



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

AGENDA - REGULAR MEETING
COWETA PUBLIC WORKS AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, OCTOBER 7, 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

1. MINUTES OF REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON AUGUST 5, 2024. (MARCY KILGORE, CITY CLERK/TREASURER)

Documents:

[240805-PWA MINUTES.PDF](#)

2. 2025 MEETING AND HOLIDAY SCHEDULES

AFFIRMATION OF THE ACTIONS TAKEN BY THE CITY COUNCIL AS IT PERTAINS TO THE APPROVAL OF THE CITY OF COWETA 2025 MEETING SCHEDULES AND 2025 HOLIDAY CALENDAR. (MARCY KILGORE, CITY CLERK/TREASURER)

Documents:

[MEETING SCHEDULE 2025.PDF](#)
[HOLIDAY SCHEDULE 2025.PDF](#)

IV. CONSIDER ITEMS REMOVED FROM CONSENT

V. ADMINISTRATION

1. SEWER CREEK CROSSING REPAIR

DISCUSS AND CONSIDER APPROVAL OF THE REHABILITATION AND REPAIR OF A 6" SANITARY SEWER LINE CROSSING COWETA CREEK AT 146TH AND SOUTH OLD MAIN STREET IN AN AMOUNT NOT TO EXCEED \$41,550.00. (RONNY DOOLING, PUBLIC WORKS DIRECTOR)

Documents:

[241007-STAFF REPORT - SEWER CREEK CROSSING REPAIR S 146TH ST AND S OLD MAIN.PDF](#)
[241007-MCGUIRE BROS COWETASEWERREPAIR-146THSTREET.PDF](#)

2. RESOLUTION 2024-39 REGARDING BUDGET AMENDMENTS

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2024-39, A RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA FOR FISCAL YEAR ENDING JUNE 30, 2025. (MCKAY HALE/ASSISTANT TRUST MANAGER)

Documents:

[241007-STAFF REPORT - SUPPLEMENTALS - BTA ROLLOVERS.PDF](#)
[241007-SUPPLEMENTALS RESO 2024-39-BTA.PDF](#)

VI. NEW BUSINESS

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

VII. ADJOURNMENT

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

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
AUGUST 5, 2024, 7:04 P.M.**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, August 5, 2024, at 7:04 p.m. following the meeting of the Coweta City Council 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 Public Works Authority Regular Meeting held on July 1, 2024.
2. Minutes of the Coweta City Council/Coweta Public Works Authority/Coweta Industrial Development Authority Joint Special Meeting held on 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. ARCHITECTURAL SERVICES - REVISED CONTRACT

City Trust Manager Julie Casteen led discussion and requested possible action on the revision of a contract with BKL Architects and Engineers to perform architectural services related to the Police Station and Fire Station No. 1.

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
AUGUST 5, 2024, 7:04 P.M.**

Motion by Harold Chance, second by Naomi Hogue to approve the revision of a contract with BKL Architects and Engineers to perform architectural services related to the Police Station and Fire Station No. 1.

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

2. CONSTRUCTION MANAGER AT RISK - FLINTCO CONTRACT AMENDMENT

Julie Casteen led discussion and requested possible action related to an amendment to a contract with Flintco, LLC to perform Construction Manager at Risk (CMAR) services for Fire Station No. 1 and the Police Station, and direction to the Trust Manager to execute all necessary documents related thereto.

Motion by Harold Chance, second by Naomi Hogue to approve an amendment to a contract with Flintco, LLC to perform Construction Manager at Risk (CMAR) services for Fire Station No. 1 and the Police Station, and direction to the Trust Manager to execute all necessary documents related thereto.

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

3. JOINT RESOLUTION 2024-35 AGENDA POLICY

Julie Casteen led discussion and requested possible action related to 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.

Motion by Harold Chance, second by Naomi Hogue to approve 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.

Aye: Harold Chance
Naomi Hogue
Joe Cash

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
AUGUST 5, 2024, 7:04 P.M.**

Caroline Martin
Randy Woodward

4. WATER PLANT SECURITY SYSTEM

Julie Casteen led discussion and requested possible action related to the approval of the purchase and installation of a Verkada Security System at the Water Treatment Plant using Oklahoma State Cooperative Purchasing Contract SW1022C at a total cost of \$112,200.45, with funds coming from the Public Works Authority, Water Department (04-5404.033) and authorizing the Trust Manager to execute all documents related to the purchase.

Motion by Harold Chance, second by Naomi Hogue to approve the purchase and installation of a Verkada Security System at the Water Treatment Plant using Oklahoma State Cooperative Purchasing Contract SW1022C at a total cost of \$112,200.45, with funds coming from the Public Works Authority, Water Department (04-5404.033) and authorizing the Trust Manager to execute all documents related to the purchase.

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

5. RESOLUTION 2024-33 REGARDING BUDGET AMENDMENTS FY25

Assistant City Manager McKay Hale led discussion and requested possible action related to adoption of Resolution 2024-33, a Resolution of the Board of Trustees of the Coweta Public Works Authority, Coweta, Oklahoma; adopting amendments to the Annual Appropriations for the budget of the Coweta Public Works Authority for fiscal year ending June 30, 2025.

Motion by Randy Woodward, second by Naomi Hogue to adopt Resolution, 2024-33, a Resolution of the Board of Trustees of the Coweta Public Works Authority, Coweta, Oklahoma; adopting amendments to the Annual Appropriations for the budget of the Coweta Public Works Authority for fiscal year ending June 30, 2025.

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

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
AUGUST 5, 2024, 7:04 P.M.**

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 7:10 p.m.

Naomi Hogue, Chairman

Marcy Kilgore, Trust Secretary

**COWETA CITY COUNCIL • COWETA PUBLIC WORKS AUTHORITY
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
COWETA CITY HALL • 310 S BROADWAY, COWETA, OK**

1st Monday of Each Month • 6:00 p.m.

January 06, 2025	May 05, 2025	September 08, 2025 (2 nd Monday)
February 03, 2025	June 02, 2025	October 06, 2025
March 03, 2025	July 07, 2025	November 03, 2025
April 07, 2025	August 04, 2025	December 01, 2025

**COWETA PLANNING COMMISSION
COWETA CITY HALL • 310 S BROADWAY, COWETA, OK
3rd Monday of Each Month • 6:00 p.m.**

January 20, 2025	May 19, 2025	September 15, 2025
February 18, 2025 (3 rd Tuesday)	June 16, 2025	October 20, 2025
March 17, 2025	July 21, 2025	November 17, 2025
April 21, 2025	August 18, 2025	December 15, 2025

**COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL • 310 S BROADWAY COWETA, OK**

In accordance with 11 O.S. 44-102 and Title 12 Article 3B-3 of the Coweta Zoning Code, meetings of the Coweta Board of Adjustment shall be held at the call of the chairman and at such other times as the board of adjustment may determine.

**COWETA LIBRARY BOARD
COWETA PUBLIC LIBRARY • 120 E SYCAMORE, COWETA, OK
TUESDAY, 6:00 p.m.**

January 28, 2025

April 29, 2025

June 24, 2025

September 30, 2025

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
2025 HOLIDAY SCHEDULE**

January 1, 2025 (Wednesday)	New Year's Day
February 17, 2025 (Monday)	President's Day
April 18, 2025 (Friday)	Good Friday
May 26, 2025 (Monday)	Memorial Day
July 4, 2025 (Friday)	Independence Day
September 1, 2025 (Monday)	Labor Day
November 11, 2025 (Tuesday)	Veteran's Day
November 27, 2025 (Thursday)	Thanksgiving Day
November 28, 2025 (Friday)	Day after Thanksgiving
December 24, 2025 (Wednesday)	Christmas Eve
December 25, 2025 (Thursday)	Christmas Day



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Memorandum

To: Honorable Chair, Members of the Board of Trustees
From: Ronny Dolling, Public Works Director
Re: Sewer Creek Crossing Replacement at South 146th Street and South Old Main Street
Date: October 7, 2024

BACKGROUND

The sanitary sewer line that crosses Coweta Creek at South 146th Street and South Old Main Street has been compromised as a result of erosion on the creek banks. A 6" Sanitary sewer line runs through a 12" steel casing across Coweta Creek, with two piers in the middle of the creek that support the casing and the sanitary sewer line. At each bank there are concrete end treatments. Over time, the banks of the creek have eroded, allowing the end treatments that support the sanitary sewer line and the casing to drop, taking the line with it. The piers that support the casing and sewer line in the middle of the creek are extremely eroded as well.

With this being one of the City's main sanitary sewer lines, it is imperative that we replace the section that is failing. Staff has received one bid to replace this section of sanitary sewer line and is in the process of getting two additional bids.

STAFF RECOMMENDATION

Due to the urgent nature of the situation, staff recommends approval of the replacement of the sanitary sewer line that crosses Coweta Creek at South 146th Street and South Old Main Street at a cost not to exceed \$41,550.00, with the final cost to be determined after all bids are received.

ATTACHMENTS:

1. Bid from McGuire Brothers
2. Photographs of the sewer line crossing









BID FROM: MCGUIRE BROTHERS CONSTRUCTION, INC.
8415 S. REGENCY DRIVE
TULSA, OK 74131

BID TO: CITY OF COWETA
RON DOOLING

PHONE: 918-224-2764
FAX: 918-224-4996

PHONE:

JOB NAME: 6" SEWER REPAIR AT
146TH ST & OLD MAIN ST

DATE: 10/1/2024

ITEM	DESCRIPTION OF ITEM	UNITS	PER	UNIT PRICE	ESTIMATED BID
	6" PVC	50	LF	\$ 62.00	\$ 3,100.00
	RE-GRADE & RIP RAP SLOPES	1	LS	\$ 2,100.00	\$ 2,100.00
	PIERS W/ STRAPS	2	EA	\$ 7,800.00	\$ 15,600.00
	TIE TO EXISTING SEWER	2	EA	\$ 1,000.00	\$ 2,000.00
	REMOVE EXISTING PIER CROSSING	1	LS	\$ 2,500.00	\$ 2,500.00
	MOBILIZATION	1	LS	\$ 7,500.00	\$ 7,500.00
					\$ -
					\$ -
	12" STEEL CASING (IF NEEDED)	50	LF	\$ 175.00	\$ 8,750.00
					\$ -
					\$ -
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					\$ -
PAGE 1				TOTAL	\$ 41,550.00

BY: _____

ACCEPTED BY: _____



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees
From: McKay Hale, Assistant Trust Manager
Re: Supplemental Appropriations
Date: October 7, 2024

BACKGROUND

The Coweta Public Works Authority has projects that were encumbered in Fiscal Year 2023-2024 that were not completed by June 30, 2024. The PWA's policy is to roll the unexpended appropriations forward to the following fiscal year.

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2024-39.

ATTACHMENTS:

Resolution 2024-39

**COWETA PUBLIC WORKS AUTHORITY, COWETA, OKLAHOMA
RESOLUTION 2024-39**

A RESOLUTION OF THE TRUSTEES OF THE COWETA PUBLIC WORKS AUTHORITY; ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2025.

WHEREAS, the Coweta Public Works Authority has projects encumbered in fiscal year 2023-2024 that are not complete; and

WHEREAS, the Coweta Public Works Authority had unexpended unencumbered cash balances on hand at the end of fiscal year 2023-2024; and

WHEREAS, the Coweta Public Works Authority desires to make supplemental appropriations for revenue sources and expenditures not appropriated in the budget.

NOW THEREFORE BE IT RESOLVED BY THE TRUSTEES FOR THE COWETA PUBLIC WORKS AUTHORITY FOR COWETA, OKLAHOMA, THAT THE FOLLOWING SUPPLEMENTAL APPROPRIATIONS BE MADE:

SEE ATTACHED EXHIBIT A

ADOPTED BY THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, ON THIS 7TH DAY OF OCTOBER 2024.

Naomi Hogue, Chairman

Approved as to form:

Patrick Boulden, Trust Attorney

ATTEST:

Marcy Kilgore, Trust Secretary

RESOLUTION 2024-39
EXHIBIT A

FUND	ACCOUNT #	DESCRIPTION	AMOUNT	REASON FOR EXPENDITURE	FUNDING SOURCE	FUNDING AMOUNT	PURCHASE ORDER
Utility Services	04-5370.034	DEQ Penalty	\$ 15,000	NOV Penalty	Fund Balance	\$ 15,000	24-1139
	04-5303.035	Equipment Rental	20,600	Truck rental	Fund Balance	20,600	24-2288 24-2344
	04-5325.033	Contracted Services	6,195	Sludge Removal, electrical repairs	Fund Balance	6,195	24-2321 24-2284
	04-5325.034	Contracted Services	44,750	Electrical repairs, sewer line replacement	Fund Balance	44,750	24-2046 24-2214 24-2285
	04-5309.034	Maintenance - Facilities	2,285	Repair Parts	Fund Balance	2,285	24-2029 24-2291
	04-5325.031	Contracted Services	500	IT Serviecs	Fund Balance	500	24-1576 24-2099
	04-5325.033	Contracted Services	250	IT Serviecs	Fund Balance	250	24-2099
	04-5325.034	Contracted Services	250	IT Serviecs	Fund Balance	250	24-2099
	04-5325.035	Contracted Services	6,211	Trash Truck Rollover	Fund Balance	6,211	24-2357
	08-5325.060	Contracted Services	390	EMS Towing	Fund Balance	390	24-1913
Ambulance Services	08-5403.060	Vehicles	275,467	Ambulance	Fund Balance	275,467	23-1100
Total PWA Fund			<u>\$ 371,898</u>			<u>\$ 371,898</u>	
Sewer Improvements	35-5411.034	Infrastructure	\$ 16,292,400	Sewer Improvements	OWRB Loan Proceeds	\$ 16,292,400	Contract awarded 4/1/24
	35-5425.034	Contracted Services	125,388	Engineering Services	OWRB Loan Proceeds	125,388	24-0381
Total Sewer Improvements Fund			<u>\$ 16,417,788</u>			<u>\$16,417,788</u>	
1% Sales Tax Fund	36-5405.007	Buildings & Improvements	\$ 505,224	Public Safety Building	Fund Balance	\$ 505,224	24-0344
	36-5411.015	Infrastructure	93,303	111th Street Engineering	Fund Balance	93,303	24-0375
	36-5411.015	Infrastructure	100,000	111th Street Easements	Fund Balance	100,000	
Total 1% Sales Tax Fund			<u>\$ 698,527</u>			<u>\$ 698,527</u>	
TOTAL ALL PROPRIETARY FUNDS			<u><u>\$ 17,488,213</u></u>			<u><u>\$17,488,213</u></u>	