



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

MINUTES OF THE REGULAR MEETING OF THE BARTLESVILLE CITY COUNCIL

Monday, March 4, 2024
Immediately following the
Bartlesville Education Authority
Special Meeting and the Bartlesville
Municipal Authority Special Meeting
beginning at 5:30 p.m.

Mayor Dale Copeland
918-338-4282

MINUTES

(The Notice of Meeting was posted December 15, 2023 and the Agenda was posted February 29, 2024 at 5:30 p.m.)

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

City staff present were Laura Sanders, Acting City Manager; Jess Kane, City Attorney; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Kelli Williams, Chief Communications Officer; Shellie McGill, Director of Public Library; Larry Curtis, Director of Community Development; Greg Collins, Special Projects; Police Chief Kevin Ickleberry; Deputy Chief Troy Newell; Captain Daniel Elkins, Security; and Elaine Banes, Executive Assistant.

1. **The business meeting of the Bartlesville City Council was called to order by Mayor Copeland at 5:56 p.m.**
2. **Roll call was conducted and a quorum established.**
3. **Citizens to be heard.**

There were no citizens to be heard.
4. **City Council Announcements and Proclamations.**
 - Mayor Copeland read the Oklahoma Cleaning Week March 24-30, 2024 Proclamation.
5. **Authorities, Boards, Commissions and Committee Openings**
 - One opening on the Bartlesville Area History Museum Trust Authority
 - One opening on the Sewer System Improvement Oversight Committee
 - One opening on Visit Bartlesville (Bartlesville Convention & Visitor's Bureau Board of Directors)

Mayor Copeland read the openings and encouraged citizens to volunteer on City Committees. Applications can be found at www.cityofbartlesville.org or at City Hall in the city Manager's Office.

6. Consent Docket

a. Approval of Minutes

- i. The Regular Meeting Minutes of February 5, 2024.

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

- i. Appointment of Ms. Kimberly Harrington, Ms. Linda Radaker, and Mr. Tyler Vaclaw to three year terms each on Keep Bartlesville Beautiful Committee at the recommendation of Councilmember Roane.
- ii. Appointment of Mr. Mark Manuel to a two-year term on the Bartlesville Adult Center Trust Authority at the recommendation of Mayor Copeland.
- iii. Reappointment of Ms. Etta Love and Ms. Nancy Swan to additional two-year terms on the Bartlesville Adult Center Trust Authority at the recommendation of Mayor Copeland.
- iv. Reappointment of Ms. Molly Larson to an additional three-year term on the Sewer System Improvements Oversight Committee at the recommendation of Councilmember Dorsey.
- v. Reappointment of Mr. Andy Dossett to an additional three-year term on the City Planning Commission at the recommendation of Ms. Roane.

c. Approval of Agreements, Contracts, Engagement Letters, Change Orders, and Memorandums of Understanding.

- i. Lease Agreement between B The Light and the City of Bartlesville for property located at 240 NW Penn Ave., Bartlesville, Oklahoma.
- ii. Contract between United Systems and the City of Bartlesville/Public Library for upgrades to the Library's WIFI network.
- iii. Agreement between the City of Bartlesville and the Lighthouse Outreach Center of Bartlesville, Inc. setting out the roles and responsibilities for implementing the 2021 CDBG-Coronavirus Relief Program Grant modification for rehabilitation of facilities to improve indoor air quality.
- iv. Interlocal Agreement between the Board of County Commissioners of Washington County, Oklahoma and the City of Bartlesville to complete an open cut of Bison Road to advance the sewer installation at the intersection of Bison Road and Highway 60.
- v. Short form contract with Bob Chaney Steel Construction to construct a 24' x 30' steel storage building at Fire Station No. 3.
- vi. Change Order No. 1 from MultiSports, LLC for the Pickleball Court Project.
- vii. Land Use Agreement between BIA and the City of Bartlesville/Bartlesville Municipal Airport to utilize the Bartlesville Airport for SEAT (Single Engine Air Tankers) Base Operations for deployment to wildland fire(s) as dispatched, with ramp/office space in the terminal and PAS Hangar 1 to be utilized.
- viii. User License with 4F Sports, Inc. DBA Washington County Youth Baseball and Softball for the programming and management of Baseball and Softball at Price Fields and Artunoff Complex's.

d. Approval of Lien Release

- i. Application and deed restriction agreement between the City of Bartlesville and Watie and Julie Pack, to forgive liens in the amount of \$4,950.00 plus interest, fees and penalty on property located at 201 NW Bucy Avenue.

e. Approval of Resolutions

- i. Amending the Budget of the City of Bartlesville for Fiscal Year 2023-24 appropriating Private Donations from Phillips 66 for the Police Department.

f. Receipt of Financials

- i. Interim Financials for seven months ending January 31, 2024.

g. Receipt of Bartlesville NEXT Report

- i. Bartlesville NEXT Progress Report – March 2024

h. Receipt of Bids

- i. Bid No. 2023-2024-013 Bartlesville Library Skylight Replacement Project

Mayor Copeland read the consent docket in its entirety. Mr. Roszel pulled Items 6.c.vi. and 6.d.i. for further discussion. Ms. Roane pulled Items 6.b.i and 6.b.v. for further discussion.

Ms. Roane moved to approve the consent docket except for Items 6.b.i., 6.b.v., 6.c.vi., and 6.d.i., seconded by Mr. Roszel.

Voting Aye: Mr. Dorsey, Mr. Roszel, Ms. Roane, Mayor Copeland
Voting Nay: None
Motion: Passed

Item 6.b.i. Appointment of Ms. Kimberly Harrington, Ms. Linda Radaker, and Mr. Tyler Vaclaw to three year terms each on Keep Bartlesville Beautiful Committee at the recommendation of Councilmember Roane.

Item 6.b.v. Reappointment of Mr. Andy Dossett to an additional three-year term on the City Planning Commission at the recommendation of Ms. Roane.

Ms. Roane commented on her appreciation and gratefulness for the service of KBB appointments and of Mr. Dossett's continued service on the City Planning Commission.

Ms. Roane moved to approve Item 6.b.i. and 6.b.v., seconded by Mr. Dorsey.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Mayor Copeland
Voting Nay: None
Motion: Passed

Item 6.c.vi. Change Order No. 1 from MultiSports, LLC for the Pickleball Court Project.

Mr. Siemers responded to Mr. Roszel's questions covering the bid and contingency plan; private donations and matches; how funding is available through unallocated sales tax if private funding falls short; timing of the award; and lighting components.

Mr. Roszel moved to approve Item 6.c.vi., seconded by Ms. Roane.

Voting Aye: Ms. Roane, Mr. Dorsey, Mr. Roszel, Mayor Copeland
Voting Nay: None
Motion: Passed

Item 6.d.i. Application and deed restriction agreement between the City of Bartlesville and Watie and Julie Pack, to forgive liens in the amount of \$4,950.00 plus interest, fees and penalty on property located at 201 NW Bucy Avenue.

At Mr. Roszel's request, Mr. Curtis provided the pertinent information regarding the request for the lien release. Additional discussion covered how the request meets all the criteria of the lien release policy; how there is no liability to the City; how the Packs have already cleaned up and improved the lot; that there is also an Oklahoma Health lien placed on the property also; how the OK Health lien will not allow improvements to the land for a term of seven years; how the City has a lien release policy in place; how the liens are a matter of public record; and that staff will review the policy for possible improvement.

Mr. Roszel moved to approve Item 6.d.i., seconded by Mr. Dorsey.

Voting Aye: Mr. Dorsey, Mr. Roszel, Ms. Roane, Mayor Copeland
Voting Nay: None
Motion: Passed

7. Discuss and take possible action to award Bid No. 2023-2024-013 for the Bartlesville Library Skylight Replacement Project. Presented by Councilmember Roszel.

Mr. Roszel moved to award Bid No. 2023-2024-013 for the Bartlesville Library Skylight Replacement Project to Burgess Company, Oklahoma City, Oklahoma in the amount of \$112,060.00, seconded by Ms. Roane.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Mayor Copeland
Voting Nay: None
Motion: Passed

8. A public hearing to consider a request by Edward Johnston to close a portion of a 10 foot wide utility easement located on the south side of Lot 15, Block 9, Cambridge Park First Addition, Bartlesville, Washington County, Oklahoma. Presented by Micah Siemers, Director of Engineering.

Mr. Siemers reported that the applicant requested the closure so that they can construct a storage building in the back and side yards of the property. Staff received no objections from Police, Fire, City utilities, Engineering, ONG, PSO, AT&T or Sparklight. Utilities are present in the 10' easement on the east side of the property, thus the note in the legal description maintaining an easement where the two easements converge.

Mayor Copeland opened the public hearing at 6:45 p.m. There being no one appear to speak; the Mayor closed the public hearing at 6:45 p.m.

Ms. Roane moved to adopt the Ordinance closing the utility easement excluding the west 10 feet of that easement as presented, seconded by Mr. Dorsey.

Voting Aye: Ms. Roane, Mr. Dorsey, Mr. Roszel, Mayor Copeland
Voting Nay: None
Motion: Passed

9. **A public hearing, consideration and possible action on a request to rezone 4.27 acres from RS-12 (Single Family Residential) to RM-3 (Multifamily Residential)/PUD (Planned Unit Development), and for approval of a PUD Site Development Plan, on property located North of the Northeast corner of Silver Lake Rd. and Price Rd., from Keleher Architects, on behalf of Oklahoma Wesleyan University. Presented by Larry R. Curtis, Director of Community Development.**

Mr. Curtis reported that the proposal involves Oklahoma Wesleyan University seeking to rezone and develop a property with single-family homes to multi-family/PUD. The plan is to build two lots with four quadplexes each to better serve student housing needs. Landscape modifications are proposed, using trees instead of fences on some borders due to neighboring university property. At the City Planning Commission public hearing, comments were mixed with some residents supporting the project for housing and university growth, while others expressed concerns about property values and future buffer ownership. The Planning Commission made a recommendation to approve by a vote of 6-0. He confirmed that the housing will be student housing, and that OKWU owns quite a few properties in the surrounding area.

Mayor Copeland opened the public hearing at 6:50 p.m. Appearing to speak were:

James Dunn, President of Oklahoma Wesleyan University, Bob Pomeroy, President of Burlingame Home Owners Association, and Sherri Wilt, President of the Bartlesville Area Chamber of Commerce. All were in favor of approving the rezoning and PUD.

There being no one further appear to speak; the Mayor closed the public hearing at 7:01 p.m.

Mr. Roszel inquired as to what concerns were raised about the rezoning. Mr. Curtis stated that the main concern was multi-family residences and traffic.

Ms. Roszel moved to adopt the Ordinance as presented, seconded by Ms. Roane.

Voting Aye: Mr. Dorsey, Mr. Roszel, Ms. Roane, Mayor Copeland
Voting Nay: None
Motion: Passed

10. **Consideration and take possible action on a Resolution of the City Council of the City of Bartlesville, Oklahoma (the "City") approving the incurrence of indebtedness by the Bartlesville Education Authority (the "Authority") issuing its Educational Facilities Lease Revenue Bonds (Bartlesville Public Schools Project) Series 2024 (the "Bonds"); providing that the organizational document creating the authority is subject to the provisions of the Bond Indenture authorizing the issuance of said Bonds; waiving competitive bidding and authorizing the sale of said Bonds by the Authority at negotiated sale and at a price less than par; approving the forms of a Continuing Disclosure Agreement and an Official Statement relating to the Bonds; authorizing the execution of all necessary documents, and containing other provisions relating thereto.**

Mr. Ellis reported that this action is necessary to approve the incurrence of indebtedness by the Bartlesville Education Authority issuing its Educational Facilities Lease Revenue Bonds Series 2024, approved by the BEA in their special meeting prior to the City Council meeting.

Mr. Dorsey moved to approve the Resolution as presented as presented, seconded by Ms. Roane.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Mayor Copeland
Voting Nay: None
Motion: Passed

- 11. Consider and take possible action with respect to a Resolution of the City Council of the City of Bartlesville, Oklahoma (the "City") approving action taken by the Bartlesville Municipal Authority (the "Authority") authorizing issuance, sale and delivery of its Clean Water SRF promissory note to Oklahoma Water Resources Board; ratifying and confirming a lease agreement; and containing other provisions related thereto.**

Mayor Copeland stated that this action is necessary to approve action taken by the Bartlesville Municipal Authority in their meeting prior to the City Council meeting. He added that a great deal of thought, planning and preparation has gone into one of Bartlesville's largest ever projects, a project that is State mandated he noted.

Mr. Dorsey moved to approve the Resolution as presented as presented, seconded by Ms. Roane.

Voting Aye: Ms. Roane, Mr. Dorsey, Mr. Roszel, Mayor Copeland
Voting Nay: None
Motion: Passed

- 12. Discuss and take possible action to accept the 2024 City of Bartlesville Housing Study. Presented by Larry R. Curtis, Director of Community Development.**

Mr. Curtis reported that Bartlesville conducted a housing study to understand housing history, current trends, and future needs. Using data sources such as US Census, HUD, Tulsa MLS, Federal Reserve, and local rental surveys, the study examined housing units, substandard housing, vacancy rates, building permits, and ownership/rental markets. The goal is to ensure safe, affordable housing for all residents and guide future housing decisions. The study results will be used to develop strategies for a balanced and inclusive housing approach and will be included in the City's new Comprehensive Plan. He reviewed the 2023-2027 housing needs for veterans; housing needs for persons with disabilities; housing needs for working families; and housing needs by income threshold. Overall Bartlesville's analysis projects a need for 165 new owner-occupied and 78 new renter-occupied units within the next five years.

A brief discussion covered how new housing is a little behind, especially in the \$80,000 price range; and how the study will assist in finding funding mechanisms to improve the numbers.

Mr. Roszel moved to accept the 2024 City of Bartlesville Housing Study as presented as presented, seconded by Ms. Roane.

Voting Aye: Mr. Dorsey, Mr. Roszel, Ms. Roane, Mayor Copeland
Voting Nay: None
Motion: Passed

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

Mr. Roszel moved to table action to the April 1, 2024 Regular Meeting, seconded by Ms. Roane.

Voting Aye: Mr. Roszel, Ms. Roane, Mr. Dorsey, Mayor Copeland
Voting Nay: None
Motion: Passed

14. New Business.

There was no new business to address.

15. City Manager and Staff Reports.

Ms. Sanders reported that the YMCA resigned as the manager of Price and Artunoff Fields stating that it was no longer in their strategic plan moving forward.

She also announced that Fire Chief David Topping is retiring as of June 1, 2024. She appreciated his service and wished him well in his future endeavors. The process to fill his position will begin immediately.

The semi-annual yard debris free pick up will be the week of May 6. Bags of yard debris may be set out on the curb on the same day as normal trash service and will be picked up by a separate truck. Limbs can be bundled in 50 lbs or less and in four foot lengths.

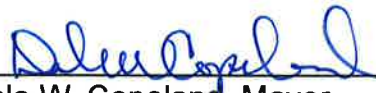
16. City Council Comments and Inquiries.

Mayor Copeland expressed his appreciation to Chief Topping for his leadership of the Fire Department. He added that Ms. Sanders is the H. R. Director and does a great job. Ms. Sanders reported that there are many employment opportunities available at this time and welcomed anyone who is interested to apply.

17. There being no further business to address, Mayor Copeland adjourned the meeting at 7:31 p.m.



Jason Muninger, CFO/City Clerk



Dale W. Copeland, Mayor

