. PROJECT DESCRIPTION, STAFF COMMENTS AND ANALYSIS, AND BUDGET AMOUNT.

The property located at 1310 Washington Boulevard is currently undergoing redevelopment for a Dutch Bros Coffee. As part of this redevelopment, the property owner is required to extend a water line in order to provide adequate fire protection service to the site.

In accordance with regulatory requirements, any new water line construction that will connect to and become part of the City's public water infrastructure must receive a permit from the Oklahoma Department of Environmental Quality (ODEQ). This permit ensures that the new infrastructure meets state environmental and public health standards.

Per ODEQ regulations, since the City will ultimately own, operate, and maintain the new water line, the City must formally receive the ODEQ permit through the official minutes of a City Council meeting.

III. BUDGET IMPACT

None – the developer incurs all the cost for the installation of this system.

IV. RECOMMENDED ACTION

Staff recommends receipt of the permit of the ODEQ permit number WL000074251050 for the construction of 156 feet of six inch water line to serve 1310 Washington Boulevard.

December 19, 2025

Mike Bailey, City Manager
City of Bartlesville
401 South Johnstone Avenue
Bartlesville, Oklahoma 74003

Re: Permit No. WL000074251050
Dutch Bros Store Potable Water Line Extension
PWSID No. OK1021401

Dear Mr. Bailey:

Enclosed is Permit No. WL000074251050 for the construction of 156 linear feet of six (6) inch PVC potable waterlines and all appurtenances to serve the Dutch Bros Store, Washington County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by the Department of Environmental Quality (“DEQ”) on December 19, 2025. Any deviations from the approved plans and specifications affecting capacity, flow, or operation of units must be approved, in writing, by DEQ before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Bartlesville, after which it should be made a matter of permanent record.

Approved plans and specifications are available upon request.

Respectfully,



Qusay Kabariti, P.E.
Construction Permit Section
Water Quality Division

Enclosure

PERMIT TO CONSTRUCT

December 19, 2025

Pursuant to O.S. 27A 2-6-304, the City of Bartlesville is hereby granted this Tier I Permit to construct 156 linear feet of six (6) inch PVC potable waterlines and all appurtenances to serve the Dutch Bros Store, located in the NW 1/4 of the NW 1/4 of the SW 1/4 of section 16, T-26-N, R-13-E, Washington County, Oklahoma, in accordance with the plans approved December 19, 2025.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with OAC 252:631 and to comply with Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) This water line provides adequate fire flow in accordance with the 2009 International Fire Code through the approved hydraulic analysis. The fire flow provided is 1,500 gpm.
- 2) That the recipient of the permit is responsible for ensuring that the project receives supervision and inspection by competent and qualified personnel.
- 3) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 4) That no significant information necessary for a proper evaluation of the project has been omitted and no invalid information has been presented in applying for the permit.
- 5) That the Oklahoma Department of Environmental Quality (“DEQ”) shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 6) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:626-19-2.
- 7) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.
- 8) That any deviations from approved plans or specifications affecting capacity, flow, or operation of units must be approved by DEQ before any such deviations are made in the construction of this project.
- 9) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that DEQ will be notified in writing of any sale or transfer of ownership of these facilities.
- 10) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by DEQ.

- 11) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. Section 2-6-201 *et seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent form, Notice of Termination form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 12) That any notations or changes recorded on the official set of plans and specifications in DEQ files shall be part of the plans as approved.
- 13) That water lines shall be located at least fifteen (15) feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.
- 14) That whenever plastic pipe is approved and used for potable water, it shall bear the seal of the National Sanitation Foundation and meet the appropriate commercial standards.
- 15) That when it is impossible to obtain proper horizontal and vertical separation as stipulated OAC 252:626-19-2(h)(1) and OAC 252:626-19-2(h)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested to the highest pressure obtainable under the most severe head conditions of the collection system prior to backfilling.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.



Travis Herrian, P.E., Engineering Manager
Construction Permit Section
Water Quality Division

Information for Item 8 will be provided at the meeting.