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

**AGENDA - REGULAR MEETING**
**COWETA CITY COUNCIL**
**COWETA CITY HALL, 310 S. BROADWAY**
**MONDAY, APRIL 5, 2021 6:00 P.M.**

**MEETING PROCEDURE**: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Mayor and keep your comments as brief as possible. Individuals addressing the City Council must identify themselves by name prior to making any comments. The City Council will act on an agenda item after comments from staff and the City Council have been heard.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL
EVETTE YOUNG _____
HAROLD CHANCE _____
NAOMI HOGUE _____
LOGAN BROWN _____
RANDY WOODWARD _____

IV. GENERAL CITY COUNCIL COMMENTS
(During the General City Council Comments section of the agenda, the City Council shall make no decision or take any action except as to request the City Manager to schedule the matter for Council discussion at a later date.)

V. CONSENT
(All matters under the "Consent Calendar" are considered by the City Council to be routine and will be enacted by one motion. Any Councilmember may, however, remove an item from consent by request.)

1. SURPLUS PROPERTY
APPROVAL OF A DECLARATION OF SURPLUS FOR SEVEN (7) PANASONIC TOUGHBOOK LAPTOP COMPUTERS AND SEVEN (7) JOTTO IN CAR DESK SYSTEMS AND AUTHORIZATION FOR THE CITY MANAGER TO DISPOSE OF ACCORDINGLY.
(MIKE BELL, CHIEF OF POLICE)

Documents:

210405 STAFF REPORT SURPLUS PROPERTY.PDF
SURPLUS JOTTO DESKS MAR 2021.PDF
PANOSONIC LAPTOP 4 SURPLUS FORM MAR 2021.PDF
PANOSONIC LAPTOP 5 SURPLUS FORM MAR 2021.PDF
PANOSONIC LAPTOP 6 SURPLUS FORM MAR 2021.PDF
PANOSONIC LAPTOP 7 SURPLUS FORM MAR 2021.PDF
PANOSONIC LAPTOP 1 SURPLUS FORM MAR 2021.PDF
PANOSONIC LAPTOP 2 SURPLUS FORM MAR 2021.PDF
PANOSONIC LAPTOP 3 SURPLUS FORM MAR 2021.PDF

2. MINUTES OF THE REGULAR MEETING
APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON MARCH 1, 2021.
(JULIE CASTEEN, ASSISTANT CITY MANAGER/CITY CLERK)

Documents:

210301 MINUTES OF THE CITY COUNCIL MEETING.PDF

## VI. OLD BUSINESS

1. CDBG - PUBLIC HEARING 2021 COMMUNITY DEVELOPMENT BLOCK GRANT
   PUBLIC HEARING TO ACCEPT PUBLIC COMMENTS AND CITIZEN RECOMMENDATIONS ON FUTURE COMMUNITY DEVELOPMENT NEEDS WITHIN THE CITY OF COWETA, OKLAHOMA.
   (CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

2. CDBG - ADOPTION OF CITIZEN PARTICIPATION PLAN
   DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF THE 2021 CITY OF COWETA CITIZEN PARTICIPATION PLAN.
   (CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

   Documents:

   210405 2021 CITIZEN PARTICIPATION PLAN.PDF

3. CDBG - ADOPTION OF CDBG RESOLUTION
   DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2021-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA IN SUPPORT OF AN APPLICATION FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.
   (CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

   Documents:

   210405 RESOLUTION 2021-11.PDF

4. CDBG - SELECTION OF PROJECT FOR 2021 CDBG APPLICATION
   DISCUSSION AND POSSIBLE ACTION REGARDING THE SELECTION OF A PROJECT FOR 2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION FOR PUBLIC WATER MAIN REPLACEMENT WITHIN THE VILLAGE SUBDIVISION LOCATED GENERALLY NORTH OF 141ST STREET SOUTH BETWEEN 294TH AND 297TH EAST AVENUES.
   (CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

   Documents:

   210405 STAFF REPORT CDBG PROJECT.PDF

5. RESOLUTION 2021-10 PLANNING COMMISSION APPOINTMENT
   DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2021-10, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA APPOINTING MEMBERS OF THE COWETA PLANNING COMMISSION AND THE COWETA BOARD OF ADJUSTMENT AND SETTING THE TERMS OF SERVICE FOR EACH APPOINTEE.
   (CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

   Documents:

   210405 STAFF REPORT RESOLUTION 2021-10.PDF
   210405 RESOLUTION 2021-10.PDF

6. CZ 21-02 SUP MEDICAL MARIJUANA GROWING BUSINESS
   DISCUSSION AND POSSIBLE ACTION ON THE APPROVAL OF A SPECIFIC USE PERMIT (SUP) CZ 21-02 FOR A MEDICAL MARIJUANA GROWING BUSINESS IN AN EXISTING BUILDING ON PROPERTY ZONED INDUSTRIAL LIGHT (IL) LOCATED IN SECTION 26, TOWNSHIP 18 NORTH, RANGE 15 EAST OF THE INDIAN BASE AND MERIDIAN, WAGONER COUNTY, OKLAHOMA AT 10725 SOUTH 257TH EAST AVENUE, COWETA, OKLAHOMA.
   (CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

   Documents:

210405 STAFF REPORT CZ21-02 SUP.PDF
CZ 21-02 SUP AERIAL VIEW MAP.PDF
CZ 21-02 SUP AERIAL VIEW WITH FLOODPLAIN.PDF
CZ 21-02 SUP ZONING MAP.PDF
1000FT. OMMA MAP.JPG
WAREHOUSEGROWDETAILROOMS.JPG
WAREHOUSEGROWROOMS.JPG
20210302_125103.JPG
20210302_125134.JPG
20210302_125234.JPG

7. RADIO PURCHASE
DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PURCHSE OF SEVEN MOTOROLA APX 6000 RADIOS AND ASSOCIATED ACCESSORIES FOR THE COWETA FIRE DEPARTMENT IN A TOTAL AMOUNT OF $33,967.89.
(JERRY BURTNER, FIRE CHIEF)

Documents:

210405 STAFF REPORT RADIO PURCHASE.PDF
MOTOROLA RADIO QUOTE.PDF

8. BANK SIGNATORIES
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2021-09, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA APPROVING THE AUTHORIZED SIGNATORIES ON CERTAIN ACCOUNTS HELD BY FIRST NATIONAL BANK OF COWETA.
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

210405 RESOLUTION 21-09.PDF

9. TORT CLAIM 209313-1-BD
DISCUSSION AND POSSIBLE ACTION TO APPROVE OR DENY TORT CLAIM NO. 209313-1-BD, CLAIMANT HALEIGH LUTZ.
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

210405 STAFF REPORT TORT CLAIM 209313-1-BD.PDF
TORT CLAIM 209313-1-BD.PDF

10. RESOLUTION 2021-08 REGARDING BUDGET AMENDMENTS FY 20-21
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2021-08, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE CITY OF COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2021.
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

210405 STAFF REPORT RESOLUTION 21-08.PDF
210405 RESOLUTION 21-08.PDF

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

VIII. ADJOURNMENT

**IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL BY 9:00 A.M. ON THE DATE OF THE MEETING.**

CITY OF Coweta
POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • www.cityofcoweta-ok.gov

# Mémorandum

To: Honorable Mayor and City Council

From: Chief Michael Bell, Chief of Police

Re: Surplus of Computer Equipment

Date: March 26, 2021

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**BACKGROUND**

The Coweta Police department has replaced all outdated and obsolete computer equipment in our police vehicles.

