



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

**Monday, February 2, 2026  
5:30 p.m.**

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

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

**MINUTES**

**(The Notice of Meeting was posted December 12, 2025 and  
the Agenda was posted January 27, 2026 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 Laura Sanders, Assistant City Manager, Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Micah Siemers, Director of Engineering; Acting Police Chief Troy Newell; Deputy Police Chief Andrew Ward; Police Captain Daniel Elkins; Fire Chief H.C. Call; Robin Betts, Director of Human Resources; Matt McCollough, IT Director; Greg Collins, Special Projects Manager, Community Development; Officer William Petty, Security; and Elaine Banes, Executive Assistant.**

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Curd at 5:33 p.m.**
- 2. Roll Call was conducted a quorum established.**
- 3. Invocation was conducted by Errol Hada, Executive Director, Lighthouse Outreach Center.**
- 4. Public Comments on Agenda Items.**  
  
There were no public comments.
- 5. City Council Announcements and Proclamations.**  
  
There were no announcements or proclamations.
- 6. Authorities, Boards, Commissions and Committees**
  - One opening on the Bartlesville Area History Museum Board
  - 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 January 5, 2026.
  - b. Approval and/or Ratification of Appointments and Reappointment to Authorities, Board, Commissions, and Committees.**

- i. Appointment of Ms. Sara King to the Keep Bartlesville Beautiful Committee to fulfill a vacated term at the recommendation of Councilman Kirkpatrick.
  - ii. Appointment of Ms. Deshane Williams to a three-year term on the Bartlesville Convention and Visitors Bureau Board of Directors at the recommendation of Vice Mayor Dorsey.
  - iii. Reappointment of Ms. Laura Higbee to an additional three-year term on the City Board of Adjustment at the recommendation of Mayor Curd.
- c. Approval of Resolutions**
- i. Directing the filing and notification of the publication of the October 2025 printed supplement No. 33 to the Bartlesville City Code.
- d. Approval and Ratification of Agreements, Change Orders, Contracts, Donations, Easement Requests, Engagement Letters, Grant Applications, Leases, Memorandum of Understanding (MOU), and Proposals.**
- i. Airport Hangar Lease Agreement with Gorman Aviation, LLC to lease space in Hangar No. 8 at the rate of \$300 per month.
  - ii. Airport Hangar Lease Agreement with Lyndall Berwaldt to lease T-Hangar 4-B at the rate of \$100 per month.
  - iii. Airport Hangar Lease Agreement with Arthur Wilson to lease space in Hangar No. 8 at the rate of \$300 per month.
  - iv. Engagement Letter for FY 2024-2025 with Crawford and Associates P.C. for audit consulting services, not to exceed \$35,000.
  - v. Professional Services Agreement with NewGen Strategies and Solutions to conduct a comprehensive rate study for water, wastewater, and solid waste, not to exceed \$110,000.
  - vi. Underground Right-of-Way easement request from Public Service Company of Oklahoma (PSO) to deed an easement on City-owned properties for an underground secondary feed and transformer to support the Kiddie Park.
- e. Receipt of Bartlesville NEXT Progress Report**
- i. Bartlesville NEXT Progress Report January 2026
- f. Receipt of ALPR (Flock Cameras) Report**
- i. ALPR Report for January 2026
- g. Receipt of Financials**
- i. Interim financials for six months ending December 31, 2025.
- h. Receipt of Bids**
- i. Bid No. 2025-2026-011 for Central Fire Station Roof Repair

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.iv., v. and 7.e.i.

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

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

**Agenda Item 7.d.iv. Engagement Letter for FY 2024-2025 with Crawford and Associates P.C. for audit consulting services, not to exceed \$35,000.**

Mr. East requested a clearer explanation for the public regarding the need for audit consulting services and the preparation of annual financial statements by an external firm. Mr. Muninger explained that changes to independent audit standards around fiscal years 2014–2015 altered the audit process. Previously, auditors could prepare and audit the same financial statements; however, updated independence standards now prohibit auditors from auditing their own work. As a result, the City must engage a separate firm to prepare the annual financial statements in compliance with Governmental Accounting Standards Board (GASB) requirements. He noted that since approximately 2004, GASB standards have expanded significantly from roughly 37 standards to more than 110 making it increasingly complex to maintain compliance internally. Crawford & Associates assists with specialized accounting entries that City staff do not prepare directly, including deferred inflows and outflows, pension-related expenses, other post-employment benefits (OPEB), and long-term liabilities. These calculations rely on actuarial data from entities such as the Oklahoma Municipal Retirement Fund (OMRF). Mr. Muninger further explained that Crawford & Associates provides year-round consultation on accounting issues, supports staff during audits when questions or alternative treatments arise, tracks long-term leases, and assists with new accounting standards, including recent requirements affecting technology contracts. He emphasized that governmental financial statements are now required to more closely resemble private-sector financial statements. External expertise ensures the City's statements meet these standards and are comparable to those of private entities, despite significant differences in internal staffing and resources. Crawford & Associates was described as an industry leader that contributes to GASB implementation guidance and serves as a valuable technical resource.

