



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, FEBRUARY 6, 2023 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. CITY OF COWETA'S 911 SYSTEM REVIEW

APPROVAL OF THE QUARTERLY FINANCIAL RESULTS AND OPERATIONAL ACTIVITIES OF THE CITY OF COWETA'S 911 SYSTEM FOR THE CALENDAR YEAR QUARTER ENDING DECEMBER 31, 2022 IN ACCORDANCE WITH 63 O.S. §2815 (F). (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[FY23 Q2 911 REVIEW.PDF](#)

- 2. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON JANUARY 9, 2023. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230109 MINUTES OF THE CITY COUNCIL.PDF](#)

VI. OLD BUSINESS

1. CZ 22-06 SUP

DISCUSSION AND POSSIBLE ACTION ON AN APPLICATION TO ESTABLISH A SPECIFIC USE PERMIT (SUP) CZ 22-06 SUP TO DEVELOP AN ENCLOSED RECREATIONAL VEHICLE (RV) MINI-STORAGE AND OFFICE/RETAIL SPACE ON PROPERTY ZONED UNDER PUD-R 13-02 LOCATED IN SECTION 35, TOWNSHIP 18 NORTH, RANGE 15 EAST OF THE INDIAN BASE AND MERIDIAN, WAGONER COUNTY, STATE OF OKLAHOMA, IN THE COWETA CROSSING SOUTH 45 COMMERCIAL SUBDIVISION, COWETA, OKLAHOMA. (ROBYN MURRAY, COMMUNITY DEVELOPMENT SUPERVISOR)

Documents:

[230206 STAFF REPORT CZ 22-06.PDF](#)
[230206 ORIGINAL SITE PLAN.PDF](#)
[230113 SITE PLAN.PDF](#)
[SAMPLE 2.JPG](#)
[SAMPLE 1.JPG](#)
[AERIAL MAP.PDF](#)
[ZONING MAP.PDF](#)
[PUD-R 13-02.PDF](#)

2. RESOLUTION 2023-05 CEREMONIAL STREET NAMING

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-05, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA PROVIDING NOTICE OF THE INTENT TO PROVIDE A CEREMONIAL STREET NAME TO EAST SYCAMORE STREET. (ROGER KOLMAN, CITY MANAGER)

Documents:

[230206 STAFF REPORT RESOLUTION 2023-05.PDF](#)
[230206 RESOLUTION 2023-05.PDF](#)

3. PARKING LOT DESIGN

DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH COWAN GROUP ENGINEERING FOR THE DESIGN, PUBLIC BIDDING, AND CONSTRUCTION MANAGEMENT FOR A PUBLIC PARKING FACILITY TO BE LOCATED AT THE NORTHWEST CORNER OF BROADWAY AND CHESTNUT. (ROGER KOLMAN, CITY MANAGER)

Documents:

[230206 STAFF REPORT BROADWAY PARKING LOT.PDF](#)
[230206 COWETA PARKING LOT PROPOSAL 01252023.PDF](#)

4. SELF CONTAINED BREATHING APPARATUS (SCBA) PURCHASE

DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF AN MSA SELF-CONTAINED BREATHING APPARATUS SYSTEM FROM CASCO INDUSTRIES, INC. AND AN UPGRADED AIR REFILLING SYSTEM FROM TESCO IN THE COMBINED AMOUNT OF \$248,303.00 UTILIZING OMES CONTRACT SW-241 PRICING. (BRIAN WOODWARD, INTERIM FIRE CHIEF)

Documents:

[230206 STAFF REPORT MSA SCBA PURCHASE.PDF](#)
[CFD MSA QUOTE.PDF](#)
[TESCORP 6000 PSI CYLINDER QUOTE.PDF](#)

5. RESOLUTION 2023-04

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-04, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, ALLOCATING FUNDS FOR THE PURCHASE SELF-CONTAINED BREATHING APPARATUSES AND RELATED EQUIPMENT, AND THE TERMS FOR THE REPAYMENT THEREOF. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230206 STAFF REPORT RESOLUTION 2023-04.PDF](#)
[230206-RESO 2023-04 SCBA FINANCING.PDF](#)

6. RESOLUTION 2023-03 REGARDING BUDGET AMENDMENTS FY 22-23
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-03, 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, 2023. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230206 STAFF REPORT RESOLUTION 2023-03.PDF](#)
[230206-SUPPLEMENTALS RESO 2023-03-GOVT.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.

**REVIEW OF EXPENDITURES FOR E911 FUND
FOR OCTOBER 1, 2022 THROUGH DECEMBER 31, 2022**

During the second quarter of the current fiscal year, the expenditures for the E911 Fund include:

Vendor	Description	Total Per Vendor
JP Morgan Chase	Dispatcher Training	\$ 239.00
Windstream	911 Lines and Services	8,540.97
Standard & Associates	Dispatcher Tests	101.00
Wagoner County Clerk	Mapping project	1,981.20
	Subtotal	10,862.17
	First Quarter Expenditures	54,104.35
	Total Year to Date Expenditures	\$64,966.52

Approved in open meeting of the City Council of the City of Coweta on this 6th day of February, 2023.

Evette Young, Mayor

ATTEST:

Julie Casteen, City Clerk

VENDOR SET: 01 CITY OF COWETA

BANK: ALL

FUND : 18 E-911 FUND

DEPARTMENT: 087 E-911 FUND

INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999

PAY DATE RANGE: 10/01/2022 THRU 12/31/2022

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-1855	JPMORGAN CHASE BANK N	I-BELL OCT	18 5305.087	TRAVEL & TRAI	JP MORGAN OCT 2022	000653	239.00
						VENDOR 01-1855 TOTALS	239.00
01-2210	WINDSTREAM	I-041700521 10/5	18 5302.087	COMMUNICATION:	E911 VPN AND ROUTERS 267417		769.13
01-2210	WINDSTREAM	I-041700521 11/3	18 5302.087	COMMUNICATION:	E911 VPN AND ROUTERS 267645		780.66
01-2210	WINDSTREAM	I-041700521 12/5	18 5302.087	COMMUNICATION:	E911 VPN AND ROUTERS 267868		780.83
01-2210	WINDSTREAM	I-101098402 11/9	18 5302.087	COMMUNICATION:	E911 VPN&PHONE 267646		1,244.53
01-2210	WINDSTREAM	I-101098402 12/9	18 5302.087	COMMUNICATION:	E911 VPN&PHONE 267869		1,244.53
01-2210	WINDSTREAM	I-101098402 OCT	18 5302.087	COMMUNICATION:	E911 VPN&PHONE 267418		1,244.53
01-2210	WINDSTREAM	I-101098803 10/17	18 5302.087	COMMUNICATION:	DISPATCH PHONE LINES 267551		108.60
01-2210	WINDSTREAM	I-101098803 12/15	18 5302.087	COMMUNICATION:	DISPATCH PHONE LINES 267954		110.97
01-2210	WINDSTREAM	I-101098803 NOV	18 5302.087	COMMUNICATION:	DISPATCH PHONE LINES 267724		109.99
01-2210	WINDSTREAM	I-101186478 10/21	18 5302.087	COMMUNICATION:	CALLWORKS TRANSFER L 267552		275.77
01-2210	WINDSTREAM	I-101186478 12/21	18 5302.087	COMMUNICATION:	CALLWORKS TRANSFER L 267955		282.79
01-2210	WINDSTREAM	I-101186478 NOV	18 5302.087	COMMUNICATION:	CALLWORKS TRANSFER L 267804		279.89
01-2210	WINDSTREAM	I-SEPT 041665350	18 5302.087	COMMUNICATION:	T1 LINE FOR DISPATCH 267327		1,308.75
						VENDOR 01-2210 TOTALS	8,540.97
01-3237	STANARD & ASSOCIATES,	I-SA000052265	18 5204.087	MINOR TOOLS &:	5 TEST&A CD/DISPATCH 267631		101.00
						VENDOR 01-3237 TOTALS	101.00
01-439	WAGONER COUNTY CLERK	I-8/17/22	18 5302.087	COMMUNICATION:	SPATIAL DATA RESEARC 267728		1,981.20
						VENDOR 01-439 TOTALS	1,981.20
DEPARTMENT 087 E-911 FUND						TOTAL:	10,862.17
VENDOR SET 18 E-911 FUND						TOTAL:	10,862.17
REPORT GRAND TOTAL:							10,862.17

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2022-2023	18 -5204.087	MINOR TOOLS & EQUIPMENT	101.00	4,000	3,899.00		
	18 -5302.087	COMMUNICATIONS (TELEPHONE)	10,522.17	61,860	19,097.60		
	18 -5305.087	TRAVEL & TRAINING	239.00	6,200	5,961.00		
		TOTAL:	10,862.17				

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
18 -087	E-911 FUND	10,862.17

18 TOTAL	E-911 FUND	10,862.17

** TOTAL **		10,862.17

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 CITY OF COWETA
INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
PAY DATE RANGE: 10/01/2022 THRU 12/31/2022
BANK: ALL
BUDGET: CB-CURRENT BUDGET
SEQUENCE: VENDOR NUMBER
REPORT TYPE: 1 LINE
TOTALS ONLY: NO
PRINT PROJECTS: NO
PRINT STUB COMMENTS: NO

DEPARTMENT OPTIONS

SEPARATE BY DEPARTMENT: YES
G/L RANGE: - THRU ZZZ-ZZZZZZZZZZZZZZ
DEPARTMENT RANGE: 087 THRU 087
PAGE BREAK BY DEPARTMENT: YES
CHECK RANGE: 000000 THRU 999999

** END OF REPORT **

CITY OF COWETA
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2022

18 -E-911 FUND

% OF YEAR COMPLETED: 50.00

DEPARTMENT - E-911

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>200-MATERIALS AND SUPPLIE</u>						
18-5204.087 MINOR TOOLS & EQUIPMENT	<u>4,000</u>	<u>0.00</u>	<u>101.00</u>	<u>0.00</u>	<u>3,899.00</u>	<u>2.53</u>
TOTAL 200-MATERIALS AND SUPPLIE	4,000	0.00	101.00	0.00	3,899.00	2.53
<u>300-OTHER CHARGES/SERVICE</u>						
18-5302.087 COMMUNICATIONS (TELEPHONE)	61,860	4,790.20	22,932.32	19,830.08	19,097.60	69.13
18-5304.087 MEMBERSHIPS & SUBSCRIPTIONS	5,400	0.00	5,340.00	60.00	0.00	100.00
18-5305.087 TRAVEL & TRAINING	6,200	0.00	239.00	0.00	5,961.00	3.85
18-5325.087 CONTRACTED SERVICES	<u>18,750</u>	<u>0.00</u>	<u>12,750.21</u>	<u>0.00</u>	<u>5,999.79</u>	<u>68.00</u>
TOTAL 300-OTHER CHARGES/SERVICE	92,210	4,790.20	41,261.53	19,890.08	31,058.39	66.32
<u>400-CAPITAL OUTLAY</u>						
<u>500-NON-OPERATING</u>						
18-5503.087 LEASE PAYMENTS - PRINC	17,376	0.00	17,375.55	0.00	0.45	100.00
18-5504.087 LEASE PAYMENTS - INTEREST	<u>6,229</u>	<u>0.00</u>	<u>6,228.44</u>	<u>0.00</u>	<u>0.56</u>	<u>99.99</u>
TOTAL 500-NON-OPERATING	23,605	0.00	23,603.99	0.00	1.01	100.00
TOTAL E-911	119,815	4,790.20	64,966.52	19,890.08	34,958.40	70.82
TOTAL EXPENDITURES	119,815	4,790.20	64,966.52	19,890.08	34,958.40	70.82
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	(14,765)	4,720.40	(8,888.67)	(19,890.08)	14,013.75	194.91
	=====	=====	=====	=====	=====	=====

Coweta Police Department
212 N Broadway Coweta, OK 74429
(918) 486-2121

Radio Log Summary Report 10/01/2022 - 12/31/2022

Radio Log Record

Radio Log Record 11,126

Group By Call Type

Total	Initial Call Type
50	***OLETS***
11	***SYSTEM***
8	10-12 - ACO
16	10-12 - EMS
2	10-12 - FIRE
329	10-12 - INFORMATION
179	10-12 - POLICE
59	10-12 - RECORDS
50	10-21 - ACO
286	10-21 - EMS
88	10-21 - FIRE
2,051	10-21 - INFORMATION
686	10-21 - OUTGOING
614	10-21 - POLICE
4	10-21 - RECORDS
782	10-21 - TRANSFER
333	911 - EMS
25	911 - FIRE
147	911 - HANG UP
204	911 - NON EMERGENCY
155	911 - POLICE
68	911 - TRANSFER
6	911-ACO

Group By Final Type

Total	Final Call Type
2,726	
110	***ACCIDENTAL***
2	***DETECTIVE***
1,225	***INFORMATION***
261	***SCHOOL RESOURCE OFFICER - INITIATED***
4	***SYSTEM***
857	***TRANSFER***
5	ABANDONED VEHICLE
1	ACCIDENT / CITY VEHICLE INVOLVED - SIGNAL 83
5	ACCIDENT / HIT AND RUN - SIGNAL 89
12	ACCIDENT / MAJOR / WITH INJURIES - SIGNAL 82
47	ACCIDENT / MINOR / NO INJURIES - SIGNAL 81
28	ACCIDENT / SERIOUSNESS UNKNOWN - SIGNAL 76
2	ACO-10-6 SHELTER
6	ACO-ANIMAL WELL FARE CHECK
28	ACO-SIG 30 ANIMAL
2	ALARM - AUDIBLE
19	ALARM - FIRE
1	ALARM - HOLD UP
81	ALARM - INTRUSION
14	ALARM - MEDICAL ALERT
6	ALARM - PANIC

302 ACO RADIO CALL

24 DETECTIVE

7 EMS/FD RADIO CALL

17 FIRE MARSHALL

4,224 POLICE RADIO CALL

399 SCHOOL RESOURCE OFFICER-SRO

11,126 GRAND TOTAL

11 ALARM- SCHOOL

1 ANIMAL ABUSE

91 ANIMAL AT LARGE

4 ANIMAL BITE

2 ARREST/IN CUSTODY / 10-15

2 ASSAULT

13 ASSIST A CITIZEN

61 ASSIST ANOTHER AGENCY

11 ATL - ATTEMPT TO LOCATE

5 ATTEMPT TO SERVE

5 BREAKING AND ENTERING

7 BURGLARY

7 CASH PULL

6 CHECK FOR STOLEN OR WANTED / 10-29

544 CHECK REGISTRATION INFORMATION / 10-28

17 CHECK THE JUVENILES

56 CHECK THE WELLBEING

1 CHILD IN NEED OF SUPERVISION

1 CHILD STEALING

3 COS - CHECK TO YOUR OWN SATISFACTION

17 COURT

1 DETECTIVE

113 DINNER LOCATION - SIGNAL 07

47 DISTURBANCE

38 DOMESTIC VIOLENCE

16 DRIVER LICENSE CHECK/ WARRANT CHECK / 10-43/44

118 DRIVER LICENSE STATUS CHECK / 10-43

1 DRONE - UNION 1

2 DRUG ACTIVITY / 10-75

2 EMBEZZLEMENT

1	EN ROUTE TO HARM
5	ESCORT / 10-14
9	FATALITY - SIGNAL 30
17	FINGERPRINTS
93	FIRE / GAS LEAK
130	FOLLOW UP
23	FRAUD
213	FUEL
34	GENERAL QUESTIONS
3	HARASSMENT
1	ILLEGAL DUMPING
13	ILLEGAL PARKING
631	IN SERVICE / 10-8
16	INTOXICATED DRIVER - SIGNAL 88
5	INTOXICATED PEDESTRIAN - SIGNAL 87
17	LARCENY
2	LARCENY - FROM A VEHICLE
1	LARCENY - GASOLINE
3	LARCENY OF A VEHICLE
3	MAN DOWN
597	MEDICAL EMERGENCY
1	MINOR IN POSSESSION OF TOBACCO
2	MISSING PERSON
73	MOTORIST ASSIST / 10-26
35	OFFICIALS/VISITORS PRESENT / 10-12
8	OPEN DOOR / 10-34
688	OUT OF SERVICE / 10-7
4	OUT OF SERVICE/SUBJECT TO CALL / 10-10
3	PANHANDLING
25	PEDESTRIAN CHECK
1	PICK UP PRISONER / 10-16

12 PROPERTY - FOUND

1 PROPERTY - RECOVER STOLEN

2 PROPERTY RELEASE

5 PROTECTIVE ORDER VIOLATION

1 RAPE

106 RECEIVE INFORMATION

47 RECKLESS DRIVER

48 RELEASE OF 10-15

2 ROAD RAGE

1 SEXUAL ABUSE

6 SHOP LIFTING

2 SHOPLIFTER IN CUSTODY

1 SHOTS FIRED

5 SHOTS HEARD

29 SPECIAL EVENT

1 STALKING

1 SUBJECT POINTING A FIREARM

14 SUICIDAL SUBJECT

33 SUSPICIOUS ACTIVITY

42 SUSPICIOUS PERSON

28 SUSPICIOUS VEHICLE

15 THREATS

7 TRAFFIC CONTROL

40 TRAFFIC HAZARD

926 TRAFFIC STOP / 10-59

6 TRAINING

19 TRANSPORT

6 TRAPS

6 TRESPASSING

31 TROUBLE UNKNOWN

5 TRUANCY

7	VANDALISM
124	WARRANT CHECK / 10-44
244	WATCH ORDER/SECURITY CHECK
1	WEATHER UPDATE / STATUS
11,126 GRAND TOTAL	

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
January 9, 2023 6:00 P.M.

The members of the Coweta City Council met in regular session on Monday, January 9, 2023 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, Randy Woodward.

COUNCILMEMBERS ABSENT: None.

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

Naomi Hogue's birthday was recognized. There were no other general comments.

V. PROCLAMATIONS/PRESENTATIONS

Wagoner City Administrator Dwayne Elam, representing the Oklahoma Municipal League ("OML") Board, presented the OML Honor Roll of Service Award to City Mechanic Vester Spears for over 25 years of employment with the City of Coweta.

VI. CONSENT

Motion by Harold Chance, second by Randy Woodward to approve the consent calendar items:

1. Approval of the minutes of the Coweta Council meeting on December 5, 2022.
2. Declaration of surplus on the following items and authorized the City Manager to dispose of accordingly:
 - a. City Hall Door Access System
 - b. Coweta Public Library Security Camera System
 - c. Christmas Decorations – 12 Bells and 12 Wreaths
3. Approval of the reappointment of Mayor Evette Young as the City's representative to the INCOG Board of Directors and the INCOG General Assembly and City Manager Roger Kolman as Coweta's Alternative Representative for both bodies.

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
January 9, 2023 6:00 P.M.

4. Confirmation of the appointment of Kristi Rentie to the Coweta Planning Commission and Coweta Board of Adjustment.
5. Confirmation of the reappointment of Jessica Morris to the Coweta Planning Commission and Coweta Board of Adjustment.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

VII. Old Business

1. Fiscal Year 2021-2022 Audited Financial Statements and Operating Report

Anne Elfrink from Elfrink and Associates, PLLC presented the results of the annual audited financial report and operating report for the fiscal year ended June 30, 2022.

Motion by Harold Chance, second by Randy Woodward to acknowledge receipt of the fiscal year 2022 audit report.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

2. FY23 Audit Contract

Assistant City Manager Julie Casteen presented an engagement letter from Elfrink and Associates, PLLC to perform auditing services for fiscal year 2022-2023.

Motion by Harold Chance, second by Randy Woodward to approve the engagement of Elfrink and Associates, PLLC to perform auditing services for fiscal year 2022-2023 in the amount of \$24,900.00 with half being paid by the Coweta Public Works Authority and authorizing the Mayor to accept and sign all documents.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

3. Employee Assistance Program Contract

Julie Casteen presented information on a contract with Employee Assistance Associates and Consultants of Oklahoma, PLLC.

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
January 9, 2023 6:00 P.M.

Motion by Harold Chance, second by Randy Woodward, to approve a contract with Employee Assistance Associates and Consultants of Oklahoma, PLLC to provide employee assistance program services, and authorization for the Mayor to sign all documents.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

4. Resolution 2023-01 Accepting Infrastructure

Robyn Murray, Community Development Services Supervisor, presented information on a request from Tulsa L Dev., LLC for the City of Coweta to accept the public infrastructure for The Woods Phase I subdivision, including paving, grading, sanitary sewer, and drainage improvements. The final plat for the subdivision has been filed, and record drawings of the public infrastructure and maintenance bonds have been received.

Motion by Harold Chance, second by Randy Woodward, adopting Resolution 2023-01, a resolution of the City Council of the City of Coweta, Oklahoma accepting as dedicated public improvements certain paving, grading, sanitary sewer and drainage improvements as shown on the final plat for the Woods Phase I Subdivision located within Section 36, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

Aye: Harold Chance
Randy Woodward
Evette Young
Naomi Hogue
Logan Brown

5. Resolution 2023-02 Accepting Infrastructure

Robyn Murray presented information on a request from Tulsa L Dev., LLC for the City of Coweta to accept off-site sanitary sewer improvements benefiting The Woods Phase I subdivision as well other areas north of 121st Street.

Motion by Evette Young, second by Harold Chance, adopting Resolution 2023-02, a resolution of the City Council of the City of Coweta, Oklahoma accepting as public infrastructure sewer system improvements constructed in accordance with a certain privately funded public infrastructure improvements agreement with Tulsa L Dev., LLC.

Aye: Evette Young
Harold Chance

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
January 9, 2023 6:00 P.M.

Naomi Hogue
Logan Brown
Randy Woodward

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mayor Young adjourned the meeting at 6:28 p.m.

Evette Young, Mayor

Julie Casteen, City Clerk



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Memorandum

To: Honorable Chairman, Members of the Planning Commission
From: Tom E Young Jr, City Planner
Location: South 271st East Avenue and East 116th Street South
Zoning: PUD-R 13-02
Re: Case Number: CZ 22-06 SUP
Date: 06 February 2023

BACKGROUND

Applicant

The applicant, JR Donelson, Inc., requests a Specific Use Permit (SUP) to establish an enclosed Recreational Vehicle (RV) Mini Storage **and** office or retail space.

Case Facts

- The location of the request is South 271st East Avenue and East 116th Street South in Section 35, Township 18 North, Range 15 East.
- The property's zoning is governed by PUD-R 13-02, with uses permitted in the General Commercial (CG) zoning
 - Permitted principle uses, accessory uses, and uses permitted by special exception in the CG Zoning District in accordance with 1110, 1120, and 1130 are allowed in PUD-R13-02 Area A (see Permitted Uses for Area A under Development Standards).
 - The PUD states that the planned use for Area A is for restaurants, commercial retail, entertainment and office uses.
- The property legal description: Lot 2, Block 2, Coweta Crossing South 45, an Addition to the City of Coweta, Wagoner County, State of Oklahoma, according to the recorded Plat thereof.
- The original site plan presented by the applicant intended for approximately 12-15% of the parcel's use be dedicated to office and warehouse spaces, with the remainder used for mini storage.
 - An updated site plan has been submitted which shows the intended office and retail use will now constitute 31.4% of the parcel's overall area.
- At the 11 November 2022 Planning Commission meeting (recessed to 19 December 2022 due to insufficient time for notice), the Planning Commission voted to recommend approval to the City Council under the following conditions:
 - The area of the parcel devoted to planned and intended uses (restaurant/retail/office use) as outlined by the PUD shall not be less than thirty (30) percent of the overall parcel area (approximately 334,130 square feet total).

- The mini-storage area and all associated activities shall be fully enclosed by a screening wall or fence as outlined in Section 250 of the Coweta Zoning Code. Additionally, such fence shall be constructed out of brick or masonry materials or dense vegetation.
- Office and warehouse space shall be designed using glass, brick, masonry, or stucco materials consistent with existing structures within the subdivision on the public facing walls.
- The developer shall ensure that light pollution does not interfere with those living in the surrounding residential areas.
- The area marked “Outdoor parking” on the back triangle of the lot shall be retained for green space.
- The developer shall make an attempt to add additional green space to the site plan.
- A revised site plan shall come before the board.
- At the 16 January 2023 Planning Commission meeting, the developer submitted an updated site plan reflecting the changes requested by the Commission. At this meeting, the Commission unanimously voted to recommend approval of the Specific Use Permit under the following conditions:
 - The area of the parcel devoted to planned and intended uses (restaurant/retail/office use) as outlined by the PUD shall not be less than thirty (30) percent of the overall parcel area.
 - The mini-storage area and all associated activities shall be fully enclosed by a screening wall or fence as outlined in Section 250 of the Coweta Zoning Code. Additionally, such fence shall be constructed out of brick or masonry materials or dense vegetation.
 - Office and warehouse space shall be designed using glass, brick, masonry, or stucco materials consistent with existing structures within the subdivision on the public facing walls.
 - The developer shall ensure that light pollution does not interfere with those living in the surrounding residential areas.
 - The back triangle area of the lot shall be retained for green space.

Pertinent Code/Legal Instrument

Chapter 11 General Commercial, Section 1110 Permitted Principal Uses

Chapter 11 General Commercial, Section 1120 Permitted Accessory Uses

Chapter 11 General Commercial, Section 1130 Uses Permitted by Special Exception

Chapter 11 General Commercial, Section 1140 Uses Permitted by Specific Use Permit

- Among the uses permitted under a Specific Use Permit, to be granted by the Planning Commission and City Council, in accordance with the provisions contained in Chapter 26, is Mini Storage (sub-bullet (m)).

Chapter 26 Specific Use Permits, Section 2601 Purposes

- The specific use permit review is to determine if the use is appropriate in this specific location, compatible with the surrounding area, and that the use and layout will meet the requirements of the code for that specific use, including parking and other zoning code issues.

Chapter 26 Specific Use Permits, Section 2602 Conditions for Approval

- A. Plans and Data to be Submitted
Prior to submission of a request for a Specific Use Permit, the City Planner may require one or more pre-application conferences with the potential applicant. In considering and determining its recommendation to the City Council relative to any application for a Specific Use Permit, the Planning Commission will establish the requirements necessary for consideration of the application.
- B. Planning Commission Requirements
The Planning Commission may recommend to the City Council that certain safeguards and conditions concerning bonding, insurance, setbacks, ingress and egress, off-street parking and loading arrangements and location or construction of buildings and uses and operation be required. If the Planning Commission fails to review and make a recommendation within 45 days from the date the application is accepted for processing, the City Council can take action on the application.
- F. Time Limits for Implementation
If for any reason the approved specific use ceases operation for a period of two years, then the approval of said specific use shall be considered void and will require another public hearing review by the Planning Commission and City Council. This shall also apply to any approved specific use that does not begin operation within two years of approval. This voiding of approval shall not apply if orderly progress toward completion of construction is taking place. Uses existing before the adoption of the Specific Use Permit ordinance, including non-conforming uses and their incidental and accessory uses, must receive a Specific Use Permit before any expansion of the use is permitted.

DEVELOPMENT STANDARDS

**DEVELOPMENT AREA A (RESTAURANT-RETAIL-OFFICE-
OFFICE/WAREHOUSE USE)**

LAND AREA:

Gross:	66.245 acres*	2,885,632 square feet
Net:	66.245 acres	2,885,632 square feet

PERMITTED USES (to be allowed by right):

Those permitted principal uses, permitted accessory uses and uses permitted by special exception in the CG Zoning District, in accordance with Sections 1110, 1120 and 1130 in the Zoning Code. Provided, bars, taverns, night clubs and adult entertainment establishments shall be prohibited, except that any restaurant or eating establishment constructed on the site shall be permitted to serve alcoholic beverages and have a separate bar area as part of the establishment, subject to compliance with State Law regulating the sale of alcoholic beverages.

DISCUSSION

Staff, in accordance with the City of Coweta Planning Commission, **recommends** approval of the request to establish a Specific Use Permit under the following conditions:

- The area of the parcel devoted to planned and intended uses (restaurant/retail/office use) as outlined by the PUD shall not be less than thirty (30) percent of the overall parcel area.
- The mini-storage area and all associated activities shall be fully enclosed by a screening wall or fence as outlined in Section 250 of the Coweta Zoning Code. Additionally, such fence shall be constructed out of brick or masonry materials or dense vegetation.
- Office and warehouse space shall be designed using glass, brick, masonry, or stucco materials consistent with existing structures within the subdivision on the public facing walls.
- The developer shall ensure that light pollution does not interfere with those living in the surrounding residential areas.
- The back triangle area of the lot shall be retained for green space.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission make a finding of recommendation with conditions, as outlined above, concerning the establishment of CZ 22-06 Specific Use Permit.

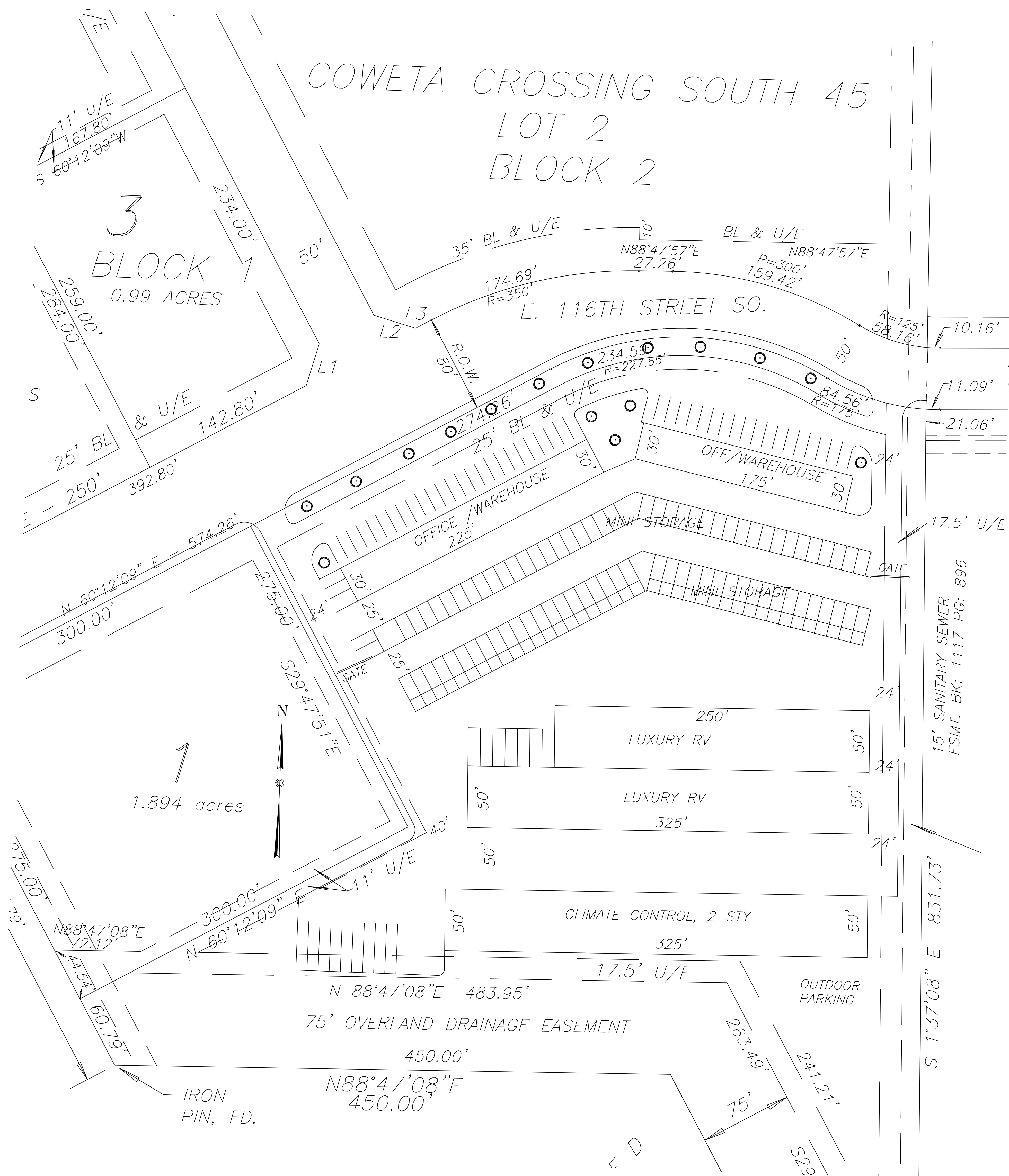
ATTACHMENTS

221219 Site Plan
230116 Site Plan
Sample Elevations

Zoning Map

Aerial view Map with Floodplain

PUD-R 13-02 – Coweta Crossing



Sketch Plan 'D'

Coweta Crossing

Total project area: 7.456 acres.
(324,785 square feet)

Flex/Retail/office/Restaurant Area: 101,935 square feet (31.4% of the total project area. City of Coweta requires this to be 30% of the overall project, which this plan currently exceeds. Includes all required parking and common areas.

Total Flex/Retail/Office/Restaurant Building floor area: 31,000 Square feet

Total Self Storage Building floor area: 81,400 square feet

Lot 4/Blk 1

Lot 3/Blk 1

Lot 1/Blk 1

East 116th Street South

State Highway 51

RCB BANK
Lot 1/Blk 2

Gated Entry

Lot 2/Blk 2

Reserve 'A'

FLEX/OFFICE/RETAIL/RESTAURANT
TOTAL AREA 101,935 of total project
31.4% of total project land

Flex Retail/Office
31,000 SF

B-1

B-2

RV Storage
20,000 SF

B-3

B-4

B-5

Mini-Storage
10,950 SF

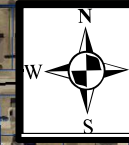
Mini-Storage
10,500 SF

Climate Controlled
Mini-Storage (2-Story)
40,000 SF

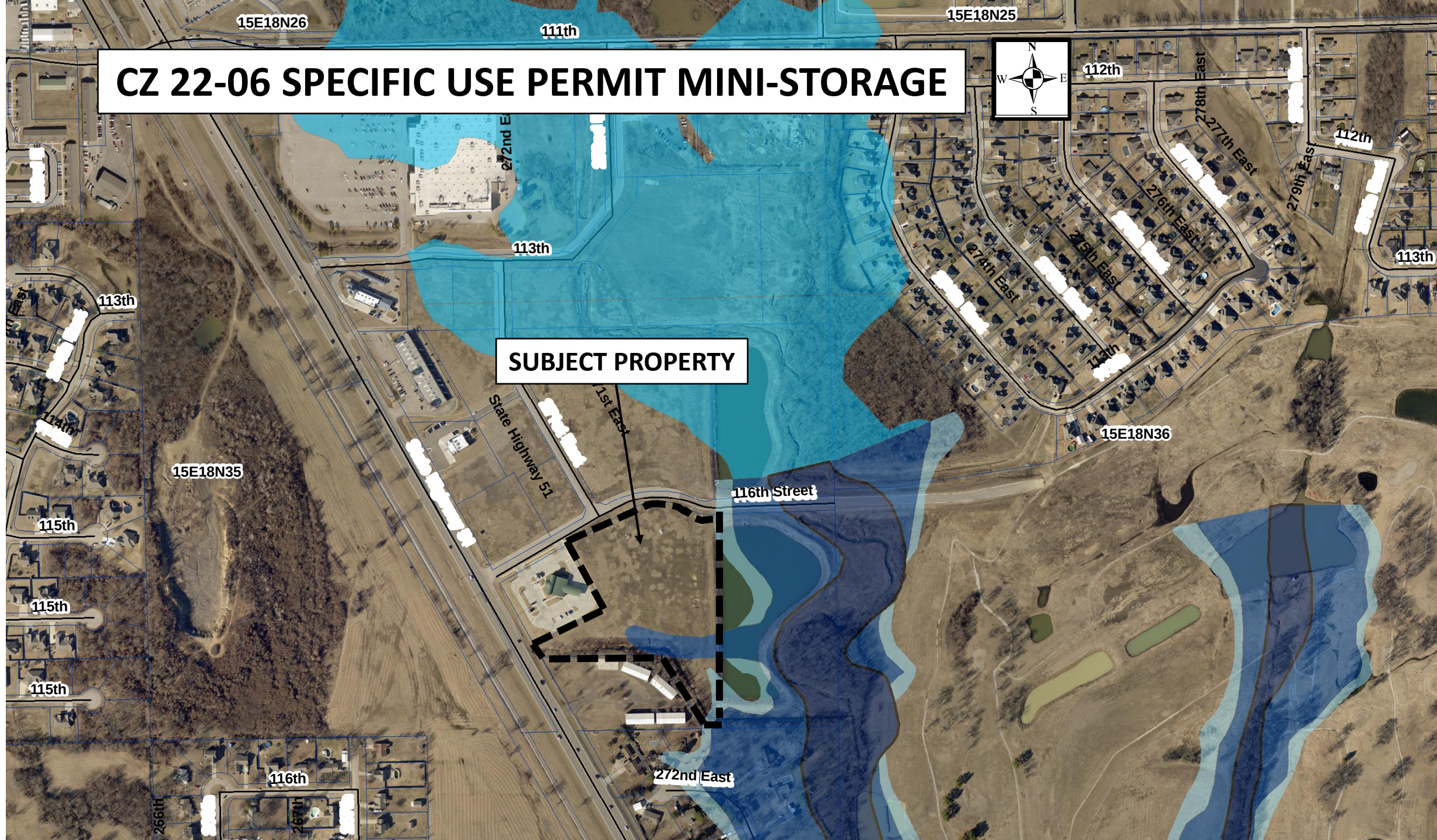




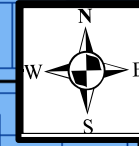
CZ 22-06 SPECIFIC USE PERMIT MINI-STORAGE



SUBJECT PROPERTY



CZ 22-06 SPECIFIC USE PERMIT MINI-STORAGE

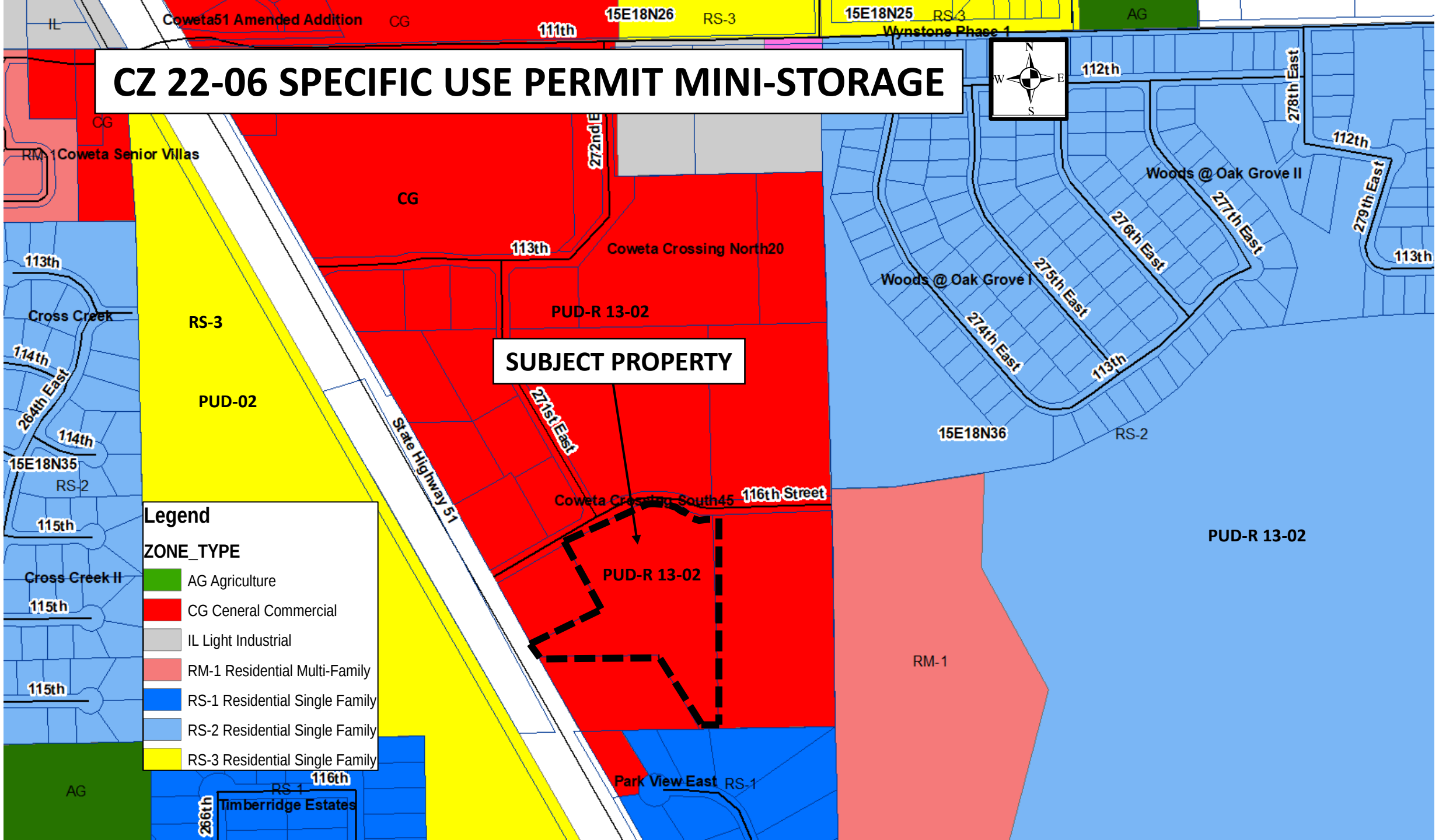


SUBJECT PROPERTY

Legend

ZONE_TYPE

- AG Agriculture
- CG General Commercial
- IL Light Industrial
- RM-1 Residential Multi-Family
- RS-1 Residential Single Family
- RS-2 Residential Single Family
- RS-3 Residential Single Family



Coweta Crossing
Coweta, Oklahoma

November 22, 2013

Prepared For:

TJT Enterprises
P.O. Box 250
Inola, Oklahoma 74036

Prepared By:

J.R. Donelson, Inc.
12820 So. Memorial Dr., Office 100
Bixby, Oklahoma 74008

Coweta Crossing

Planned Unit Development Number PUD-R 13-02

DEVELOPMENT CONCEPT

Introduction.

Coweta Crossing is a proposed mixed-use Planned Unit Development (PUD) located north of downtown Coweta, east of State Highway 51. The Proposed PUD is presently zoned CG (Commercial General) under PUD-C 12-02 and RS-2 and CG under "The Woods Golf Community Development" PUD. The overall site totals 366.28 acres and is located on the east side of State Highway 51 and South of E. 111th Street South. The property is in the Northeast Quarter of Section 35, Township 18 North, Range 15 East, and Section 36, Township 18 North, Range 15 East in Wagoner County, Oklahoma. See Exhibit B, which is a Concept Master Plan of the Site.

The Proposed PUD will consist of a number of uses. Those uses will be: restaurant, commercial retail, entertainment, office, single family dwellings, multi-family dwellings, a golf course with a clubhouse, a community center and a Coweta Public School site. The creation of active open space, while emphasizing the preservation of passive open space, is a very important aspect in the planning of Coweta Crossing. Sensitivity to topography, vegetation and surrounding land uses contributed to the planning and execution of the development to fulfill the present and future needs of the Coweta community.

As depicted on Exhibit A, the Concept Master Plan for this Planned Unit Development (PUD) shows five possible land uses within this development.

Development Area A is planned for restaurant, commercial retail, entertainment and office uses.

Development Area B is planned for residential single family dwellings, a municipal community center, public school, public golf course with a driving range and club house.

Development Area C is planned for residential multi-family dwellings, apartments and townhouses.

Legal description is provided as follows: Exhibit B-1 (Overall PUD Site Legal Description).

The public Golf Course will be re-designed and will be a nine (9) hole course with a driving range and club house. The development will feature existing and proposed lakes that will function both aesthetically as well as provide storm water detention. Possible amenities for the residential home owners could be a swimming pool and a tennis court.

Zoning.

The Site will be developed as three (3) Development Areas. The areas will be zoned CG (Commercial General), RS-2 (Residential Single Family), RM-1 (Residential Multi-family) . Uses allowed by right and exception in these zoning districts are allowed in this planned unit development. Attached as Exhibit C is a map that identifies the existing zoning of the site and surrounding areas.

Features of the site and surrounding area; viability and compatibility.

The site is located in North Coweta. A portion of the site is located in Section 35, South of East 111th Street South and East of State Highway 51. A 65 acre portion of the site is located abutting State Highway 51, the primary arterial road in Coweta. A Wal-Mart Center is located north of the Site on the south side of East 111th Street South. Along Highway 51, (west portion of the site) is a building used for commercial purposes. The “Woods Subdivision” is located north of the proposed site in Section 36 and “Creek Hollow” is located south of the proposed site in Section 36. A natural drainage and floodplain area, “Coweta Creek”, runs along the East line of Section 35. To the South of the portion West of “Coweta Creek” is an existing mini-storage development along Highway 51 and a larger lot (RS-1) residential development.

There should be no question that development of the site for the uses proposed in this PUD are compatible with and in fact supported by the site features and the surrounding land uses. Compatibility of the proposed planned unit development with the existing and planned uses surrounding the site further is achieved by the development standards explained in the text that follows.

DEVELOPMENT STANDARDS

DEVELOPMENT AREA A (RESTAURANT-RETAIL-OFFICE- OFFICE/WAREHOUSE USE)

LAND AREA:

Gross:	66.245 acres*	2,885,632 square feet
Net:	66.245 acres	2,885,632 square feet

PERMITTED USES (to be allowed by right):

Those permitted principal uses, permitted accessory uses and uses permitted by special exception in the CG Zoning District, in accordance with Sections 1110, 1120 and 1130 in the Zoning Code. Provided, bars, taverns, night clubs and adult entertainment establishments shall be prohibited, except that any restaurant or eating establishment constructed on the site shall be permitted to serve alcoholic beverages and have a separate bar area as part of the establishment, subject to compliance with State Law regulating the sale of alcoholic beverages.

MINIMUM FRONTAGE (per lot) N/A feet

(No minimum lot width is required according to Sections 1160 of the Zoning Code.)

MAXIMUM BUILDING FLOOR AREA (using .75 FAR): 2,164,224square feet

(The maximum FAR allowed in the CG Zoning District is provided for Development Area A, consistent with Section 1170 of the Zoning Code.)

MAXIMUM BUILDING HEIGHT: Five Story
(One story height may vary depending on type of finish.)

MINIMUM BUILDING SETBACKS

From the west boundary (east right-of-way line for Highway 51)	35.0 feet
From the south boundary	25.0 feet
From the north boundary	25.0 feet
From the east boundary	15.0 feet

**DEVELOPMENT AREA B (RESIDENTIAL SINGLE-FAMILY- SCHOOL SITE-
MUNICIPAL COMMUNITY CENTER, GOLF COURSE/DRIVING RANGE)**

LAND AREA:

Gross:	276.735 acres*	12,054,576square feet
Net:	276.735 acres	12,054,576square feet

PERMITTED USES (to be allowed by right):

Those permitted principal uses, permitted accessory uses and uses permitted by special exception in the RS Zoning District, in accordance with Sections 410, 420, 430, 440 in the Zoning Code. Provided, bars, taverns, night clubs and adult entertainment establishments shall be prohibited, except that any restaurant or eating establishment constructed on the site shall be permitted to serve alcoholic beverages and have a separate bar area as part of the establishment, subject to compliance with State Law regulating the sale of alcoholic beverages.

MINIMUM YARD REQUIREMENTS PER SECTION 450 of the Zoning Code.

The minimum yard requirements for RS-2 will apply to all single family residential zoned lots.

MAXIMUM BUILDING HEIGHT: (Three story height may vary depending on type of finish.)	Three Story 45 feet in height
MINIMUM LOT AREA	5,000square feet
MINIMUM LOT WIDTH	50 feet

DEVELOPMENT AREA C (RESIDENTIAL MULTI-FAMILY)

LAND AREA:

Gross:	23.3 acres*	1,014,948square feet
Net:	23.3 acres	1,014,948square feet

PERMITTED USES (to be allowed by right in the RM-1 zoning district):

Those permitted principal uses, permitted accessory uses and uses permitted by special exception in the RM-1 Zoning District, in accordance with Sections 610, 620, 630, 640 in the Zoning Code. Provided, bars, taverns, night clubs and adult entertainment establishments shall be prohibited, except that any restaurant or eating establishment constructed on the site shall be permitted to serve alcoholic beverages and have a separate bar area as part of the establishment, subject to compliance with State Law regulating the sale of alcoholic beverages.

MINIMUM YARD REQUIREMENTS PER SECTION 600 of the Zoning Code.

DEVELOPMENT STANDARDS FOR ALL PROPERTY

LANDSCAPED AREA AND SCREENING

- (1) All development and construction shall comply with Chapter 24 of the Zoning Code.
- (2) The landscaping concept is intended to achieve unity though out the Planned Unit Development as well as provide an attractive view of the project from surrounding streets and neighborhoods.
- (3) Open space along the east side of Development Area A may be utilized and included in open space, landscape area or detention areas. These areas may be subject to detail site plan requirements made by the Coweta City Council.

SIGNS

- 1) Signage shall comply with Chapter 18 of the Zoning Code, with the maximum surface area of a temporary or permanent sign size being 192 square feet.
- 2) No sign permits shall be issued for erection of a sign within the PUD until a detail sign plan for the property has been submitted to the City of Coweta official (who has authority to issue sign permits) and approved as being in compliance with the approved PUD development standards.
- 3) Each and every sign will be architecturally pleasing and well landscaped.

LIGHTING

- (1) Flashing signs, changeable copy signs, running light or twinkle signs, animated signs, revolving or rotating signs with movement shall be prohibited, except as may be permitted by the Coweta zoning code as part of the approved detail sign plan.
- (2) Lighting used to illuminate the development area shall be so arranged as to shield and direct the light away from adjacent residential areas and residential uses within the PUD. No light standard or building-mounted light shall exceed five stories in height.

TRASH, MECHANICAL AND EQUIPMENT AREAS

- (1) There shall be no storage of recyclable materials, trash or similar material outside a screened receptacle. All trash, mechanical and equipment areas, including building mounted, shall be screened from public view in such a manner that the areas cannot be seen from a public street.

TOPOGRAPHY, DRAINAGE AND UTILITIES

- (1) *Drainage.* All storm water drainage structures shall be installed and maintained in accordance with all applicable City of Coweta Ordinances and regulations.

A Professional Engineer registered in the State of Oklahoma shall certify to the appropriate City official that all required stormwater drainage structures serving the Site have been installed in accordance with the approved plans prior to issuance of an Occupancy Permit on that property.

During construction on the property, the owner will provide adequate and reasonable erosion control, and, after construction, they will provide and maintain vegetative, landscaped ground cover so that soil does not erode on or from the property.

- (3) *Utilities.* Utilities are depicted on Exhibit E. Public water and sanitary sewer services are provided by the City of Coweta. AEP/PSO furnishes electricity to the entire site. Oklahoma Natural Gas (ONG) is the supplier of natural gas to the project.

ACCESS, CIRCULATION AND PARKING

Access, traffic circulation and parking areas depicted on Exhibit F. Some of the drives and parking areas within the PUD may be privately owned and maintained. Public Streets through Development Area B will be publicly owned and maintained. Mutual access between and across individual properties and mutual parking privileges within the PUD shall be provided by a mutual access agreement to be recorded in office of the Wagoner County Clerk by the Owner/Developer.

Pedestrian access and circulation shall be depicted on the detailed site plan drawing and/or landscape plan required by the City of Coweta. As stated above, all mutual access drives in the PUD may be private drives, which shall be constructed in accordance with all applicable City of Coweta codes, regulations and standards.

RESTRICTIVE COVENANTS; ENFORCEMENT

If portions of the Site are platted, Restrictive covenants will be adopted and recorded for that PUD portion as platted. Owners of the respective platted parcels and or buildings in the PUD will be required by the covenants to keep and maintain the parcels and improvements in a clean and professional manner (the "Maintenance Covenant"). The Maintenance Covenant will be enforced by the owner or a property owners' association for each platted parcel or building in the PUD.

PERMIT PREREQUISITES

No zoning clearance permit shall be issued until a detail site plan, including all buildings, parking, drives, walkways, and landscape areas, has been submitted to the Coweta City Planner and approved as being in compliance with the PUD development standards and all other applicable standards of the City of Coweta.

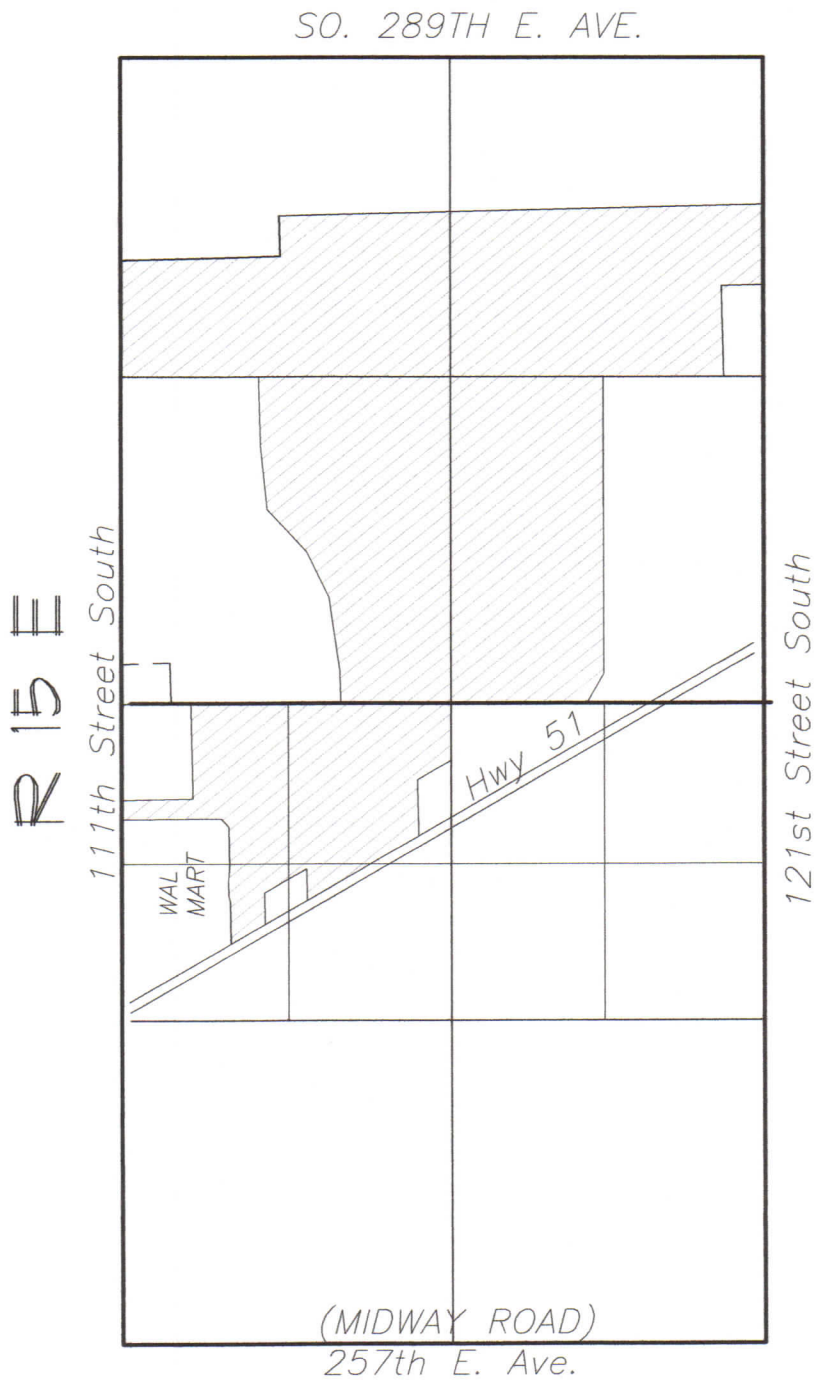
SCHEDULE OF DEVELOPMENT

Development will commence upon the approval of the PUD by the appropriate governmental bodies. The proposed development schedule is as follows:

- | | | |
|----|---------------------------------------|----------|
| 1. | Installation of site erosion control: | 04-14-14 |
| 2. | Begin site clearing and grubbing: | 04-21-14 |
| 3. | Begin CLOMR process | 05-15-14 |
| 4. | CLOMR submitted to FEMA | 09-15-14 |
| 5. | Grading on Coweta Creek | 10-15-14 |

EXHIBITS

- Exhibit A: Location map.
- Exhibit B: Concept Master Plan.
- Exhibit B-1: Overall PUD Site Legal Description.
- Exhibit B-2: Development Area A, Legal Description.
- Exhibit B-3: Development Area C, Legal Description.
- Exhibit B-4: Development Area B, Legal Description
- Exhibit C: Proposed Area Zoning.
- Exhibit D: Development Areas.
- Exhibit E: Proposed Utility Plan.
- Exhibit F: Access and Traffic Circulation Plan.



100' N



SECTION 35 SECTION 36

LOCATION MAP

EXHIBIT A

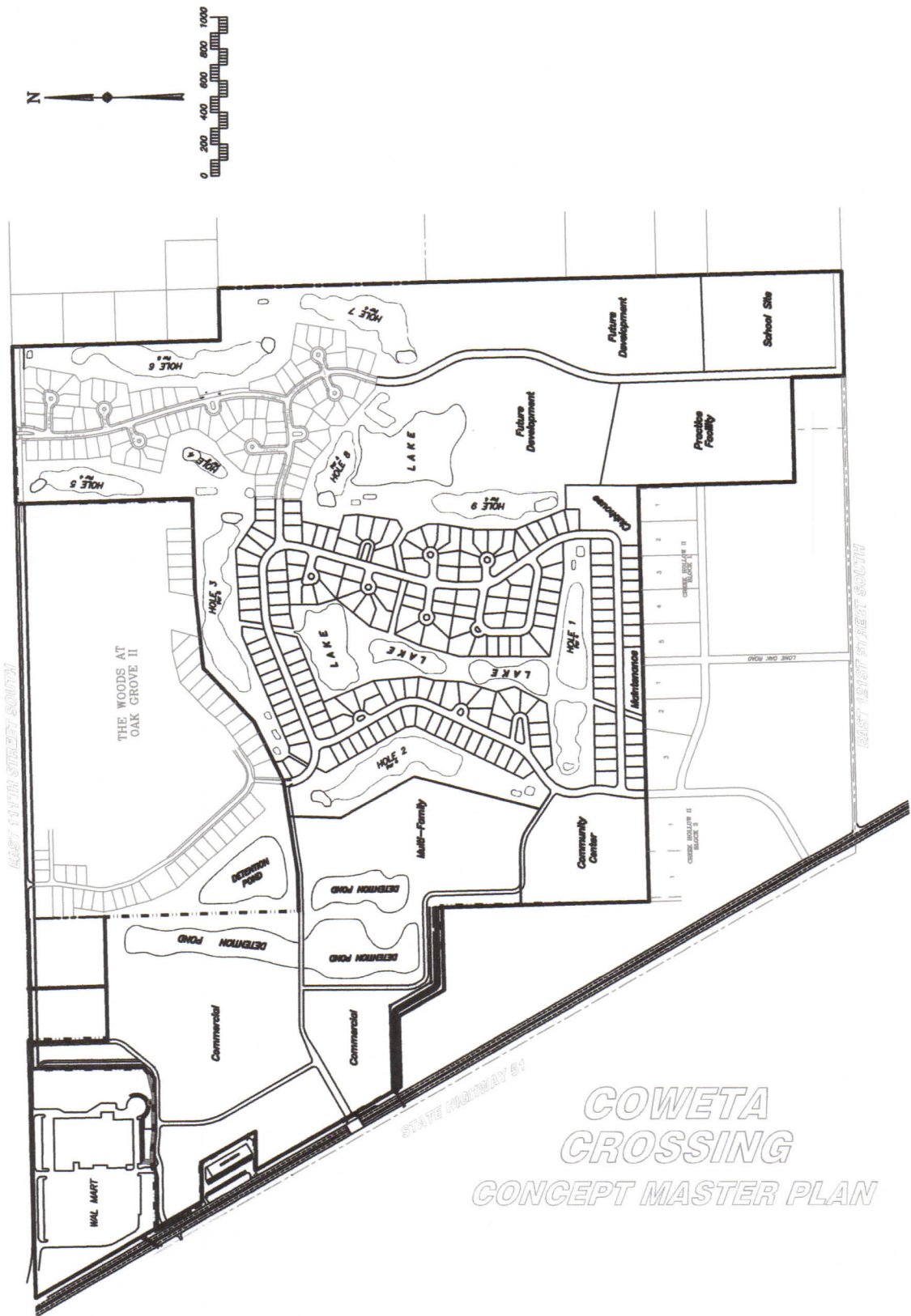


EXHIBIT B

Overall PUD Site, Legal Description
COWETA CROSSING
Exhibit B-1

A tract of land situated in the Sections 35 and 36, T-18-N, R-15-E, of the Indian Base and Meridian, Wagoner County, State of Oklahoma, according to the United States Government survey thereof, being more particularly described as follows, to-wit:

Commencing at the Northeast corner of the Northeast Quarter (NE/4) of said Section 35; thence with an assumed bearing of S 01°19'11"E and along the East line of Section 35 for 495.00 feet to the point of beginning; thence S 88°49'27"W for 790.00 feet; thence N01°19'24"W for 495.00 feet to a point on the north line of Section 35; thence S 88°49'27"W and along the North line of said Section 35 for 158.45 feet; thence S00°26'21"E for 721.89 feet; thence S 45°46'58"W for 96.12 feet; thence S89°07'12"W for 344.76 feet; thence N83°59'17"W for 100.00 feet; thence S89°07'12"W for 119.40 feet; thence S 74°41'28"W for 48.16 feet; thence S 89°07'12"W for 341.86 feet to a point on the East Right of Way line of State Highway 51; thence S29°47'51"E and along said East Right of Way line of State Highway 51 for 326.17 feet; thence N88°48'23"E for 248.08 feet; thence S29°47'51"E and parallel to the East Right of Way line of State Highway 51 for 400.00 feet; thence S 88°48'23"W for 248.08 feet to a point on the East Right of Way line of State Highway 51; thence S 29°47'51"E and along the East Right of Way line of State Highway 51 for 1061.49 feet; thence N 88°47'08"E for 450.00 feet; thence S29°47'51"E for 330.00 feet to a point on the South line of the Northeast Quarter (NE/4) of said Section 35; thence N88°47'08"E and along the South line of said NE/4 for 522.15 feet to the Southeast Corner of said Northeast Quarter (NE/4); thence S01°19'11"E and along the East line of said Section 35, also being the West line of Section 36 for 1121.05 feet; thence N 88°35'49"E for 25.00 feet; thence S60°24'46"E for 287.89 feet to a point on the South line of the N/2 of the SW/4 of said Section 36; thence N 89°57'00"E and along said South line of the N/2, SW/4 for 2349.14 feet to the Southeast corner of the N/2 of the SW/4 of said Section 36; thence S 01°22'05"E and along the West line of the SE/4 of said Section 36 for 992.47 feet to the Northwest Corner of the S/2, SW/4, SW/4, SE/4 of said Section 36; thence N88°46'29"E for 659.90 feet to the Northeast corner of the S/2, SW/4, SW/4, SE/4 of said Section 36; thence S 01°22'32"E and along the East line of said S/2, SW/4, SW/4, SE/4 for 330.17 feet to the Southeast Corner of the S/2, SW/4, SW/4, SE/4 of said Section 36; thence N 88°46'53"E and along the south line of said Section 36 for 659.95 feet to the Southeast corner of the W/2, SE/4 of said Section 36; Thence N 01°22'58"W and along the East line of the W/2, SE/4 of said Section 36 for 2641.55 feet to the Northeast corner of the W/2, SE/4 of said Section 36; thence N 01°23'32"W and along the East line of the SW/4, NE/4 of said Section 36 for 1321.20 feet to the Southeast corner of the NW/4, NE/4 of said Section 36; thence S88°44'22"W and along the South line of the NW/4, NE/4 for 330.22 feet; thence N 01°23'23"W for 1321.17 feet to a point on the north line of said Section 36; thence S 88°44'00"W and along the North line of said Section 36 for 987.94 feet to the Northwest corner of the W/2, NE/4 of said Section 36; thence S 01°22'19"E and along the West line of the NE/4 for 1121.11 feet; thence S88°37'41"W and along the South line of "The Woods at Oak Grove" for 569.09 feet; thence

S 84°05'13"W and continuing along the South line of "The Woods at Oak Grove" for 507.91 feet; thence S46°34'28"W and continuing along the South line of "The Woods at Oak Grove" for 471.77 feet; thence S63°51'24"W and continuing along the South line of "The Woods at Oak Grove" for 417.63 feet; thence S81°30'28"W and continuing along the South line of "The Woods at Oak Grove" for 601.95 feet; thence S88°40'45"W and continuing along the South line of "The Woods at Oak Grove" for 237.11 feet to a point on the West line of said Section 36; thence N 01°19'11"W and along the West line of said Section 36 for 1235.81 feet to the point of beginning and containing 366.28 acres more or less.

COWETA CROSSING

Development Area A, Legal Description

Exhibit B-2

A tract of land situated in the Sections 35 and 36, T-18-N, R-15-E, of the Indian Base and Meridian, Wagoner County, State of Oklahoma, according to the United States Government survey thereof, being more particularly described as follows, to-wit:

Commencing at the Northeast corner of the Northeast Quarter (NE/4) of said Section 35; thence with an assumed bearing of S 01°19'11"E and along the East line of Section 35 for 495.00 feet to the point of beginning; thence S 88°49'27"W for 790.00 feet; thence N01°19'24"W for 495.00 feet to a point on the north line of Section 35; thence S 88°49'27"W and along the North line of said Section 35 for 158.45 feet; thence S00°26'21"E for 721.89 feet; thence S 45°46'58"W for 96.12 feet; thence S89°07'12"W for 344.76 feet; thence N83°59'17"W for 100.00 feet; thence S89°07'12"W for 119.40 feet; thence S 74°41'28"W for 48.16 feet; thence S 89°07'12"W for 341.86 feet to a point on the East Right of Way line of State Highway 51; thence S29°47'51"E and along said East Right of Way line of State Highway 51 for 326.17 feet; thence N88°48'23"E for 248.08 feet; thence S29°47'51"E and parallel to the East Right of Way line of State Highway 51 for 400.00 feet; thence S 88°48'23"W for 248.08 feet to a point on the East Right of Way line of State Highway 51; thence S 29°47'51"E and along the East Right of Way line of State Highway 51 for 1061.49 feet; thence N 88°47'08"E for 450.00 feet; thence S29°47'51"E for 330.00 feet to a point on the South line of the Northeast Quarter (NE/4) of said Section 35; thence N88°47'08"E and along the South line of said NE/4 for 522.15 feet to the Southeast Corner of said Northeast Quarter (NE/4); thence N01°19'11"W and along the East line of said Section 35, also being the West line of Section 36 for 2145.76 feet to the point of beginning and containing 66.245 acres more or less.

COWETA CROSSING

Development Area B, Legal Description

Exhibit B-4

RS-2

A tract of land situated in the Sections 35 and 36, T-18-N, R-15-E, of the Indian Base and Meridian, Wagoner County, State of Oklahoma, according to the United States Government survey thereof, being more particularly described as follows, to-wit:

Commencing at the Northeast corner of the Northeast Quarter (NE/4) of said Section 35; thence with an assumed bearing of S 01°19'11"E and along the East line of Section 35 for 495.00 feet ; thence S 88°49'27"W for 790.00 feet; thence N01°19'24"W for 495.00 feet to a point on the north line of Section 35; thence S 88°49'27"W and along the North line of said Section 35 for 158.45 feet; thence S00°26'21"E for 721.89 feet; thence S 45°46'58"W for 96.12 feet; thence S89°07'12"W for 344.76 feet; thence N83°59'17"W for 100.00 feet; thence S89°07'12"W for 119.40 feet; thence S 74°41'28"W for 48.16 feet; thence S 89°07'12"W for 341.86 feet to a point on the East Right of Way line of State Highway 51; thence S29°47'51"E and along said East Right of Way line of State Highway 51 for 326.17 feet; thence N88°48'23"E for 248.08 feet; thence S29°47'51"E and parallel to the East Right of Way line of State Highway 51 for 400.00 feet; thence S 88°48'23"W for 248.08 feet to a point on the East Right of Way line of State Highway 51; thence S 29°47'51"E and along the East Right of Way line of State Highway 51 for 1061.49 feet; thence N 88°47'08"E for 450.00 feet; thence S29°47'51"E for 330.00 feet to a point on the South line of the Northeast Quarter (NE/4) of said Section 35; thence N88°47'08"E and along the South line of said NE/4 for 522.15 feet to the Southeast Corner of said Northeast Quarter (NE/4) ; thence S01°19'11"E and along the East line of said Section 35, also being the West line of Section 36 for 501.83 feet to the **point of beginning**; thence continuing S 01°19'11"E and along the East line of said Section 35 for 619.22 feet; thence N 88°35'49"E for 25.00 feet; thence S60°24'46"E for 287.89 feet to a point on the South line of the N/2 of the SW/4 of said Section 36; thence N 89°57'00"E and along said South line of the N/2, SW/4 for 2349.14 feet to the Southeast corner of the N/2 of the SW/4 of said Section 36; thence S 01°22'05"E and along the West line of the SE/4 of said Section 36 for 992.47 feet to the Northwest Corner of the S/2, SW/4, SW/4, SE/4 of said Section 36; thence N88°46'29"E for 659.90 feet to the Northeast corner of the S/2, SW/4, SW/4, SE/4 of said Section 36; thence S 01°22'32"E and along the East line of said S/2, SW/4, SW/4, SE/4 for 330.17 feet to the Southeast Corner of the S/2, SW/4, SW/4, SE/4 of said Section 36; thence N 88°46'53"E and along the south line of said Section 36 for 659.95 feet to the Southeast corner of the W/2, SE/4 of said Section 36; Thence N 01°22'58"W and along the East line of the W/2, SE/4 of said Section 36 for 2641.55 feet to the Northeast corner of the W/2, SE/4 of said Section 36; thence N 01°23'32"W and along the East line of the SW/4, NE/4 of said Section 36 for 1321.20 feet to the Southeast corner of the NW/4, NE/4 of said Section 36; thence S88°44'22"W and along the South line of the NW/4, NE/4 for 330.22 feet; thence N 01°23'23"W for 1321.17 feet to a point on the north line of said Section 36; thence S 88°44'00"W and along the North line of said Section 36 for 987.94 feet to the Northwest corner of the W/2, NE/4 of said Section 36; thence S 01°22'19"E and along the West line of the NE/4 for 1121.11 feet; thence S88°37'41"W and along the South line of "The Woods at Oak Grove" for 569.09

feet; thence S 84°05'13"W and continuing along the South line of "The Woods at Oak Grove" for 507.91 feet; thence S46°34'28"W and continuing along the South line of "The Woods at Oak Grove" for 471.77 feet; thence S63°51'24"W and continuing along the South line of "The Woods at Oak Grove" for 417.63 feet; thence S81°30'28"W and continuing along the South line of "The Woods at Oak Grove" for 226.40 feet; thence S 01°42'53"W for 330.98 feet; thence S 29°04'58"E for 532.40 feet; thence S 14°36'44"W for 825.06 feet; thence N 56°24'26"W for 230.48 feet; thence S 89°17'51"W for 415.48 feet to the point of beginning and containing 276.735 acres more or less.

COWETA CROSSING

Development Area C, Legal Description

Exhibit B-3

A tract of land situated in the Sections 35 and 36, T-18-N, R-15-E, of the Indian Base and Meridian, Wagoner County, State of Oklahoma, according to the United States Government survey thereof, being more particularly described as follows, to-wit:

Commencing at the Northeast corner of the Northeast Quarter (NE/4) of said Section 35; thence with an assumed bearing of S 01°19'11"E and along the East line of Section 35 for 495.00 feet ; thence S 88°49'27"W for 790.00 feet; thence N01°19'24"W for 495.00 feet to a point on the north line of Section 35; thence S 88°49'27"W and along the North line of said Section 35 for 158.45 feet; thence S00°26'21"E for 721.89 feet; thence S 45°46'58"W for 96.12 feet; thence S89°07'12"W for 344.76 feet; thence N83°59'17"W for 100.00 feet; thence S89°07'12"W for 119.40 feet; thence S 74°41'28"W for 48.16 feet; thence S 89°07'12"W for 341.86 feet to a point on the East Right of Way line of State Highway 51; thence S29°47'51"E and along said East Right of Way line of State Highway 51 for 326.17 feet; thence N88°48'23"E for 248.08 feet; thence S29°47'51"E and parallel to the East Right of Way line of State Highway 51 for 400.00 feet; thence S 88°48'23"W for 248.08 feet to a point on the East Right of Way line of State Highway 51; thence S 29°47'51"E and along the East Right of Way line of State Highway 51 for 1061.49 feet; thence N 88°47'08"E for 450.00 feet; thence S29°47'51"E for 330.00 feet to a point on the South line of the Northeast Quarter (NE/4) of said Section 35; thence N88°47'08"E and along the South line of said NE/4 for 522.15 feet to the Southeast Corner of said Northeast Quarter (NE/4) being the point of beginning; thence S01°19'11"E and along the East line of said Section 35, also being the West line of Section 36 for 501.83 feet; thence N89°17'51"E for 415.48 feet; thence S56°24'26"E for 230.48 feet; thence N14°36'44"E for 825.06 feet; thence N29°04'58"W for 532.40 feet; thence N01°42'53"E for 330.98 feet to a point on the South line of "The Woods at Oak Grove"; thence S81°30'28"W and along the South line of "The Woods at Oak Grove" for 375.55 feet; thence S88°40'45"W and continuing along the South line of "The Woods at Oak Grove" for 237.11 feet to a point on the West line of said Section 36; thence S 01°19'11"E and along the West line of said Section 36 for 909.96 feet to the point of beginning and containing 23.3 acres more or less.

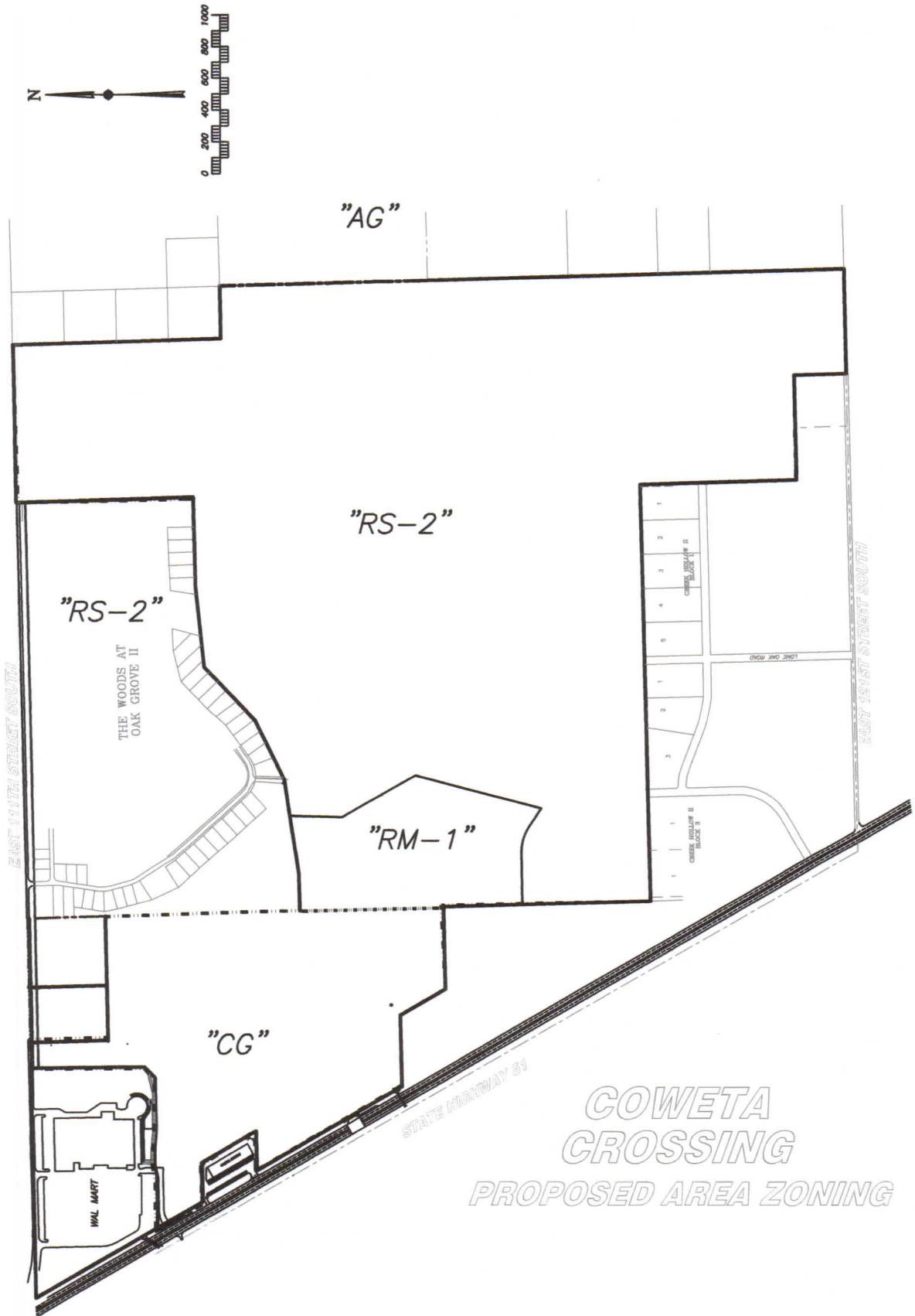


EXHIBIT C

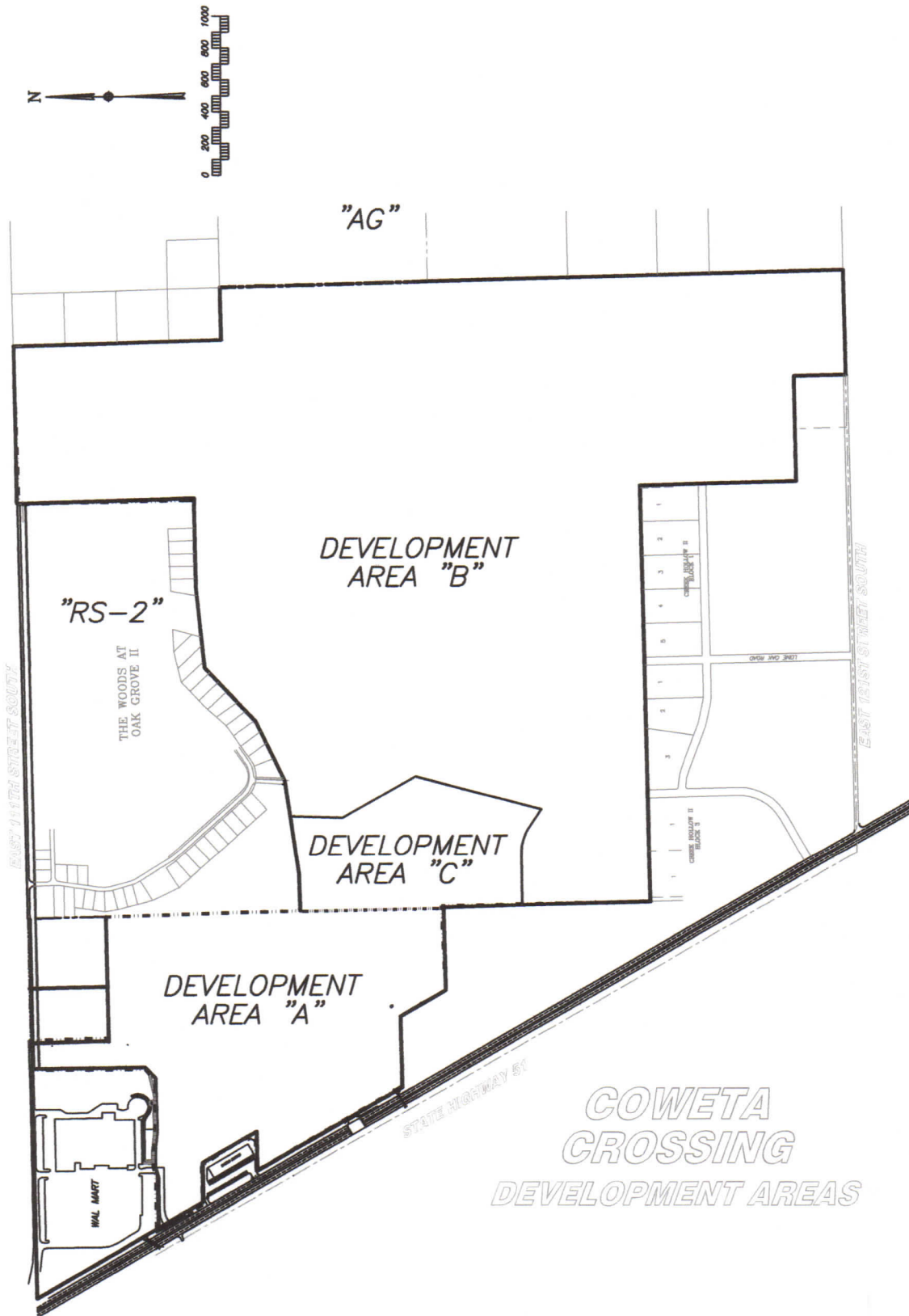
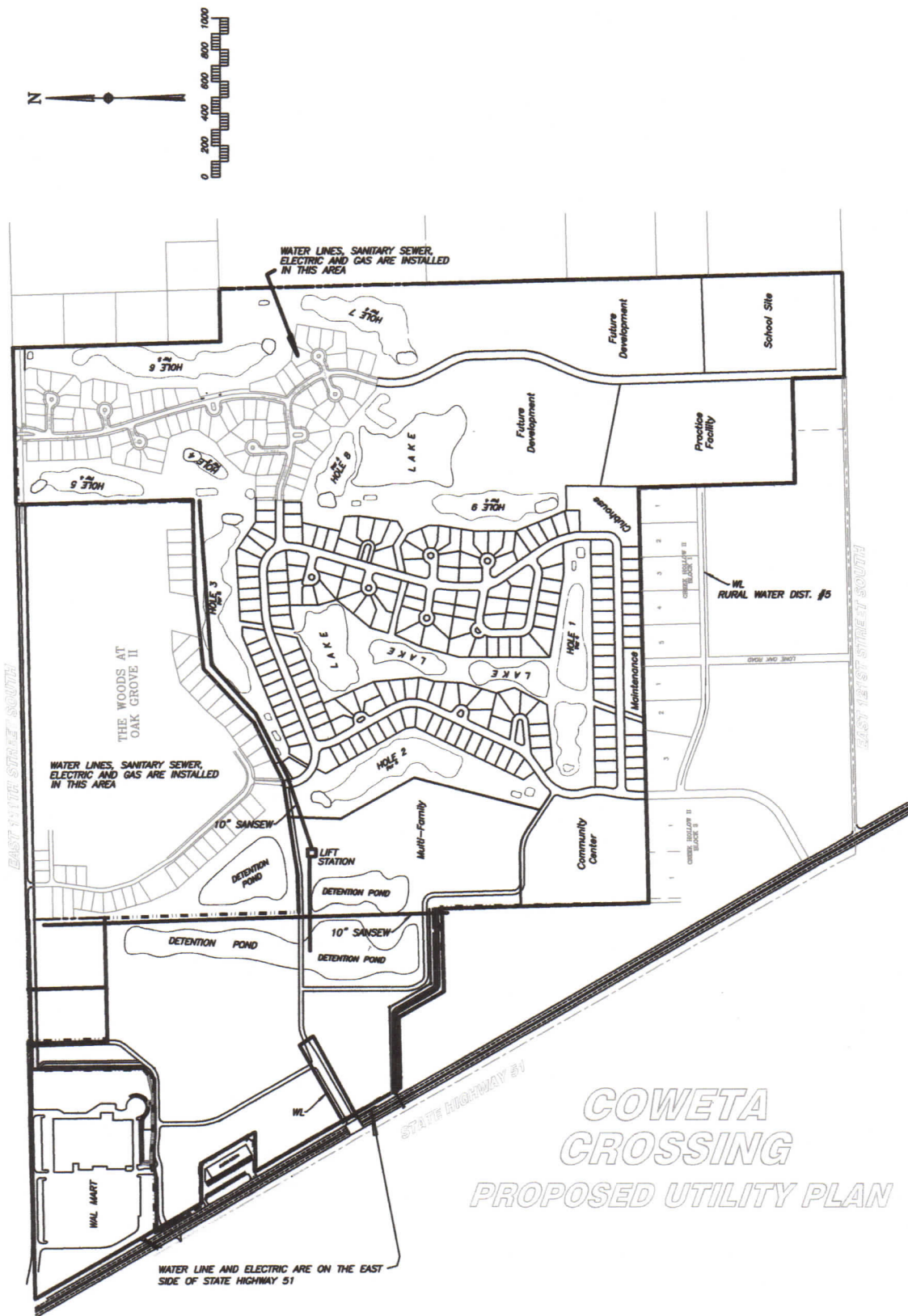


EXHIBIT D





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Mémorandum

To: Honorable Mayor, Members of the City Council
From: Roger Kolman, City Manager
Re: Ceremonial Street Naming
Date: 2/06/2023

BACKGROUND

The City Council adopted Ordinance 823 in November of 2019, creating the mechanism to recognize the contributions of long-term community members to the overall benefit of the Coweta community. The Bob Gilbert family, and their employees, have served the Coweta community for over fifty years. During that time, the family, through and on behalf of their towing business have contributed labor, use of equipment, and funding to support the City of Coweta, Coweta Public School District, the Coweta Chamber of Commerce and untold numbers of members of the community. The family recently came to an agreement to sell the towing business to another entity, ending a decades long iconic presence in the Broadway District. In recognition of their long service to the community, staff recommends using the processes found in Ordinance 823 to ceremonially name the 100 block of East Sycamore Street as “Gilbert Way”. If approved, a ceremonial street sign with the proper designation will be placed on top of the existing street signs at the northeast corner of Broadway and Sycamore.

STAFF RECOMMENDATION

Staff recommends the adoption of Resolution 2023-05.

ATTACHMENTS

Resolution 2023-05

RESOLUTION NO. 2023-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA PROVIDING NOTICE OF INTENT TO PROVIDE A CEREMONIAL STREET NAME TO EAST SYCAMORE STREET.

WHEREAS, The City of Coweta previously adopted Ordinance No. 823, creating the opportunity to honor citizens for long periods of community service ; and,

WHEREAS, Bob Gilbert and his family have owned and operated Bob Gilbert Towing & Recovery in the Coweta community for well over fifty years; and

WHEREAS, the owners and employees of Bob Gilbert Towing & Recovery have made service to the community a staple of their operations; and,

WHEREAS, the City of Coweta, the Coweta Public School District, the Coweta Chamber of Commerce and untold numbers of citizens have benefited from the Gilbert family's generosity and dedication to their community; and

WHEREAS, Bob Gilbert Towing & Recovery operated from the same facility on the northeast corner of Sycamore Street and Broadway for decades.

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

SECTION 1 the City Council desires to honor the Gilbert family and their employees for their long-term dedication to the community by ceremonially naming the 100 block of East Sycamore as Gilbert Way.

SECTION 2 the City Council sets March 6, 2023 at 6:00 p.m. at the Coweta City Hall as the time and place for the City Council to hold a public hearing prior to taking action pertaining to this ceremonial street naming.

This Resolution is approved in open meeting by the City Council of the City of Coweta on this 6th day of February 2023.

Evette Young, Mayor

ATTEST:

APPROVED:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney



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Mémorandum

To: Honorable Mayor, Members of the City Council
From: Roger Kolman, City Manager
Re: Broadway/Chestnut Parking Lot
Date: 2/6/2023

BACKGROUND

Cowan Group Engineering has provided a proposal for the design, bidding and construction management of a proposed public parking facility to be located at the northwest corner of Broadway and Chestnut. Cowan Group Engineering is currently engaged with the city on several horizontal infrastructure projects and staff has a good working relationship with them. This project is funded within the FY 2023 budget at 20-5424.015.

STAFF RECOMMENDATION

Staff recommends approval to engage Cowan Group Engineering for professional services related to the design, bidding, and construction management of a public parking facility.

ATTACHMENTS

Cowan Group Engineering proposal.



January 16, 2023

Roger Kolman
City Manager
City of Coweta
310 S Broadway
Coweta, OK 74429

RE: Parking Lot
Coweta, OK

Dear Mr. Kolman-

Pursuant to our conversation, Cowan Group Engineering, LLC (CGE) appreciates your interest in our firm and welcomes the opportunity to present a proposal for engineering design services. The scope of the project includes the design and construction plans for a new parking lot as described below in Coweta, OK. The basic scope of services includes land survey, sketch plan recommendations, construction drawings & specifications, bidding, contractor selection, and construction administration. The following outlines general project data and scope of services:

GENERAL PROJECT DATA

Our proposal for services is based on the following site data:

- Project Name – Parking Lot
- Project Owner – City of Coweta
- Project Contact – Roger Kolman
- Project Location – See Attachment “A” (Approximately 6500 sf)
- Project Type – Civil/Site

GENERAL CORRESPONDENCE & MEETINGS

- General correspondence & meetings with Owner
 - Incorporated into each task.
 - Phone and email correspondences incorporated into each task.

BASIC SCOPE OF SERVICES

Task One – Land Survey and Sketch Plans

- Kick-off meeting with Owner
- Topographic survey for the project limits
 - Horizontal Control in State Plane Coordinates
 - Vertical Control in NAVD88
 - Set a minimum of two (2) benchmarks
 - Topographic land survey the existing site (approximately 6500 sf)
- Analyze existing and proposed drainage patterns across the site.
- Develop sketch plans for two (2) options for parking lot layout(s)
- Develop drainage plan for the site(s)
- Field investigation of existing conditions
- Prepare agreed upon option, cost estimate and deliver to Owner
- Review meeting with Owner

Task Two - Grading, Paving and Drainage Drawings

- Coordinate with Owner the agreed upon option for design
- Prepare grading, paving and drainage drawings indicating contours and spot grades.
- Prepare contract documents and specifications for bidding
- Plan shall include, but not limit to, typical sections, traffic details and respective standards and specifications.
- Dimensioned plan showing layouts for ADA accessible sidewalks (as applicable)
- Prepare Erosion Control Plan and Stormwater Pollution Prevention Plan (SWPPP).
- Prepare Notice of Intent and submit to ODEQ
- Coordinate with pertinent local governments as to require design standards or regulations.
- Prepare detailed construction quantities and construction cost estimate
- Revise plans per comments from Owner
- Deliver to the Owner an agreed format of the final construction drawings, contract document and specifications for review and acceptance

Task Three – Bidding

- Finalize the construction drawings and contract documents (one (1) bid package)
- Attend pre-bid meeting (as required)
- Review bid tabulations with Owner and make recommendation
- Complete building permit (as applicable)
- Assist in preparation agreement with selected Contractor for Owner/Contractor execution
- Issue notice to proceed to Contractor with Owner approval

Task Four – Construction Administration

- Attend pre-work meeting (as required)
- Review and approval of submittals
- Address request for information from Contractor
- Review, process and approve pay applications for Owner approval
- Periodic field inspection and administration (40 hours)
- Prepared record drawings (as required)
- Conduct one (1) final inspection, acceptance, and report

ADDITIONAL SERVICES

Other design services that are not associated with the agreed Scope of Services shall be considered as additional services. Additional services would include Owner directed work that is clearly outside of the base contract. The fee structure for additional services shall be based on time and expense effort unless otherwise negotiated prior to services being rendered. See Attachment "B".

Additional services may include the following, but not limited to:

- Plan Revisions
 - Site plan revisions (minor alterations) are expected and therefore are included as part of our services in the base contract. Although, if plan adjustments exceed normal revisions (i.e. lot configuration, building placement / orientation, road alignment, etc.) or if a complete redesign is required then additional services shall be negotiated to meet an adjusted scope of services. Agency plan review comments are not included as part of minor revisions to plan documents.
- Landscape design or construction drawings
- Lighting or Irrigation design
- Multiple contract documents and/or bid packages
- Architectural, Structural design, or retaining walls

- Sub-surface exploration and pavement design
- Platting
- Sanitary Sewer Septic tank design sizing or evaluation (including laterials)
- Traffic signalization design
- Design of stormwater detention facilities
- Off-site water line extensions, pump stations or towers.
- Off-site sanitary sewer line extensions or pump stations
- Wetlands Evaluations
- Traffic study
- Off-site road improvements
- Off-site drainage improvements
- Phase I environmental study
- Right-of-Way plans, easements or acquisitions
- Site Lighting
- Permit fees for City, County or State
- Construction sampling or testing
- On-site Resident Engineer or daily field inspections

BASE CONTRACT FEE STRUCTURE (as outlined above)

ITEM	DESCRIPTION	FEE
	Basic Scope of Services	
1	Land Survey and Sketch Plans	6,900
2	Grading, Paving and Drainage Drawings	7,400
3	Bidding	3,800
4	Construction Administration	7,900
	TOTAL:	\$26,000

SCHEDULE

March – Survey and Sketch Plans

May – Grading, Paving and Drainage Drawings

July – Bidding

September – Construction Administration

REIMBURSABLE EXPENSES

The following expenses shall be considered as reimbursable expenses only when necessary for the completion and success of the Project:

- Application and Review Fee(s) to Applicable Government Agency
- Cost of ownership list and/or title work required
- Shipping and postage
- Plotting and reproduction for progress meetings, presentations and submittals
- Large format scans (11" x 17" and larger documents)
- Large format-colored plots (11" x 17" and larger documents)
- Board mounted presentation graphics

COMPENSATION

For BASIC CONTRACT engineering services performed under this agreement, the Owner shall pay the Engineer **an lump sum fee in the amount of \$26,000.00** including reimbursable expenses as defined in the TOTAL BASE CONTRACT FEE STRUCTURE. Consultant will invoice on a monthly interval, and invoices are due and payable within 30 days of date of invoice.

ATTACHMENTS

As a supplement to this proposal please find the following documents:

- **Attachment "A"** – Site Location
- **Attachment "B"** – CGE 2023 Hourly Rate Schedule

TERMS AND CONDITIONS

See Cowan Group Engineering, LLC's Mandatory STANDARD TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES at <http://www.cowangroup.co/terms-and-conditions>

If you concur with this proposal, please sign and date this letter, then return stating your approval for Cowan Group Engineering to begin work on this project. This proposal will become void after 60-days from the date submitted.

Should you have any questions, please contact the undersigned.

Sincerely,

COWAN GROUP ENGINEERING, LLC



Jeff Cowan, P.E.
Principal Engineer

NOTICE TO PROCEED

The above proposal is understood and accepted. By accepting this proposal, you are also agreeing to Cowan Group Engineering, LLC GENERAL CONDITIONS (PROFESSIONAL SERVICES) attached to this proposal.

By: _____
(Signature)

For: _____
(Organization)

Date: _____



ATTACHMENT “B”

ENGINEERING SERVICES

2023 Rate Schedule

SERVICES

Principal	\$273.00
Associate.....	\$246.00
Client Manager.....	\$225.00
Team Lead	\$215.00
Project Manager II.....	\$203.00
Project Manager	\$194.00
Project Engineer III.....	\$188.00
Project Engineer II.....	\$173.00
Project Engineer I.....	\$161.00
Engineer Level II	\$149.00
Engineer Level I	\$137.00
Engineering Technician III.....	\$145.00
Engineering Technician II.....	\$131.00
Engineering Technician I.....	\$118.00
CAD Technician	\$105.00
GIS Technician I.....	\$82.00
Administrative.....	\$118.00
Clerical	\$84.00
Intern	\$57.00

EXPENSES

Xerox Copies Letter or Legal.....	\$0.15 per copy
Xerox Copies Ledger	\$0.25 per copy
Plot Prints.....	\$0.75 per S.F.
Color/Mylar Plot Prints	\$1.75 per S.F.
Mileage.....	IRS Allowable

The rates and expenses described may be revised annually



LAND SURVEY SERVICES

2023 Rate Schedule

SERVICES

Principal	\$273.00
Survey Manager	\$195.00
Professional Land Surveyor	\$184.00
Survey Crew - Scanner	\$312.00
Survey Crew - Two-Man.....	\$226.00
Survey Crew - One-Man	\$145.00
Senior Survey Technician	\$131.00
Survey Technician III.....	\$110.00
Survey Technician II.....	\$99.00
Survey Technician I.....	\$82.00
GIS Technician I.....	\$82.00
Administrative.....	\$118.00
Clerical	\$84.00
Intern.....	\$57.00

EXPENSES

Xerox Copies Letter or Legal.....	\$0.15 per copy
Xerox Copies Ledger	\$0.25 per copy
Plot Prints.....	\$0.75 per S.F.
Color/Mylar Plot Prints	\$1.75 per S.F.
Mileage.....	IRS Allowable

The rates and expenses described may be revised annually



CONSTRUCTION SERVICES

2023 Rate Schedule

SERVICES

Principal	\$273.00
Associate.....	\$246.00
Client Manager.....	\$225.00
Team Lead	\$215.00
Project Manager II.....	\$203.00
Project Manager	\$194.00
Construction Manager	\$165.00
Construction Services Administrator	\$156.00
Resident Project Representative III.....	\$134.00
Resident Project Representative II.....	\$124.00
Resident Project Representative I.....	\$114.00
Administrative.....	\$118.00
Clerical	\$84.00
Intern.....	\$57.00

EXPENSES

Xerox Copies Letter or Legal.....	\$0.15 per copy
Xerox Copies Ledger	\$0.25 per copy
Plot Prints.....	\$0.75 per S.F.
Color/Mylar Plot Prints	\$1.75 per S.F.
Mileage.....	IRS Allowable

The rates and expenses described may be revised annually



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Memorandum

To: Honorable Mayor and City Council

From: Brian Woodward, Deputy Fire Chief

Re: Self Contained Breathing Apparatus Purchase (MSA)

Date: January 23, 2023

BACKGROUND

The Coweta Fire Department is currently using a Honeywell Self Contained Breathing Apparatus (SCBA) system that is 15 years old. The system was designed for a 20-year life cycle, but the company is no longer manufacturing parts to repair the equipment and several of the SCBA's have been taken out of service. As the department prepares to build and relocate to a new main station, acquiring a new SCBA system that improves operational safety and is transferable to that new station makes sense.

Department staff have thoroughly reviewed the capabilities of several SCBA systems from different manufacturers and would like to acquire MSA's system with 22 SCBA's, 35 masks and 44 cylinders with an upgrade to the air filling system provided by Tescorp. The proposed system is publicly bid under OMES State Contract SW-241 awarded to Casco Industries, Inc.

The entire purchase will be \$248,303.00 and would be financed through the Capital Improvements Fund with repayment of principal and nominal interest from the Wagoner County Fire Tax over a period of five years.

STAFF RECOMMENDATION

Staff recommends a motion to approve the purchase of the package of the MSA SCBA and Tescorp air filling systems.

Attachments:
Casco Industries, Inc. Quote
Tesco Quote



HEADQUARTERS: SHREVEPORT, LA 71148-8007

SERVING OKLAHOMA AND KANSAS

SOLD TO: City of Coweta P.O. Box 850 Coweta, OK. 74429	SHIP TO: Coweta Fire Department 214 North Broadway Coweta, OK. 74429
ATTN:	ATTN: B. Woodward
PHONE:	PHONE: 918-637-9389
EMAIL:	EMAIL:

CREDIT CARD:		CUST PO NUMBER		SALES REP	SALES REP REF #
NAME/EXP DATE				173	1642
NUMBER/CODE/ZIP		TERMS	FREIGHT	DATE	FORM TYPE
TRANSACTION ID#		30	ADD	12/20/2022	QUOTE

ITEM	LOC	DESCRIPTION	QTY	SHIPPED	PRICE	AMOUNT
1		MSA G1 4500psi SCBA w/ Remote QC & iTIC	22		\$ 6,980.00	\$ 153,560.00
		#A-G1FS-444MA2COLER			\$ -	\$ -
2		MSA G1 Facepiece w/ Harness. Sizes TBD.	35		\$ 369.00	\$ 12,915.00
		#MSA-10156459			\$ -	\$ -
3		MSA G1 SCBA 4500psi/ 30min Carbon Cylinders w/ QC.	44		\$ 899.00	\$ 39,556.00
		#MSA-10175707			\$ -	\$ -
4		MSA G1 6-Bank Charging System.	2		\$ 776.00	\$ 1,552.00
		#MSA-10158385			\$ -	\$ -
5		MSA G1 Additional Lithium-Ion Batteries.	12		\$ 399.00	\$ 4,788.00
		#MSA-10148741-SP			\$ -	\$ -
6		MSA G1 Fill Station Adapter	1		\$ 499.00	\$ 499.00
		#MSA-10162403			\$ -	\$ -
7		Ergodine Felt Lined SCBA Mask Bags	35		\$ -	\$ -
		#EC-5080L			\$ -	\$ -
		Please Invoice as NO CHARGE to Customer.			\$ -	\$ -
8		MSA RIT System UEBSS & QC Connection.	3		\$ 4,989.00	\$ 14,967.00
		#MSA-10169711			\$ -	\$ -
9		True North L-2 RIT Bag.	3		\$ 259.00	\$ 777.00
		#TNG-RBL20			\$ -	\$ -
10		MSA 4500 PSI/ 60 MIN Carbon Cylinder w/ QC.	3		\$ 1,337.00	\$ 4,011.00
		#MSA-10175710-SP			\$ -	\$ -
11		MSA G1 Transfill Hose and Pouch.	5		\$ 965.00	\$ 4,825.00
		#MSA-10156468			\$ -	\$ -
12		MSA G1 RFID Reader/ Writer.	1		\$ 660.00	\$ 660.00
		#MSA-10158407			\$ -	\$ -
13		MSA G1 RFID Tags.	25		\$ 41.00	\$ 1,025.00
		#MSA-10083875			\$ -	\$ -
14		MSA G1 SCBA Seviceable Tunnel Shoulder Straps.	4		\$ 328.00	\$ 1,312.00
		#MSA-10149549 Left Side			\$ -	\$ -
15		MSA G1 SCBA Seviceable Tunnel Shoulder Straps.	4		\$ 328.00	\$ 1,312.00
		#MSA-10149548. Right Side			\$ -	\$ -

ADDITIONAL COMMENTS BELOW		Subtotal	\$ 241,759.00
OMES State Contract; # SW 241. Casco Industries, Inc. ID# 0000072092. Category 2. Item 17. Item ID# 10000031786 / Category Code# 46191600	ADD	Tax	\$ -
		Freight	\$ -
		TOTAL	\$ 241,759.00

"PROVIDING PROTECTION FOR THOSE WHO PROTECT US"



Toll Free: (800) 874-7719
E-Mail: sales@tescorp.com
www.tescorp.com

January 10, 2023

Coweta Fire Department

Attn. Chief Woodward

RE: 6000 psi cylinder quote

1. Four bottle 6000 psi UN/ISO storage cylinders with CGA 702 nut and nipples.

Total delivered price \$ 6,544.00

Regards

Charlie Zurmehly



Toll Free: (800) 874-7719
E-Mail: sales@tescorp.com
www.tescorp.com



Toll Free: (800) 874-7719
E-Mail: sales@tescorp.com
www.tescorp.com



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Memorandum

To: Honorable Mayor and City Council
From: Julie Casteen, Assistant Trust Manager
Re: Advance from Capital Improvement Fund to Rural Fire
Date: February 3, 2023

BACKGROUND

The Fire department has a need to replace the Self Contained Breathing Apparatuses that have been in use for over 15 years.

The funding source for this project is Rural Fire tax received from Wagoner County. However, there is not enough restricted cash in reserve to pay for the project upfront.

Staff proposes advancing the funds required for the project from the Capital Improvement Fund to the Rural Fire Fund to be paid back over a period of five years, saving the City over \$28,000 by self-financing the project rather than securing an external lease. Current lease rates are around 4.75%.

STAFF RECOMMENDATION

Staff recommends approval of an advance of funds to the Rural Fire Fund from the Capital Improvement Fund to per Resolution 2023-04.

ATTACHMENTS

Resolution 2023-04

**CITY OF COWETA, OKLAHOMA
RESOLUTION 2023-04**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ALLOCATING FUNDS FOR THE PURCHASE OF SELF-CONTAINED BREATHING APPARATUSES AND RELATED EQUIPMENT AND APPROVING THE TERMS FOR THE REPAYMENT THEREOF.

WHEREAS, the Coweta Fire Department provides fire protection and fire prevention services to the citizens of Coweta and surrounding unincorporated areas; and

WHEREAS, the Coweta Fire Department has the need to replace its aging and failing Self Contained Breathing Apparatus (“SCBA”) system; and

WHEREAS, the City currently has unrestricted and unencumbered funds available in its Capital Improvements Fund to front the cost of the acquisition of a new SCBA system; and

WHEREAS, Wagoner County distributes Rural Fire Sales Tax funds to the City of Coweta for the purpose of supporting fire operations in Coweta and in the surrounding unincorporated areas of Wagoner County; and

WHEREAS, the Rural Fire Fund has the ability to repay the City for the costs of the SCBA system over a period of years; and

WHEREAS, the use of funds currently available from the City will reduce financing costs for the project.

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

SECTION 1. The City shall provide funding from the Capital Improvements Fund in an amount not to exceed Two Hundred Forty-Eight Thousand Three Hundred Three and No/100 Dollars (\$248,303.00) to the Rural Fire Fund for the purchase of an SCBA system.

SECTION 2. The Rural Fire Fund shall pay to the Capital Improvements Fund the principal sum of Two Hundred Forty-Eight Thousand Three Hundred Three and No/100 Dollars (\$248,303.00), or so much thereof that is actually used for the purchase of the SCBA system plus interest at One Percent (1%) per annum, said sum payable in equal annual installments over a term of five (5) years from the date of the last payment made to a third party for the acquisition of the SCBA system. Interest shall accrue from the date of the last payment made to a third party for the acquisition of the SCBA system. Payments shall be due on the first anniversary date of the beginning of interest accrual and on each anniversary date thereafter until paid in full per the amortization schedule attached as Exhibit A.

This Resolution is approved in open meeting by the City Council of the City of Coweta on the 6th day of February, 2023.

Evette Young, Mayor

Attest:

Approved as to form:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney

EXHIBIT A - RESOLUTION 2023-04
CAPITAL IMPROVEMENT FUND
ADVANCE TO RURAL FIRE FUND
(SCBA PROJECT)

02/06/2023

Fiscal Year	Beginning Principal	Payment	Principal	Interest	Ending Principal
2023	248,303.00	51,160.00	48,676.97	2,483.03	199,626.03
2024	199,626.03	51,160.00	49,163.74	1,996.26	150,462.29
2025	150,462.29	51,160.00	49,655.38	1,504.62	100,806.91
2026	100,806.91	51,160.00	50,151.93	1,008.07	50,654.98
2027	50,654.98	51,161.53	50,654.98	506.55	-
		255,801.53	248,303.00	7,498.53	



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Memorandum

To: Honorable Mayor and City Council
From: Julie Casteen, Assistant City Manager
Re: Supplemental Appropriations for Governmental Funds
Date: February 3, 2023

BACKGROUND

The Fire Department has a purchase order carried over from fiscal year 2022 that was left off the original budget rollover list that was completed last fall. In addition, the City had two recent insurance claims that require appropriation for the damage repairs and reimbursements. Furthermore, the purchase of SCBAs requires appropriations to capitalize the equipment and recognize the advance of funds from the Capital Improvement Fund to the Rural Fire Fund:

	<u>Supplemental Appropriation</u>	<u>Fund/Dept</u>
<u>Revenues:</u>		
Insurance Reimbursement	\$4,403	General Fund
Transfer In (Advance)	\$348,303	Rural Fire Fund
	<u>Supplemental Appropriation</u>	<u>Fund/Dept</u>
<u>Expenditures:</u>		
Uniforms	\$1,103	General Fund/Fire
Maintenance - Vehicles	\$1,293	General Fund/Fire
Maintenance - Vehicles	\$3,110	General Fund/Cemetery
Transfer Out (Advance)	\$248,303	Capital Improvement Fund
Machinery & Equipment	\$248,303	Rural Fire Fund/Fire

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2023-03.

ATTACHMENTS:

Resolution 2023-03

**CITY OF COWETA, OKLAHOMA
RESOLUTION 2023-03**

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, 2023.

WHEREAS, the City of Coweta has received monies not anticipated that have not been appropriated in the budget for fiscal year 2022-2023; and

WHEREAS, the City of Coweta has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2022-2023; and

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

NOW THEREFORE BE IT RESOLVED BY THE COWETA CITY COUNCIL that the following supplemental appropriations be made:

SEE ATTACHED EXHIBIT A

PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA, and signed by the Mayor this 6th Day of February 2023.

Evette Young, Mayor

Attest:

Approved as to form:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney

**RESOLUTION 2023-03
EXHIBIT A**

FUND	ACCOUNT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUND BALANCE AMOUNT	REVENUE AMOUNT	REVENUE ACCOUNT
General Fund	01-5208.009	Uniforms	\$1,103	Prior Year PO	Fund balance	\$1,103		
	01-5310.009	Maintenance - Vehicles	1,293	Insurance Claim	Insurance Reimbursement		1,293	04.03.39
	01-5310.013	Maintenance - Vehicles	3,110	Insurance Claim	Insurance Reimbursement		3,110	04.03.39
	Total General Fund		\$ 5,506			\$ 1,103	\$ 4,403	
Capital Impr Fund	12-5513.100	Transfer Out	\$ 248,303	Advance to Rural Fire for SCBA purchase	Fund balance	\$ 248,303		
	Total Capital Improvement Fund		\$ 248,303			\$ 248,303	\$ -	
Rural Fire Fund	13-5404.095	Equipment	\$ 248,303	SCBA Purchase	Advance from CIF		\$248,303.00	13-04-03-12
Total Rural Fire Fund			\$ 248,303			\$ -	\$ 248,303	
TOTAL ALL GOVERNMENTAL FUNDS			\$ 502,112			\$ 249,406	\$ 252,706	