**COSTS**

No cost

**STAFF RECOMMENDATION**

Staff recommends approval to surplus and donate to other police agencies via the Oklahoma Associates of Chiefs of Police organization.

**ATTACHMENTS**

- Surplus forms on seven (7) Panasonic Toughbook laptop computers and Jotto In Car Desk Systems.

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Jotto Desk X7

ID/Asset Tag Number: N/A

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Kodiak Jotto Desk X7<br>S/N:<br>6KDCF530422/23/24/25/26/27/28 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 06/30/2017<br>PURCHASE PRICE<br>$350 per desk | $25 each |

Reason for being surplused:

Obsolete/Outdated, no longer works with current system.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #4

ID/Asset Tag Number: 00384

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: 3CTYA66972 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #5

ID/Asset Tag Number: 00385

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: 3CTYA66765 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #6

ID/Asset Tag Number: 00158

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: 4HTYA30395 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #7

ID/Asset Tag Number: 00159

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: 4HTYA30414 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #1

ID/Asset Tag Number: 00381

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: 3CTYA67513 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #2

ID/Asset Tag Number: 00382

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: CTYA67628 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY**
**SURPLUS PROPERTY DECLARATION AUTHORIZATION**

This form is required to dispose of any City/Authority surplus property. Department Head completes this form and submits it to the City Manager.

Department: Police Department Contact: Chief Bell Date: 03/26/2021

Items Requested to be Surplused: Panasonic Toughbook Laptops #3

ID/Asset Tag Number: 00383

| PROPERTY DESCRIPTION | CONDITION | DATE PUCHASED | Approximate Current Value |
|---|---|---|---|
| Panasonic Laptop Computer<br>S/N: 3CTYA67753 | ☐ Excellent<br>☐ Good<br>☑ Fair<br>☐ Poor | 03/22/2013<br>PURCHASE PRICE<br>2,389.00 | $100 |

Reason for being surplused:

Operating system no longer current, will require costly updates.

Has it been offered for transfer to another Department within the City: Yes ☐ No ☑

Has it been offered for transfer to another agency within the State: Yes ☑ No ☐ If so, to whom:

Name of agency: Oklahoma Association of Chiefs of Police

Sold for scrap metal: Yes ☐ No ☑ If yes, to whom:

Amount received:

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----------FINANCE USE ONLY----------

Date placed on surplus website: _____ Did item sell: Yes ☐ No ☐

Date Sold: _____ Amount received: $_____

Name, Address, and Telephone Number of Buyer: _____

_____

Item ready to be released to buyer with a copy of receipt attached: Yes ☐ No ☑ Date: _____

City Manager approval of the request for surplus: _____ Date: _____

Date surplus approved by City Council/Trustees: _____

Date, Amount, and receipt of funds from Public Surplus:

_____

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING**
**MARCH 1, 2021 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, March 1, 2021 at 6:02 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

**COUNCILMEMBERS PRESENT:** Evette Young, Harold Chance, Naomi Hogue, Logan Brown.

**COUNCILMEMBERS ABSENT:** Randy Woodward.

## I. CALL TO ORDER

The meeting was called to order by Mayor Young.

## II. Pledge of Allegiance given

## III. ROLL CALL

Roll call taken. Councilmembers were present as shown above.

## IV. GENERAL CITY COUNCIL COMMENTS

City Manager Roger Kolman recognized the crews of the Streets and Water departments for their efforts in maintaining the city streets and water system during the recent winter storm.

## V. CONSENT

Motion by Harold Chance, second by Logan Brown to approve the consent calendar items:

1. Quarterly Review of Coweta's 911 System for the quarter ending December 31, 2020.
2. Minutes of the Coweta City Council Regular Meeting held on February 1, 2021.

Aye: Harold Chance
Logan Brown
Evette Young
Naomi Hogue

## VI. OLD BUSINESS

### 1. Resolution 2021-07

Roger Kolman presented a resolution in support of the Indian Capital Technology Center campus in Coweta.

Motion by Harold Chance, second by Naomi Hogue to adopt Resolution 2021-07, a resolution of the City of Coweta, Oklahoma in support of the Indian Capital Technology Center Campus in Coweta.

Aye: Harold Chance
Naomi Hogue
Logan Brown
Evette Young

## VII. NEW BUSINESS

There was no new business.

## VIII. ADJOURNMENT

Mayor Young adjourned the meeting at 6:05 p.m.

_____ _____
Evette Young, Mayor Julie Casteen, City Clerk

**City of Coweta**
*310 S. Broadway – PO Box 850*
*Coweta, OK 74429-0850*
*918-486-2189*

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## 2021 CITY OF COWETA CITIZEN PARTICIPATION PLAN

The City Council of the City of Coweta intends to implement a citizen participation program for its CDBG application process to accomplish the following objectives:

**Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used.**

This will be accomplished by:

1. Providing frequent and timely public notice of CDBG program activities by posting at the Coweta City Hall and at a second location in the City.

2. Conducting a public hearing to inform citizens of the proposed CDBG project activities and to obtain additional citizen input, and

3. Discussing the final CDBG project and authorizing the Mayor to sign a CDBG application, if necessary, in a regularly scheduled City Council meeting.

**Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the City of Coweta's proposed and actual use of funds, including but not limited to:**

1. **The amount of CDBG funds to be made available for the current fiscal year if the proposed project is approved,**

2. **The range of activities that may be undertaken with those funds,**

3. **The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons,**

4. **The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City of Coweta in accordance with Section 104 (d) (1) and (2) of the Act,**

5. **The basis on which the City of Coweta may provide technical assistance to groups representative of persons of low and moderate income that may request assistance to be provided is at the discretion of the City Council and does not necessarily include providing funding to such groups.**

This requirement will be accomplished by discussing the CDBG proposal during regular City Council meetings and in one formal public hearing prior to the submittal of the City of

Coweta's application. During the hearing the five items listed above will be explained to the public. Records of the CDBG process will be maintained by the City of Coweta and Citizen Participation Plan will be available upon request for review by the public. A brief summary of the proposed CDBG project will be available for public review after the City Council has made its final selection.

**Provide for minimum of two public hearings; one prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposal and questions, and the other prior to the closeout of the grant (if the City of Coweta receives funding) that discusses the City's accomplishments in relation to initial plans. The application stage hearing will include discussion of community development needs and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped.**

This requirement will be met through the scheduling of a Public Hearing to discuss the City of Coweta's CDBG proposal. At this hearing the proposed project will be reviewed for the public and further citizen input will be solicited. Notice will be given 7 working days in advance of this hearing by posting at the Coweta City Hall, Coweta Library, and at the Coweta Post Office. The hearing will be held in Coweta City Hall at 310 S. Broadway which is the customary site of City Council meetings. The hearing will be held prior to or during the City Council meetings when citizens are accustomed to being heard in front of the City Council. A second hearing will be held prior to the end of the grant period if the City of Coweta is funded in the CDBG process.

**Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate.**

The City of Coweta does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.

**Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City of Coweta's funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.**

The proposed 7 working days' notice for all public meetings and hearings in connection with the City of Coweta's CDBG application process is believed by the City Council to afford reasonable notice and will afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

**Provide the place, telephone number and times when citizens are able to submit written complaints or grievances and the process the City of Coweta uses to provide a timely, written response to such complaints or grievances.**

Citizens with comments or grievances on the CDBG process may submit them in writing to the City of Coweta or in person at a regularly scheduled City Council meeting. The City of Coweta will respond to such comments or grievances within 15 working days, where practicable.