Mr. Muninger explained that while the City's accounting software can generate internal reports, it cannot produce annual financial statements that fully comply with governmental accounting standards. The City uses multiple accounting bases throughout the year (budgetary, cash, and modified accrual), but year-end financial reporting requires conversion to Generally Accepted Accounting Principles (GAAP). Monthly financial reports provided to Council emphasize cash and budgetary perspectives, which staff indicated are more meaningful for operational oversight. GAAP-based financials include fixed assets such as roads, which may inflate asset values and provide a less practical view of the City's immediate financial position. He concluded by stating external expertise is therefore necessary to properly prepare GAAP-compliant statements for audit purposes. In response to Mr. East's final question, he confirmed that the audit consulting services are performed annually.

**Agenda Item 7.d.v. Professional Services Agreement with NewGen Strategies and Solutions to conduct a comprehensive rate study for water, wastewater, and solid waste, not to exceed \$110,000.**

Mr. East asked whether the proposed professional services agreement for a comprehensive rate study would result in immediate changes to water, wastewater, or solid waste rates. Mr. Muninger clarified that the item is for a rate study only and does not implement rate changes. The City conducts a comprehensive utility rate study every five years. The consultant will provide rate recommendations, which are later presented to

Council for consideration. Any decision to adopt or modify rates remains at Council's discretion. He emphasized that the purpose of the study is cost recovery, not revenue generation. Rates are calculated based on the actual cost of providing services to customers.

In response to a question regarding the need for an outside firm, Mr. Muninger explained that the consultant applies public works and utility industry standards that require specialized expertise. The consultant operates as a third-party, unbiased evaluator and analyzes a three-year history of actual customer usage, costs, and operational data. He noted that utility transfers to the General Fund are based on cost allocation, including personnel, software, and administrative support provided by the General Fund. These allocations are included in the data provided to the consultant. Future projections also account for anticipated cost increases, capital improvement plans, cash reserves, financing strategies, and inflation assumptions. The consultant evaluates residential and commercial customer classes separately to determine whether each class is covering its proportional share of costs and whether any cross-subsidization exists. He confirmed that City staff export the required data to the consultant. If the consultant recommends rate increases, those increases are typically structured as a five-year plan with incremental annual adjustments. Historically, rate changes have taken effect at the beginning of the fiscal year (July 1), subject to Council approval. Staff review of prior rate study history notes that extended periods without rate adjustments in the past resulted in significant annual increases to regain cost recovery. Regular incremental adjustments are intended to avoid sudden financial impacts on residents.

In response to questions about cost-cutting analysis, Mr. Muninger indicated that the consultant's scope focuses on rate modeling and cost recovery rather than operational efficiency or cost-reduction strategies. Operational reviews would be more appropriately addressed by individual utility department directors.

#### **Agenda Item 7.e.i. Bartlesville NEXT Progress Report January 2026**

Mr. East referenced a citizen email expressing concerns about financial transparency and noted that a progress report indicated no advancement on essential transparency tools. Mr. Muninger explained that financial transparency is included as a priority initiative within the City's long-term planning program. Progress on this initiative was marked as idle for the reporting period due to competing priorities, including audits, the upcoming election and arbitration matters, which limited staff capacity to research available solutions. He clarified that the lack of progress reflected only the most recent reporting period and did not indicate abandonment of the initiative. He added that he continues to evaluate available software solutions but noted that few comparable implementations exist within Oklahoma municipalities.

Mr. Muninger emphasized that the City's financial information is already publicly available through audits, operating budgets, bond schedules, debt service schedules, and related documents posted on the City's website. However, these documents are lengthy and technical, requiring familiarity with governmental finance to navigate effectively. He described the long-term goal as providing a more user-friendly platform, potentially including dashboards or interactive tools, that would allow citizens to view detailed transaction-level data, similar to a checkbook register with supporting documentation.

Mr. East and Mr. Sherrick acknowledged that while the information is publicly accessible, it may not be easily understood by the general public. Mr. Muninger reiterated that

governmental financial reporting is inherently complex and niche in nature, but expressed a commitment to improving accessibility and clarity. He noted that some inquiries have been addressed by providing additional explanations or supporting work papers upon request. While these internal documents are not formatted for publication, they demonstrate how finalized reports are developed. He reiterated openness to meeting with Council members or citizens to discuss governmental finance in detail and expressed appreciation for public interest in financial transparency. Mr. Sherrick thanked Mr. Muninger for his responsiveness, depth of knowledge, and willingness to engage on complex financial topics.

Mr. East moved to approve Agenda Items 7.iv., v., and 7.e.i., 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 award Bid No. 2025-2026-11 for Central Fire Station Roof Repair. Presented by Councilman Kirkpatrick.**

Councilman Kirkpatrick provided the details of the bid.

Councilman Kirkpatrick moved to award the bid to Commercial Roof Solutions, Inc. in the amount of \$156,433.00, seconded by Mr. East.

