



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | www.cityofcoweta-ok.gov

AGENDA - REGULAR MEETING
COWETA PUBLIC WORKS AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
IMMEDIATELY FOLLOWING THE MEETING
OF THE COWETA CITY COUNCIL
MONDAY, MARCH 4, 2019 6:00 P.M.

I. MEETING PROCEDURE

(Comments on all agenda items will be heard immediately following presentation by staff or the petitioner. Please wait until you are recognized by the Chairman and keep your comments as brief as possible. Individuals addressing the Board of Trustees must identify themselves by name prior to making any comments. The Board of Trustees will act on an agenda item after comments by staff and the Trustees have been heard.)

II. CALL TO ORDER

III. ROLL CALL

EVETTE MORRIS ____
HAROLD CHANCE ____
STEVE SINCLAIR ____
JOHN McCrackin ____
RANDY WOODWARD ____

IV. CONSENT

(All matters under the "Consent Calendar" are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from consent by request.)

1. Minutes for February 4, 2019 Meeting

Approval of the minutes of the Coweta Public Works Authority Regular Meeting held on February 4, 2019.

Documents:

[PWA MINUTES 02-04-19.PDF](#)

2. FY19-20 Budget Calendar

Affirm the City Council's approval of the Budget Calendar for fiscal year ending June 30, 2020.

Documents:

[FY20 BUDGET CALENDAR.PDF](#)
[STAFF REPORT BUDGET CALENDAR.PDF](#)

3. Final Change Order and Pay Estimate for North Water Transmission Line Improvements

Approval for the final Change Order, Application, and Certificate for Payment to Nabholz Construction, in the amount of \$8,649.46, on the 18" North Water Transmission Line Improvements project.

Documents:

[FINAL CHANGEORDER.PDF](#)
[NABHOLZ PAYAPPNO4FINAL.PDF](#)
[STAFF REPORT NABHOLZ CONSTRUCTION.PDF](#)

V. OLD BUSINESS

1. Joint Resolution on Sanitary Sewer Connection Fees

Discussion and possible action on the adoption of a Resolution 2019-05, a joint resolution of the City Council and the Board of Trustees of the Coweta Public Works Authority setting fees for connecting to the public sanitary sewer system and reserving those fees collected for costs related to debt service and system expansion.

(Roger Kolman, Trust Manager)

Documents:

[190304 STAFF REPORT ON JOINT RESOLUTION SANITARY SEWER FEES.PDF](#)

[190304 RESOLUTION ON SANITARY SEWER TAP FEES.PDF](#)

VI. NEW BUSINESS

(Business which was not foreseen prior to the posting of the agenda.)

VII. ADJOURNMENT

IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE CONTACT CITY HALL BY 9:00 A.M. THE DAY OF THE MEETING.

MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
February 4, 2019 6:34 P.M.

The Trustees of the Coweta Public Works Authority met in regular session on Monday, February 4, 2019 at 6:34 p.m. in the Coweta City Hall, 310 South Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Evette Morris, Harold Chance, Steve Sinclair, John McCrackin, Randy Woodward.

TRUSTEES ABSENT: None.

STAFF PRESENT: Roger Kolman, Brittany Long, Rob Werley, Chip Cohrs, Greg Edwards, Julie Casteen, Mike Bell, Paula Emmons, Tom Young.

I. CALL TO ORDER

The meeting was called to order by Chairman Morris.

II. ROLL CALL

Trustees present and absent as shown above.

III. CONSENT

Motion by Harold Chance, second by Evette Morris, to approve consent calendar items:

1. Minutes of the Coweta Public Works Authority regular meeting held December 3, 2018.
2. Acknowledged the receipt of the annual audited financial statements for the fiscal year ended June 30, 2018.
3. Declaration of surplus on the following and authorized the Trust Manager to dispose of accordingly: 2000 GMC 1500 (VIN# 1GTGC24U1YE232331) and 2002 GMC ½ Ton 4x4 (VIN# 1GTEK14T22Z345216).

Aye: Randy Woodward
John McCrackin
Steve Sinclair
Harold Chance
Evette Morris

IV. OLD BUSINESS

Discussion held regarding possible action on the adoption of Resolution No. 2019-03, a Joint Resolution of the City of Coweta, Oklahoma and the Trustees of the Coweta Public Works Authority waiving the audit requirements of Section 8 of a certain Agreement of Compromise, Settlement and Release for the calendar year ended December 31, 2018.