By formally adopting this Citizen Participation Plan, the City Council of the City of Coweta accepts the responsibility for implementing its provisions. The City Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the CDBG program.

**Adopted this 5th day of April 2021 by the City Council of the City of Coweta.**

_____
Evette Young, Mayor

ATTEST: (SEAL)

_____
Julie Casteen, City Clerk

# RESOLUTION NO. 2021-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA IN SUPPORT OF AN APPLICATION FOR FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

**WHEREAS,** Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized the Secretary of Housing and Urban Development as representative of the United States of America, to grant to the State of Oklahoma funds and administrative responsibility for the "Small Cities Community Development Block Grant" program; and

**WHEREAS,** the Oklahoma Department of Commerce, pursuant to designation by the Governor as the administering agency of the Community Development Block Grant Program for Small Cities in Oklahoma, is directed to further the purposes of community development in the State, and is authorized and empowered to accept funds from the Federal Government or its agencies and to enter into such contracts and agreements as are necessary to carry out the functions of the Department; and

**WHEREAS,** the City of Coweta is a local unit of general purpose government that will provide opportunity for input by residents in determining and prioritizing community development needs through its written Citizen Participation Plan; and

**WHEREAS,** the local unit of government must appoint a representative to execute documents related to the application for Community Development Block Grant funding.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Coweta, Oklahoma that:

**SECTION 1** the City of Coweta desires to obtain assistance in community development and hereby requests the Oklahoma Department of Commerce to provide assistance under the policies, regulations and procedures applicable to local communities in Oklahoma.

**SECTION 2** the Mayor of the City of Coweta is appointed as the representative to execute all necessary documents for an application for Community Development Block Grant funding.

This Resolution is approved in open meeting by the City Council of the City of Coweta on this 5th day of April 2021.

_____
Evette Young, Mayor

ATTEST:

_____
Julie Casteen, City Clerk

APPROVED:

_____
Ronald D. Cates, City Attorney

CITY OF Coweta
POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • www.cityofcoweta-ok.gov

# Memorandum

To: Honorable Mayor and Members of the City Council
From: Roger Kolman, City Manager
Re: CDBG Project
Date: 04/05/2021

**BACKGROUND**

The City of Coweta was awarded a CDBG grant in 2018 to improve water service to the Village Subdivision (north of 141st Street between 294th and 297th E Avenue). Bids for the project were let in 2019 and the project awarded to the lowest responsible bidder. Subsequently, that bidder was unable to obtain the required surety for the project and had to withdraw.

Based upon the other bids received in 2019, the project was slightly redrawn to add bid alternates to bring the project closer to the original budget. The project was rebid in May of 2020 and the project costs were significantly higher that the anticipated budget. The Council voted at that time to return the CDBG grant and reconsider the project.

The 2020 CDBG grant cycle is now open and this project is still available for CDBG funding. The City Engineer will need to prepare an opinion of probable cost for the project but based upon the bids received in 2020 and a maximum grant award of $450,000 the City would need to commit at least $250,000 in matching funds to complete the base project and all alternatives. The funding the City received in 2020 through the CARES Act would be an eligible source of match for this project.

**STAFF RECOMMENDATION**

Staff recommends that the City Council direct staff to proceed with an application for CDBG funding to complete this project.

**ATTACHMENTS**

N/A


Untitled Map
Write a description for your map.
Legend
E 138th St S
S 293rd E Ave
E 139th St S
S 294th E Ave
S 295th E Ave
S 296th E Ave
S 297th E Ave
E 141st St S
400 ft
N
Google Earth

CITY OF
Coweta
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# Memorandum

To: Honorable Mayor and City Council
From: Carolyn Back, Community Development Director
Re: Resolution 2021-10
Date: 04-05-2021

---

**BACKGROUND**

Staff is requesting the approval of Resolution 2021-10 reappointing four members of the Planning Commission and Board of Adjustment and appointing one new member, Kathy Sloat-Ahlstrom. Ms. Sloat-Ahlstrom will be replacing Kathleen Robinson who recently submitted a request to resign her position as a member of the Planning Commission and Board of Adjustment.

The membership and terms for the Planning Commission and Board of Adjustment would be as follows:

Commissioner No. 1 - Carter Mathews, Term ending June 1, 2023

Commissioner No. 2 - Melanie Lander, Term ending June 1, 2023

Commissioner No. 3 - Joanna Jones, Term ending June 1, 2024

Commissioner No. 4 - Kathy Sloat-Ahlstrom, Term ending June 1, 2024

Commissioner No. 5 - Jessica Morris, Term ending June 1, 2022

**STAFF RECOMMENDATION**

Staff recommends approval of Resolution 2021-10

**ATTACHMENTS**

Resolution 2021-10

# RESOLUTION NO. 2021-10

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA APPOINTING THE MEMBERS OF THE COWETA PLANNING COMMISSION AND THE COWETA BOARD OF ADJUSTMENT AND SETTING THE TERMS OF SERVICE FOR EACH APPOINTEE.**

**WHEREAS,** the City of Coweta has adopted a Planning Commission in accordance with Oklahoma State Statute, Title 11 § 45-101 et seq.; and,

**WHEREAS,** the City of Coweta has adopted a Board of Adjustment in accordance with Oklahoma State Statute, Title 11 § 44-101 et seq.; and,

**WHEREAS,** the members of the Coweta Planning Commission also serve as the members of the Coweta Board of Adjustment; and,

**WHEREAS,** a vacancy currently exists on the Coweta Planning Commission and Coweta Board of Adjustment.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Coweta, Oklahoma, that,

**Section 1.** The Coweta Planning Commission is hereby appointed with five (5) members the term of which is herby established.

**Section 2.** The Coweta Board of Adjustment is hereby appointed with five (5) members the term of which is herby established.

**Section 3.** The Members of the Coweta Planning Commission and the Coweta Board of Adjustment shall be:

Commissioner No. 1 - Carter Mathews, Term ending June 1, 2023

Commissioner No. 2 - Melanie Lander, Term ending June 1, 2023

Commissioner No. 3 - Joanna Jones, Term ending June 1, 2024

Commissioner No. 4 - Kathy Sloat-Ahlstrom, Term ending June 1, 2024

Commissioner No. 5 - Jessica Morris, Term ending June 1, 2022

This Resolution is approved in open meeting by the City Council of the City of Coweta on this 5th day of April 2021

_____
Evette Young, Mayor

ATTEST:

_____
Julie Casteen, City Clerk

APPROVED:

_____
Ronald D. Cates, City Attorney

CITY OF Coweta
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**Memorandum**

To: Honorable Mayor and City Council
From: Carolyn Back, Community Development Director
Location: 10725 South 257th East Avenue
Zoning: Light Industrial (IL)
Re: Case Number: CZ 21-02 SUP
Date: 04-05-2021

---

## BACKGROUND

The applicant, Tier1 Resources, LLC, is seeking to establish a Specific Use Permit for a Medical Marijuana Business/Growing Facility, in an existing building on the property zoned Light Industrial (IL).