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

**9. Presentation and discussion only regarding a diagnostic report on City Land Development Regulations, as part of the City Land Development Code update project. Presented by Larry Curtis, Community Development Director, introducing consultant, Freese and Nichols, Inc.**

Greg Collins, Special Projects Manager, on behalf of Community Development Director Larry Curtis, who was unavailable, opened the item. He explained that the City's consultant, Freese and Nichols, completed a draft diagnostic report assessing the City's existing land development regulations. The assessment was informed by extensive community engagement, including staff input, stakeholder and advisory committee interviews, a public open house, and an online survey with an interactive map. He stated that, following Council feedback, the diagnostic report would be finalized and used as the foundation for drafting updated land development regulations. Additional community engagement would occur before the draft regulations are reviewed by the Planning Commission and considered for adoption by the City Council. He then introduced Dawn Thomas, Project Manager with Freese and Nichols (Tulsa office).

Ms. Thomas introduced the project team and outlined the purpose of updating the City's development regulations. Key objectives include increasing housing supply and affordability, supporting economic vitality, improving connectivity and mobility options, enhancing clarity and usability of the regulations, and managing environmental and financial resources particularly infrastructure concurrency with new development. She noted that the City's Comprehensive Plan provides the policy foundation for the update, including its vision statement and four guiding pillars. The project is structured in four phases, with Phase One concluding with the diagnostic report. Code drafting has already begun, with adoption targeted for late summer or early fall.

Ms. Thomas reviewed the community engagement process, which included public outreach, stakeholder interviews, an open house, and an online attitudinal survey. Input focused on development outcomes, infrastructure responsibilities, housing and infill development, communication and transparency in the development review process, and consistency and fairness in regulatory application. High-priority themes identified through engagement included: Improved user-friendliness and communication tools; Streamlined and consistent processes; Flexibility and alternative compliance options; Clear treatment of nonconforming uses and lots; Updated landscaping, site plan, and dimensional standards; Support for moderate-density infill development; and Clarification and modernization of permitted land uses.

Ms. Thomas explained the recommendation to consolidate the City's zoning and subdivision regulations into a Unified Development Code (UDC). Benefits include improved organization, reduced conflicts between documents, centralized procedures and definitions, and clearer guidance for applicants regarding processes, authority, and review requirements. The proposed UDC would incorporate zoning, subdivision, signage, development procedures, design standards, and stormwater regulations within a single municipal code chapter. Zoning districts would be aligned with the Comprehensive Plan's context and character areas, and land uses would be organized by categories and subcategories with descriptive standards and illustrative examples.

Discussion ensued following the Mayor's appreciation for efforts to consolidate, streamline, and simplify the regulations. Mr. East raised concerns about the potential for increased stipulations and prescriptive requirements particularly related to landscaping and material standards and cautioned against adding regulations that could increase development costs or slow approvals. Ms. Thomas responded that the intent is to balance streamlining with clarity, allowing more administrative approvals for developments that align with adopted policies, while ensuring consistency through clearly defined objective standards. She emphasized that alternative compliance options would be clearly articulated in the code. Further discussion addressed the balance between protecting property rights and achieving community-wide standards. Following a request for his concerns by Mr. Kirkpatrick, Mr. East expressed a preference for fewer mandatory requirements and greater use of guidelines where feasible, while acknowledging the need for clear prohibitions and standards in certain contexts. Mr. Sherrick agreed with Mr. East. Mr. Collins explained that the primary drivers for the update are the recently adopted Comprehensive Plan where updating development regulations is a top implementation priority and ongoing feedback from the development community and the public. He noted that portions of the zoning regulations date back to 1966, leading to reliance on interpretations over time and resulting inconsistencies. Additional discussion followed covering the potential burden of certain requirements on small businesses, phased compliance and development agreements as tools to balance standards with economic feasibility; enforcement challenges associated with delayed compliance; and use of guarantees, sureties, or agreements to ensure completion of required improvements. Ms. Thomas shared examples from other communities and emphasized the importance of enforceability and resource capacity when allowing phased implementation. Mr. East and Mr. Sherrick again stated their support of consolidation and clarity while expressing caution regarding overly prescriptive standards. No action was taken, as the item was presented for discussion only.

#### **10. New Business.**

There was no new business.

**11. City Manager and Staff Reports.**

Ms. Sanders reported that there will be an informational presentation covering the upcoming GO Bond election on February 3rd and encouraged anyone who have questions to attend. She added that early voting is available at the Washington County Election Board located on the 4<sup>th</sup> floor of City Hall on Feb. 5 and 6 from 8 a.m. to 6 p.m. Voting on Tuesday, February 10 from 7 a.m. to 7 p.m. will be conducted at local polling places.

She provided information on the Housing Plan survey open through February 16, 2026. She encouraged citizens to complete the survey to provide input and insight to guide future housing development.

**12. City Council Comments and Inquiries.**

Mr. East reported that there is a great deal of information about the upcoming election on the City's website. Mr. Sherrick agreed adding that the City's Communication Department has done a great job presenting and providing information on every venue available. Mayor Curd agreed with both Mr. East and Mr. Sherrick and encouraged citizens to vote February 10.

**13. There being no further business to address, Mayor Curd adjourned the meeting at 6:46 p.m.**

  
Jason Muninger, CFO/City Clerk



  
James S. Curd, Jr., Mayor