Minutes of the Coweta Public Works Authority Regular Meeting held on February 4, 2019

Motion by Evette Morris, second by Harold Chance, to approve the adoption of Resolution No. 2019-03, a Joint Resolution of the City of Coweta, Oklahoma and the Trustees of the Coweta Public Works Authority waiving the audit requirements of Section 8 of a certain Agreement of Compromise, Settlement and Release for the calendar year ended December 31, 2018.

Aye: Randy Woodward
John McCrackin
Steve Sinclair
Harold Chance
Evette Morris

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Morris adjourned the meeting at 6:35 p.m.

Evette Morris, Chairman

Brittany Long, Trust Secretary

CITY OF COWETA
BUDGET CALENDAR FOR FISCAL YEAR 2019-2020

2/25/2019

ACTION	PARTIES INVOLVED	LEGAL DEADLINE	ACTUAL DEADLINE
Prepare FY20 revenue estimates and FY19 revenue projections for all funds	Julie Casteen	N/A	March 1, 2019 (Friday)
Prepare FY20 preliminary (base) budget estimate for operating funds	Julie Casteen	N/A	March 4, 2019 (Monday)
Set up worksheets into Incode and send to Dept Heads	Julie Casteen	N/A	March 6, 2019 (Wednesday)
Department Budget Worksheets submitted to Assistant City Manager	Department Heads	N/A	March 25, 2019 (Monday)
Meet with Dept Heads	Julie/Roger	N/A	March 28-29, 2019 (Thu-Fri)
Final draft Fiscal Year 2020 budget document for all funds	Julie Casteen	N/A	April 15, 2019 (Monday)
Budget Workshop	City Council/ City Manager/Dept Heads	N/A	April 26, 2019 (Friday)
Notice of budget hearing deadline to Newspaper	Julie Casteen	Friday prior to Wednesday Publication	May 17, 2019 (Friday)
Prepare Final Proposed Budget summaries of revenues by source, summary of expenditure by department to submit to City Council	Julie Casteen	Not less than 30 days prior to the beginning of the budget year	May 17, 2019 (Friday)
Publish notice of budget hearing & have draft budgets available to public in City Clerks' Office	Julie Casteen	Not less than 5 days prior to day of the hearing	May 22, 2019 (Wednesday)
Public Hearing	City Council/Julie Casteen	Not less than 15 days prior to the beginning of the new budget year	June 3, 2019 (Monday)
City Council/Trusts will consider adoption of the FY20 budget	City Council/Trusts	Not less than 7 days prior to the beginning of the new budget year	June 3, 2019 (Monday)
Print & File adopted budget with Oklahoma State Auditors Office	Julie Casteen	On or before the first day of the new budget year	June 10, 2019 (Monday)
Legal Deadlines to Remember: June 1 - Submit budget to City Council June 11 - Publish notice of public hearing June 15 - Public Hearing June 24 - Budget Adoption July 1 - Budget filed with OK State Auditors Office Within 15 days of filing with State Auditor, any taxpayer may protest alleged irregularities (sinking fund appropriations only)			

FY 2019-2020 Budget Calendar

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
					Revenue Projections	
3	4	5	6	7	8	9
	City Council/ Trust Meetings		Send worksheets to Dept Heads			
	Prepare Base Budget					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	Spring Break					
24	25	26	27	28	29	30
	Budget Worksheets and Capital Requests From DH Due to Julie			Preliminary meetings with Dept Heads		

FY 2019-2020 Budget Calendar

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	City Council/ Trust Meetings					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Preliminary Budget Draft				GOOD FRIDAY HOLIDAY	
21	22	23	24	25	26	27
					Budget Workshop	
28	29	30				

FY 2019-2020 Budget Calendar

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
	City Council/ Trust Meetings					
12	13	14	15	16	17	18
					Public Notice to Newspaper; Budget Summaries to Council	
19	20	21	22	23	24	25
LAS VEGAS ICSC						
			Notice of Public Hearing Published			
JULIE - GFOA CONFERENCE LOS ANGELES						
26	27	28	29	31	1	2
	MEMORIAL DAY HOLIDAY					

FY 2019-2020 Budget Calendar

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
	MEMORIAL DAY HOLIDAY					
2	3	4	5	6	7	8
	City Council/ Trust Meetings					
	BUDGET HEARING/ ADOPTION					
9	10	11	12	13	14	15
	Print & File Adopted Budget w/ State Auditor					
						Legal deadline for budget public hearing
16	17	18	19	20	21	22
23	24	25	26	27	28	30
Legal deadline for budget adoption						



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Memorandum

To: Chairman and Members of the Board of Trustees

From: Julie Casteen, Assistant City Manager/HR Director

Re: FY19-20 Budget Calendar

Date: March 1, 2019

BACKGROUND

In order to maintain compliance with the Municipal Budget Act (O.S. 11-17-201 et seq.), the City's annual budget process must follow certain guidelines, including taking certain actions within certain time frames. To that end, staff is requesting that Council adopt a budget calendar to help keep the City on track to complete the budget process. The proposed calendar is as follows:

- April 26 – Budget Workshop - Budget draft to be presented
- May 17 – Submission of final Proposed Budget to Council
- May 22 – Publication of Budget Summary and Notification of Public Hearing
- June 3 – Public Hearing on the Budget
- June 3 – Adoption of the Budget

The process has already begun at the staff level, with personnel budget estimates and estimates of revenues underway. Once the base budget has been established, department heads will begin working on their discretionary expenditure budgets. A draft of the budget will be prepared for the Council to review and discuss at the budget workshop in late April.

STAFF RECOMMENDATION

Staff recommends that the City Council annually adopt a budget calendar.

ATTACHMENTS:

Budget Calendar

SECTION 00600

CHANGE ORDER

PROJECT: North Water Transmission Line Imp.

CHANGE ORDER NUMBER: 1 (Final)

CONTRACT DATE: May, 18, 2018

DATE: February 21, 2019

TO CONTRACTOR: Nabholz Construction

CONTRACT FOR: The Coweta PWA

The Contract is changed as follows:

Not valid until signed by the Owner and Contractor

The original Contract Sum was	\$ 174,430.00	
Net change by previously authorized Change Orders	\$ 0.00	
The Contract Sum prior to this Change Order was	\$ 174,430.00	
The Contract Sum will be decreased by this Change Order		
in the amount of	\$(1,440.72)	
The new Contract Sum including this Change Order will be	\$ 172,989.28	
The Contract Time will be (increased) (decreased) (unchanged) by		(<u>0</u>) days.
The date of Substantial Completion as of the date of this Change		
Order therefore is <u>October 25, 2018.</u>		

NOTE: This summary does not reflect changes in the Contract Sum Time which have been authorized by Construction Change Directive.

Nabholz Construction
CONTRACTOR

10319 E 54st
ADDRESS

Tulsa, OK 74146

BY _____

DATE 2/24/19

Coweta Public Works Authority
OWNER

310 S. Broadway
ADDRESS

Coweta, OK 74429

BY _____

DATE _____

APPLICATION AND CERTIFICATE FOR PAYMENT

Page One of 6

TO: (Owner) City of Coweta

Contract Date: 5-18-2018

Application Date: 1-30-2019

FROM: (Contractor) Nabholz Construction

Period To: 10-25-2018

Distribution To: Owner
Architect
Contractor
Engineer

PROJECT: North Water Transmission
Line Improvements

CONTRACT FOR: Coweta Public Works Authority

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. Original Contract Sum \$ 174,430.⁰⁰
2. Net Change by Change Orders \$ <1,440.²²>
3. Contract Sum to Date (Line 1 & 2) \$ 172,989.²⁸
4. Total Completed & Stored to Date
(Column G on Continuation Sheet) \$ 172,989.²⁸
5. Retainage: a. 0 % of Completed Work \$ ~~0~~
(Column D & E on Continuation Sheet) - FINAL
b. 0 % of Stored Material \$ ~~0~~
(Column F on Continuation Sheet)
Total Retainage (Line 5a & 5b) \$ ~~0~~
6. Total Earned Less Retainage
(Line 4 less Line 5 Total) \$ 172,989.²⁸
7. Less Previous Certificates for Payment \$ 164,339.⁸²

8. CURRENT PAYMENT DUE \$ 8,649.⁴⁶
9. Balance to Finish, Plus Retainage \$ 0
(Line 3 less Line 6)

CHANGE ORDER SUMMARY:

	ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by OWNER	\$ <u>—</u>	\$ <u>—</u>
TOTALS	\$ <u>—</u>	\$ <u>—</u>
Approved this month		
Number <u> </u>	\$ <u>—</u>	\$ <u>1,440.⁷²</u>
Date Approved <u> </u>		
TOTALS	\$ <u>—</u>	\$ <u>—</u>
Net Change by Change Orders		\$ <u>1,440.⁷²</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the WORK covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Ch. C. C. Date: 1-30-2019

STATE OF OKLAHOMA)
) SS
COUNTY OF Tulsa)

Subscribed and sworn to before me this 30th day of January, 2019.

(SEAL)



[Signature]
Notary Public

My Commission Expires: 05/04/22

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the contract documents, based on on-site observations and the date comprising the above application, the Architect/Engineer certifies to the Owner that to the best of the Architect/s/Engineer's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified.

AMOUNT CERTIFIED \$ _____
(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT / ENGINEER: _____

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment without prejudice to any rights of the Owner or Contractor under this Contract.

Page 4 of 6

Application Number: 4 (Final) Application Date: 1-30-2019

Period to: 10-25-2018

[illegible]

NOTE: At bottom of each column, run totals.

CLAIM OR INVOICE AFFIDAVIT

STATE OF OKLAHOMA)
)SS
COUNTY OF Tulsa)

The undersigned (Architect, Contractor, Supplier, Engineer or Supervisory Official), of lawful age, being first duly sworn, on oath says that this (Invoice, Claim or Contract) is true and correct. Affiant further states that the (work, services or materials) as shown by this Invoice or Claim have been (completed or supplied) in accordance with the Plans, Specifications, orders or requests furnished to the Affiant. Affiant further states that (s)he has made no payment, nor given, nor donated, or agreed to pay, give, or donate, either directly or indirectly, to any elected official, officer, or employee of the State, County, or City of money or any other thing of value to obtain payment or the award of this contract.

Netholz Construction
Col. C. A.
Contractor or Supplier

Subscribed and sworn to before me this 30th day of January, 2018.

[Signature]
Notary Public

My Commission Expires: 05/04/22



Architect, Engineer or other Supervisory Official

Subscribed and sworn to before me this _____ day of _____, 2018.

Notary Public

My Commission Expires: _____

NOTE: Strike out words not appropriate and sign appropriate signature line. Architect, Engineer approval is not required for Contractor or Supplier Affidavit.

Coveta Transmission Line Improvments

No.	Item	Bid Qty	Unit	Unit Price	Bid Total	QTY this Month	Previous QTY	Work Completed	Stored Materials	Total Complete & Stored	%	Balance to Finish	Retainage
1	Mobilization	1	LS	4,000.00	4,000.00	-	1.00	4,000.00	-	4,000.00	100%	-	200.00
2	Clearing & Restoring RoW	1	LS	22,000.00	22,000.00	0.50	0.50	22,000.00	-	22,000.00	100%	-	1,100.00
3	Unclassified Excavation	300	CY	23.00	6,900.00	-	300.00	6,900.00	-	6,900.00	100%	-	345.00
4	5' ID Valve Vault w/ Top	9	EA	2,900.00	26,100.00	-	9.00	26,100.00	-	26,100.00	100%	-	1,305.00
5	18" x 4" Flanged Tee	9	EA	1,700.00	15,300.00	-	9.00	15,300.00	-	15,300.00	100%	-	765.00
6	18" FCA	18	EA	2,000.00	36,000.00	2.00	16.00	36,000.00	-	36,000.00	100%	-	1,800.00
7	14" Flanged Gate Valve	9	EA	1,400.00	12,600.00	-	9.00	12,600.00	-	12,600.00	100%	-	630.00
8	4' x 3" Reducer	2	EA	800.00	1,600.00	2.00	-	1,600.00	-	1,600.00	100%	-	80.00
9	5 1/4" Fire Hydrant Assembly	2	EA	7,000.00	14,000.00	-	2.00	14,000.00	-	14,000.00	100%	-	700.00
10	3" Air Valve	7	EA	2,100.00	14,700.00	-	7.00	14,700.00	-	14,700.00	100%	-	735.00
11	4" Air Valve	3	EA	2,600.00	7,800.00	-	3.00	7,800.00	-	7,800.00	100%	-	390.00
12	2" Air Valve	1	EA	3,000.00	3,000.00	-	1.00	3,000.00	-	3,000.00	100%	-	150.00
13	18" Cross	1	EA	2,500.00	2,500.00	-	1.00	2,500.00	-	2,500.00	100%	-	125.00
14	18" Blind Flange w/ Tap	1	EA	1,300.00	1,300.00	-	1.00	1,300.00	-	1,300.00	100%	-	65.00
15	3" Ball Valve	1	EA	2,200.00	2,200.00	-	1.00	2,200.00	-	2,200.00	100%	-	110.00
16	3" DIP Spool 6" Long	1	EA	650.00	650.00	-	1.00	650.00	-	650.00	100%	-	32.50
17	Crushed Stone Base	70	CY	54.00	3,780.00	-	43.32	2,339.28	-	2,339.28	62%	1,440.72	116.96

Totals

174,430.00

Total Amount 172,989.28

- 172,989.28

1,440.72 8,649.46



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Memorandum

To: Chairman and Members of the Board of Trustees
From: Wm. H. Cohrs, III, PE; City Engineer
Re: Final Change Order & Final Pay Estimate
North Water Transmission Line Improvements
Date: February 26, 2019

BACKGROUND

Nabholz Construction contracted with the Coweta Public Works Authority to install air relief valves along the North Water Transmission Line for the Coweta water system. The transmission line was placed in service in October 2018 and has been working since that date. The final change order is a reconciliation of the pay items in the contract and accounts for the materials that were used and those that were not used and results in a net reduction in the cost of the contract by \$1,440.72.

STAFF RECOMMENDATION

Staff recommends the Public Works Authority authorize the Chairman to sign the Final Change Order and Final Pay Estimate.

ATTACHMENTS



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Memorandum

To: Honorable Mayor and Members of the City Council/Members of the Board of Trustees
From: Roger Kolman, City Manager
Re: Sanitary Sewer Connection Fees
Date: 3/4/2019

BACKGROUND

The City of Coweta owns and operates a sanitary sewer system under the offices of the Coweta Public Works Authority (PWA). The PWA currently collects a fee for making new connections to the sanitary sewer system and those fees collected have generally been treated as unrestricted revenues of the utility. Given the one time nature of the fee, Staff recommends that the fee be increased from \$750/unit to \$950/unit and future fees collected be reserved for system related debt service and expansion.

STAFF RECOMMENDATION

Staff recommends adoption of Joint Resolution 2019-05

ATTACHMENTS

Joint Resolution 2019-05

RESOLUTION NO. 2019-05

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA AND THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, SETTING FEES FOR CONNECTING TO THE PUBLIC SANITARY SEWER SYSTEM AND RESERVING THOSE FEES COLLECTED FOR COSTS RELATED TO DEBT SERVICE AND SYSTEM EXPANSION.

WHEREAS, the City of Coweta, acting through the Coweta Public Works Authority, owns and operates a sanitary sewer system which serves the citizens of Coweta and surrounding areas in Wagoner County; and

WHEREAS, the City Council and the Board of Trustees recognize the need for public utilities to generate revenues necessary to support the costs of expanding such utilities ; and

WHEREAS, the Coweta Public Works Authority currently collects a connection fee at the time a new service line is added to the sanitary sewer system; and

WHEREAS, the one-time nature of those fees indicates that the fees collected should be reserved for the costs of debt service and system expansion.

THEREFORE, BE IT RESOLVED by the City Council of the City of Coweta, Oklahoma and the Board of Trustees of the Coweta Public Works Authority, that:

SECTION 1. The fees charged for connecting to the sanitary sewer system are reserved for the future costs of debt service and system expansion of the sanitary sewer system.

SECTION 2. The fees for connecting to the sanitary sewer system are set as follows:

Single Family Residential	\$950.00 per connection
Multifamily Residential (individual service)	\$950.00 per connection
Multifamily Residential (shared service)	\$950.00 per connection plus \$100.00 per unit
Commercial/Industrial (6" or smaller tap)	\$950.00 per connection plus \$100.00 per unit
Commercial/Industrial (Larger than 6" tap)	\$950.00 per connection plus \$150.00 per unit

This Resolution is approved in open meeting by the City Council of the City of Coweta, Oklahoma, on this 4th day of March, 2019.

Evette Morris, Mayor and Chairman

ATTEST:

Brittany Long, City Clerk

APPROVED:

Ronald D. Cates, City Attorney