The property is located at 10725 South 257th E Avenue and has a legal description as follows:

Northwest corner Southwest Quarter; Section Twenty-six (26), Township Eighteen (18) North, Range Fifteen (15) East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

Staff has received a copy of the Commercial Lease Agreement for the 20,000 SF warehouse from the property owner, a SAFE map showing the property is over 1000 feet from any public or private school, and floor plans for the facility. The applicant intends to only use the north end office space at this time but has plans to expand as his business increases. The existing chain link fence abutting the RS-1 zoned property to the north shall function as the required screening fence once a privacy fence cover barrier has been installed. The monitored security system and cameras will further protect the facility. The grow rooms will be self-contained sealed rooms with no external ventilation and there will be Carbon Air Filters and Carbon Scrubbers in every room for odor control. These are the Industry standard for odor control.

Staff finds this request, to be in accordance with and meets the objectives of the City of Coweta Comprehensive Plan, Oklahoma State Statutes and City of Coweta Ordinances pertaining to the Medical Marijuana industry.

A public hearing was held on the 15th of March by the Coweta Planning Commission. The Planning Commission found that this request is in compliance with the Coweta Comprehensive Plan. At the Monday March 15, 2021 Planning Commission meeting a number of residents were present in opposition to the request regarding the proposed Specific Use Permit for CZ 21-02 SUP for a Medical Marijuana Growing Business. The Planning Commission recommended approval of the request for a Specific Use Permit for a Medical Marijuana Growing Business by a vote of 5-0 **with the condition that a privacy fence cover barrier be installed and maintained on the existing chain link fence between the facility and the RS-1 zoning district to the north**.

## STAFF RECOMMENDATION

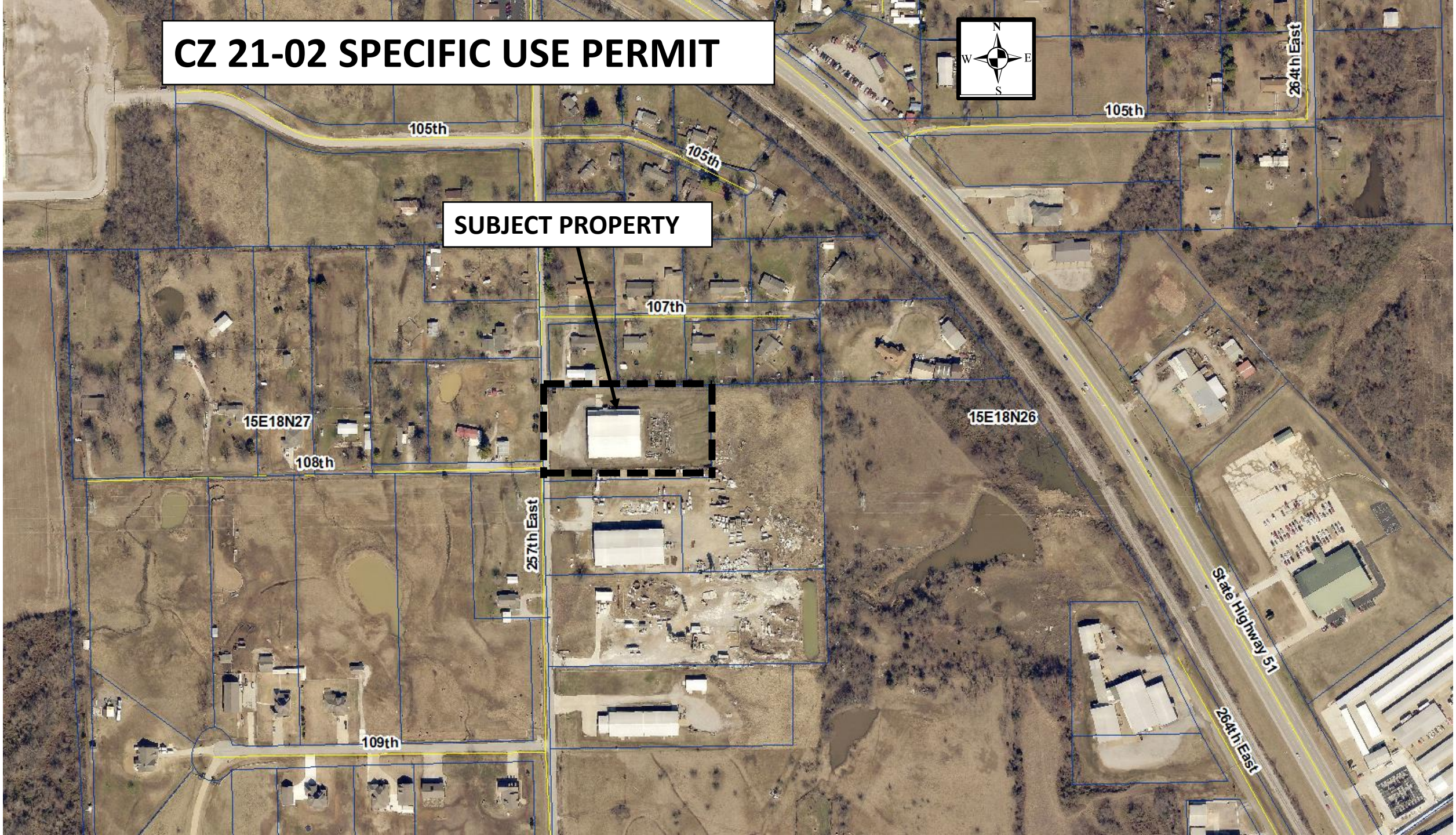
Staff recommends approval of the request to establish a Specific Use Permit, CZ 21-02 SUP, for a Medical Marijuana Growing Business **with the condition that a privacy fence cover barrier be installed and**

