



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

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

**Monday, April 15, 2024
Immediately following the
Bartlesville Special City Council Meeting
following 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 on April 11, 2024 at 5:30 p.m.)

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

City staff present were Mike Bailey, City Manager; Jess Kane, City Attorney; Jason Muninger, CFO/City Clerk; Tracy Roles, Assistant City Manager; Terry Lauritsen, Director of Water Utilities; Micah Siemers, Director of Engineering; Shellie McGill, Director of the Library and Museum; Kelli Williams, Chief Communications Officer; Larry Curtis, Director of Community Development; Kelsey Walker, Communications and Marketing Manager; Police Chief Kevin Ickleberry; Deputy Police Chief Troy Newell; Fire Battalion Chief David Topping; Captain Andrew Ward, Security; and Elaine Banes, Executive Assistant.

- 1. The business meeting of the Bartlesville City Council was called to order by Mayor Copeland immediately following the BMA and Special City Council Meeting at 6:15 p.m.**
- 2. Roll call was conducted and a quorum established.**
- 3. Citizens to be heard.**

Shawn Barker and Pat Morrison spoke about Adams Golf Course both in favor of improved management and course maintenance.

- 4. Discuss the strategic direction of the Adams Municipal Golf Course. Presented by Vice Mayor Curd and Mike Bailey, City Manager.**

Mr. Bailey reported that with Jerry Benedict's impending retirement, there is an opportunity to look into management options. He added that funds have been included in the proposed budget to buy-out Mr. Benedict's assets, as well as to invest and improve the course. Vice Mayor Curd stated that there has been a great deal of input from users of the course and from members of the Adams Golf Course Operating Committee. He would like to slow things down and authorize the City Manager to look into issuing an RFP for a consultant that would analyze the management and operations of the golf course. The consultant would then bring the results to the staff and City Council so that an educated decision could be made.

Discussion covered how a consultant could look at other comparable golf courses are managed and provide data and expertise to the City Council, and how utilizing the members of the Operating Committee and the public would be beneficial to work alongside the consultant and staff. It was agreed by all that Adams Municipal Golf Course is an important part of the

Bartlesville community and instrumental in many fund raising events. Everyone wants to see it at its best and values its importance.

Mr. Bailey stated that he would gather information to develop an RFP for a golf course management consultant. Mayor Copeland commented on the learning curve using the airport as a recent example, and how he would like to see the golf course led by a City employed director.

5. Presentation and discussion on the Bartlesville Comprehensive Plan update, Endeavor 2045. Presented by Larry Curtis, Director of Community Development.

Mr. Curtis introduced Christian Lentz and Jordan Evans from Halff Associates who then provided the progress made over the first half of the project completion timeline. The update included a proposed vision statement and guiding principles for Endeavor 2045, as well as findings from the initial community assessment, public outreach and market demand. The comprehensive plan update is currently moving from the 2nd phase (community outreach) and into the 3rd phase, which will analyze land use and development patterns. The 12-month project is expected to wrap up this fall. The consultant provided findings from focus groups, advisory committees and public meetings, as well as input from the project website (2,146 website visits), community survey (885 responses) and interactive map (88 responses). Input from public meetings identified top community priorities, including water resources, employment opportunities, more shopping and retail options, quality public services and utilities, parks and open spaces, and housing options, among others. Themes from the community survey responses included critical issues such as water conservation, economic diversification and roadway conditions/connectivity, as well as quality of life concerns such as employment and jobs, restaurants and events/festivals. Housing issues identified included housing affordability, condition of housing and proximity to services. Transportation concerns included routine street maintenance, pedestrian accommodations and vehicle capacity. The interactive map allows the public to identify and label specific areas of concern in Bartlesville, and is available to view at <https://bartlesvillecompplan.halff.com/>.

A brief discussion included that Bartlesville is running about average to comparable cities; how the maps developed by Halff will be included in the final delivered package; how public feedback aligns with City officials feedback; and that the homeless issue is a common thread among every community. Mr. Curtis thanked Mr. Lentz and Mr. Jordan, as well as City Special Projects Manager, Greg Collins, for their work on Endeavor 2045.

6. Presentation and discussion of the City of Bartlesville proposed budget for Fiscal Year 2024-2025. Presented by Jason Muninger, CFO/City Clerk.

Mr. Muninger, using a PowerPoint, presented the budget preparation schedule, the financial structure of the City, and a review of significant items. Beginning with Revenue, he reported on sales tax estimations projecting a reduction by 1.5% or \$349,000 across the organization; total resources and revenue in the General Fund are expected to exceed \$40.4 million, with expenditures totaling \$38.1 million, and a use tax estimate for FY 2024-2025 at \$4.5 million. Included in the proposed budget are utility rate increases totaling about 5.2 percent. The increases, which will start July 1, are based on a comprehensive water and wastewater rate study conducted in 2020-21. The increases are required to improve the City's utility infrastructure, including an \$82 million expansion of the waste water treatment system. The improvements are required by the Oklahoma Department of Environmental Quality for the City to meet State and Federal regulations. The proposed budget includes six new positions: An applications specialist in the IT Department, a project engineer in the Engineering Department, and four dispatchers in the E-911 Department. (Some of the additions are off-set by the reduction of three vacant patrol positions in the Police Department.)

He provided the general employee pension status review; and salaries and benefits review including a 6% COLA and 2.5% Merit for eligible employees. Additionally, he reported that the employee health insurance costs are expected to increase by nearly 12 percent, though workers compensation claims are trending lower and estimated to be at \$138,000. Continuing, Mr. Muninger reviewed the Stabilization Reserve Fund; the Capital Reserve Fund; Wastewater Capital Plans; Water Capital Plans; Sanitation Capital Plans; the FY 2026 Revenue Projections; FY 2026 Expenditure Projections; and the FY 2026 Budget Summary.

Discussion covered concerns about trading the three vacant police officer positions for dispatcher positions; how the three police officer positions have been vacant for some time and the need for additional dispatchers is greater; how if qualified police officer applicants apply, that there is financial room to hire them even if new dispatchers are hired; how to attract additional police officer candidates; that turnover in the police department is relatively low; how compensation for police officers is good; and how utilizing the vacant police officer positions in order to hire additional dispatchers is the more responsible course of action at this time. Vice Mayor Curd asked Mr. Muninger to provide new hire costs. Further discussion covered that there is one last tranch of COVID funds available, and that an increase in salaries will be in the budget for the legal department.

7. Presentation and discussion of the proposed Capital Improvements Program (CIP) Budget for FY 2024-2025. Presented by Micah Siemers, P.E., Director of Engineering.


Using a PowerPoint, Mr. Siemers presented slides showing the G.O. Bond and Sales Tax Projects since 1999 to present, Capital Improvement Project Budgets, Wastewater Fund Carry Over Projects, Stormwater Fund Carry Over Projects, 2019A and 2019B General Obligation Bond Carry Over Projects, 2021A General Obligation Bond Carry Over Projects, 2022 General Obligation Bond Carry Over Projects; 2023 General Obligation Bond Carry Over Projects; Capital Reserve Fund Carry Over Projects, and ½ Cent Sales Tax Carry Over Projects. Continuing, he presented the Wastewater Fund Proposed Projects and Equipment, the Wastewater Regulatory Fund Proposed Projects and Equipment, the City Hall Fund Proposed Projects and Equipment, the Capital Reserve Fund Proposed Projects and Equipment, and the ½ Cent Sales Tax Proposed Projects and Equipment.

In summary, a list of projects proposed for funding during the upcoming fiscal year was presented. Funding for the projects has been identified through the 2020 Half-cent Sales Tax Extension and the Enterprise Fund 5-Year Capital plans. They are as follows:


- Tuxedo Bridge rehab
- Sunset Bridge rehab with pedestrian bridge
- Adams Golf Course greens rebuild
- Park parking lot improvements
- Yale asphalt rebuild
- Wilshire, Waverly, Oakdale, and Highland concrete street rehabilitations
- Dewey, Quail Ridge, Cambridge, Braddock and Southport asphalt street rehabilitations
- Sooner Park Basketball courts and gaga ball pit
- Madison Boulevard reconstruction - Tuxedo to water tower
- Downtown landscaping improvements Phase 3
- Sooner Park restroom remodel
- Bicycle signage
- Police vehicles and body-worn cameras
- Fire tanker/engine
- Preventative maintenance street repairs

Discussion covered when the new Civitan Park Shade Structure would be completed. The contractor says it will be approximately two weeks before it can be placed. Mayor Copeland stated his appreciation of staff for their work on the budget and the conservative approach.

8. **There being no further business to address, Mayor Copeland adjourned the workshop meeting at 8:29 p.m.**



Jason Muninger, CFO/City Clerk



Dale W. Copeland, Mayor

