



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, JULY 3, 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

NAOMI HOGUE_____

LOGAN BROWN_____

HAROLD CHANCE_____

CAROLINE MARTIN_____

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. MINUTES OF THE JOINT SPECIAL MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL/COWETA PUBLIC WORKS AUTHORITY/COWETA INDUSTRIAL DEVELOPMENT AUTHORITY JOINT SPECIAL MEETING HELD ON JUNE 5, 2023. (JULIE CASTEEN, ASSISTANT CITY MANAGER/CITY CLERK)

Documents:

[230605 MINUTES OF THE JOINT SPECIAL MEETING.PDF](#)

2. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON JUNE 5, 2023. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230605 MINUTES OF THE REGULAR CITY COUNCIL MEETING.PDF](#)

3. AGREEMENT WITH KI BOIS COMMUNITY ACTION

APPROVAL AND AUTHORIZATION FOR THE MAYOR TO SIGN A CONTRACT WITH KI BOIS COMMUNITY ACTION FOUNDATION IN THE AMOUNT OF \$50,000.00 FOR THE PROVISION OF TRANSPORTATION SERVICES WITHIN THE CITY OF COWETA, OKLAHOMA. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230703 STAFF REPORT KI BOIS AGREEMENT.PDF](#)
[230703 KI BOIS AGREEMENT.PDF](#)

VI. OLD BUSINESS

1. SCHOOL RESOURCE OFFICER PROGRAM

DISCUSSION AND POSSIBLE ACTION TO APPROVE A CERTAIN MEMORANDUM OF UNDERSTANDING WITH THE COWETA BOARD OF EDUCATION PERTAINING TO THE SCHOOL RESOURCE OFFICER PROGRAM AND DIRECTING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION RELATED THERETO. (MIKE BELL, POLICE CHIEF)

Documents:

[230703 STAFF REPORT SRO AGREEMENT.PDF](#)
[230703 SRO MOU 2023-2024.PDF](#)

2. ORDINANCE 870

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF ORDINANCE 870, AN ORDINANCE OF THE CITY OF COWETA, OKLAHOMA DETACHING CERTAIN LANDS FROM THE MUNICIPAL LIMITS OF THE CITY OF COWETA LOCATED IN SECTIONS 15 AND 16, TOWNSHIP 17 NORTH, RANGE 16 EAST, WAGONER COUNTY, OKLAHOMA AND MORE PARTICULARLY DESCRIBED HEREINAFTER, PROVIDING FOR REPEALER, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE. (ROGER KOLMAN, CITY MANAGER)

Documents:

[230703 STAFF REPORT ORDINANCE 870.PDF](#)
[230703 ORDINANCE 870.PDF](#)
[230306 RESOLUTION 2023-08.PDF](#)

3. RESOLUTION 2023-26 REGARDING BUDGET AMENDMENTS FY24

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2023-26, 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, 2024. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230703 STAFF REPORT RESOLUTION 2023-26.PDF](#)
[230703 RESOLUTION 2023-26.PDF](#)

4. AWARD OF BID

DISCUSSION AND POSSIBLE ACTION TO AWARD BIDS RELATED TO THE 2023 CITY OF COWETA ROAD MAINTENANCE PROJECTS TO A & A ASPHALT, INC., THE LOWEST RESPONSIBLE BIDDER, IN THE AMOUNTS OF \$383,120.00 FOR THE COUNTRY VILLAGE SUBDIVISION PROJECT, \$130,635.00 FOR THE EAST 146th STREET SOUTH PROJECT, AND \$42,250.00 FOR THE EAST 141st STREET SOUTH PROJECT, AND TO PARAGON CONTRACTORS, LLC, THE LOWEST RESPONSIBLE BIDDER, IN THE AMOUNT OF \$65,073.00 FOR THE WEST CYPRESS STREET PROJECT, AND DIRECTING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND ALL OTHER NECESSARY DOCUMENTATION. (WES

RICHTER, PUBLIC WORKS DIRECTOR)

Documents:

[230703 STAFF REPORT 2023 ROAD MAINTENANCE PROJECTS.PDF](#)
[2023 ROAD MAINTENANCE PROJECTS BID TAB.PDF](#)

5. PURCHASE OF A 2024 CHEVROLET 2500 PICK UP
DISCUSSION AND POSSIBLE APPROVAL OF THE PURCHASE OF A 2024 CHEVROLET 2500 DOUBLE CAB TRUCK FROM JOE COOPER CHEVROLET IN AN AMOUNT NOT TO EXCEED \$46,819.00. (WES RICHTER, PUBLIC WORKS DIRECTOR)

Documents:

[230703 STAFF REPORT CHEVROLET 2500.PDF](#)
[QUOTE FOR CHEVY 2500 TRUCK.PDF](#)

6. PURCHASE OF A 2024 CHEVROLET 3500 PICK UP
DISCUSSION AND POSSIBLE APPROVAL OF THE PURCHASE OF A 2024 CHEVROLET 3500 DOUBLE CAB AND CHASSIS TRUCK FROM JOE COOPER CHEVROLET IN AN AMOUNT NOT TO EXCEED \$46,737.00. (WES RICHTER, PUBLIC WORKS DIRECTOR)

Documents:

[230703 STAFF REPORT CHEVROLET 3500.PDF](#)
[QUOTE FOR CHEVY 3500 CAB AND CHASSIS.PDF](#)

7. SUPPLEMENTAL HEAT AND AIR SYSTEMS FOR EMS UNITS
DISCUSSION AND POSSIBLE ACTION ON THE APPROVAL OF THE PURCHASE OF THREE DANHARD HEAT AND AIR SYSTEMS FOR THE CITY'S EMS UNITS FROM EMERGENCY SERVICE SUPPLY IN THE AMOUNT OF \$18,525.00. (BRIAN WOODWARD, INTERIM FIRE CHIEF)

Documents:

[230703 STAFF REPORT EMS HEAT AND AIR.PDF](#)
[DANHARD QUOTE FOR EMS UNITS.PDF](#)

8. RESOLUTION 2023-25. RENEWAL OF SALES TAX AGREEMENT
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION NO. 2023-25, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA WHEREBY THE CITY OF COWETA, OKLAHOMA, AGREES TO MAKE PAYMENTS TO THE COWETA PUBLIC WORKS AUTHORITY IN AMOUNTS SUFFICIENT TO PAY PRINCIPAL AND INTEREST ON THE AUTHORITY'S 2016 UTILITY SYSTEM REVENUE BONDS. (JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[230703 STAFF REPORT RESOLUTION 2023-25.PDF](#)
[230703 RESOLUTION 2023-25.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.

**MINUTES OF THE COWETA CITY COUNCIL/COWETA PUBLIC WORKS
AUTHORITY/COWETA INDUSTRIAL TRUST AUTHORITY
JOINT SPECIAL MEETING
JUNE 5, 2023 6:00 P.M.**

The members of the Coweta City Council, and Trustees of Coweta Public Works Authority and Coweta Industrial Trust Authority, met in a joint special session on Monday, June 5, 2023, at 6:00 p.m. at Coweta City Hall located at 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Naomi Hogue, Logan Brown, Harold Chance, Randy Woodward.

COUNCILMEMBERS ABSENT: Caroline Martin.

I. CALL TO ORDER

The City Council meeting was called to order by Mayor Hogue.

The Coweta Public Works meeting was called to order by Chairman Hogue.

The Coweta Industrial Development Authority meeting was called to order by Chairman Hogue.

II. ROLL CALL

Roll call taken. Councilmembers/Trustees were present as shown above.

III. OLD BUSINESS

1. Joint Public Hearing FY24 Proposed Budget

Assistant City Manager Julie Casteen presented the proposed budget for the fiscal year ending June 30, 2024. There were no public comments.

IV. ADJOURNMENT

Mayor Hogue adjourned the City Council meeting at 6:12 p.m.

Chairman Hogue adjourned the Coweta Public Works Authority meeting at 6:12 p.m.

Chairman Hogue adjourned the Coweta Industrial Development Authority meeting at 6:12 p.m.

Naomi Hogue, Mayor

Julie Casteen, City Clerk

**MINUTES OF THE COWETA CITY COUNCIL/COWETA PUBLIC WORKS
AUTHORITY/COWETA INDUSTRIAL TRUST AUTHORITY
JOINT SPECIAL MEETING
JUNE 5, 2023 6:00 P.M.**

Naomi Hogue, PWA Chairman

Julie Casteen, Secretary

Naomi Hogue, CIDA Chairman

Logan Brown, Secretary

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
June 5, 2023 6:12 P.M.

The members of the Coweta City Council met in regular session on Monday, June 5, 2023 at 6:12 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma following the joint special meeting with the City Council, the Coweta Public Works Authority and the Coweta Industrial Development Authority.

COUNCILMEMBERS PRESENT: Naomi Hogue, Logan Brown, Harold Chance, Randy Woodward.

COUNCILMEMBERS ABSENT: Caroline Martin.

I. CALL TO ORDER

The meeting was called to order by Mayor Hogue.

II. Pledge of Allegiance given

III. ROLL CALL

Roll call taken. Councilmembers were present as shown above.

IV. GENERAL CITY COUNCIL COMMENTS

Mayor Hogue reminded everyone of the Patriotic Festival to be held on June 24 at the football stadium.

V. CONSENT

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

1. Affirmation of the City Manager's approval of payments to Stronghand, LLC related to the Village Subdivision water line improvements CDBG project in the amount of \$182,554.89 on April 6, 2023 and \$96,014.28 on May 5, 2023.
2. Affirmation of the City Manager's approval of Change Order No. 1 in favor of the City of Coweta related to the Village Subdivision water line improvements CDBG project, decreasing the cost of that project from \$561,538.65 to \$561,498.90, a decrease of \$39.75.
3. Ms. Meghan Jones, Ms. Judy Chrisman and Ms. Miranda Howard appointed as Library Board members, each with a term ending May 2026.
4. Approval of the minutes of the Joint Special Meeting of the Coweta City Council, Coweta Public Works Authority and Coweta Industrial Development Authority held on May 1, 2023.
5. Approval of the minutes of the Coweta Council regular meeting on May 1, 2023.
6. Approval of road closures for the Coweta Fall Festival from September 13th to September 17th, 2023.

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
June 5, 2023 6:12 P.M.

Aye: Harold Chance
Logan Brown
Randy Woodward
Naomi Hogue

VI. Old Business

1. Resolution 2023-18 on FY24 Budget Adoption

Julie Casteen, Assistant City Manager, recommended approval of the proposed budget as presented at the public hearing.

Motion by Harold Chance, second by Randy Woodward, to adopt Resolution 2023-18, a resolution of the City Council of the City of Coweta, Oklahoma, adopting the budget for the General Fund, Street and Alley Fund, Cemetery Fund, Library Fund, Self Insurance Fund, E911 Fund, Rural Fire Fund, Grants Fund, and Capital Improvement Fund for Fiscal Year beginning July 1, 2023 and ending June 30, 2024, and providing for the investment of said funds.

Aye: Randy Woodward
Harold Chance
Naomi Hogue
Logan Brown

2. Ordinance 869 – Rezoning CZ 23-04

City Manager Roger Kolman presented a request to rezone property owned by the Wagoner County Economic Development Authority from Light Industrial (IL) to General Commercial (CG). Developer Ryan Bishop discussed various aspects of the RV park that is planned if the request to rezone the property is approved.

Several citizens raised concerns regarding increased traffic on roads not designed to handle large, heavy vehicles, overloading the water and sewer system, and potential for increased crime in the area.

Motion by Naomi Hogue, second by Randy Woodward, to deny CZ 23-04 request to rezone property generally located east of State Highway 51B and west of South 305th East Avenue from Light Industrial (IL) to General Commercial (CG).

Aye: Naomi Hogue
Randy Woodward
Logan Brown
Harold Chance

3. Declaration of an Emergency Ordinance 869

Item became moot and was removed from the Agenda because it was linked to Item 2.

4. CZ 23-05 SUP

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
June 5, 2023 6:12 P.M.

Item became moot and was removed from the Agenda because it was linked to Item 2.

5. Ordinance 868 – Rezoning CZ 23-03

Roger Kolman presented a request to rezone property located at the intersection of Cypress Street and Bristow Avenue from Residential Single-Family (RS-3) to General Commercial (CG) for a daycare center.

Motion by Logan Brown, second by Randy Woodward adopt Ordinance 868, an Ordinance of the City of Coweta, Oklahoma related to the rezoning of property from Residential Single Family (RS-3) to General Commercial (CG) located in Section 18, Township 17 North, Range 16 East of the Indian Base and Meridian, City of Coweta, Wagoner County, State of Oklahoma, according to the United States Government Survey thereof, and located at 102 S Bristow Avenue.

Aye: Logan Brown
Randy Woodward
Naomi Hogue
Harold Chance

6. Declaration of an Emergency Ordinance 868

Discussion was held regarding possible action declaring an emergency for Ordinance No. 868.

Motion by Harold Chance, second by Randy Woodward, to declare an emergency for Ordinance No. 868, making it effective immediately upon passage and approval.

Aye: Harold Chance
Randy Woodward
Logan Brown
Naomi Hogue

7. Resolution 2023-17 Accepting Infrastructure

Roger Kolman presented information on a request for the City of Coweta to accept the public infrastructure for The Woods Phase subdivision, Blocks 6 through 9, 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 2023-17, 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 of the Woods Subdivision, Blocks 6-9, located within Section 36, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
June 5, 2023 6:12 P.M.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown

8. Final Plat – The Woods Blocks 6-9

Roger Kolman presented the final plat of the Woods, Phase I subdivision, Blocks 6-9, which was recommended for approval by the Coweta Planning Commission at its March 21, 2022 meeting.

Motion by Harold Chance, second by Randy Woodward to approve the final plat of the Woods, Blocks 6-9.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown

9. Parking Lot Bid

Roger Kolman discussed the proposed Chestnut Street Parking Lot project.

Motion by Harold Chance, second by Randy Woodward to direct the City Manager to issue a public bid for a public parking lot to be constructed on the northwest corner of Highway 72 and Chestnut.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown

10. Resolution 2023-21, Master Fee Schedule

Julie Casteen presented an updated schedule of fees, fines and rates to be effective on July 1, 2023.

Motion by Harold Chance, second by Randy Woodward, to adopt Resolution 2023-21, a joint resolution of the City Council of the City of Coweta, Oklahoma, a municipal corporation, and the Board of Trustees of the Coweta Public Works Authority, an Oklahoma Public Trust, and the Board of Trustees of the Coweta Industrial Development Authority, an Oklahoma Public Trust, establishing a master fee schedule confirming and modifying fees, fines and rates charged by the City of Coweta, the Coweta Public Works Authority, and the Coweta Industrial Development Authority.

Aye: Harold Chance
Randy Woodward
Naomi Hogue

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
June 5, 2023 6:12 P.M.

Logan Brown

11. Resolution 2023-22 Regarding Budget Amendments FY23

Julie Casteen presented information on supplemental appropriations needed in various governmental funds.

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2023-22, a resolution 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.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown

VII. NEW BUSINESS

There was no new business.

VIII. ADJOURNMENT

Mayor Hogue adjourned the meeting at 7:28 p.m.

Naomi Hogue, Mayor

Julie Casteen, City Clerk



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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: Ki Bois Transportation Agreement

Date: June 30, 2023

BACKGROUND

The City of Coweta has partnered with Ki Bois Community Action Foundation for many years to provide transportation services to the community.

Ki Bois has requested the same \$50,000 subsidy for FY24 that has been approved in previous years.

STAFF RECOMMENDATION

Staff recommends approval of the Transportation Agreement with Ki Bois Community Action Inc.

Attachments:

FY24 Ki Bois Transportation Agreement



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CONTRACT

THIS CONTRACT made and entered into this 3rd day of July, 2023, by and between the CITY OF COWETA, Wagoner County, State of Oklahoma, (hereinafter “City”) and KI BOIS COMMUNITY ACTION FOUNDATION, a Not For Profit corporation (hereinafter “KI BOIS”).

City hereby enters into this contract with KI BOIS pursuant to the following terms:

- I. The City finds that KI BOIS performs functions at a public purpose, specifically the providing of transportation services in and around the Coweta area, including within the City of Coweta, thereby serving residents of Coweta;
- II. The City agrees to provide payment for services performed by KI BOIS and specifically payment for services in providing transportation in the Coweta area;
- III. KI BOIS agrees to continue to provide transportation services and to make public transportation available in and around the Coweta area for Fiscal Year 2023-2024, beginning July 1, 2023, and ending June 30, 2024. The ridership, level of service and service territory served and provided during Fiscal Year 23-24 will be the same as was as provided and served in Fiscal Year 22-23.
- IV. The City agrees to compensate KI BOIS for its services the amount of FIFTY THOUSAND DOLLARS AND NO CENTS (\$50,000.00), between December 1, 2023, and January 31, 2024, upon proper invoice provided by KI BOIS. KI BOIS will provide Vehicular Public Liability insurance covering death, personal injury and property damage.
- V. KI BOIS will provide the City with regular utilization data, as requested, and other pertinent ridership information in order to keep the City informed as to the operational matters of the public transportation program.
- VI. The parties hereto agree that the above compensation shall be the full and complete compensation to be paid by the City to KI BOIS for services provided and that this contract is limited to the term set forth above.

Approved in open meeting of the Coweta City Council on the 3rd day of July, 2023.

ATTEST:

CITY OF COWETA, OKLAHOMA

Julie Casteen, City Clerk

Naomi Hogue, Mayor

APPROVED AS TO FORM:

KI BOIS COMMUNITY ACTION

Jeff M. Stephens, City Attorney
Director

R. Carroll Huggins, Executive



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Memorandum

To: Honorable Mayor and City Council
From: Chief of Police, Michael Bell
Re: School Resource Officer Memorandum of Understanding
Date: June 13, 2023

BACKGROUND

The City of Coweta and Independent School District 19 will be updating the 2023-2024 School Resource Officer MOU. Both parties agree to add a second SRO to this MOU with associated costs.

BENEFITS

This will make the schools safer and more efficient.

COSTS

The schools have agreed to pay 51% of the assigned SRO's base pay per school year. The city agrees to provide wages, training, equipment, and benefits to the SRO Officer.

STAFF RECOMMENDATION

Staff recommends immediate approval and permission to allow the City Manager to sign all required documents to complete MOU.

ATTACHMENTS

SRO MOU

SCHOOL RESOURCE OFFICER
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as the "MOU") is by and between the City of Coweta, Oklahoma (hereinafter referred to as the "City") and the Coweta Board of Education (hereinafter referred to as the "Schools") and replaces any and all prior agreements and understandings between the City (including the Coweta Police Department) and/or the Coweta Public Schools on the subject of school resource officers (hereinafter referred to as the "SRO").

WITNESSETH

WHEREAS, the City and the Schools desire to set forth the duties and responsibilities of the parties with respect to the City's School Resource Officer Program; and

WHEREAS, the City and Schools desire to create an atmosphere of cooperation toward the common goals of providing a safe learning environment for students, a safe working environment for educational staff, the prevention and reduction of juvenile delinquency and the promotion of positive attitudes regarding the role of law enforcement in society.

NOW, THEREFORE, in consideration of the mutual promises and representations contained herein, the City and the Schools do hereby agree as follows:

SECTION 1. PURPOSE.

The purpose of this MOU is to formalize the relationship between the City and the Schools in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement officers and the youth of Coweta, with the goals aimed toward providing a safe learning environment for juveniles and young adults. This MOU delineates the mission, organization structure, and procedures of the City of Coweta/Coweta Public School Resource Officer Program (hereinafter referred to as the "SRO PROGRAM") as a collaborative effort between the City and the Schools. The success of the SRO Program relies upon the effective communication between the City's law enforcement employees, the principal of the schools, and key staff members of the City and Schools.

SECTION 2. TERM.

The term of this MOU shall commence on July 1, 2023, and terminate on June 30, 2024, unless terminated earlier as provided herein. The parties may renew, extend, or modify this MOU by mutual written consent at any time. This MOU may be renewed with the approval of the City Manager and School Superintendent before June 30th each year.

SECTION 3. MISSION, GOALS, AND OBJECTIVES.

The missions of the SRO Program are creating and maintaining a safe and secure learning environment for students, providing a safe working environment for educational staff, and preventing and reducing school-related violence and offenses committed by juveniles or adults.

These missions will be accomplished by efforts, including but not limited to assigning law enforcement officer(s) (SROs) to school facilities.

The goals and objectives of the SRO Program are designed to develop and enhance rapport between youth, law enforcement officers, school administrators and parents. The goals of the SRO Program include, but are not limited to:

1. Establishing a positive relationship between the SRO and the student population and between the SRO and parents, faculty, staff, and administrators.
2. Maintaining a safe and secure environment on school grounds.
3. Promoting positive attitudes regarding law enforcement's role in society.
4. Preventing and reducing incidents of school violence, including bullying.
5. Reducing criminal offenses committed by juveniles and young adults.

SECTION 4. ORGANIZATIONAL STRUCTURE.

- A. Composition. The City shall assign at least two (2) full-time law enforcement officer(s) to serve as the SRO in the SRO Program. Any law enforcement officer assigned as an SRO will be certified through the State of Oklahoma Council of Law Enforcement and Education and Training Council and must be an Oklahoma School Resource Officer Association member. It shall be highly recommended that this law enforcement officer attends all training offered through the NASRO program.
- B. Supervision. The day-to-day operation and administrative control of the SRO Program will be a joint and cooperative effort of the City Manager (or his designee, the Chief of Police) and the Superintendent of Schools. Responsibility for the conduct of the SRO shall remain with the City, and the schools acknowledge that the SRO remains responsive to the command of the City's Police Department. The SRO is employed and retained by the City, and in no event shall any employee of the City be considered an employee of the school, regardless of the funding source.
- C. Funding. The SRO Program is subject to the availability of funds, which is a budgetary decision of the parties; both parties agree to the following.
 1. The city agrees to train, equip, insure, and provide wages and benefits to the SRO Officer.
 2. The schools shall reimburse the City for the SRO at a rate of 51% of the assigned SRO's base pay per school year for the SRO during the regular school week. Such reimbursement may be paid in one installment within fourteen (14) days of the end of the school year or in two equal installments to be paid within fourteen (14) days of the end of each semester. Any overtime compensation is addressed in item #3.
 3. Any hours required by the schools over 40 hours per week shall be arranged with the City Manager or his designee (Chief of Police) prior to the needed services.

SECTION 5. SRO PROGRAM STRUCTURE.

SROs are first and foremost law enforcement officers for the city. SROs shall be responsible for carrying out the duties and responsibilities of a law enforcement officer. They shall remain at all times under the control, through the chain of command, of the City. All acts of commission or omission shall conform to the guidelines of the City. Both the City and School officials agree that non-criminal student disciplinary matters shall remain the responsibility of the teachers and administrators, not the SRO. The SRO shall refrain from being involved in enforcing disciplinary rules that do not constitute law violations except to support School personnel in maintaining a safe school environment.

SECTION 6. DUTIES AND RESPONSIBILITIES.

Schools. The responsibilities of the schools will include, but not limited to, the following;

1. Provide the SRO with a private, appropriately furnished, climate-controlled office space that can be secured and reasonably acceptable to the Police Department. This shall include, but not limited to, a desk with drawers, two chairs, a filing cabinet for files and records which can be properly locked and secured, a telephone, and computer access. The City shall provide all supplies and other equipment.
2. The SRO is not to be used for regularly assigned lunchroom duties, hall monitors or other monitoring duties. If there is a problem, the SRO may assist school personnel until the problem is solved.
3. Provide SRO with reasonable opportunities to address students, teachers, school administrators, and parents about the SRO Program goals and objectives. Administrators shall also seek input from the SRO regarding criminal justice problems relating to students and site security issues.
4. The principal of each school within the city's school system shall notify the SRO of suspected illegal activity as required by and in accordance with Oklahoma State Statutes, Title 70. Any principal or other staff member within the city's school system who locates a dangerous weapon or drugs in the course of a search shall turn it over to the SRO as required by Oklahoma State Statutes and school policies. The principal may contact the SRO regarding other conduct in accordance with the principal's discretion. If the SRO is unavailable, the principal or staff member shall contact any city police officer for notification of suspected illegal activities or to deliver dangerous weapons or drugs that come into their possession.
5. When school personnel discover weapons, drugs, alcohol, or other illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the schools, the contraband shall be confiscated by the SRO according to Police Department policy and properly disposed of by policy. If school personnel take possession of any contraband, said contraband shall immediately be turned over to the SRO as soon as reasonably possible.
6. School personnel shall timely notify the SRO with names of specific individuals who are not allowed on school property and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
7. Work cooperatively with the City, including but not limited to, the Police Department to make any needed adjustments to the SRO Program throughout the school year.
8. In situations involving student conduct affecting school property, employees, and visitors the schools agree to participate with the SRO in conducting a Threat Assessment Review.

The review committee will consist of, at a minimum, the school principal, school counselor, SRO, teacher, and student. The student's parent may also participate if the SRO or school staff feel it will assist the process. This review must be completed within a reasonable time of the event. Any reports or paperwork associated with this review will be maintained in the SRO office in case further reviews are required.

9. Provide to the City, from time to time, copies of all laws, regulations, and school board policies applicable to employees of the schools, including but limited to, laws, rules, regulations, and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.

A. City. The City's responsibilities hereunder are delegated to the Coweta Police Department and will include, but not be limited to, the following:

1. Responding to all major criminal occurrences that occur on school property and exercise law enforcement jurisdiction over such incidents.
2. Assigning the SRO to the Schools and complying with the training requirements for the SRO as established by Federal, State, and Local laws and policies. The Superintendent of Coweta Public Schools will have input in the decision to assign and retain an SRO.
3. At the request of the principal and whenever practicable, provide the assistance of the police canines (through the K-9 Officers) to assist in searches within the limitations of State and Federal Laws and department policies.
4. Will advise the School Board regarding the possible presence of criminal gangs and associated criminal gang activities.
5. Work cooperatively with the schools to make any needed adjustments to the SRO Program throughout the school year.
6. Disseminate to the SRO copies of all laws, rules, regulations, and school board policies applicable to employees of the schools, including but not limited to, laws, rules, regulation, and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises that have been provided to the City by the Schools pursuant to Section 6A.9 above.

B. SROs' (Shift Sergeant). The responsibilities of the SRO shift sergeant will include, but not be limited to, the following:

1. Coordinate work assignments of the SRO.
2. Ensure the SRO's compliance with the Police Department's directives.
3. Coordinate scheduling and work hours of the SRO (Vacation, Sick Time, Personal, Court, etc.)
4. Work with the Schools to make any needed adjustments to the SRO Program throughout the school year.

C. SRO. The responsibilities of an SRO will include, but not be limited to, the following:

1. Enforce criminal law and protect students, staff and public at large against criminal activity and take appropriate enforcement action on criminal matters as necessary. The SRO shall follow the chain of command as set forth by policies and procedures of the Police

Department. Unless notification would interfere with law enforcement operations, the SRO will notify the principal or the principal's designees as soon as reasonably possible concerning any enforcement activity on that principal's school grounds or at that principal's school functions. If an arrest is made, before the officer transports a student, the principal or the principal's designee may give the student papers regarding an educational due process hearing only if, in the officer's professional judgement, such procedure can be accomplished safely.

2. Complete reports and investigate crimes committed on campus and coordinate whenever practical investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on campus or at school functions.
3. In situations involving student conduct affecting school property, employees, and visitors the schools agree to participate with the SRO in conducting a Threat Assessment Review. The review committee will consist of, at a minimum, the school principal, school counselor, SRO, teacher, and student. The student's parent may also participate if the SRO or School staff feel it will assist the process. This review must be completed within a reasonable time of the event. Any reports or paperwork associated with this review will be maintained in the SRO office in case further reviews are required.
4. Take allowable law enforcement action against intruders and unwanted guests who appear on school property at the principal's request or if the officer observes a violation of state law or city ordinance.
5. If available, the SRO will be present when a principal or the principal's designee conducts an administrative search when the principal or school personnel fear for their safety.
6. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus or involving students at school-related functions.
7. If provided in advance to the City, comply with all laws, rules, regulations, and school board policies applicable to employees of the Schools, including but not limited to laws, rules, regulations, and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided that the SRO shall under no circumstances be required or expected to act in a manner inconsistent with their duties as a law enforcement officer. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed by law.
8. During regular school hours the SRO will make every effort to remain on school property when not needed to support other law enforcement activities. They shall receive permission from a supervisor before extended time away, *"anything over 4 hours shall be considered extended time,"* from the school campus.
9. Prepare presentations on various subjects, such as basic understanding of law, role of law enforcement, anger management, and drug abuse prevention education, and provide these presentations (including lesson plans, if applicable) at the request of school personnel in accordance with the established curriculum. Classroom instruction topics must be approved by the SRO's supervisor and school administrator.
10. Attend school special events as needed. Off duty assignments are not included.

11. Be familiar with all community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
 12. Assist the principal and school staff with disciplinary hearings or Threat Assessment Review boards, in which the SRO has knowledge of the incident and/or criminal laws that will assist in the adjudication of the matter.
 13. Conduct patrol activity in and around the schools within the Coweta School District.
 14. The SRO shall follow all orders, policies, and procedures of the Police Department when confiscating liquor, drugs, and paraphernalia from students on school property.
 15. The SRO shall follow Federal and State law, City ordinances, City policies and procedures, Police Department policies and procedures and directives and orders, and Coweta Public School Board policies. In the event of a conflict between School and City policies, the SRO's conduct shall be controlled by City policy.
 16. The SRO shall not conduct any interviews with the news media concerning a school incident.
- D. Generally. Each party is responsible for the actions and/or omission of their respective employees.
- E. Specifically- City of Coweta. The City's agreement to provide an SRO to the Schools does not constitute or create a special duty to the schools or any individual, nor shall the City be liable for failure to provide an SRO in any situation.

SECTION 7. ENFORCEMENT.

Although the SRO has been placed in a formal educational environment, the SRO is not relieved of their official duties as a law enforcement officer. The SRO shall intervene, when necessary, in the SRO professional judgement to prevent any criminal act or maintain a safe school environment. Citations shall be issued, and arrests made when appropriate and in accordance with Oklahoma State laws and Department policy. The SRO and/or the Police Department in consultation with the District Attorney's Office will have the final decision on whether criminal charges will be filed.

The City reserves the right to temporarily remove the SRO in the event that additional officers are needed during a critical incident or natural disaster. The City also reserves the right to temporarily remove the SRO for the SRO's safety.

SECTION 8. TERMINATION.

Either party may terminate this MOU, with or without cause, upon sixty (60) days written notice to the other party.

SECTION 9. NOTICE.

Any notice, consent, or other communication in connection with this MOU shall be in writing and may be delivered in person, by mail, Email, or by facsimile transmission (provided the sender confirms notice by written copy). If hand-delivered, the notice shall be effective upon delivery. If by facsimile or email, the notice shall be effective when sent. If by mail, the notice shall be effective

three (3) business days after being deposited in the United Postal Service and addressed appropriately to the intended recipient as follows:

If to the Schools:

Superintendent of Coweta Public Schools
Coweta Board of Education
P.O. Box 550
Coweta, Oklahoma 74429

If to the City:

City of Coweta
c/o Chief of Police and City Manager
310 S. Broadway
P.O. Box 850
Coweta, Oklahoma 74429

SECTION 10. GOOD FAITH.

The parties and their employees agree to cooperate in good faith in fulfilling the terms of this MOU. Unforeseen difficulties or questions will be resolved by negotiation between the parties if a resolution cannot be made between the SRO and the principal.

SECTION 11. GOVERNING LAW.

This MOU is governed by the laws of the State of Oklahoma.

(Signature page follows)

NOW, THEREFORE, this MOU has been agreed to by the parties as indicated by the authorized signatures below.



School Superintendent

City Manager

Chief of Police

City Attorney

City Clerk



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Mémorandum

To: Honorable Mayor, Members of the City Council
From: Roger Kolman, City Manager
Re: Ordinance 870
Date: 7/3/2023

BACKGROUND

In 2002, the City of Coweta annexed certain properties into the city limits anticipating future growth to the east. To date, and for the foreseeable future, that growth has not occurred. Since the annexation, the City has taken on the responsibility to maintain certain infrastructure in the area that serves four residential properties in the City and approximately 30 residential properties in the unincorporated area. The costs to maintain that infrastructure continue to grow as the city works to improve infrastructure serving higher density properties in the developed areas.

Once de-annexed, the property owners, or their successors, will be able to apply for annexation when the need for higher intensity city services becomes necessary in the future.

In March 2023, the City Council adopted Resolution 2023-08, providing notice of intent to detach these properties. Each of the affected owners of property in the detachment area were sent notification of the proposed detachment in early June, and none of those owners have provided notice of objection to the proposal.

STAFF RECOMMENDATION

Staff recommends adoption of Ordinance 870.

ATTACHMENTS

Resolution 2023-08
Ordinance 870

ORDINANCE NO. 870

AN ORDINANCE DETACHING CERTAIN LANDS FROM THE MUNICIPAL LIMITS OF COWETA, OKLAHOMA LOCATED IN SECTIONS 15 AND 16, TOWNSHIP 17 NORTH, RANGE 16 EAST, WAGONER COUNTY, OKLAHOMA AND MORE PARTICULARLY DESCRIBED HEREINAFTER, PROVIDING FOR REPEALER, SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Coweta, Oklahoma, passed and approved Resolution No. 2023-08 on March 6, 2023 providing notice of the intent to detach certain properties from the corporate limits of the City of Coweta; and

WHEREAS, the properties in question were annexed into the City of Coweta on May 6, 2002 by the adoption of Ordinance No. 568; and

WHEREAS, after due consideration of the facts and being sufficiently advised, the City Council hereby finds that all requirements necessary for detachment have been met.

WHEREAS, it is deemed desirable and beneficial for the citizens of the City of Coweta, Oklahoma, that the properties hereinafter described on attached Exhibit "A" should be detached from the municipal limits of the City of Coweta.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA:

SECTION 1. That the following described tracts of land and real estate, to-wit:

SEE ATTACHED EXHIBIT "A"

be and the same are hereby detached from and declared to be hereafter excluded from the corporate limits of the City of Coweta, Oklahoma.

The property detached is generally located north of Highway 51 between the alignment of 330th E Avenue and the alignment of the Muskogee Turnpike.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are expressly repealed to the extent of the conflict only.

SECTION 3. If any part or parts of this ordinance are deemed unconstitutional, invalid, or ineffective, the remaining portions shall not be affected but shall remain in full force and effect.

SECTION 4: In accordance with state law, this ordinance shall become operative and effective 30 days after its passage, approval, and publication.

PASSED AND APPROVED in a regular meeting of the Council of the City of Coweta, Oklahoma, held on the _____ day of _____, 2023.

CITY OF COWETA, OKLAHOMA

By: _____
Naomi Hogue, Mayor

ATTEST:

Julie Casteen, City Clerk

APPROVED AS TO FORM:

Jeff M. Stephens, City Attorney

Area of Detachment – Ordinance 870

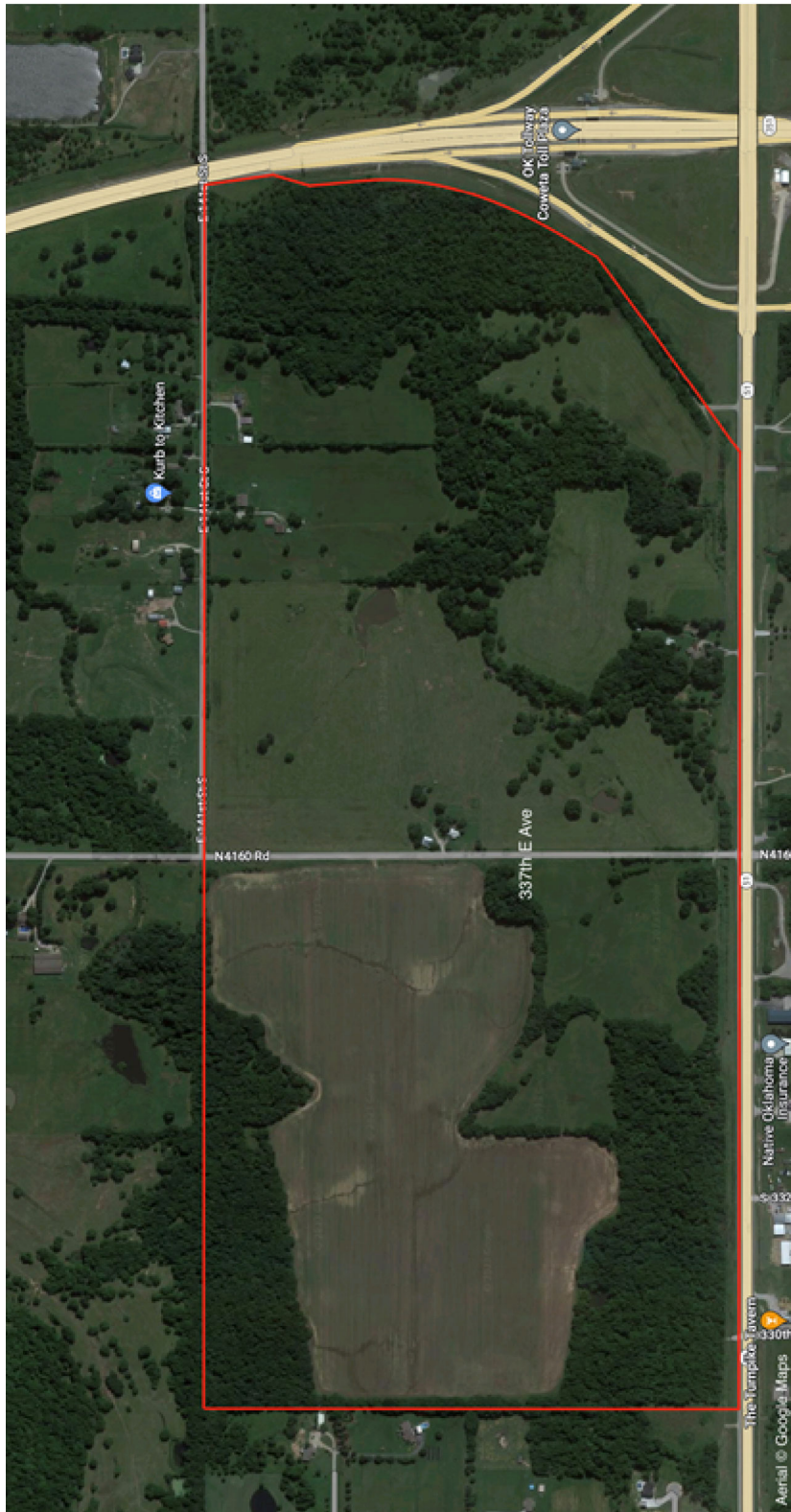


EXHIBIT "A"

A tract of land in the Northeast Quarter of Section Sixteen (16), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma, being more particularly described as follows, to-wit:

COMMENCING at the Northeast corner of said Northeast Quarter of Section Sixteen (16), Township Seventeen (17) North, Range Sixteen (16) East; thence North 89 degrees 34' 32" West and along the North line of said Northeast Quarter a distance of 1,751.97 feet to POINT OF BEGINNING; thence South 00 degrees 03' 56" East and parallel with the West line of said Northeast Quarter to the South line of said Northeast Quarter; thence North 89 degrees 58' 16" West and along said South line a distance of 873.01 feet to the Southwest corner of said Northeast Quarter; thence North 00 degrees 03' 56" West and along the West line of said Northeast Quarter to the Northwest corner of said Northeast Quarter; thence South 89 degrees 34' 32" East and along the North line of said Northeast Quarter a distance of 873.04 feet to the POINT OF BEGINNING. (Tract I, Ordinance No. 568)

AND

A tract of land in the Northeast Quarter of Section Sixteen (16), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma, being more particularly described as follows, to-wit: COMMENCING at the Northeast corner of said Northeast Quarter; thence North 89 degrees 34' 32" West and along the North line of said Northeast Quarter a distance of 877.02 feet to the POINT OF BEGINNING; thence South 00 degrees 04' 07" East and parallel with the East line of said Northeast Quarter to the South line of said Northeast Quarter; thence North 89 degrees 58' 16" West and along said South line a distance of 875.06 feet; thence North 00 degrees 03' 56" West and parallel with the West line of said Northeast Quarter to the North line of said Northeast Quarter; thence South 89 degrees 34' 32" East and along the North line of said Northeast Quarter a distance of 874.95 feet to the POINT OF BEGINNING. (Tract J, Ordinance No. 568)

AND

A tract of land in the Northeast Quarter of Section Sixteen (16), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma, being more particularly described as follows, to-wit: BEGINNING at the Northeast corner of said Northeast Quarter; thence North 89 degrees 34' 32" West and along the North line of said Northeast Quarter a distance of 877.02 feet; thence South 00 degrees 04' 07" East and parallel with the East line of said Northeast Quarter to the South line of said Northeast Quarter; thence South 89 degrees 58' 16" East and along said South line a distance of 876.99 feet to the Southeast corner of said Northeast Quarter; thence North 00 degrees 04' 07" West and along said East line to the Northeast

EXHIBIT "A"

corner of said Northeast Quarter and to the POINT OF BEGINNING. (Tract G, Ordinance No. 568)

AND

A tract of land described as the West Half of the Northwest Quarter (W/2 NW/4) and the South Half of the Northwest Quarter (S/2 NW/4) of Section Fifteen (15), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma; less 6.39 acres to Turnpike Authority. (Tract D, Ordinance No. 568)

AND

A tract of land described as the West Half of the Northeast Quarter of the Northwest Quarter (W/2 NE/4 NW/4) of Section Fifteen (15), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma. (Tract F, Ordinance No. 568)

AND

A tract of land described as the East Half of the Northeast Quarter of the Northwest Quarter (E/2 NE/4 NW/4) of Section Fifteen (15), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma. (Tract H, Ordinance No. 568)

AND

That part of the Northeast Quarter (NE/4) of Section Fifteen (15), Township Seventeen (17) North, Range Sixteen (16) East of the Indian Meridian, Wagoner County, State of Oklahoma, West of the State Turnpike right of way. (Tract E, Ordinance No. 568)

RESOLUTION NO. 2023-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA PROVIDING NOTICE OF INTENT TO DETACH CERTAIN PROPERTIES FROM THE CORPORATE LIMITS OF THE CITY OF COWETA.

WHEREAS, The City of Coweta annexed certain properties in Sections 15, 16, and 17 on the north side of Highway 51 into the city limits in May of 2002 with Ordinance 568; and,

WHEREAS, the properties are currently zoned Agriculture (AG) in the City of Coweta and do not require all of the municipal services generally provided by Coweta; and,

WHEREAS, the owners of said properties are not yet ready to develop these properties for commercial or residential uses; and,

WHEREAS, in accordance with 11 O.S. §21-110 the City may adopt an ordinance to detach properties that are currently within the corporate limits of the City; and

WHEREAS, the owners of the property, or their successors, may request to be annexed into the City when the need for additional municipal services at those properties becomes more imminent.

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

SECTION 1 the City Council desires to detach these properties until such time that additional municipal services are required.

SECTION 2 the City Council directs the City Manager to notify the affected property owners in writing of the proposed detachment.

SECTION 3 the City Council sets May 1, 2023 at 6:00 p.m. at the Coweta City Hall as the time and place for the City Council to take action pertaining to this detachment.

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

Evette Young, Mayor

ATTEST:

APPROVED:

Julie Casteen, City Clerk

Ronald D. Cates, City Attorney

Affected Properties
Write a description for your map.

Legend





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Memorandum

To: Honorable Mayor and City Council
From: Julie Casteen, Assistant City Manager
Re: Supplemental Appropriations for Governmental Funds
Date: June 30, 2023

BACKGROUND

The City has budgeted \$300,000 for street maintenance projects in the FY24 Capital Improvement Fund. The bids received on June 21 for various projects total \$621,078. An additional appropriation of \$325,000 is needed in the Streets department of the Capital Improvement fund to complete all the projects planned for FY24.

In addition, two vehicles approved in the FY24 budget came in higher than estimated for a total of \$16,000 over the original appropriations approved in the Parks and Streets department of the Capital Improvement Fund.

The supplemental appropriations needed are detailed in the attached resolution.

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2023-26.

ATTACHMENTS:

Resolution 2023-26

**CITY OF COWETA, OKLAHOMA
RESOLUTION 2023-26**

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, 2024.

WHEREAS, the City of Coweta has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2023-2024; and

WHEREAS, 11 O.S. Section 17-216 provides that supplemental appropriations may be made from unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year which had not been anticipated or appropriated in the budget; 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:

FUND	ACCOUNT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUND BALANCE AMOUNT
Capital Impr Fund	12-5403.014	Vehicles	\$ 9,000	Parks 3/4 Ton Pickup price increase	Fund balance	\$ 9,000
	12-5403.015	Vehicles	7,000	Streets Flatbed price increase	Fund balance	7,000
	12-5411.015	Infrastructure	325,000	Street Improvements	Capital Reserve	325,000
	Total Capital Improvement Fund		<u>\$ 341,000</u>			<u>\$ 341,000</u>

PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA, and signed by the Mayor this 3rd Day of July 2023.

ATTEST:

Naomi Hogue, Mayor

Julie Casteen, City Clerk

APPROVED AS TO FORM:

Jeff M. Stephens, City Attorney



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Mémorandum

To: Honorable Mayor and Members of the City Council
From: Roger Kolman, City Manager
Re: 2023 Road Maintenance Projects
Date: 7/03/23

BACKGROUND

At the April 2023 meeting, the City Council approved four major road maintenance projects for the 2023-2024 fiscal year. One of those projects involves an arterial roadway (141st Street S) and the other projects involve collector or residential streets.

The projects were publicly bid and garnered bids from four contractors (see accompanying bid tabulation), with one bid being declared incomplete and therefore disregarded. The lowest most responsible bidders for the four projects are A & A Asphalt and Paragon Contractors for a combined bid of \$621,078.

The adopted budget for the 2023 Road Maintenance Program is \$300,000, however there is funding available from fund balance to obligate for these infrastructure projects.

STAFF RECOMMENDATION

Staff recommends award of contracts to A & A Asphalt in the amount of \$556,005 and to Paragon Contractors for \$65,073 for the 2023 Road Maintenance Program and authorization for the City Manager to execute all necessary documentation.

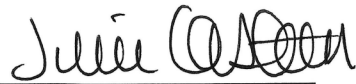
ATTACHMENTS

Bid Tabulation.

CITY OF COWETA
BID TABULATION
2023 Road Maintenance Projects

Bids Opened on June 22, 2023, 10:00 A.M.

Mill and Overlay Location	Bid Document Specified Sq Feet	Dunham's Asphalt Services		Paragon Contractors		A&A Asphalt		H&G Paving	
		Bid Approx. Sq Feet	Price To Complete	Bid Approx. Sq Feet	Price To Complete	Bid Approx. Sq Feet	Price To Complete	Bid Approx. Sq Feet	Price To Complete
1. S. 146th St. S.	65,100	65,100	\$ 188,790.00	65,115	\$ 221,025.00	41,470	\$ 130,635.00	65,100	\$ 171,501.00
2. Country Village Subdivision	304,250	304,250	\$ 593,287.50	304,250	\$ 611,647.00	183,196	\$ 383,120.00	304,250	\$ 532,437.00
3. W Cypress Street	54,700	54,700	\$ 136,750.00	54,700	\$ 65,073.00	49,350	\$ 77,140.00	54,700	\$ 109,400.00
4. E. 141st Street S	7,640	8,200	\$ 65,600.00	7,640	\$ 68,062.00	7,632	\$ 42,250.00	3,600	\$ 38,331.00
Total Cost All Projects	431,690	432,250	\$ 984,427.50	431,705	\$ 965,807.00	281,648	\$ 633,145.00	427,650	\$ 851,669.00
	Bid Bond?	Yes		Yes		Yes		Yes	
	References?	Yes		Yes		Yes		No - Bid rejected	



Julie Casteen, City Clerk

6/22/2023





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Memorandum

To: Honorable Mayor and City Council

From: Wes Richter, Public Works Director

Re: Purchase of 2024 Chevrolet 2500 4x4 pick up

Date: July 3, 2023

BENEFITS

The 2024 Chevrolet 2500 4x4 pick up will be purchased to replace the 2005 GMC Canyon that will be surplus.

COSTS

Utilizing the state bid contract SW00035 for the purchase of a 2024 Chevrolet 2500 4x4 pick up from Joe Cooper Chevrolet for \$46,819.00. Funds for this purchase would come from the Parks and Recreation Department Capital Outlay Budget, 12-5403-014.

STAFF RECOMMENDATION

Staff recommends approval of purchasing a 2024 Chevrolet 2500 4x4 from Joe Cooper Chevrolet with a price not to exceed \$46,819.00.

ATTACHMENTS

Quote from Joe Cooper Chevrolet

Joe Cooper Chevrolet Quote

For More Information Contact:
Dee Roberson or Ryan Roberson
405-737-3389
Dee@cooperfleet.com
Ryan@cooperfleet.com

State Contract SW0035.

Date: 06-27-2023
Quote Number: 20507854A

Quote Total is \$46,819.00

This is quote for City of Coweta

Contact: Wes Richter
Phone: 918-807-2158 Email: wrichter@cityofcoweta-ok.gov

Quoting Folder New

Quoting a Chevy 2500 4WD Double Cab with 6.5' Bed

Color: White --- **Seats:** Vinyl

Standard Contract Equipment and Options on the 2500 Base Truck:

Power Locks, Windows and vertical trailing Heated Mirrors, Keyless Entry, AM/FM with 7" Screen and Bluetooth, Tilt Wheel and Cruise, Air conditioning, single-zone, Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. include: Bluetooth, Seats, front 40/20/40 split-bench with covered armrest storage Cloth, CornerStep, rear bumper Cargo tie downs (12), fixed rated at 500 lbs per corner, Wheels, 17" x 8" Ultra Silver painted steel Tires, 255/70R17 all-season, blackwall, Power outlet, front auxiliary, 12-volt USB ports, 2 (first row) located on instrument panel, StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist, Rear Vision Camera, Airbags, dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger;

Quote Summary

Item Description	Quantity	Amount
Chevy 2500 4WD Double Cab with 6.5' Bed -- \$45,919.00	1	\$45,919.00
Engine, 6.6L V8 gasoline, (401 hp 6 Speed HD Automatic Transmission -- \$ 0.00	1	\$0.00
Auto-locking rear differential -- \$0.00	1	\$0.00
Transfer case, two-speed active electronic Autotrac with push button control(Requires 4WD models.) -- 185.00	1	\$185.00
Tires, LT265/70R17E all-terrain, blackwall -- \$195	1	\$195.00
Trailer Package includes trailer hitch, -- \$0.00	1	\$0.00
Trailer brake controller, integrated -- \$255	1	\$255.00
Upfitter switch kit, 30 amp and 2-20 amp -- \$265	1	\$265.00
Order Total		\$46,819.00



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Memorandum

To: Honorable Mayor and City Council

From: Wes Richter, Public Works Director

Re: Purchase of 2024 Chevrolet 3500 4x4 pick up

Date: July 3, 2023

BENEFITS

The 2024 Chevrolet 3500 4x4 pick up will be purchased to replace the 2007 Dodge 3500 4x4 that will be surplus.

COSTS

Utilizing the state bid for the purchase of a 2024 Chevrolet 3500 4x4 pick up from Joe Cooper Chevrolet for \$46,737.00. Funds for this purchase would come from the Streets Department Capital Outlay Budget, 12-5403-015.

STAFF RECOMMENDATION

Staff recommends approval of purchasing a 2024 Chevrolet 3500 4x4 from Joe Cooper Chevrolet with a price not to exceed \$46,737.00.

ATTACHMENTS

Quote from Joe Cooper Chevrolet

Joe Cooper Chevrolet Quote

For More Information Contact:
Dee Roberson or Ryan Roberson
405-737-3389
Dee@cooperfleet.com
Ryan@cooperfleet.com

State Contract SW0035

Date: 06-27-2023
Quote Number: 20507836A

Quote Total is \$46,737.00

This is quote for City of Coweta

Contact: Wes Richter
Phone: 918-807-2158

Quoting Folder New

Quoting a Chevy 3500 4WD Double Cab and Chassis DRW With 56" CA

Color: White -- **Seats:** Vinyl

Standard Contract Equipment and Options on the Chevy 3500 C&C Base Truck:

Power Window, Locks and Power Telescoping Trailer Mirrors, AC, Tilt and Cruise, Keyless Entry, Infotainment 3 system, 7" diagonal color touchscreen, AM/FM stereo with Bluetooth, Tires, LT235/80R17E all-season highway, blackwall with Spare, Auto-locking rear differential,

Quote Summary

Item Description	Quantity	Amount
Chevy 3500 4WD Double Cab and Chassis DRW With 56" CA \$45,743.00	1	\$45,743.00
Engine, 6.6L V8 gasoline, (401 hp 6 Speed HD Automatic Transmission \$ 0.00	1	\$0.00
Auto-locking rear differential \$0.00	1	\$0.00
**Tires, LT235/80R17E all-terrain, blackwall \$195	1	\$195.00
**Trailer brake controller, integrated \$255	1	\$255.00
Transfer case, two-speed active, electronic Autotrac MSRP \$200	1	\$190.00
Rear Camera Kit. Kit includes camera, fixed position bracket & 19 ft cable \$69.00	1	\$69.00
Upfitter switch kit, 30 amp and 2-20 amp Install MSRP \$300.00	1	\$285.00
Quote Total		\$46,737.00



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Memorandum

To: Honorable Mayor and City Council

From: Brian Woodward, Interim Fire Chief

Re: Danhard Heat and Air for Ems Units (3)

Date: June 15th, 2023

BACKGROUND

State law requires that EMS providers maintain temperatures in the patient care area of an ambulance within a range to protect medications and supplies. The internal heat and air conditioning systems for the ambulances struggle to maintain that temperature range when the ambient air temperature is too hot or too cold. As the Coweta Fire Department is currently storing our EMS units outdoors at the temporary Fire Station, the ambulances are more subject to the changes in external air temperatures.

With the proposed mounted heat and air systems to supplement the internal systems, the patient care areas will be less prone to problems with extreme temperatures. The benefits of these mounted systems will be carried over to the permanent fire stations where it will be easier to maintain constant temperatures inside the ambulances.

Administration is asking for approval to purchase three Danhard Heat and Air units. Funding for the \$18,525.00 for this purchase is available in the FY 23 budget which will be carried over to the FY 24 budget in account 20-5404-009.

STAFF RECOMMENDATION

Staff recommends a motion to approve the purchase of \$18,525.00.

QUOTE

Emergency Service Supply
2637 Drew Perry Rd
Jefferson City, MO 65109

Invoice No.
Date: 6/15/2023
Customer PO#

Osage Ambulances
972-839-4297

VIN#
UNIT#

SOLD TO:

City of Coweta Fire

Coweta, OK

SHIP TO:

Sales Person

MANUFACTURER

TYPE:

YEAR

Trent Ward

Osage

2023

Description

Quantity

Unit Price

Amount

Purchase and install DANHARD HVAC system

3

\$6,175.00

\$18,525.00

NOTES

Lien Holder Name:

Address:

Trade Information

Type:

Year:

Manufacturer:

VIN:

Mileage:

Totals

\$18,525.00

Trade In Allowance

Discounts

Total

Taxes & Fees

Total Amount Due

\$18,525.00

THANK YOU FOR YOUR BUSINESS



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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, Assistant City Manager

Re: Resolution Pledging Sales Tax Revenues

Date: June 30, 2023

BACKGROUND

In connection with the Series 2016 A Refunding Bonds issued by the Coweta Public Works Authority (“the Authority”) as of November 1, 2016, the City and the Authority entered into a certain Sales Tax Agreement whereby the City pledged its sales tax revenues to support the debt service requirements of the Coweta Public Works Authority.

Based on Oklahoma law regarding the encumbrance of annual revenues, the Coweta City Council must annually renew this agreement by resolution.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 2023-25.

ATTACHEMENTS

Resolution 2023-25

RESOLUTION 2023-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA WHEREBY THE CITY OF COWETA, OKLAHOMA, AGREES TO MAKE PAYMENTS TO THE COWETA PUBLIC WORKS AUTHORITY IN AMOUNTS SUFFICIENT TO PAY PRINCIPAL AND INTEREST ON THE AUTHORITY'S 2016 UTILITY SYSTEM REVENUE BONDS.

WHEREAS, the City Council of Coweta, Oklahoma, (hereinafter called the "City"), and the Coweta Public Works Authority, an Oklahoma public trust (hereinafter called the "Authority"), entered into a certain Sales Tax Agreement (hereinafter called the "Agreement"), whereby the City agrees to make payments to the Authority in the amounts sufficient to pay when due principal and interest on the Authority's Utility Revenue Bonds, \$23,980,000 Tax Exempt Refunding Series 2016A, and other obligations of the Authority therein described as therein provided; and;

WHEREAS, it is necessary that such Agreement be ratified and affirmed for the fiscal year of the City of Coweta, Oklahoma, ending June 30, 2024; and;

WHEREAS, all things required to have been done to make the Agreement a valid and binding agreement by and between the City and the Authority have been done, happened and been performed.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA:

SECTION 1. The Agreement between the City and the Authority, whereas the City agrees to make payments to the Authority in the amounts sufficient to pay principal and interest on the Authority's Utility System Revenue Bonds, is hereby ratified and affirmed by the governing body of Coweta, Oklahoma, for the fiscal year ending June 30, 2024.

PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA, and signed by the Mayor this 3rd Day of July 2023.

Naomi Hogue, Mayor

Attest:

Approved as to form:

Julie Casteen, City Clerk

Jeff M. Stephens, City Attorney