**maintained on the existing chain link fence between the facility and the RS-1 zoning district to the north**.

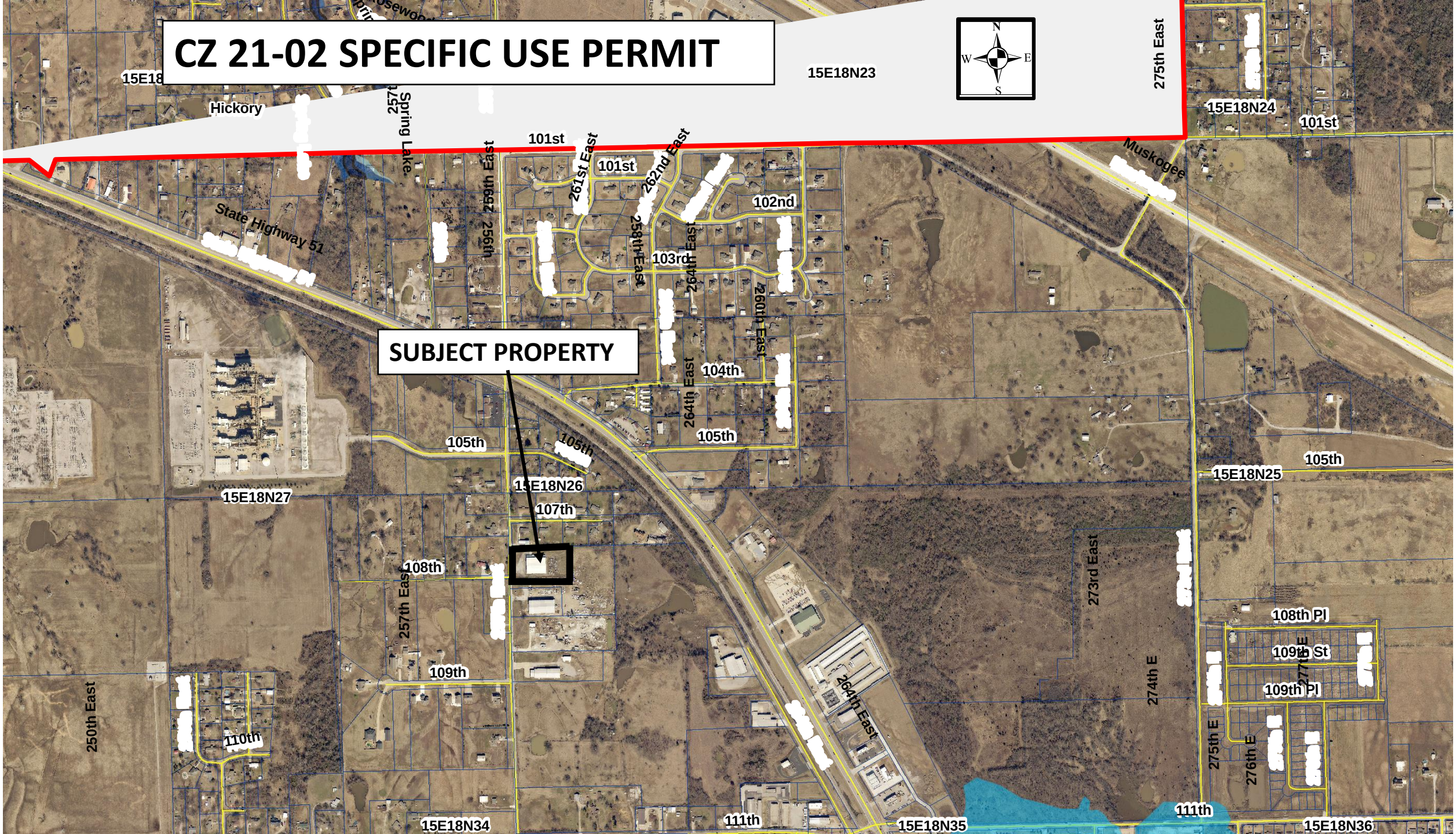
**ATTACHMENTS**

Aerial and Zoning Maps, OMMA Map, Floor Plans and Site Photos

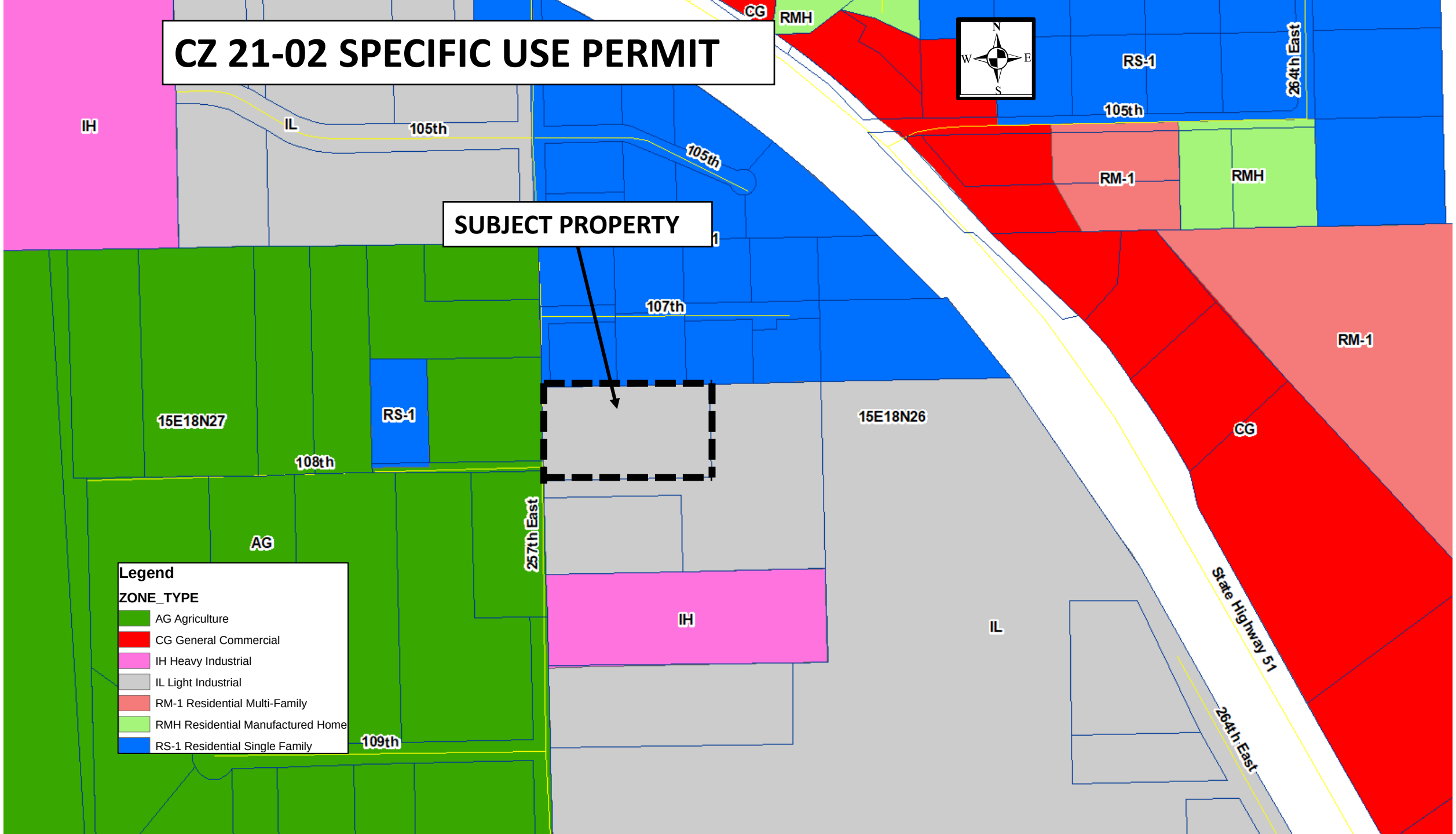
# CZ 21-02 SPECIFIC USE PERMIT



# CZ 21-02 SPECIFIC USE PERMIT



# CZ 21-02 SPECIFIC USE PERMIT



nces.ed.gov/programs/mapED/SafeMap/

# SAFE Map

Locate

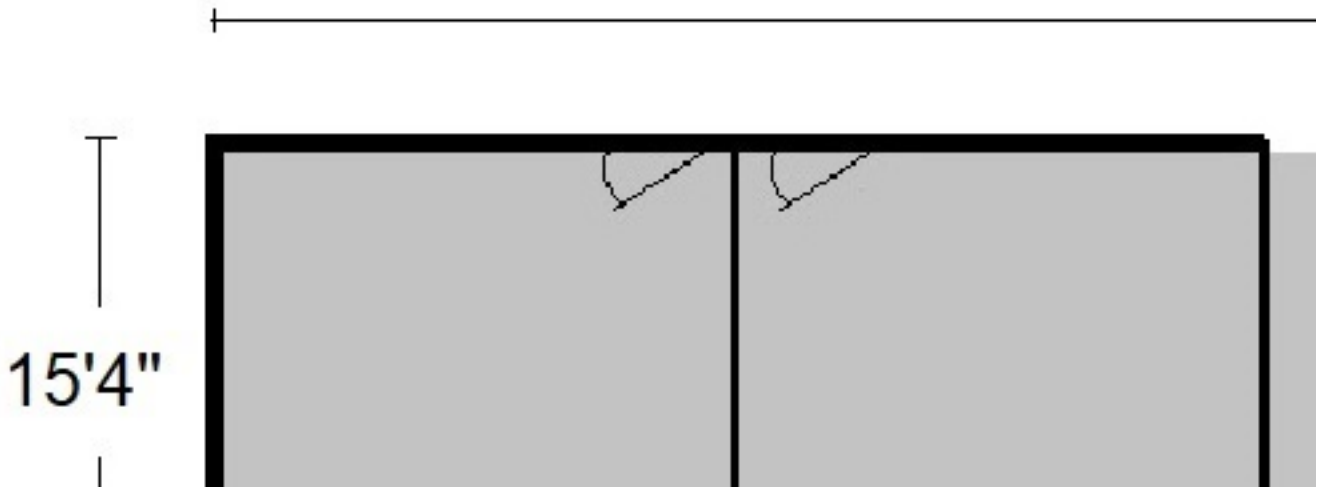
Search for an address or locate on map

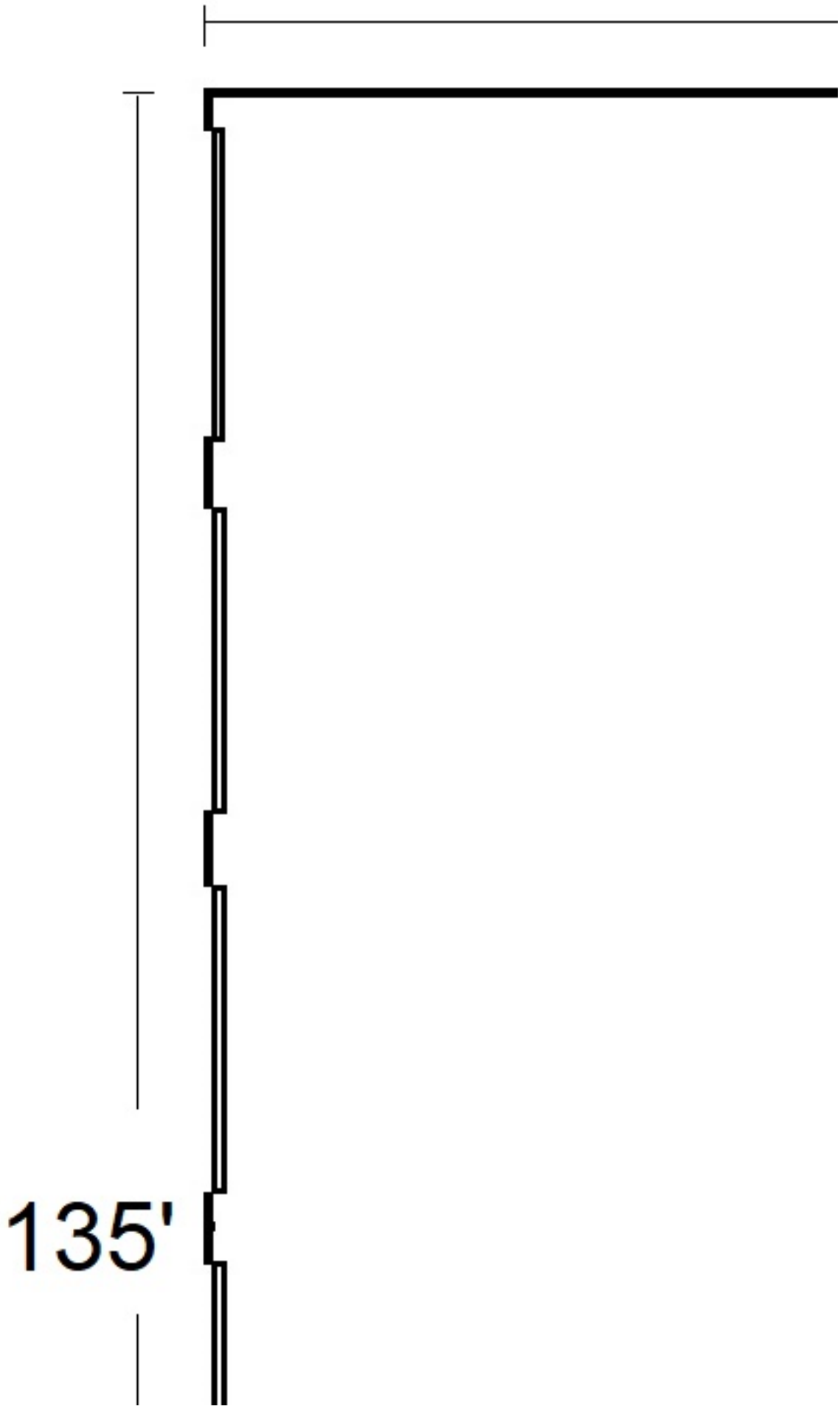
10725 S 257th East Ave, Broken

Show results within 1000 Feet

0 12000

No results found


15'4"


135'

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# Memorandum

To: Honorable Mayor and City Council

From: Jerry Burtner, Fire Chief

Re: Purchase of new handheld radios

Date: March 17, 2021

---

**BACKGROUND**

The Coweta Fire Department is currently using portable radios that are a minimum of 10 years old. This is at the end of the life cycle for these radios. Portable radios are our lifeline when on emergency scenes and are a vital piece of equipment.

The current model of radio we are using is Motorola XTS 5000. These radios have some safety concerns such as not being intrinsically safe in hazardous atmospheres and the fact that Motorola has stopped software support for this model.

The Coweta Fire Department is requesting the purchase of 7 new APX 6000 radios. These radios are compatible with our current radio and dispatch consoles. The radios are P25 compliant, which means they are programmed to work on the current OKWIN system. The radios are intrinsically safe, water resistant, GPS capable, and programmable. They also match what the Coweta Police Department is currently using. Due to the cost of the radios, we are asking to replace all our current radios over the next 3 years. We are asking for 7 radios, 5 chargers, 7 microphones, and 7 spare batteries. The total cost this year is $33,967.89 which has been included in the capital request for the FY 20/21 at a total of $35,000. The City has applied for an Assistance to Firefighters Grant to offset the cost of the acquisition of additional radio equipment in the future but has not yet been awarded that grant.

**STAFF RECOMMENDATION**

Staff recommends a motion to approve the purchase of the 7 radios, chargers, microphones, and batteries for a total of $33,976.89.

