CITY OF Coweta

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

AGENDA - REGULAR MEETING
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, AUGUST 5, 2024, 6:00 PM

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 Chairman and keep your comments as brief as possible. Individuals addressing the Trustees must identify themselves by name prior to making any comments. The Trustees will consider, discuss, and may take action on, approve, adopt, amend, reject, deny, table, or not take action on any item listed on this agenda after comments from staff and the Trustees have been heard.

I. CALL TO ORDER

II. ROLL CALL

NAOMI HOGUE______
HAROLD CHANCE______
CAROLINE MARTIN______
JOE CASH______
RANDY WOODWARD______

III. CONSENT

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

1. MINUTES OF REGULAR MEETING

   APPROVAL OF THE MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY REGULAR MEETING HELD ON JULY 1, 2024. (MARCY KILGORE, CITY CLERK/TREASURER)

   Documents:

   240701-CIDA MINUTES.PDF

2. MINUTES OF SPECIAL MEETING

   APPROVAL OF THE MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY SPECIAL MEETING HELD ON JULY 30, 2024. (MARCY KILGORE, CITY CLERK/TREASURER)

   Documents:

   240730-CIDA MINUTES- SPECIAL.PDF

IV. CONSIDER ITEMS REMOVED FROM CONSENT

V. ADMINISTRATION

VI. JOINT RESOLUTION 2024-35 AGENDA POLICY

DISCUSS AND CONSIDER ACTION ON THE ADOPTION OF RESOLUTION 2024-35, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, AND THE BOARD OF TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY; ADOPTING AN AGENDA POLICY. (JULIE CASTEEN, TRUST MANAGER)

Documents:

240805-STAFF REPORT - AGENDA POLICY.PDF
240805-RESO 2024-35 AGENDA POLICY.PDF
AGENDA REQUEST FORM (PDF).PDF

VII. NEW BUSINESS

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

VIII. ADJOURNMENT

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

MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
REGULAR MEETING
JULY 1, 2024, 6:29 P.M.

The Trustees of the Coweta Industrial Development Authority met in regular session on Monday, July 1, 2024, at 6:29 p.m. following the meeting of the Coweta Public Works Authority at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Naomi Hogue, Harold Chance, Joe Cash, Caroline Martin, Randy Woodward.

TRUSTEES ABSENT: None

I. CALL TO ORDER

The meeting was called to order by Chairman Hogue.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

Motion by Harold Chance, second by Naomi Hogue to approve the consent calendar items:

1. Minutes of the Coweta Industrial Development Authority Regular Meeting held on June 3, 2024.
2. Minutes of the Coweta City Council/Coweta Public Works Authority/Coweta Industrial Development Authority Joint Special Meeting held June 3, 2024.

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

IV. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

V. ADMINISTRATION

1. TAX INCENTIVE AGREEMENT

City Manager, Julie Casteen led discussion and requested possible action related to a certain tax incentive agreement with 918 Holdings, LLC. And the Coweta Industrial Development Authority.

Motion by Harold Chance, second by Naomi Hogue to approve a certain tax incentive agreement with 918 Holdings, LLC and the Coweta Industrial Development Authority.

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

2. RESOLUTION 2024-27 – HOTEL-MOTEL TAX INCENTIVE AGREEMENT

Julie Casteen led discussion and requested possible action related to the adoption of Resolution 2024-27, a Resolution of the Board of Trustees of the Coweta Industrial Development Authority, Coweta, Oklahoma making a finding of continued public benefit and renewing the annual Hotel/Motel tax incentive agreement with Prenivi, LLC.

Motion by Harold Chance, second by Naomi Hogue adopting Resolution 2024-27, a Resolution of the Board of Trustees of the Coweta Industrial Development Authority, Coweta, Oklahoma making a finding of continued public benefit and renewing the annual Hotel/Motel tax incentive agreement with Prenivi, LLC

Aye: Harold Chance
Naomi Hogue
Joe Cash
Caroline Martin
Randy Woodward

VI. NEW BUSINESS

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

No new business.

VII. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:32 p.m.

____
Naomi Hogue, Chairman

____
Harold Chance, Trust Secretary

MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
SPECIAL MEETING
JULY 30, 2024, 5:00 P.M.

The Trustees of the Coweta Industrial Development Authority met in special session on Monday, July 30, 2024, at 5:00 p.m. at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Naomi Hogue, Harold Chance, Joe Cash, Caroline Martin, Randy Woodward.

I. CALL TO ORDER

The meeting was called to order by Chairman Hogue.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Roll call taken. Trustees were present as shown above.

IV. EXECUTIVE SESSION

1. EXECUTIVE SESSION

Discussion and consider approval to enter into executive session to discuss matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or locate within the jurisdiction of the City of Coweta because public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act.

Motion by Naomi Hogue, second by Harold Chance at 5:01 p.m. to enter into executive session to discuss matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or locate within the jurisdiction of the City of Coweta because public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act.

Aye: Naomi Hogue
Harold Chance
Joe Cash
Caroline Martin
Randy Woodward

2. END EXECUTIVE SESSION

Discussion and consider approval to reconvene in regular session.

Motion by Naomi Hogue, second by Harold Chance to reconvene in regular session at 5:15 p.m.

Aye: Naomi Hogue
Harold Chance
Joe Cash
Caroline Martin
Randy Woodward

V. ADMINISTRATION

1. DISCUSSION AND POSSIBLE ACTION

Discuss and consider approval to authorize the Trust Manager to negotiate and sign a letter of intent with respect to the sale or transfer of certain real property, forty (40) acres, more or less, of land in the Southwest Quarter of the Northwest Quarter of Section 30, Township 17 North, Range 16 East of the Indian Meridian, Wagoner County, Oklahoma, presently owned by the Coweta Industrial Development Authority and located on East 164th Street South, Coweta, Oklahoma.

Motion by Naomi Hogue, second by Harold Chance for approval to authorize the Trust Manager to negotiate and sign a letter of intent with respect to the sale or transfer of certain real property, forty (40) acres, more or less, of land in the Southwest Quarter of the Northwest Quarter of Section 30, Township 17 North, Range 16 East of the Indian Meridian, Wagoner County, Oklahoma, presently owned by the Coweta Industrial Development Authority and located on East 164th Street South, Coweta, Oklahoma.

Aye: Naomi Hogue
Harold Chance
Joe Cash
Caroline Martin
Randy Woodward

VIII. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:15 p.m.

Naomi Hogue, Chairman	Harold Chance, Trust Secretary

CITY OF Coweta
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Memorandum

To: Honorable Mayor and City Council
Honorable PWA Chairman and Trustees
Honorable CIDA Chairman and Trustees

From: Julie Casteen, City/Trust Manager
Re: Joint Resolution 2024-35 – Agenda Policy
Date: August 2, 2024

BACKGROUND

The City often receives requests from individuals wishing to address the City Council or one of the other boards. In order to create a transparent procedure for addressing Council and the Board of Trustees, staff has prepared an Agenda Policy. The policy includes clarification of agenda deadlines and procedures, as well as other items such as voting, the introduction and passage of Ordinances, and the adoption of Resolutions. An Agenda Request form has also been created, which can be modified for clarity as the need arises.

STAFF RECOMMENDATION

Staff recommends the adoption of Joint Resolution 2024-35.

ATTACHMENTS

Joint Resolution 2024-35
Agenda Request Form

RESOLUTION 2024-35

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, AND THE BOARD OF TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY; ADOPTING AN AGENDA POLICY.

WHEREAS, the Coweta City Council, the Board of Trustees of the Coweta Public Works Authority, and the Board of Trustees of the Coweta Industrial Development Authority desire to establish a clear, transparent procedure for the creation of meeting agendas in compliance with the Open Meetings Act.

NOW THERFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, AND THE BOARD OF TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY THAT:

Section 1: The Agenda Policy attached to this resolution as Exhibit "A", is hereby approved.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, THE BOARD OF TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY, AND THE BOARD OF TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY ON THIS THIS 5TH DAY OF AUGUST 2024.

____
Naomi Hogue
As Mayor of the City of Coweta,

As Chair of the Board of Trustees of the Coweta Public Works Authority, and

As Chair of the Board of Trustees of the Coweta Industrial Development Authority

Approved as to form:

____
Patrick Boulden, Coweta City Attorney; Attorney for the Coweta Public Works Authority; and Attorney for the Coweta Industrial Development Authority

ATTEST:

____
Marcy Kilgore, Coweta City Clerk
and Secretary for the Coweta Public Works Authority

ATTEST:

____
Harold Chance, Secretary for the
Coweta Industrial Development Authority

EXHIBIT A

CITY OF COWETA AGENDA POLICY

Adopted by Joint Resolution No. 2024-35 of Coweta City Council, the Board of Trustees of the Coweta Public Works Authority, and the Board of Trustees of the Coweta Industrial Development Authority on August 5, 2024

1. **Purpose.** This Agenda Policy is intended to establish a clear, transparent procedure for City Council/Trust Authority members, staff members, and members of the public to understand how meeting agendas are prepared, and to clarify how interested persons may request that items be placed on a future agenda in compliance with the Open Meetings Act.

2. **Agenda Procedures.**

2.1 **Regular Meeting and Requests for Agenda Notifications.** The City Council and the City's beneficial Trust Authorities hold regular meetings on the first Monday of each month at 6:00 p.m., unless the normal meeting day falls on a holiday. In that case, the meeting is typically held on the second Monday of the month, or as noted on the annual meeting calendar.

Meetings are held in the City Council Chambers at City Hall. Agendas are available on the City's website. Citizens and other interested parties are encouraged to sign up on the City's website to receive electronic notifications of agenda postings. Agendas and associated materials are also available from the City Clerk.

2.2 **Decorum and Enforcement.** Council/Trust members should preserve order and decorum among each other and among the public while the meeting is in session. The Council may exclude or expel all persons from a meeting at which a disturbance has been created that will not allow the meeting to continue unimpeded. The Council may also take action to prohibit disruptive behavior and expel an individual who disrupts the meeting or engages in disorderly conduct. Action to prohibit disruptive behavior must be balanced against each individual's right to petition their government and exercise freedom of speech.

2.3 **Special and Emergency Meetings.**

(a) ***Special Meetings.*** The Mayor/Chair, or any three members of the Council/Trust, may at any time call a special meeting. At least 48 hours before a special meeting, written notice of the meeting will be posted on the City's agenda board, City website, and place of meeting. Electronic notification of the meeting will be sent to any agenda notification subscribers. Only those items of business specified on the agenda may be considered at a special meeting called in this manner.

(b) ***Emergency Meetings.*** The Council/Trust may hold an emergency meeting without the public notice. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.

2.4 **Regular Meeting Agenda.**

(a) ***Setting and Posting of Agenda.*** The agenda of business to come before the Council/Trust at a regular meeting shall normally be closed at noon on the Wednesday preceding the meeting. Under state law, the agenda for a regular meeting must be posted at least Twenty-four (24) hours prior to the scheduled convening of the regular meeting. Twenty-four (24) hours prior public posting shall exclude Saturdays, Sundays and holidays legally declared by the State of Oklahoma.

(b) ***Placing Items on the Agenda.*** Any Council/Trust member may request that an item be considered on a future agenda by submitting a request by email, text or in writing to the Mayor/Chair, the City/Trust Manager, the City/Trust Attorney, or the City Clerk/Trust Secretary.

Members of the public may request that an item be placed on a future agenda by contacting the Mayor/Chair, any Council/Trust member, or by completing an agenda request form and submitting it to the City Clerk/Trust Secretary. This provision is intended to provide members of the public with an opportunity to address a new issue affecting the City and is not intended to provide a forum for commercial, political, or similar topics. A member of the public shall be limited to one (1) requested item per meeting and may not re-submit a request on the same subject within 180 days from the preceding request. The City Manager, at the Manager's discretion, may add any item of business to a future agenda.

The item shall be placed on the soonest practical regularly scheduled meeting unless the City Attorney determines the item may not be legally acted upon. The submission of a request shall not guarantee that the request will be granted.

(c) ***Agenda Packet Distribution.*** The agenda will be publicly posted on the City's agenda board at City Hall, and the agenda and supporting materials will be available for public inspection, distribution, and copying by 6:00 p.m. on the Friday preceding each regular meeting via the City's website.

(d) ***Order of the Agenda.*** The business of the City Council shall be taken up for consideration in substantially the following order, except as may be otherwise ordered:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Declaration of Conflicts of Interest
5. General City Council Comments
6. Proclamations/Presentations
7. Reports
8. Consent Calendar

9. Consideration of Items Removed from the Consent Calendar
10. Administrative Agenda
11. Executive Session [on as-needed basis]
12. Items to be acted upon from Executive Session [on as-needed basis]
13. New Business (subject to Section 311(A)(10) of the Open Meeting Act)
14. Adjournment

2.5 **Discussion of Agenda Items.** The City Council/Trust Authority shall address agenda items in the following manner:

(a) Staff introduces the agenda item and presents the staff report.

(b) Council/Trust members may ask questions of staff regarding the item.

(c) The Council/Trust will deliberate on the item. At the conclusion of the discussion and before the motion is made, the Mayor/Chair will ask if there are any additional Council/Trust member comments or whether the Council/Trust wishes to proceed with action required on that item, if any.

(d) If appropriate, the Mayor/Chair will entertain a motion, including one that the Mayor/Chair may propose.

(e) If a motion has received a second, the Mayor/Chair will call for a vote and the City Clerk/Secretary will record the vote.

2.6 **Duty of Members to Vote**. Every Council/Trust member should vote on every item unless prevented from doing so by virtue of an actual or potential conflict of interest under applicable state law. Any Council/Trust member who believes they have a conflict or potential conflict of interest must announce that at the initiation of discussion on that item, or when such conflict or potential conflict becomes apparent, and must refrain from taking any part in the debate, deliberation, or vote on that matter, except as allowed by state law, and temporarily leave the meeting while it is being considered. If a Council/Trust member is not sure whether he or she has a conflict with respect to an agenda item, the member should make every effort to obtain advice from the City/Trust Attorney on that subject prior to the meeting. If a City Council member abstains from voting without having a conflict or potential conflict, the member shall be deemed to have cast a negative vote, which shall be recorded in the minutes.

2.7 **Introduction and Passage of Ordinances**. Ordinances are legislative acts by the Council that establish permanent and enforceable rules. The Council has the power to pass ordinances as long as those ordinances are not in conflict with the laws and Constitution of the State of Oklahoma or the United States. Ordinances may be repealed or amended only by a subsequent ordinance.

Except for emergency ordinances, ordinances become law thirty (30) days passage unless the ordinance specifies a later date. Matters that the Council determines warrant immediate action to preserve the public peace, safety, or health may be heard as emergency ordinances. An emergency ordinance will become effective immediately, as long as it is approved by a three-fourths vote of all members of the City Council. The City Clerk will ensure the City complies with all publication requirements associated with ordinances passed by the Council.

2.8 **Adoption of Resolutions**. Resolutions are legislative acts by the Council/Trust Authority that are not codified but are filed in the City Clerk/Trust Secretary's office. A resolution expresses the policy of the Council/Trust and may direct certain types of procedural or administrative actions. It may be modified only by subsequent resolution. Resolutions may be used to state the Council/Trust's policy position on an issue or activity, and to formally document the Council/Trust's actions. A majority vote will pass or defeat the resolution.

2.9 **Consent Items**. Items on the agenda that are considered by the City/Trust Manager to be routine and/or non-controversial shall be grouped together under the heading "Consent Calendar" and approved by a single vote of the Council. At the request of any Council/Trust member, a consent item will be "pulled" from that portion of the agenda and considered separately after approval of the remaining consent calendar. Items approved under the consent calendar will appear in the Council minutes in their approved form, as if they had each been approved individually.

2.10 **Reports**. Under the agenda headings for "Reports," the City/Trust Manager, department heads, and Council/Trust members may make reports on matters not appearing on the agenda. Also at this time, Council/Trust members or staff may identify issues or agenda items that should be addressed by the City/Trust Attorney or other staff and may propose future agenda items.

3. **Waiver**.

The Council/Trust may, by an affirmative vote of a quorum, temporarily waive any provision of this policy provided that all actions, regardless of any waiver, shall be consistent with the City, ordinances, trust indentures, and Oklahoma law.

AGENDA REQUEST FORM

CITY OF Coweta

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

Date of Request: ____________________ Meeting Date: ____________________

Name of Requestor: ____

Name of Business, if applicable ____

Agenda Item Request For: (Please check one)

☐ Action Item Request ☐ Discussion ☐ Report

☐ Other (specify) ____

Items must be clear and specific to allow for proper notice to the public. Items pertaining to the employment of any city employee, except for the City Manager, will not be considered. The language of the submitted topic will be reviewed and revised to guarantee agreement with the Oklahoma Open Meeting Act. Items must regard issues affecting the City of Coweta and refrain from political, commercial or similar subjects. Only one item per agenda is allowed.

Any documentation related to the agenda request must be submitted with the Agenda Request form. Please provide the City Clerk with one original of any documents pertaining to the agenda item requested. Agenda Request forms and associated documents may be emailed to cityclerk@cityofcoweta-ok.gov, mailed to the address at the top of the form, or hand-delivered to the City Clerk at 310 S. Broadway in Coweta, OK. Agenda Request forms and all documentation must be received by the City Clerk by noon on the Wednesday prior to the meeting. Distribution of handouts at the meeting is not allowed.

____________________ ____________________

Signature Date

____________________ ____________________

Physical Address Email address

____________________ ____________________

City, State, Zip Code Telephone Number

Revised 8/5/2024