QUOTE-1440047

MOTOROLA SOLUTIONS

# COWETA, CITY OF

03/22/2021

MOTOROLA SOLUTIONS

QUOTE-1440047

03/22/2021

COWETA, CITY OF
212 N BROADWAY
COWETA, OK 74429

Dear Jerry Burtner,

Motorola Solutions is pleased to present COWETA, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide COWETA, CITY OF with the best products and services available in the communications industry. Please direct any questions to Carl Wilson at muskcomm@muskogeecomm.org.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Carl Wilson

Motorola Solutions Manufacturer's Representative

Billing Address:
COWETA, CITY OF
212 N BROADWAY
COWETA, OK 74429
US

Quote Date:03/22/2021
Expiration Date:06/20/2021
Quote Created By:
Carl Wilson
muskcomm@muskogeecomm.org

End Customer:
COWETA, CITY OF
Jerry Burtner
jburtner@cityofcoweta-ok.gov
918-279-7239

Contract: 19860 - NASPO

| Line # | Item Number | Description | Qty | List Price | Sale Price | Ext. Sale Price |
|---|---|---|---|---|---|---|
| | APX™ 6000 Series | APX6000 XE | | | | |
| 1 | H98UCF9PW6BN | APX6000 700/800 MODEL 2.5 PORTABLE | 7 | $3,026.00 | $1,997.72 | $13,984.04 |
| 1a | Q667BB | ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY) | 7 | $0.00 | $0.00 | $0.00 |
| 1b | Q361AR | ADD: P25 9600 BAUD TRUNKING | 7 | $300.00 | $198.06 | $1,386.42 |
| 1c | QA02006AA | ENH: APX6000XE RUGGED RADIO | 7 | $800.00 | $528.15 | $3,697.05 |
| 1d | Q58AL | ADD: 3Y ESSENTIAL SERVICE | 7 | $115.00 | $115.00 | $805.00 |
| 1e | QA00580AC | ADD: TDMA OPERATION | 7 | $450.00 | $297.08 | $2,079.56 |
| 1f | QA09006AA | ADD: ADAPTIVE NOISE SUPPRESSION | 7 | $150.00 | $99.03 | $693.21 |
| 1g | QA07576AB | ALT: TIA4950 BATT IMPRES 2 LIION 4600MAH (PMNN4573A) | 7 | $165.00 | $108.93 | $762.51 |
| 1h | H38BT | ADD: SMARTZONE OPERATION | 7 | $1,200.00 | $792.22 | $5,545.54 |
| 1i | QA01427AB | ALT: IMPACT GREEN HOUSING | 7 | $25.00 | $16.50 | $115.50 |
| 1j | Q806BM | ADD: ASTRO DIGITAL CAI OPERATION | 7 | $515.00 | $340.00 | $2,380.00 |

| Line # | Item Number | Description | Qty | List Price | Sale Price | Ext. Sale Price |
|---|---|---|---|---|---|---|
| 2 | PMNN4573A | BATT IMPRES 2 LIION TIA4950 R IP68 4600T | 1 | $199.00 | $131.38 | $131.38 |
| 3 | NNTN8863A | CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 100-240VAC, US/NA PLUG | 2 | $187.00 | $123.45 | $246.90 |
| 4 | NNTN8844A | CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR | 1 | $1,375.00 | $907.76 | $907.76 |
| 5 | PMMN4062AL | AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54 | 7 | $117.70 | $77.70 | $543.90 |
| 6 | NNTN7624C | CHARGER,CHR IMP VEH EXT NA/EU KIT | 2 | $472.00 | $344.56 | $689.12 |

Grand Total $33,967.89(USD)

Notes:

MOTOROLA SOLUTIONS

| Purchase Order Checklist |
| --- |
| **Marked as PO/ Contract/ Notice to Proceed on Company Letterhead**<br>**(PO will not be processed without this)** |
| **PO Number/ Contract Number** |
| **PO Date** |
| **Vendor = Motorola Solutions, Inc.** |
| **Payment (Billing) Terms/ State Contract Number** |
| **Bill-To Name on PO must be equal to the *Legal* Bill-To Name** |
| **Bill-To Address** |
| **Ship-To Address (If we are shipping to a MR location, it must be documented on PO)** |
| **Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )** |
| **PO Amount must be equal to or greater than Order Total** |
| **Non-Editable Format (Word/ Excel templates cannot be accepted)** |
| **Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept** |
| **Ship To Contact Name & Phone #** |
| **Tax Exemption Status** |
| **Signatures (As required)** |

**CITY OF COWETA, OKLAHOMA**
**RESOLUTION 2021-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, APPROVING THE AUTHORIZED SIGNATORIES ON CERTAIN ACCOUNTS HELD BY FIRST NATIONAL BANK OF COWETA.**

**WHEREAS**, the City of Coweta has established banking account(s) with First National Bank of Coweta; and

**WHEREAS**, from time to time it is necessary to change signatories on those account(s).

**NOW THERFORE BE IT RESOLVED BY THE COWETA CITY COUNCIL** that:

**SECTION 1.** The following persons shall be authorized signatories on the Court Bond and Fine account established for the City of Coweta:

Evette Young
Roger Kolman
Julie Casteen
Rebecca Price

**PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA,** and signed by the Mayor this 5th Day of April 2021.

_____
Evette Young, Mayor

Attest:

_____
Julie Casteen, City Clerk

Approved as to form:

_____
Ronald D. Cates, City Attorney

CITY OF
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# Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: Tort Claim 209313-1-BD, Lutz

Date: April 5, 2021

---

**BACKGROUND**

On February 16, 2021, Haleigh Lutz of 14824 South 276th East Avenue called a plumber to investigate a sewer line backup and was told by the plumber that the problem was on the City side. The plumber called the City to report the issue and the sewer line was cleaned out the same day.

On February 23, 2021, Ms. Lutz filed a tort claim for the cost of the plumber's bill, which totals $295.00.

The City's insurer, Oklahoma Municipal Assurance Group ("OMAG"), has recommended denying this claim, having found no liability on the part of the City because the City is not liable unless given prior notice of a defect or problem. According to OMAG, since Ms. Lutz did not contact the City prior to requesting the services of a plumber, the City is not responsible for the bill.

**STAFF RECOMMENDATION:**

Staff refers Council to the recommendation of its insurer.

**ATTACHMENTS:**

Correspondence from OMAG
Documentation of the Tort Claim

OMAG

3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

March 1, 2021

Ms. Haleigh Lutz
14824 South 276th East Ave.
Coweta, Oklahoma 74429

| | | | |
|---|---|---|---|
| RE: | Member | : | City of Coweta |
| | Claimant | : | Haleigh Lutz |
| | Date of Loss | : | February 16, 2021 |
| | Claim No. | : | 209313-1-BD |

Dear Ms. Lutz:

As the adjuster for the Oklahoma Municipal Assurance Group, the insurer for the City of Coweta, I am recommending denial of this claim and find no liability on the City of Coweta's part.

Oklahoma law has consistently held that a municipality is not an insurer of its sanitary sewer system. This means that a municipality is not automatically liable for damages to property which result from a sanitary sewer overflow. A municipality may be liable only if it had prior notice of a defect or problem in the sewer line and failed to take appropriate remedial action within a reasonable time before the damage occurred.

The City of Coweta would not be liable for a plumber bill incurred prior to the City of Coweta being notified of a sewer problem.

Sincerely,

Brad Doublehead,
Senior Claims Adjuster

cc: City of Coweta

OMAG

3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

March 1, 2021

City of Coweta
Attn: Julie Casteen
P.O. Box 850
Coweta, Oklahoma 74429-0850

| RE: | | | |
|---|---|---|---|
| | Member | : | City of Coweta |
| | Claimant | : | Haleigh Lutz |
| | Date of Loss | : | February 16, 2021 |
| | Claim No. | : | 209313-1-BD |

Dear Ms. Casteen:

We have completed our investigation regarding the above referenced claim. It is our recommendation to the City of Coweta that this claim be denied. We find no liability on the City of Coweta's part regarding this incident.

Under the Governmental Tort Claims Act, 51 Okla. Sec. 157(A), this claim will be deemed denied ninety (90) days after it was received by the City of Coweta. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim.

Thus, to begin the 180-day statute of limitations prior to **5/25/2021**, you must deny this claim in writing before **5/25/2021**. For the 180-day period to start running, the claimant **must be notified at the address on the claim within five (5) days of the denial**. To document compliance with the Act, we recommend that you send notice of denial of this claim by certified mail.

Please advise us as soon as possible of any official action taken by you on denial of this claim.

Sincerely,

Brad Doublehead,
Senior Claims Adjuster

# NOTICE OF TORT CLAIM

## OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

**A. CLAIMANT REPORT**

FAXED 2/25/21

To the City of Coweta
Public entity you are filing this claim against.

**PLEASE PRINT OR TYPE AND SIGN**

**IMPORTANCE NOTICE:** The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply (See Oklahoma Statues Title 51, Section 151-172).

CLAIMANT(S) Haleigh Lutz
ADDRESS 14824 S 276th E Ave
Coweta, OK 74429

CLAIMANT(S) SOCIAL SECURITY NO. 003-80-5174
CLAIMANT(S) DATE OF BIRTH 04-24-1990
PHONE: HOME (918) 851-8395 BUS. ( )

Continue on another sheet if needed for any information requested)

1. DATE AND TIME OF INCIDENT 2/16/21 9:00 a.m. ( ) p.m.
2. LOCATION OF INCIDENT Home
3. DESCRIBE INCIDENT Plumbing backed up onto my bathroom floors and we couldn't flush. Had to call someone out to snake drains but it was the city main line, not mine.
4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

**BODILY INJURY:** WAS CLAIMANT INJURED? YES___ NO X If yes, complete this section

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES___ NO X If so, please give name, address and phone number of company

NAME OF DOCTOR OR HOSPITAL _____

ALL MEDICAL BILLS (attach Copies) $_____
LIST OTHER DAMAGES CLAIMED $_____
**TOTAL BODILY INJURY** . . . . . $_____

**PROPERTY DAMAGE:** Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE NAME _____ BODY TYPE _____ YEAR _____

**NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.**

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS _____

PROPERTY DAMAGE (Attach repair bills or two estimates) $ 295.00
LIST OTHER DAMAGES CLAIMED $_____
**TOTAL PROPERTY** . . . . . $ 295.00

5. NAME OF YOUR INSURANCE CO. _____ POLICY NO. _____ AMOUNT CLAIMED _____ AMOUNT RECEIVED _____

6. The names of any witnesses known to you.

| Name | Address | Phone Number |
|---|---|---|
| Marcus Kirkwood | | 713-423-5681 |
| | | |

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

**TOTAL CLAIM** . . . . . $ 295.00

SIGNATURE(S) _____ DATE 2/23/21

1-06

CONTINUE ON THE BACK

Torch Service Company
107 W 4th Ave, Owasso, OK 74055,
918-376-4343

Invoice 11740106
Invoice Date 2/16/2021
Completed Date
Customer PO

**Billing Address**
Haleigh Lutz
14824 South 276th East Avenue
Coweta, OK 74429 USA

**Job Address**
Haleigh Lutz
14824 South 276th East Avenue
Coweta, OK 74429 USA

**Description of Work**

Ran cable out '100 feet multiple times and was not able to clear line. Called city and they are going to check city main for back up.

| Task # | Description | Quantity | Your Price | Your Total |
|---|---|---|---|---|
| DRAINSEWER | Clean Sewer Line From Cleanout:<br>BASIC cleaning of sewer line from cleanout hazardous condition pricing<br>No warranty | 1.00 | $295.00 | $295.00 |

| Paid On | Type | Memo | Amount |
|---|---|---|---|
| 2/16/2021 | Visa | | $295.00 |

| | |
|---|---|
| Sub-Total | $295.00 |
| Tax | $0.00 |
| Total Due | $295.00 |
| Payment | $295.00 |
| Balance Due | $0.00 |

Thank you for choosing Torch Service Company! Highest rated in Plumbing, Heating, and Cooling!

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.

2/16/2021

I have inspected all of the work done by [the contractor] pursuant to the contract terms agreed by me at [LOCATION] [the location described in the contract]. I find that all work has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed by [the contractor] to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor pursuant to the contract as agreed.

2/16/2021

I authorize Torch Service Company to charge the agreed amount to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

2/16/2021

# Work Item Report

## Sewer | Check for Possible Sewer Back-Up | 13756157

**14824 S 276th East Ave, Coweta, Oklahoma 74429**

**Collected By** msmith@cityofcoweta-ok.gov
**Collected Date** 2/16/2021 1:31:46 PM
**Modified By** msmith@cityofcoweta-ok.gov
**Modified Date** 2/25/2021 2:02:22 PM
**Status** Closed
**Priority** 5
**Asset Id** _____
**Layer Name** _____
**Description** Check for a possible sewer back up at this address. Please make customer contact.
**Comments** Jetted the line 300 feet to stoppage. Stoppage was paracord. Spoke with customer. Resident contacted plumber before contacting us. Plumbing company (Torch Service Company) was the one that called it in. JA, TM, OM, JB, MQ, FB, and WR.

### Customer Contact Made

**Please select if customer contact was made via door hanger or speaking with the customer.** Spoke with customer

### Employees

| Start Date | ID | Regular Hours | Overtime Hours | Total Cost |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | $0.00 |

### Equipment

| Start Date | ID | Total Usage | Total Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | $0.00 |

### Materials

| Start Date | ID | Quantity | Total Cost |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | $0.00 |

**Grand Total Cost: $0.00**

CITY OF Coweta
POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • www.cityofcoweta-ok.gov

# Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: Supplemental Appropriations for Library Fund

Date: April 5, 2021

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**BACKGROUND**

The City has received $11,018 in state aid for the Coweta Library that was not anticipated and requires appropriation. In addition, there are unspent funds totaling $1,816 from previous allocations that must be spent by July 31, 2021.

| | Supplemental Appropriation | Fund/Dept |
|---|---|---|
| Library Books | $5,200 | Library/Library |
| Program Supplies | $7,189 | Library/Library |
| Subscriptions | $445 | Library/Library |

**STAFF RECOMMENDATION**
Staff recommends approval of supplemental appropriations per Resolution 2021-08.

**Attachments:**
Resolution 2021-08

**CITY OF COWETA, OKLAHOMA**
**RESOLUTION 2021-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE CITY OF COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2021.**

**WHEREAS**, the City of Coweta has received monies not anticipated that have not been appropriated in the budget for fiscal year 2020-2021; and

**WHEREAS**, the City of Coweta has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2020-2021; and

**WHEREAS**, the City of Coweta, Oklahoma is required to make supplemental appropriations for revenue sources and expenditures not appropriated in the budget.

**NOW THERFORE BE IT RESOLVED BY THE COWETA CITY COUNCIL** that the following supplemental appropriations be made in the Library Fund:

| Account Number | Description | Amount | Reason for Expenditure | Funding Source | Fund Balance Amount | | Revenue Amount | Revenue Account |
|---|---|---|---|---|---|---|---|---|
| 05-5218.080 | Library Books | $5,200 | Increase in State Aid | State Aid | $0 | | $5,200 | 18-04.03.84 |
| 05-5226.080 | Program Supplies | $7,189 | Increase in State Aid/ Unspent State Aid | Fund Balance | $1,371 | | $5,818 | 18-04.03.84 |
| 05-5513.080 | Subscriptions | $445 | Use of unspent State Aid | Fund Balance | $445 | | $0 | 18-04.03.84 |
| **Total Library Fund** | | **$12,834** | | | **$1,816** | | **$11,018** | |

**PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA,** and signed by the Mayor this 5th Day of April 2021.

Evette Young, Mayor

Attest:

Approved as to form:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney