



P.O. BOX 850
COWETA, OK 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, MAY 5, 2025 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 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 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 City Council have been heard.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Naomi Hogue ____ Harold Chance ____ Lauren Givan ____ Caroline Martin ____
Jeremy Barnett ____

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. CITY MANAGER REPORT

1. NEW HIRES

Dale Peck, 04/28/25 – Maintenance Foreman
Nathan Winslow, 04/28/25 – Water Foreman

VI. PRESENTATIONS

1. PUBLIC SERVICE RECOGNITION WEEK

Julie Casteen, City Manager

2. REQUEST BY JOE JAYNE TO ADDRESS COUNCIL REGARDING 111TH STREET WIDENING

3. REQUEST BY JUDGE DOUGLAS KIRKLEY TO ADDRESS COUNCIL 121ST STREET BRIDGE

4. UPDATE ON POLICE AND FIRE STATIONS

5. MUSCOGEE CREEK NATION MIXER

VII. 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 JOINT SPECIAL MEETING**

Approval of the minutes of the Coweta City Council/Coweta Public Works Authority/Industrial Development Authority Joint Special Meeting held on April 4, 2025.
Marcy Kilgore, City Clerk/ Treasurer

2. **MINUTES OF REGULAR MEETING**

Approval of the minutes of the Coweta City Council Regular Meeting held on April 7, 2025.
Marcy Kilgore, City Clerk/Treasurer

3. **MINUTES OF SPECIAL MEETING**

Approval of the minutes of the Coweta City Council Special Meeting held on April 14, 2025.
Marcy Kilgore, City Clerk/Treasurer

4. **SURPLUS PROPERTY**

Approval of Declaration of Surplus on the following items and authorizing the City Manager to dispose of them accordingly:
1. Xerox Copier

Julie Casteen, City Manager

VIII. CONSIDER, DISCUSS AND TAKE ACTION ON ITEMS REMOVED FROM CONSENT

IX. ADMINISTRATION

1. **TAX INCENTIVE AGREEMENT**

Discuss and consider action related to a certain tax incentive agreement for Roy's Fried Chicken, Inc. and the Coweta Industrial Development Authority.
Julie Casteen, City Manager

2. **RESOLUTION 2025-09 - HUGHES - CONSENT FOR ANNEXATION**

Discuss and consider action on the adoption of Resolution 2025-09, a Resolution of the City Council of the City of Coweta, Oklahoma; acknowledging the receipt of an application for annexation of the applicant-owned property into the city limits by the consent of the applicant-owner; describing the subject property as follows: the Southwest Quarter (SW/4) of Section Thirty-Three (33), Township Eighteen (18) North, Range Fifteen (15) East, Wagoner County, State of Oklahoma, containing 160-acres more or less; more particularly identifying the subject property in the legal description and map attached as Resolution 2025-09 Exhibits "A.1" and "A.2"; setting a public hearing on the proposed annexation for Monday, June 2, 2025, at 6:00 P.M., in Coweta City Hall; directing the City Manager to take certain actions on behalf of the City Council to comply with Oklahoma Annexation Statutes, Title 11, Oklahoma Statutes, Sections 21-101 ET SEQ.; and thereafter authorizing the council to lawfully consider and act on the applicants' request.
Carolyn Back, Community Development Director

3. **CZ 25-02 SUP, SPECIFIC USE PERMIT FOR CREMATORY, BROWN FAMILY FUNERAL HOME**

Discuss and consider action on the approval of a Specific Use Permit, CZ 25-02 SUP, permitting a Crematory use on property located at 210 South Broadway in downtown Coweta, Oklahoma.

Carolyn Back, Community Development Director

X. NEW BUSINESS

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

XI. ADJOURNMENT

IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY HALL AT LEAST 24 HOURS BEFORE THE MEETING.



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Memorandum

To: Honorable Mayor and City Council

From: Julie Casteen, City Manager

Re: **PUBLIC SERVICE RECOGNITION WEEK**

Date: May 5, 2025

BACKGROUND

Each year, the president and Congress designate the first full week of May as Public Service Recognition Week to honor the people who serve America as federal, state, county and local government employees. We would like to join other communities across the nation in celebrating our civilian and military public servants this year. Public Service Recognition Week highlights the accomplishments of the dedicated public servants who work on behalf of us all, and they rarely get the credit they deserve.

STAFF RECOMMENDATION

Staff recommends that the Mayor proclaim May 4-10, 2025, to be Public Service Recognition Week in Coweta, Oklahoma.

ATTACHMENTS

1. 250505 Proclamation Public Service Recognition Week

**PROCLAMATION
FROM THE MAYOR AND CITY COUNCIL
OF COWETA, OKLAHOMA**

PUBLIC SERVICE RECOGNITION WEEK May 4-10, 2025

In honor of the millions of public employees at the federal, state, county and city levels:

Whereas: Public servants serve the American people every day at the federal, state, county and city levels. They do the work that keeps our nation moving forward.

Whereas: Public employees take not only jobs, but oaths.

Whereas: Many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world.

Whereas: Career civil servants carry out the most fundamental purpose of government—to ensure public safety and represent the public interest in addressing social, economic and political challenges.

Whereas: Without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials.

Therefore: I, Naomi Hogue, the Mayor of Coweta, do hereby announce and proclaim to all citizens and set seal hereto, that May 4-10, 2025, is Public Service Recognition Week. All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels — federal, state, county and city.

Naomi Hogue, Mayor

ATTEST:

Marcy Kilgore, City Clerk



AGENDA REQUEST FORM

POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH (918) 486-2189 • FAX (918) 486-5366

www.cityofcoweta-ok.gov

Date of Request: 3/28/25

Meeting Date: 5/5/25

Name of Requestor: DAVID "Joe" Jayne

Name of Business, if applicable N/A

Agenda Item Request For: (Please check one)

☐ Action Item Request

☒ Discussion

☐ Report

☒ Other (specify) Plans for 11th Road - Property ON 11th Vacated by Sore

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.

David Joe Jayne
Signature

3/28/25
Date

27621 E 109th Pl So Coweta
Physical Address

d.joe.jayne@gmail.com
Email address

Coweta OK 74427
City, State, Zip Code

5127551155
Telephone Number

From: [City Clerk](#)
To: [Marcy Kilgore](#)
Subject: FW: Online Form Submittal: Agenda Request Form
Date: Tuesday, April 29, 2025 4:17:15 PM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, April 29, 2025 4:16:57 PM (UTC-06:00) Central Time (US & Canada)
To: City Clerk <cityclerk@cityofcoweta-ok.gov>; Julie Casteen <jcasteen@cityofcoweta-ok.gov>
Subject: Online Form Submittal: Agenda Request Form

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Agenda Request Form

Date of Request	4/29/2025
Meeting Date	May 5th, 2025 or next available meeting
Agenda Item Request for (Please check one)	Discussion or Presentation
Other Request Type	<i>Field not completed.</i>
Describe the Agenda Item	temporarily opening the 121st Street Bridge.
Upload any documents to be included in the Agenda packet. Distribution of handouts at the meeting is not allowed.	IMG_3567.jpeg
First Name of Requestor	Douglas
Last Name of Requestor	Kirkley
Business Name (if applicable)	<i>Field not completed.</i>
Email Address	douglaskirkley1962@gmail.com

Physical Address	12043 S 278th E ave
City	Coweta
State	Oklahoma
Zip Code	74429
Phone Number	9186915638
Fax Number	None

Email not displaying correctly? [View it in your browser.](#)



**MINUTES OF THE COWETA CITY COUNCIL/COWETA PUBLIC
WORKS AUTHORITY/COWETA INDUSTRIAL TRUST AUTHORITY
JOINT SPECIAL MEETING
APRIL 4, 2025, 9:07 A.M.**

The members of the Coweta City Council and Trustees of the Coweta Public Works Authority and Coweta Industrial Trust Authority, met in a joint special session on Friday, April 5, 2025, at 9:07 a.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Naomi Hogue, Harold Chance

COUNCILMEMBERS ABSENT: Joe Cash, Caroline Martin, Randy Woodward

I. CALL TO ORDER

The City Council meeting was called to order by Mayor Hogue. This was not an official meeting due to not having a quorum.

II. The Coweta Public Works Authority meeting was called to order by Chairman Hogue. This was not an official meeting due to not having a quorum.

III. The Coweta Industrial Development Authority meeting was called to order by Chairman Hogue. This was not an official meeting due to not having a quorum.

IV. Pledge of Allegiance given

V. ROLL CALL

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

VI. PRESENTATIONS

1. PROPOSED FY 2024-2025 BUDGET DISCUSSION AND TOUR OF FACILITIES

City Manager Julie Casteen discussed the proposed FY 2025-2026 Operating/Capital budget for all funds. Department heads presented information on equipment purchases and capital projects that have been proposed for the FY 2024-2025 budget.

The Coweta City Council/Coweta Public Works Authority/Coweta Industrial Development Authority reviewed priorities and participated in a tour of the City facilities to establish budget priorities for the proposed FY 2025-2026 Operating/Capital budget for all funds of the City.

**MINUTES OF THE COWETA CITY COUNCIL/COWETA PUBLIC
WORKS AUTHORITY/COWETA INDUSTRIAL TRUST AUTHORITY
JOINT SPECIAL MEETING
APRIL 4, 2025, 9:07 A.M.**

Facilities toured included: the Coweta Public Library, Coweta Public Works facility, and Coweta Water Treatment Plant

Following the facility tour, further discussion was held on the proposed FY 2025-2026 Operating/Capital budget for all funds.

Other than the discussion and tour, no action was taken.

VII. ADJOURNMENT

Mayor Hogue adjourned the City Council meeting at 12.46 p.m. This was not an official meeting due to not having a quorum.

Chairman Hogue adjourned the Coweta Public Works Authority meeting at 12:46 p.m. This was not an official meeting due to not having a quorum.

Chairman Hogue adjourned the Coweta Industrial Development Authority meeting at 12:46 p.m. This was not an official meeting due to not having a quorum.

Naomi Hogue, Mayor

Marcy Kilgore, City Clerk

Naomi Hogue, PWA Chairman

Marcy Kilgore, City Clerk

Naomi Hogue, CIDA Chairman

Harold Chance, Secretary

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
APRIL 7 2025, 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, April 7 2025, at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Naomi Hogue, Harold Chance, Caroline Martin.

COUNCILMEMBERS ABSENT: Joe Cash, Randy Woodward.

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 urged everyone to stay weather aware, that it was that time of year. Vice Mayor Chance advised everyone to save their money, they may need it.

V. CITY MANAGER REPORT

City Manager Julie Casteen updated Council members on current projects and upcoming work taking place throughout the city.

No action taken by Council.

VI. CORRESPONDENCE

- 1. LETTER FROM BROKEN BOW'S CITY MANAGER VICKI PATTERSON
SEEKING SUPPORT FOR RE-ELECTION TO THE OKLAHOMA
MUNICIPAL ASSURANCE GROUP BOARD OF TRUSTEES**
- 2. LETTER FROM MCLOUD'S MAYOR DANIEL MCCLURE, Jr. SEEKING
SUPPORT FOR ELECTION TO THE OKLAHOMA MUNICIPAL
ASSURANCE GROUP BOARD OF TRUSTEES**
- 3. LETTER FROM EL RENO'S CITY CLERK LINDSEY GRIGG-MOAK
SEEKING SUPPORT FOR RE-ELECTION TO THE OKLAHOMA
MUNICIPAL ASSURANCE GROUP BOARD OF TRUSTEES**

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
APRIL 7 2025, 6:00 P.M.**

**4. LETTER FROM COWETA'S CITY MANAGER JULIE CASTEEN SEEKING
SUPPORT FOR ELECTION TO THE OKLAHOMA MUNICIPAL
ASSURANCE GROUP BOARD OF TRUSTEES**

Julie Casteen presented the letters received seeking support for re-election or election to the Oklahoma Municipal Assurance Group Board of Trustees.

VII. PRESENTATIONS

1. PROCLAMATION OF NATIONAL TELECOMMUNICATORS WEEK

Police Chief Mike Bell led discussion and requested possible action on approving and authorizing the Mayor to sign a proclamation dedicating the week beginning April 13, 2025 as "National Public Safety Telecommunications Week."

Motion by Naomi Hogue, second by Harold Chance to approve and authorize the Mayor to sign proclamation dedicating the week beginning April 13, 2025, as "National Public Safety Telecommunications Week."

Aye: Naomi Hogue
Harold Chance
Caroline Martin

2. PRESENTATION OF OFFICER AWARDS

Mike Bell presented the Life Saving award to Sergeant McCollough, the Merit of Excellent Award to Officer Jones, the Criminal Investigation Award to Detective King, and the General Commendation Award to Officers Winters and Anderson.

VIII. CONSENT

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

1. Approval of the minutes of the Coweta City Council Regular meeting held on March 3, 2025.
2. Approval of the Declaration of Surplus on the following items and authorizing the City Manager to dispose of them accordingly:
 1. 2014 Dodge Charger 14-6898
 2. 2013 Dodge Charger 13-1852
 3. 2013 Dodge Charger 13-1868

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
APRIL 7 2025, 6:00 P.M.**

3. Confirmation of the Appointment of Donald Vieth to the Coweta Planning Commission by the Mayor of the City of Coweta, Oklahoma for an unexpected term that ends 06/01/2027.
4. Confirmation of the Appointment of Linda Dyer to the Coweta Board of Adjustments by the Mayor of the City of Coweta, Oklahoma for an unexpected term that ends 06/01/2025.

Aye: Harold Chance
Naomi Hogue
Caroline Martin

IX. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

X. ADMINISTRATION

**1. RESCIND AWARD OF BID OF CUSTOM CAB RESCUE FIRE TRUCK
APPROVED ON MARH 3, 2025**

Fire Chief Brian Woodward led discussion and requested possible action related to rescinding a previous Rescue Fire Truck approval due to items unknown at request of approval.

Motion by Harold Chance, second by Naomi Hogue to rescind a previous Rescue Fire Truck approval due to items unknown at request of approval.

Aye: Harold Chance
Naomi Hogue
Caroline Martin

2. FIRE RESCUE TRUCK

Item was removed from agenda.

3. RESOLUTION 2025-08 LEGAL SERVICES AGREEMENT

City Attorney Patrick Boulden led discussion and requested possible action related to adoption of Resolution 2025-08 and approval of the Legal Services Agreement retaining Fulmer Sill and McAfee & Taft for the purposes of pursuing certain legal claims against manufacturers, distributors, and potentially other third parties regarding polyfluoroalkyl substances (PFAS), Aqueous Film-Forming Foams (AFFF;s) and other hazardous water contaminants causing harm to the City of Coweta, OK, and Coweta PWA.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
APRIL 7 2025, 6:00 P.M.**

Motion by Harold Chance, second by Naomi Hogue to approve the adoption of Resolution 2025-08 and approval of the Legal Services Agreement retaining Fulmer Sill and McAfee & Taft for the purposes of pursuing certain legal claims against manufacturers, distributors, and potentially other third parties regarding polyfluoroalkyl substances (PFAS), Aqueous Film-Forming Foams (AFFF;s) and other hazardous water contaminants causing harm to the City of Coweta, OK, and Coweta PWA.

Aye: Harold Chance
Naomi Hogue
Caroline Martin

**4. OKLAHOMA MUNICIPAL ASSURANCE GROUP BOARD OF TRUSTEES
ELECTION BALLOT**

Julie Casteen led discussion and requested possible action related to casting a vote for two Trustees for the Oklahoma Municipal Assurance Group.

Motion by Harold Chance, second by Naomi Hogue to cast ballot for Julie Casteen and Lindsey Grigg-Moak as the two Trustees for the Oklahoma Municipal Group.

Aye: Harold Chance
Naomi Hogue
Caroline Martin

5. PARTNERSHIP MEETING WITH MUSCOGEE CREEK NATION LEADERS

Julie Casteen led discussion and requested possible action related to setting a date for a partnership meeting and dinner with leaders from the Muscogee Creek Nation.

Motion by Harold Chance, second by Naomi Hogue to approve setting a date of May 22nd, 2025 from 5:30 p.m. to 7:30 p.m. for a partnership meeting and dinner located in the Coweta Council Chambers with leaders from the Muscogee Creek Nation.

Aye: Harold Chance
Naomi Hogue
Caroline Martin

6. 121ST STREET BRIDGE UPDATE

Julie Casteen led discussion and requested possible action related to construction options for the 121st Street bridge project.

Motion by Harold Chance, second by Naomi Hogue to keep the 121st Street bridge closed until all construction work is completed.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
APRIL 7 2025, 6:00 P.M.**

Aye: Harold Chance
Naomi Hogue
Caroline Martin

7. BEER IN PARK PERMIT

Julie Casteen led discussion and requested possible action related to the approval of a permit for Beer in Park for an adult softball league at the Coweta Sports Complex.

Motion by Naomi Hogue, second by Harold Chance to approve a permit for Beer in Park for an adult softball league at the Coweta Sports Complex.

Aye: Naomi Hogue
Harold Chance

Nay: Caorline Martin

XI. NEW BUSINESS

No new business.

XII. ADJOURNMENT

Mayor Hogue adjourned the meeting at 6:42 p.m.

Naomi Hogue, Mayor

Marcy Kilgore, City Clerk

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
April 14, 2025, 6:00 P.M.

The members of the Coweta City Council met in special session on Monday, April 14, 2025, at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Naomi Hogue, Harold Chance, Lauren Givan, Caroline Martin, Jeremy Barnett

COUNCILMEMBERS ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Mayor Hogue.

II. OATH OF OFFICE ADMINISTERED TO COUNCILMEMBERS FOR WARD 4 AND AT LARGE

III. Pledge of Allegiance given

IV. ROLL CALL

Roll call taken. Councilmembers were present as shown above.

V. ADMINISTRATION

1. SELECTION OF MAYOR

Discuss and consider action related to the selection of a Mayor of the City of Coweta per Title 1, Chapter 7A-2 of the Coweta City Code of Ordinances.

Motion by Caroline Martin, second by Harold Chance to select Naomi Hogue as Mayor of the City of Coweta per Title 1, Chapter 7A-2 of the Coweta City Code of Ordinances.

Aye: Caroline Martin
Harold Chance
Naomi Hogue
Lauren Givan
Jeremy Barnett

2. SELECTION OF VICE-MAYOR

Discuss and consider action related to the selection of a Vice-Mayor of the City of Coweta per Title 1, Chapter 7A-2 of the Coweta City Code of Ordinances.

Motion by Caroline Martin, second by Naomi Hogue to select Harold Chance as Vice-Mayor of the City of Coweta per Title 1, Chapter 7A-2 of the Coweta City Code of Ordinances.

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
April 14, 2025, 6:00 P.M.

Aye: Caroline Martin
Naomi Hogue
Harold Chance
Lauren Givan
Jeremy Barnett

3. BID AWARD- EAST 131ST STREET SOUTH WATERLINE REPLACEMENT PROJECT

City Manager Julie Casteen led discussion and requested possible action related to awarding a bid to Stronghand, LLC, the lowest responsible bidder, in the amount of \$254,775.44 for the East 131st Street South Waterline Replacement Project and direction to the City Manager to execute all necessary documents related to the project.

Motion by Harold Chance, second by Naomi Hogue to award a bid to Stronghand, LLC, the lowest responsible bidder, in the amount of \$254,775.44 for the East 131st Street South Waterline Replacement Project and direction to the City Manager to execute all necessary documents related to the project.

Aye: Harold Chance
Naomi Hogue
Lauren Givan
Caroline Martin
Jeremy Barnett

4. EASTERN OKLAHOMA DEVELOPMENT DISTRICT BOARD OF DIRECTORS APPOINTMENTS

Julie Casteen led discussion and requested possible action related to the appointment of the mayor or a councilmember to represent the City of Coweta on the Eastern Oklahoma Development district and the appointment of an alternate board member.

Motion by Harold Chance, second by Naomi Hogue to appoint Mayor Naomi Hogue to represent the City of Coweta on the Eastern Oklahoma Development district and the appointment of Assistant City Manager McKay Hale as an alternate board member.

Aye: Harold Chance
Naomi Hogue
Lauren Givan
Caroline Martin
Jeremy Barnett

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
April 14, 2025, 6:00 P.M.

VI. ADJOURNMENT

Mayor Hogue adjourned the meeting at 6:08 p.m.

Naomi Hogue, Mayor

Marcy Kilgore, City Clerk

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

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

Department: Library Department Contact: Julia Stephens Date: 4/14/2025

Items Requested to be Surplused: Xerox Copier

ID/Asset Tag Number: 2TX062473

PROPERTY DESCRIPTION	CONDITION	DATE PURCHASED	Approximate Current Value
AltaLink C8030	☐ Excellent ☐ Good ☒ Fair ☐ Poor	<u>August 23, 2018</u> PURCHASE PRICE <u>\$5049.00</u>	

Reason for being surplused:
Replaced with updated machine.

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

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

Name of agency:

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

Amount received:

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

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

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

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

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

Date surplus approved by City Council/Trustees: _____

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

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

Revised 12/1/20





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Memorandum

To: Honorable Mayor and City Council
From: Julie Casteen, City Manager
Re: **TAX INCENTIVE AGREEMENT**
Date: May 5, 2025

BACKGROUND

Roy's Fried Chicken, Inc. is requesting approval for a sales tax incentive agreement to recover the full amount allocated in its original 2017 agreement.

Community Benefits:

- **Job Creation:** The expansion has generated new employment opportunities, strengthening the local economy.
- **Revenue Growth:** Aside from FY2020, when the COVID-19 pandemic impacted businesses, Roy's has consistently achieved an average annual growth rate exceeding 7% throughout the agreement period.

Agreement Terms:

- Roy's Fried Chicken, Inc. will receive a rebate of 50% of the general sales tax collected.
- The rebate is capped at \$8,675.90 - the amount needed to compensate for the original agreement's shortfall.

This initiative aims to support local business growth while reinforcing economic development in the community.

STAFF RECOMMENDATION

Staff recommends approval of an incentive agreement with Roy's Fried Chicken, Inc. for an amount not to exceed \$8,675.90, with a funding source of 50% of the general sales tax collected from Roy's Fried Chicken, Inc.

ATTACHMENTS

1. 250505-Roy's Fried Chicken Economic Incentive Agreement Final

ECONOMIC INCENTIVE AGREEMENT

This Agreement is entered into by the Coweta Industrial Development Authority (“Authority”), an Oklahoma public trust, and the City of Coweta, Oklahoma (“City”), an Oklahoma municipal corporation, jointly (“Coweta”), and Roy's Fried Chicken, Inc., an Oklahoma corporation (“Company”).

RECITALS

1. On September 11, 2017, Coweta and the Company entered into a seven (7) year agreement (“Original Agreement”) containing the following recitals:

1. *The Company intends to develop and use real property located within the City of Coweta, Wagoner County, State of Oklahoma ("Property"), more particularly described as follows:*

Lot 2, Block 1, QuikTrip No. 70, an addition to the City of Coweta, Wagoner County, State of Oklahoma, according to the recorded Plat thereof,

for the purpose of construction and operation of a full service dine-in and drive-thru restaurant.

2. *The City has approved a commercial use for the Property.*
3. *The Company desires to operate and/or maintain the aforesaid business located at 29266 East 141st Street South, Coweta, Oklahoma ("Facility").*
4. *Coweta by approval of this agreement, has made a legislative decision that a public purpose exists that supports the award of a sales tax rebate to Company. The benefits to the public include, but are not limited to:*
 - (a) *The redevelopment of property that has remained underutilized for a number of years, without significant economic activity;*
 - (b) *The creation of new jobs, with employment opportunities for the residents of the City, especially considering the limited employment opportunities in the area;*
 - (c) *The creation of additional sales tax opportunities, both as a direct result of the development and to the surrounding businesses that will benefit from the increased economic activity in the shopping center;*
 - (d) *Additional shopping opportunities for the residents of the City for the purpose of improving the quality of life of the residents of the City;*

(e) The City by approval of this agreement finds that there is a direct relationship between the amount of sales taxes generated by the Company and the economic benefit, jobs benefit, and quality of life benefit realized by the residents of the City.

2. However, that Original Agreement expired on September 11, 2024, without achieving its agreed, total reimbursement of two-hundred fifty-thousand dollars (\$250,000.00) in sales tax collections, due to the unprecedented economic impact of the 2020 COVID Pandemic, thus failing to capture a remainder of eight-thousand six-hundred seventy-five dollars and ninety cents (\$8,675.90) of its agreed incentive.

3. Premises considered, it is now the desire of Coweta and Company to fulfill their commitments contained in their Original Agreement by execution of this Agreement.

NOW THEREFORE, in consideration of the covenants and conditions contained in this Agreement, Coweta and the Company agree as follows:

Section 1. City agrees that the Property may be used for the following purpose:

The Company, its successors, and assigns, shall continue to use the Property for the purpose of operating a dine-in and drive-thru restaurant as well as any other uses previously approved by the Coweta City Council.

Section 2. Sales Tax Contribution. For a period commencing May 1, 2025 and continuing until the remainder of the Original Agreement's eight-thousand six-hundred seventy-five dollars and ninety cents (\$8,675.90) economic incentive is reimbursed to Company, the Authority shall pay to the Company an amount equal to one and one-half cent (\$0.015) from every three cents (\$0.03) that the City receives in sales tax generated at the above-mentioned Facility (the "Sales Tax Contribution"). The sole funding for this Agreement and the obligation imposed upon the Authority shall be the Sales Tax Contribution received from the City, contingent upon the annual appropriation of funds by the Coweta City Council. Provided, this Sales Tax Contribution:

1. Shall apply only to sales taxes generated at the Facility.
2. Shall commence when the City first receives its May 2025 sales tax collections from the Company doing business on the Property.
3. Shall be paid by the City to the Authority and then from the Authority to the Company within thirty (30) days of each receipt by the City of its share of the sales tax collected by the State of Oklahoma by persons doing business on the Property.
4. Shall not be reduced or offset by the City at any time but will be subject to annual budgetary appropriation by the Coweta City Council.
5. Shall continue to be one and one-half cent (\$0.015) as stated above without regard to whether the total City sales tax is increased or decreased during the term of this Agreement.

6. Shall cease when the Company has been reimbursed a total of eight thousand six hundred seventy-five dollars and ninety cents (\$8,675.90), after which this Agreement shall terminate.

Section 3. Records. The City shall maintain accurate records of all sales tax revenue received by the City directly for sales made by Company and the Facility (the "Sales Tax Revenue"), as defined by the Vendor number assigned by the Oklahoma Tax Commission and confirmed by actual sales tax payments by the Company. The City shall provide the Company with a written summary of the Sales Tax Revenue concurrently with delivery of payment from the Authority to the Company required by this Agreement. During normal business hours of the City, the Company shall have the right to inspect any and all such records, unless restricted by the Oklahoma Tax Commission, and to obtain an accounting and/or audit of such records, at the sole cost of the Company. It shall be the responsibility of the Company to provide proof of sales tax payments to the City to ensure the rebate is paid correctly.

Section 4. Miscellaneous.

1. Each individual and entity executing this Agreement represents and warrants that they have the capacity, power, and authority to bind the party on whose behalf they are executing this Agreement.
2. This Agreement is the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties with respect to the matters contained in this Agreement.
3. Any waiver, modification, consent or acquiescence with respect to any provision of this Agreement shall be in writing and duly executed by or on behalf of the agreeing parties. No waiver by any party of any breach shall be deemed a waiver of any other or subsequent breach.
4. If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall remain in full force and effect.
5. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached without impairing the legal effect of the signature(s), provided such signature page is attached to any other identical counterpart, except having additional signature pages executed by other parties to this Agreement attached.
6. Time is of the essence in the performance of and compliance with each of the provisions and conditions of this Agreement.
7. Any communication, notice or demand of any kind whatsoever which either party may be required or may desire to give to or serve upon the other shall be in writing and delivered

by personal service (including express or courier service), by electronic communication, whether by telex, telegram or telecopy (if confirmed in writing sent by registered or certified mail, postage prepaid, return receipt requested), or by registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

City of Coweta and
Coweta Industrial Development Authority
ATTN: Julie Casteen, City Manager
P.O. Box 850
Coweta, OK 74429-0850

Roy's Fried Chicken, Inc.
ATTN: Ben Cole, President
29266 East 141st Street South
Coweta, OK 74429

Any party may change its address for notice by written notice given to the other in the manner provided in this Section. Any such communication, notice or demand shall be deemed to have been duly given or served on the date personally served, if by personal service, one (1) day after the date of confirmed dispatch, if by electronic communication on a business day before 5:00 p.m., or three (3) days after being placed in the U.S. Mail, if mailed.

8. The City, the Authority and the Company agree to cooperate with each other and act in good faith and with fair dealing throughout the effective term of this Agreement. The parties agree to execute such other instruments and to do such further acts as may be reasonably necessary to carry out the provisions of this Agreement.
9. The making, execution and delivery of this Agreement by the parties have been induced by no representations, statements, warranties or agreements other than those expressly contained in this Agreement.
10. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law, but, if any provision of this Agreement shall be invalid or prohibited thereunder, such invalidity or prohibition shall be construed as if such invalid or prohibited provision had not been inserted herein and shall not affect the remainder of such provision or the remaining provisions of this Agreement. PROVIDED, IT IS SPECIFICALLY UNDERSTOOD THAT IF ANY RIGHT OF BENEFIT GRANTED TO THE COMPANY BY THIS AGREEMENT HEREFTER SHALL BE NULLIFIED BY ANY SUBSEQUENT ACTION OF THE CITY, A COURT OF LAW, OR ANY OTHER LAWFUL AUTHORITY, THE COMPANY SHALL HAVE THE RIGHT, AT ITS SOLE AND ABSOLUTE DISCRETION, TO TERMINATE THIS AGREEMENT. THE COMPANY AGREES THAT, IF IT TERMINATES THE AGREEMENT AS AFORESAID, IT WILL DELIVER WRITTEN NOTICE OF SUCH TERMINATION TO THE CITY FORTHWITH AFTER THE COMPANY DECIDES TO TERMINATE THE AGREEMENT.

11. The language in all parts of this Agreement shall be in all cases construed simply according to its fair meaning and not strictly for or against any of the parties. This Agreement shall not be construed for or against either party on the basis of which party drafted the Agreement or any of its provisions.
12. Paragraph headings of this Agreement are solely for convenience of reference and shall not govern the interpretation of any of the provisions of this Agreement.
13. This Agreement shall be binding upon and inure to the benefit of each of the parties and to their respective transferees, successors, and assigns as long as any successor company is an entity whose primary activity is taxable retail sales. Neither this Agreement nor any of the rights or obligations of the parties shall be transferred or assigned by any party without the prior written consent of the non-assigning party; which consent shall not be unreasonably withheld or delayed.
14. Notwithstanding anything to the contrary, this Agreement shall not be deemed or construed to make the parties partners or joint venturers, or to render either party liable for any of the debts or obligations of the other, it being the intention of the parties to merely create the relationship of the parties with respect to the obligations as set forth in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of May 2025.

“COMPANY”

ROY'S FRIED CHICKEN, INC.

By: _____
Ben Cole, President

“CITY”

THE CITY OF COWETA, OKLAHOMA,

Naomi Hogue, Mayor

“AUTHORITY”

THE COWETA INDUSTRIAL
DEVELOPMENT AUTHORITY

Naomi Hogue, Chairman

ATTEST:

Marcy Kilgore, City Clerk

ATTEST:

Harold Chance, Trust Secretary

APPROVED AS TO FORM:

Patrick T. Boulden, City/Trust Attorney



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

Memorandum

To: Honorable Mayor and City Council

From: Carolyn Back, Community Development Director

Re: **RESOLUTION 2025-09 - HUGHES - CONSENT FOR ANNEXATION**

Date: May 5, 2025

BACKGROUND

Tanner Consulting for the property owner, Leslee M. "Missy" Lasater, as Trustee of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes", requests the consent annexation of a 160-Acre, more or less, property located in the Southwest Quarter (SW/4) of Section Thirty-Three (33), Township Eighteen (18) North, Range Fifteen (15) East, Wagoner County, State of Oklahoma. This property abuts the north side of East 121st Street South and the east side of South 225th East Avenue.

In order to consider this annexation at the June 2, 2025 City Council Hearing, the City Council is required by state statute to conduct a public hearing on this matter, preceded by required notice by publication and mail. Notice of said public hearing requires publication in a legal newspaper of general circulation in the territory sought to be annexed within fourteen (14) days following the date the City Council directs the notice to be published and the Council's public hearing shall be held no earlier than fourteen (14) days nor more than thirty (30) days following the publication and mailing of the required notice. In addition, Staff will prepare a utility and emergency services availability plan for the proposed annexed territory for presentation at the scheduled June 2, 2025 public hearing.

STAFF RECOMMENDATION

Staff recommends City Council adopt the accompanying Resolution 2025-09 which sets a public hearing on this proposed annexation for the June 2, 2025, regular City Council meeting and directs Staff to publish and mail the required notices no later than May 14, 2025.

ATTACHMENTS

1. Annexation Resolution 2025-09
2. Annexation Public Notice Exhibit
3. Hughes Annexation Application
4. Hughes Consent Letter
5. Special Warranty Deed
6. Affidavit of Trust

RESOLUTION 2025-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA; ACKNOWLEDGING RECEIPT OF AN APPLICATION FOR ANNEXATION OF THE APPLICANT-OWNED PROPERTY INTO THE CITY LIMITS BY THE CONSENT OF THE APPLICANT-OWNER; DESCRIBING THE SUBJECT PROPERTY AS FOLLOWS: THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-THREE (33), TOWNSHIP EIGHTEEN (18) NORTH, RANGE FIFTEEN (15) EAST, WAGONER COUNTY, STATE OF OKLAHOMA; MORE PARTICULARLY IDENTIFYING THE SUBJECT PROPERTY IN THE LEGAL DESCRIPTION AND MAP ATTACHED AS EXHIBIT "A.1" AND "A.2"; SETTING A PUBLIC HEARING ON THE PROPOSED ANNEXATION FOR MONDAY, JUNE 2, 2025, AT 6:00 P.M., IN COWETA CITY HALL; DIRECTING THE CITY MANAGER TO TAKE CERTAIN ACTIONS ON BEHALF OF THE CITY COUNCIL TO COMPLY WITH OKLAHOMA ANNEXATION STATUTES, TITLE 11, OKLAHOMA STATUTES, SECTIONS 21-101 ET SEQ.; AND THEREAFTER AUTHORIZING THE COUNCIL TO LAWFULLY CONSIDER AND ACT ON THE APPLICANTS' REQUEST.

Whereas, the City of Coweta has received an application for the annexation of property owned by Leslee M. "Missy" Lasater, as Trustee of The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes, dated the 10th day of October, 2000 (the consenting applicant-owner), of 160 acres of real property and provided with this application was a letter from the applicant-owner consenting to the requested annexation of the property; and

Whereas, the consenting, applicant-owner's property is generally described as: 160 acres located in and being all of the Southwest Quarter (SW/4) of Section Thirty-Three (33), Township Eighteen (18) North, Range Fifteen (15) East, Wagoner County, State of Oklahoma, the same encompassing the area within one-half mile east of 225th East Avenue and one-half mile north of East 121st Street in Wagoner County; as more particularly described and depicted in the legal description and map attached as Exhibit "A.1" and "A.2"; and

Whereas, Title 11 Oklahoma Statutes, Subsection 21-103.A authorizes the City Council to annex any territory adjacent or contiguous to the City with the written consent of the owners of at least a majority of the acres to be annexed, subject to notice and a public hearing on the proposed annexation, as provided in Title 11 Oklahoma Statutes, Subsection 21-103.B; and

Whereas, the consenting applicant-owner is the sole owner of the 160 acres proposed to be annexed, constituting a 100% majority of the acres to be annexed as required in Title 11 Oklahoma Statutes, Subsection 21-103.A to authorize the City Council to annex the entire acreage; and

Whereas, in accordance with Title 11 Oklahoma Statutes, Subsection 21-103.B, before the City Council may consider and act upon the consenting applicant-owner's application the City

Council is required to provide published and mailed notice and a public hearing regarding this proposed annexation; and

Whereas, the required published and mailed notices must describe the boundaries of the territory proposed to be annexed by reference to a map, geographical locations, legal or physical description or other reasonable designation and state the date, time, and place the City Council shall conduct a public hearing on the question of annexing the territory; and

Whereas, the described notice shall be published in a legal newspaper of general circulation in the territory sought to be annexed within fourteen (14) days following the date the City Council directs the notice to be published and the Council's public hearing of such annexation shall be held no earlier than fourteen (14) days nor more than thirty (30) days following the publication and mailing of the required notice;

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

Section 1. The City Council acknowledges receipt of the application for annexation of the applicant-owned property into the city limits with the express consent of the applicant-owner and declares it will conduct a public hearing on the proposed annexation on Monday, June 2, 2025, at 6:00 p.m., in Coweta City Hall, 310 South Broadway, Coweta, OK 74429.

Section 2. The City Council directs the City Manager to publish the required notice of the proposed annexation and public hearing in the Wagoner County American-Tribune on Wednesday, May 14, 2025, in accordance with Title 11 Oklahoma Statutes, Subsection 21-103.B.

Section 3. The City Council further directs the City Manager to mail the required notice on Wednesday, May 14, 2025, by first-class mail to all owners of property to be annexed as shown by the current year's ownership rolls in the office of the Wagoner County Treasurer and to all owners of property abutting any public right-of-way that forms the boundary of the territory proposed to be annexed and to the Sales and Use Tax Division of the Oklahoma Tax Commission, in accordance with Title 11 Oklahoma Statutes, Subsection 21-103.B.

Section 4. The published and mailed notice must describe the boundaries of the territory proposed to be annexed by reference to a map, geographical locations, legal or physical description or other reasonable designation and state that the City Council shall conduct a public hearing on the question of annexing the territory on Monday, June 2, 2025, at 6:00 p.m., in Coweta City Hall, 310 South Broadway, Coweta, OK 74429.

This Resolution is approved in an open meeting by the City Council of the City of Coweta on this 5th day of May 2025.

Naomi Hogue, Mayor

Attest:

Marcy Kilgore, City Clerk

Approved:

Patrick Boulden, City Attorney

Exhibit "A.1"
121ST ST. S. & 225TH E. AVE.
Survey Property Description

PAGE 1 OF 1

Description

THE SOUTHWEST QUARTER (SW/4) OF SECTION THIRTY-THREE (33), TOWNSHIP EIGHTEEN (18) NORTH, RANGE FIFTEEN (15) EAST, WAGONER COUNTY, STATE OF OKLAHOMA.

Basis of Bearing

THE BEARINGS SHOWN HEREON ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (3501), NORTH AMERICAN DATUM 1983 (NAD83);.

Certification

I, RONALD M. MCGILL, OF TANNER CONSULTING, LLC, CERTIFY THAT THE ATTACHED DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE REAL PROPERTY AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.

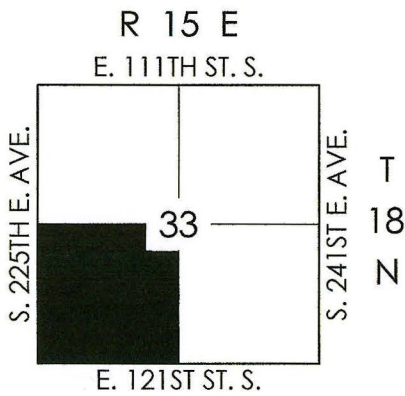


RONALD M. MCGILL, P.L.S.
OKLAHOMA P.L.S. #1897
OKLAHOMA CA #2661
EXPIRATION DATE: 6/30/25

Exhibit "A.2"

121ST ST. S. & 225TH E. AVE.

Survey Property Description Exhibit

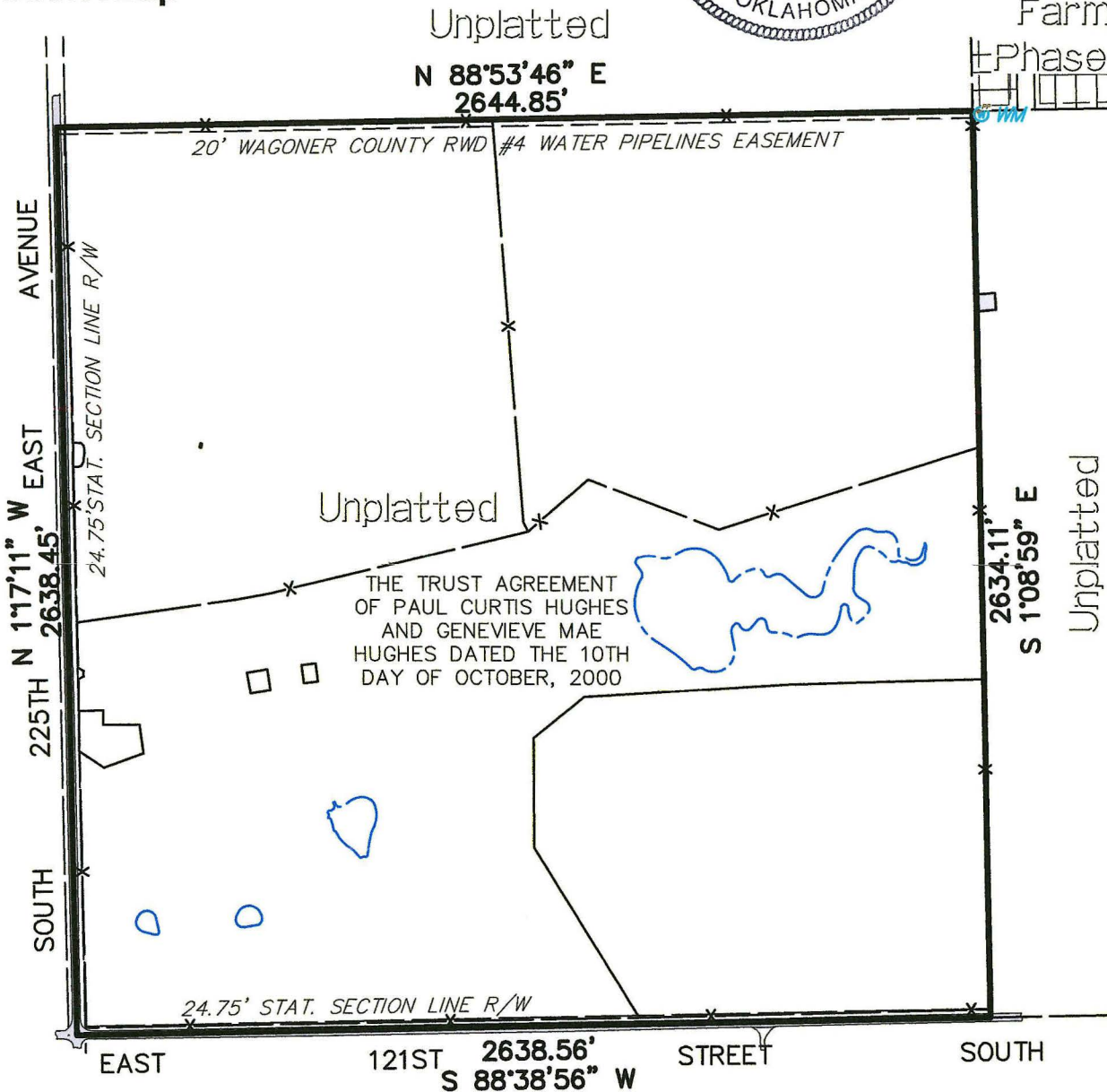


Location Map



Oneta Farms

Phase V

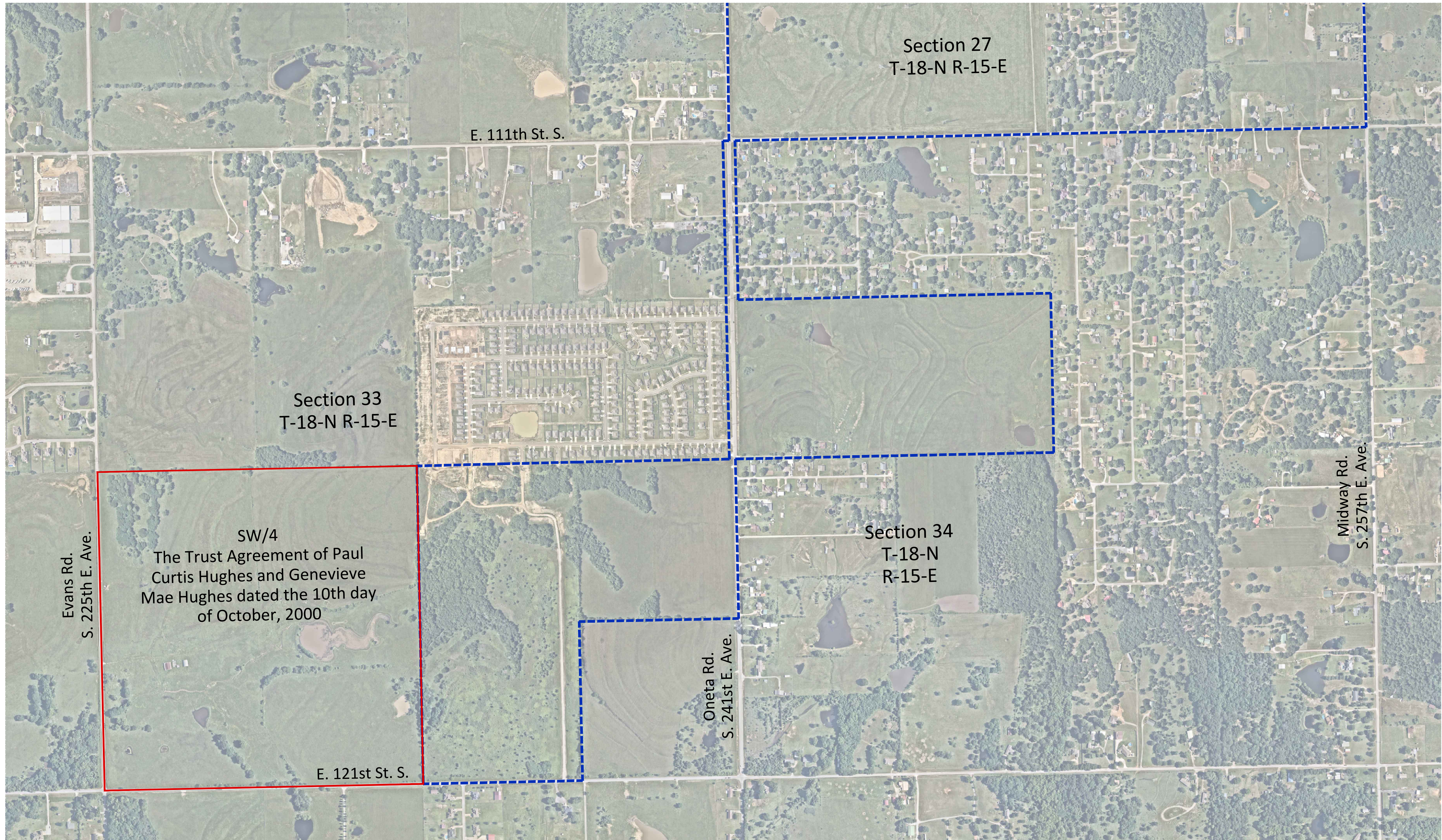


LEGEND

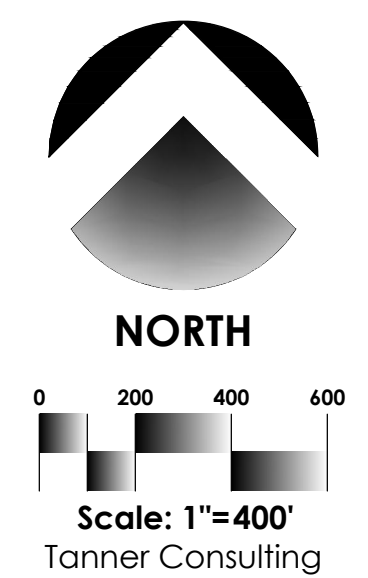
RWD RURAL WATER DISTRICT
STAT. STATUTORY

04/17/2025 RMC GILL 24376EX_ANNEXATION SURVEY
DESCRIPTION EXHIBIT

Tanner Consulting LLC
5323 SOUTH LEWIS AVENUE, TULSA OKLAHOMA 74105-6539 | 918.745.9929



- EXISTING CITY OF COWETA CITY LIMITS
- PROPOSED ANNEXATION AREA



CITY OF COWETA
APPLICATION FOR ANNEXATION

DATE REC'D _____ APP. TAKEN BY _____ COMM. MTG.
DATE _____
STR _____ WARD DISTRICT _____ TRACT SIZE _____ FEE _____ REC.
NO. _____

Applicant Information

NAME(S)
Tanner Consulting, LLC PHONE (918) 745-9929
ADDRESS 5323 S. Lewis Ave. CITY Tulsa, OK ZIP 74135

ADDRESS/LOCATION OF PROPERTY TO BE
ANNEXED Northeast corner of the intersection of 121st St. S. & 225th E. Ave.

NAME OF OWNER(S) IF DIFFERENT FROM
APPLICANT Leslee M. "Missy" Lasater, as Trustee of "The Trust Agreement of Paul Curtis Hughes
and Genevieve Mae Hughes dated the 10th day of October, 2000"

ADDRESS OF
OWNER 25988 E. Hwy 51 CITY Wagoner, OK ZIP 74467

DOES OWNER CONSENT TO THIS APPLICATION Yes No

LEGAL DESCRIPTION OF PROPERTY TO BE ANNEXED:

The Southwest Quarter (SW/4) of Section Thirty-Three (33), Township Eighteen (18) North, Range Fifteen (15) East, Wagoner County, State of Oklahoma.

APPLICATIONS MUST INCLUDE A PLAT OF SURVEY BY A REGISTERED LAND SURVEYOR AND A COPY OF A DEED OF OWNERSHIP RECORDED WITH WAGONER COUNTY.

SIGNATURE OF APPLICANT  DATE 04/16/2025

FOR OFFICE USE:

Field Check _____ Date _____ Plat _____ Deed _____ Flood Plain _____
Zoning: existing _____ proposed _____ Structures on tract _____ Use Unit _____
TAC _____ Commission Dates: introduced/read _____ approved _____ publication _____ County Clerk _____
NOTIFICATION: FIRE AMBULANCE POLICE INCOG COUNTY ENG. 911
HEALTH

OTHERS: _____

April 16, 2025

Mayor and City Council
CITY OF COWETA
PO Box 850
Coweta, OK 74429

Dear Mayor and City Council:

I, Leslee M. "Missy" Lasater, as Trustee of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000", sole owner of the following described property, do hereby petition and consent to annexation of said property into the City of Coweta, Wagoner County, State of Oklahoma.

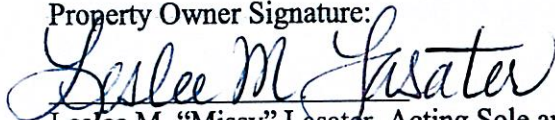
Property legal description:

The Southwest Quarter (SW/4) of Section Thirty-Three (33), Township Eighteen (18) North, Range Fifteen (15) East, Wagoner County, State of Oklahoma.

I am requesting an AG Zoning Classification matching existing AG zoning in unincorporated Wagoner County. After annexation, I will be requesting RS-3 zoning with a Planned Unit Development for said property which will be used for single-family residential development.

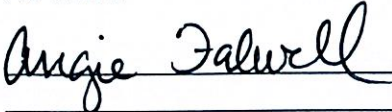
**(If commercial, office or industrial uses are proposed, provide a proposed Site Plan)*

Property Owner Signature:



Leslee M. "Missy" Lasater, Acting Sole and Successor Trustee of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000"

NOTARY



Enclosures: Plat of Survey
Copy of deed(s)

SPECIAL WARRANTY DEED

Exempt from Documentary Stamp Tax pursuant to 68 O.S. § 3202(4)

THIS INDENTURE, made as of the date hereinafter set forth between Paul Curtis Hughes and Genevieve Mae Hughes, husband and wife, ("Grantors"), and Paul Curtis Hughes and Genevieve Mae Hughes as Trustees of THE TRUST AGREEMENT OF PAUL CURTIS HUGHES AND GENEVIEVE MAE HUGHES, ("Grantee").

WITNESSETH, that Grantors, in consideration of Ten Dollars and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby transfer unto Grantee and its heirs, executors, administrators, successors and assigns forever, all of their right, title, and interest in that certain plot, piece or parcel of land with the buildings and improvements thereon erected, situate, lying and being in the County of Wagoner and the State of Oklahoma, being more particularly described as follows, to-wit:

Southwest Quarter (SW/4) of Section 33, Township 18 North, Range 15 East, Wagoner County, State of Oklahoma, containing 160 acres more or less.

RESERVATION FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

This conveyance is made and accepted subject to the following matters, to the extent same are in effect at this time, to-wit: (1) any and all restrictions, covenants, conditions, rights-of-way, mineral reservations, mineral leases and easements, if any, relating to the hereinabove described property, but only to the extent they are still in effect and shown of record in the hereinabove mentioned County and State; and (2) all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent that they are still in effect, relating to the hereinabove described property.

CONVEYANCE AND WARRANTY: Grantors, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grant, sell, and convey to Grantee this property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantors binds Grantors and Grantors' heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through or under Grantors, but not otherwise.



FILE DATE: 10/24/2001 FILE TIME: 03:00
WAGONER COUNTY, JERRY FIELDS - COUNTY CLERK

BOOK: 1171 PAGE: 597
RECE#: 200114157

IN WITNESS WHEREOF, Grantors have duly executed this deed on this 10 day of
October, 2000.

Paul C. Hughes
Paul Curtis Hughes

Genevieve Mae Hughes
Genevieve Mae Hughes

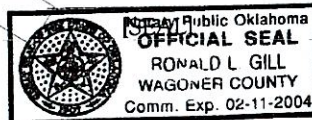
STATE OF OKLAHOMA)
COUNTY OF Tulsa) ss.

Before me, a notary public, on this day personally Paul Curtis Hughes and Genevieve Mae Hughes, husband and wife, who acknowledged that they did sign the foregoing instrument, and acknowledged to me that they executed the same for the uses and purposes and consideration therein expressed.

GIVEN UNDER MY HAND and official seal this 10 day of October,
2000.

Ronald L. Gill
Notary Public

My Commission Expires:
2-11-04





AFFIDAVIT OF TRUST

Mailing Address: 29588 St. Hwy. 51
Wagoner, OK 74467

THIS AFFIDAVIT made this 28th day of March, 2023, by Leslee M. "Missy" Lasater, as Trustee:

WITNESSETH THAT:

1. This Affidavit of Trust is executed as evidence of the existence of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000" and as amended.

2. The Trust originally named Paul Curtis Hughes and Genevieve Mae Hughes as Trustees and they were also the Grantors of said Trust and named Gary C. Hughes and Larry V. Hughes as joint Successor Trustees.

3. That Paul Curtis Hughes and Genevieve Mae Hughes as Trustees executed a First Amendment to their trust executed June 25, 2007; a Second Amendment to their trust executed July 12, 2007; a Third Amendment executed the 18th day of March, 2020.

4. That a Fourth Amendment "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000" was executed on June 10, 2021 naming Paul Curtis Hughes and Leslee M. Laster shall serve jointly. If Leslee M. Laster shall fail to qualify as Trustee then John I. Hughes shall serve as joint Trustee.

5. That Genevieve Mae Hughes died on or about the 12th day of April, 2008, and is one and the same person identified above as the grantor and original Trustee of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000" and as amended. *A true copy of the original Death Certificate is hereto attached, marked **Exhibit "A"** and made a part hereto.*

6. That Paul Curtis Hughes, died on or about the 4th day of December, 2022 and is one and the same person identified above as the grantor and original Trustee of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000" and as amended. *A true copy of the original Death Certificate is hereto attached, marked **Exhibit "B"** and made a part hereto.*

5. The trust agreement grants to the Trustee all of the powers contained in 60 O.S.A. Section 175, et seq, all of which are incorporated herein by this reference. The powers in this trust include authority of Trustee to establish bank and stock brokerage accounts.



6. Any person may rely on this Affidavit of Trust as proof of the existence of the trust and is relieved of any obligation to verify that any transaction entered into by the Trustee is consistent with the terms and conditions of the trust.

7. Affiant further states that the following described property was not included in an estate where or State estate taxes were due under the provisions of Section 804 of Title 68 of the Oklahoma Statutes AND the gross value of the estate was NOT large enough to be subject to Federal estate taxes for the following described property.

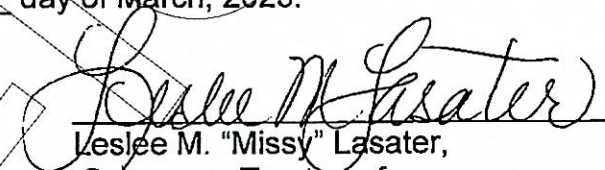
SEE ATTACHED EXHIBIT "C"

8. The Trust is currently in full force and effect.

9. The Trust provisions do not modify the powers of the Trustee.

10. The signatory of this Affidavit of Trust is currently the acting sole Trustee of the trust and declare that the foregoing statements and the attached trust provisions are true and correct, under penalty of perjury.

This Affidavit is dated this 28th day of March, 2023.


Leslee M. "Missy" Lasater,
Successor Trustee of

STATE OF OKLAHOMA)
) ss.
COUNTY OF WAGONER)

The foregoing Affidavit of Trust was acknowledged before me on the 28th day of March, 2023, by Leslee M. "Missy" Lasater, as Successor Trustee of "The Trust Agreement of Paul Curtis Hughes and Genevieve Mae Hughes dated the 10th day of October, 2000" and as amended.

IN WITNESS WHEREOF, the Successor Trustee has signed this Affidavit of Trust the day and year first above written.

BECKY J GRAY
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES JUN. 03, 2024
COMMISSION # 00007602


Notary Public, No. 00007602

My Commission Expires:
6-3-2024



EXHIBIT "C"

The SW¼ of Section 33, Township 18 North, Range 15 East, Wagoner County, State of Oklahoma, containing 160 acres, more or less

-AND-

The E½ of SE¼ of Section 23, Township 18 North, Range 16 East, Wagoner County, State of Oklahoma, containing 80 acres, more or less

-AND-

Lot 31, Block 1, REMINGTON TRAILS, Subdivision in Wagoner County, State of Oklahoma, according to the recorded plat thereof



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

Memorandum

To: Honorable Mayor and City Council

From: Carolyn Back, Community Development Director

Re: **CZ 25-02 SUP, SPECIFIC USE PERMIT FOR CREMATORY, BROWN FAMILY FUNERAL HOME**

Date: May 5, 2025

BACKGROUND

The applicant and property owner of Brown Family Funeral Home, Judy L. Brown, is requesting a Specific Use Permit, CZ 25-02 SUP, for a Crematory use in the High Intensity Commercial (CH) zoning district located within the Downtown District (DT). Please see the attached specifications document for the CFS-2300 Cremation Chamber from Cremation Systems.

Location: 210 South Broadway

Legal Description: Lots 16, 17, 18, 19, 20, Block 57, New Coweta, Wagoner County, State of Oklahoma.

SEC/TWP/RGE: Section 18, Township 17 North, Range 16 East,

Zoning: High Intensity Commercial (CH) within the Downtown District (DT).

Comprehensive Plan Map Intensity Designation: Commercial High

Adjacent Zoning:

North: High Intensity Commercial (CH)

East: High Intensity Commercial (CH)

South: High Intensity Commercial (CH)

West: Office (O)

High Intensity Commercial (CH) zoned properties allow any use permitted in the General Commercial (CG) zoning classification, including uses by right for Funeral Homes. A Crematory use requires a Specific Use Permit (SUP) within this zoning classification.

Downtown District (DT)

12-9D-3 Permitted Accessory Uses And Structures

Any accessory use or structure permitted in the respective General Commercial (CG) and High Intensity Commercial (CH) districts that exist within the defined Downtown (DT) District.

The following uses may be permitted as Specific Uses through the Planning Commission and by the City Council in accordance with the provisions contained in CCC 12-3E - Specific Use Permits:

12-9B - CG General Commercial District

12-9B-5 - Uses Permitted By Specific Use Permit

G. Community services, cultural and recreational facilities.

1. Description. Community services, cultural and recreational facilities which are needed in residential areas to serve the residents or need a residential environment, but which are, or can be, objectionable to nearby residential uses. These uses are permitted by specific use permits.

2. Included uses.

x. Crematory.

This applicant has applied for and received a Specific Use Permit twice for a Crematory use at the same 210 S. Broadway location in downtown Coweta. Both Specific Use Permits expired as no action was taken within the allotted two (2) year time limit to begin operation from the approval dates. Thus, the permits expired. Below is the historical data for the previous two (2) applications.

1. At the October 26, 2015, Regular Planning Commission meeting, the Planning Commission recommended conditional approval of Specific Use Permit CZ 15-07 SUP, to allow the use of the property as a Crematory, by a vote of 5-0, subject to conditions:

2. At the November 2, 2015 Regular City Council meeting, the City Council approved with conditions a request from James and Judy Brown (owners of Wright-Brown Funeral Home) Specific Use Permit for a Crematory CZ 15-07 SUP, in the existing location of Wright-Brown Funeral Home, by a vote of 5-0.

Due to the two (2) year time limit with no work beginning, CZ 15-07 SUP expired on November 2, 2017.

3. At the May 18, 2020 Regular Planning Commission meeting, the Planning Commission recommended conditional approval of Specific Use Permit CZ 20-05 SUP to establish a Specific Use Permit for a Crematory in the existing location of Brown Family Funeral Home located at 210 South Broadway, by a vote of 4-0.

4. At the June 1, 2020 Regular City Council meeting, the City Council approved with conditions a request from James and Judy Brown (owners of Wright-Brown Funeral Home) Specific Use Permit CZ 20-05 SUP Crematory, in the existing location of Brown Family Funeral Home, by a vote of 4-0.

Due to the two (2) year time limit with no work beginning, CZ 20-05 SUP expired on June 1, 2022.

In the current case, No. CZ 25-02 SUP Crematory, a public hearing was held on April 21, 2025 by the Coweta Planning Commission. At the Planning Commission meeting, no residents were present to make comments concerning the request for a Specific Use Permit (SUP) for a Crematory.

The Planning Commission made a unanimous (3-0-0) recommendation for approval of the Specific Use Permit to the Coweta City Council with conditions for high-temperature crematory use (no chemical crematory use allowed).

If inclined to approve the Specific Use Permit for a Crematory use, staff requests the following conditions of approval:

1. No Chemical Cremation process is allowed. A Chemical Cremation process carries a very high Biochemical Oxygen Demand (BOD) and has been known to carry significant impacts on Sanitary Sewer plants. The City Engineer is opposed to this process due to the burden it would place on our sanitary sewer system.

2. Staff also has concerns about the location of the Cremation Chamber within the current Funeral Home location and the large exhaust pipe required to pull the heat out of the cremation chamber.

This is within the Downtown Zoning District and staff would like to see how this large exhaust stack is going to look coming out of a flat roof. How tall will it be? What will the screening chimney look like from all angles of the property? Will the heat be properly shielded and dissipated from pedestrians in the area where the flat roof is lower to the ground as opposed to what would be exhausted from a taller roof with a parapet or a pitched roof?

STAFF RECOMMENDATION

Approval with conditions of no chemical crematory process allowed, and the exhaust stack must meet building, fire, and downtown district codes.

ATTACHMENTS

1. CZ 25-02 SUP Site Plan
2. CZ 25-02 SUP Aerial View Map
3. CZ 25-02 SUP Location Map
4. CZ 25-02 SUP Zoning Map
5. CFS-2300 Cremation Chamber
6. PC Minutes 2015-10-26
7. City Council Minutes 2015-11-02
8. PC MEETING MINUTES 05-18-2020

9. City Council Minutes 2020-06-01
10. BROWN FUNERAL HOME ANSWERS

SITE PLAN

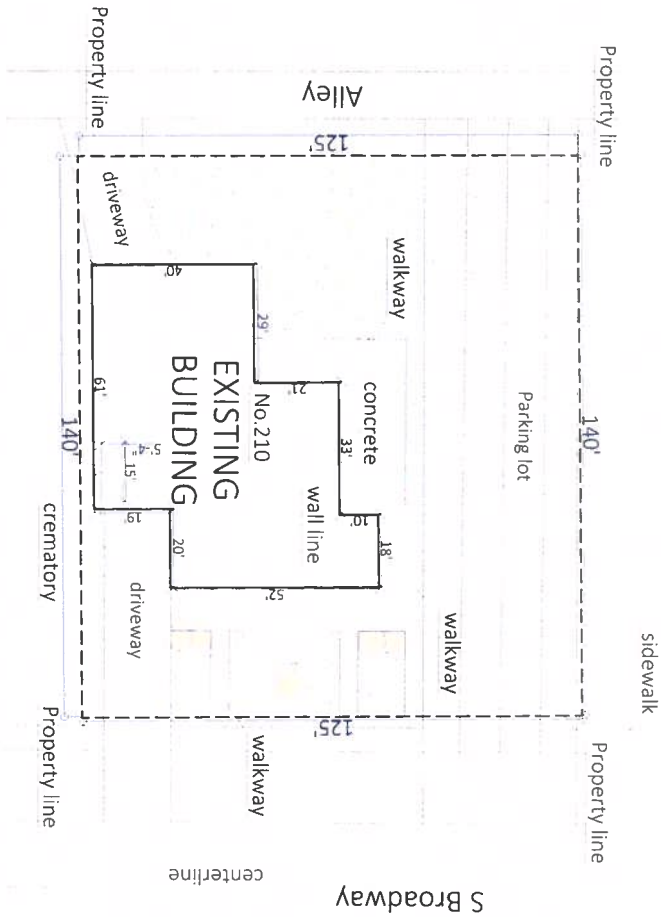
210 S Broadway

Coweta, OK 74429

Parcel ID: 020002-057016-000000

Lot area: 0.40 Acres

Paper Size: 11"x17"



Disclaimer

This is not a legal survey, nor is it intended to be a legal survey. The information is for informational purposes only. This web product represents only general information and is not intended to be used as a substitute for a professional survey. The information is for informational purposes only. The information is for informational purposes only. The information is for informational purposes only.

CZ 25-02 SPECIFIC USE PERMIT



Subject Property Brown Family Funeral Home

CYPRESS

16E17N18

ATOKA

First Christian Church

BROADWAY

DELAWARE

Wagoner County DAV Building

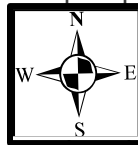
Broadway Apartments

PECAN

Coweta City Hall

EUFAULA

CZ 25-02 SPECIFIC USE PERMIT



Subject Property Brown Family Funeral Home

16E17N18

Bristow

Broadway

Delaware

**First
Christian
Church**

Broadway Apartments

Pecan

Coweta City Hall

CZ 25-02 SPECIFIC USE PERMIT



Subject Property Brown Family Funeral Home

Bristow

Broadway

Delaware

First Christian Church

16E17N18

Broadway Apartments

Pecan

Coweta City Hall

CG

CFS-2300 Cremation Chamber

from *Cremation Systems*

CFS-2300 Features Include:

- Automatic operation
- High efficiency refractory lining
- Recessed hot hearth design accommodates large cases, 750 lbs
- Cremation status can be sent via email
- Quick Change hearth tile system
- Emission monitoring
- Front loading and retrieval through extra-wide door
- 150lbs per hour cremation burn rate
- Touch-screen digital controls
- PC-based data acquisition and storage
- Meets all applicable NFPA and UL standards
- Engineered for installation through an 8' door opening
- Includes Fire Marshal monitoring system
- Tek Marshal internet retort diagnostics, optional

CFS-2300 Cremation Chamber

Made in Illinois!

The CFS-2300 has a composite refractory lining, and extra-wide 42" door opening.



General Dimensions:

Height: 7' 7½"
Width: 5' 3" without control panel
6' 5½" with control panel
Length: 15¼"
Hearth area: 42" wide x 89" deep
Door opening: 42" wide x 25" high

Utility Requirements:

Natural gas: 1000 Btu/cu ft
2350 CFH at 7" w.c. minimum
Propane: 2500 Btu/cu ft
940 CFH at 11" w.c. minimum
Electrical: 208/240 VAC, 1 phase, 40 amp

Refer to General Specification HS01



Cremation Systems

is pleased to offer
the CFS-2300
cremation chamber
with **Fire Marshal**
monitoring system.

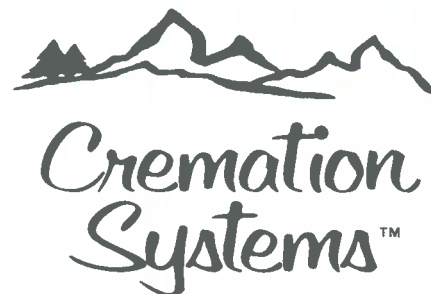


Optional with
the CFS-2300:
Tek Marshal
internet retort
diagnostics.



UNDERWRITERS LABORATORIES INC.
CHICAGO • NORTHBROOK, ILL. • MELVILLE, N.Y. • SANTA CLARA, CALIF.

an independent, not-for-profit organization testing for public safety



Division of Armil CFS, Inc.

15660 South LaSalle Street
South Holland, IL 60473

708-339-6810
Fax: 708-339-0517
www.cremsys.com

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CFS-2300 Cremation Chamber from *Cremation Systems*

Features and Benefits

- One-step, automatic operation:** The CFS-2300 utilizes advanced “Set Point Programming” to control temperature for a completely automatic cremation cycle.
- High efficiency refractory lining:** The CFS-2300 utilizes a combination of premium firebrick, pre-cast refractory shapes and ceramic fiber insulation for a light weight, energy efficient lining.
- Quick Change hearth tiles:** The CFS-2300 Quick Change hearth is a pre-cast refractory tile system. Quick Change tiles are in stock, minimizing cremator down time by allowing for one-day hearth repair and easy sub-hearth access.
- Automatic pollution monitoring:** The CFS-2300 opacity sensor monitors emissions, ensuring EPA requirements are met.
- Touch-screen digital controls:** Case data stored on a flash drive can be automatically sent to any PC or smart phone via email.
- Remote access via the Internet:** Remote access of cremator conditions via the internet for off-site monitoring and alarm notification.
- The CFS-2300:**
- Extra-wide door opening for easy loading and retrieval
 - Low overall height and weight for ease of installation
 - Door system features a single air-cooled viewing port, spring-loaded/self-locking door latch to ensure safety, and hydraulic cylinders for door movement.
 - Control panel may be left or right side mounted, or provided separate for remote installation.
 - Meets or exceeds all applicable NFPA and UL standards.
- Fire Marshal:** The Fire Marshal monitoring system comes standard with the CFS-2300. Refer to Fire Marshal data sheet for additional information.
- Tek Marshal:** Internet retort diagnostic product to identify blown fuses, tripped relays, and dirty smoke meters, without a service tech visit.

Cremation Systems is a division of Armil CFS, Inc., manufacturer of high temperature process equipment since 1968. Armil CFS utilizes the finest combustion and control components, refractory and insulating materials to provide premium, high efficiency, low maintenance cremation equipment.

Members of:



National Funeral Directors Association



Cremation Association
of North America



Indiana Funeral Directors
Association



Illinois Funeral Directors Association

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www.cremsys.com



MINUTES
CITY OF COWETA PLANNING COMMISSION
REGULAR MEETING 6:30 PM MONDAY, OCTOBER 26, 2015
COWETA CITY HALL 310 S. BROADWAY, COWETA, OK 74429

1. Call To Order

Commissioner Carter Mathews called the Regular Meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Carter Mathews	Present
Wade Harrington	Present
Connie Aston	Present
Timothy Kelley	Present
Melanie Lander	Present

Commissioner Carter Mathews requested that the roll be called and a quorum was declared to be present.

3. Discussion and Consideration of the Minutes of the Regular Meeting of August 24, 2015

Motion by Commissioner Wade Harrington and a second by Commissioner Timothy Kelley to approve the Minutes of the Planning Commission Regular Meeting of August 24, 2015 meeting. The motion was approved by a vote of 5-0.

Carter Mathews	Yes – to approve
Wade Harrington	Yes – to approve
Connie Aston	Yes – to approve
Timothy Kelley	Yes – to approve
Melanie Lander	Yes – to approve

4. Public Hearing Items

- A.** Discuss and consider possible action, including approval, approval with conditions, or denial of CZ 15-07 SUP, a request by James and Judy Brown, owners of Wright-Brown Funeral Home, for a Specific Use Permit for a Crematory in the existing location of Wright-Brown Funeral Home, 210 South Broadway, Lots 16 thru 20, Block 57, New Coweta, Wagoner County, State of Oklahoma, according to the duly approved Plat thereof, in Section 18, Township 17 North, Range 16 East. The property is located in the (DT) Downtown - (CH) High Intensity General Commercial zoning districts.

According to the zoning code, a Specific Use Permit is required for a Crematory in the city.

Community Development Director, Greg Collins, and City Planner, Tom E Young Jr., presented this agenda item. Mr. Collins presented the Staff Report, displayed an aerial view location map, and summarized the case.

Mr. Logan Brown of Wright-Brown Funeral Home, 210 S. Broadway, Coweta, Oklahoma 74429, and Ms. Debbie Garrison of Crematory Manufacturing & Service (CMS), 6802 S. 65th W. Ave., Tulsa, OK 74131, were present, to present the request for a Specific Use Permit for a Crematory in the existing location of Wright-Brown Funeral Home, 210 South Broadway.

Chairman Carter Mathews gave the Applicants the opportunity to speak on their application and make themselves available to answer any questions.

During Applicant's presentation and also in response to Commission and Staff questions, the Applicant stated and presented the following information:

- Ms. Debbie Garrison of Crematory Manufacturing & Service (CMS), manufacturer of the proposed crematory, presented on behalf of Mr. Logan Brown.
- She stated that when operated correctly, there are no visible air emissions from the crematory unit.
- There are no odors and no visible emissions from the unit or its stack as long as the door is closed during operation. The stack emits heat. In response to questioning, Ms. Garrison stated there were no complaints of odor with regard to her company's crematories.
- The common chemical constituent of concern from cremation is Mercury (from tooth fillings), but this comprises less than 0.00001% of cremated remains and it is not emitted from the stack. Cremated remains are 47.5% phosphates and 25.3% calcium. According to a booklet, Tempero Ignis, written by the manufacturer, the remaining constituents include sulfates, potassium, sodium, chloride, silica, aluminum oxide, magnesium, iron oxide, zinc, titanium, barium, antimony, chromium, copper, manganese, lead, tin, vanadium, and beryllium. Incidence of mercury in remains is expected to be further reduced in the future because dentists have phased out the use of mercury in dental fillings.
- There is an initial, primary combustion in a main chamber, and then a secondary combustion in a secondary chamber, to combust remaining gases and small particulates. The secondary chamber also has a vortex action in it so that any remaining particulates fall to the bottom of the unit rather than get emitted through the stack.
- The booklet written by the manufacturer on the cremation process is found at the manufacturer's website, at: <http://www.crematorymanufacturing.com/tempero-ignis/>
- The funeral home must file a permit for the crematory with the Oklahoma Department of Environmental Quality.

- The manufacturer must conduct stack tests on its manufactured units on a periodic basis every few years. There are no mandated stack tests by government at the funeral home site itself. Professional associations might require a stack test in response to a complaint, if asked.
- The unit is Underwriters Laboratory (UL) listed. Temperatures inside the unit can reach as high as 2,000 degrees. The unit has refractory brick inside it capable of withstanding 2,300 to 2,600 degrees. The outside surface of the unit reaches about 100 degrees, described as the temperature of a car on a hot day. The surface of the stack reaches about 180 degrees. The unit would be natural gas fired. The gas is not high pressure, and is measured in inches of water/water column units, not pounds per square inch (psi). The unit is a new unit, not used, and would be built specific to the particular customer's site.
- Mr. Logan Brown stated that he would be certified to operate the unit. A trade or professional association certifies crematory operators, not a government agency.
- Ms. Garrison estimated the expected number of cremations to be 40 to 50 per year, about one cremation per week. Mr. Brown stated that he expected to perform 30 to 40 cremations per year. Each cremation would take about two (2) hours or less. The cremations would occur in the evening hours.
- Regarding crematories outside Tulsa, in smaller communities comparable to Coweta, Ms. Garrison was aware of a crematory in Sapulpa, but that crematory was not in a downtown location or near a residential area. Ms. Garrison was asked if there were other cases of crematories being located in or near downtowns or residential areas. Ms. Garrison stated that she was not certain, and would like to submit follow up information on that question.

With regard to parking, Community Development Director, Mr. Collins stated the applicants are not proposing an expansion of the square footage of their existing building. They are proposing the installation of a new piece of equipment, the crematory, in the existing garage area of their existing building. Their site plan/floor plan is included as an attachment to this staff report.

Mr. Collins stated this new use of the property is not expected to generate new vehicular traffic above what is already currently being generated by their current funeral home operations. Mr. Collins stated for these reasons, Staff is not requiring an expansion of parking space.

Chairman Carter Mathews asked if anyone in the audience wished to speak on the proposal. No attendees spoke in opposition to the request, and there were no other speakers regarding the request. Hearing no speakers, Commissioner Mathews closed the hearing and the Commissioners discussed the case, and completed their discussion.

A **Motion** was made by Wade Harrington, seconded by Timothy Kelley, to recommend to City Council, conditional approval of CZ 15-07 SUP, a request by James and Judy Brown, owners of Wright-Brown Funeral Home, for a Specific Use Permit for a Crematory in the existing location of Wright-Brown Funeral Home, 210 South Broadway, Lots 16 thru 20, Block 57, New Coweta, subject to the following conditions:

- (1) Applicant shall provide City Staff with copies of all applicable environmental, health and safety permits by all relevant federal, state and local authorities;

- (2) Applicant shall provide City Staff an amended floor plan showing where chemicals and potentially flammable and hazardous materials are stored and used on the premises, in relation to the location of the crematory;
- (3) Applicant shall obtain the applicable mechanical, electrical, and/or plumbing permits from the City of Coweta Building Official;
- (4) Applicant shall provide notice to the Coweta Fire Department prior to the initial start up of crematory operations, and also, at the option of the Fire Department, provide to the Fire Department any safety data sheets on substances used and/or stored on the premises, prior to initial start up of crematory operations;
- (5) The crematory shall be operated only by an operator certified by the applicable professional association or regulatory body providing such certifications.

This motion was approved by a vote of 5-0, as follows:

Carter Mathews	Yes – to approve
Wade Harrington	Yes – to approve
Connie Aston	Yes – to approve
Timothy Kelley	Yes – to approve
Melanie Lander	Yes – to approve

Chairman Mathews asked Staff to introduce the next agenda item and Staff did so.

- B.** Discuss and consider possible action, including approval, approval with conditions, or denial of a request by Woods Management Enterprises, LLC, Developer, and JR Donelson, Inc., engineering firm, for a variance from minimum pavement width requirements in the Subdivision Regulations, in certain areas of the Coweta Crossing North20 subdivision and proposed South45 subdivision, (Planned Unit Development PUD-R 13-02), with underlying zoning of Commercial General, located on the east side of State Highway 51 and south of East 111th Street South, in the N/2 of the NE/4 of Section 35, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

In general terms, this land's location is between Walmart and the Meadow Brook Shopping Center, along the southern edge of the Walmart property, and it extends east and north between Walmart and LMI Aerospace.

Mr. J.R. Donelson, of the firm, JR Donelson, Inc., was present, to present the request for a variance from minimum pavement width requirements in the Subdivision Regulations, in certain areas of the Coweta Crossing North20 subdivision.

Community Development Director, Greg Collins, and City Planner, Tom E Young Jr., presented this agenda item. Mr. Collins presented the Staff Report, and displayed an aerial view location map, and the summarized the case as described below.

Mr. Collins stated that the Applicant requests that the future E. 113th Street South / S. 272nd E. Avenue (currently the drive leading from State Highway 51 to Walmart, which would be extended east and curve north to connect to E. 111th E. Ave.) have a minimum pavement width of 30 feet.

Mr. Collins gave a brief procedural history, of the plat request from the developer, and referred Commissioners to the Staff Report.

Mr. Collins stated that the Applicant's request for a 26-foot pavement width, shown in the plans, for Coweta Crossing North20, and Coweta Crossing South45 has been withdrawn. The Applicant was now requesting a pavement width of 30 feet.

Mr. Collins stated that Applicant is currently authorized to pave E. 113th St. S. with a minimum width of **36 feet**, and Staff construed this condition of a 36 foot pavement width to also include S. 272nd E. Avenue.

Applicant had presented the following factors to show that this project is surrounded by unusual conditions, to such an extent, that the strict application of the 36-foot pavement width condition results in substantial hardship or inequity.

Mr. Collins stated that Staff agrees that these factors support a grant of a variance to allow a minimum pavement width of 30 feet for E. 113th St. S. / S. 272nd E. Ave. instead of 36 feet:

- 1) The Applicant's requested 30-foot width for E. 113th St. / S. 272nd E. Ave. is consistent with the existing driveway pavement width that connects Walmart to State Highway 51.
- 2) A 36-foot pavement width may pave over the top of public water lines being installed along the south and east sides of E. 113th St. S. / S. 272nd E. Ave., and may also encroach on concrete storm water drainage boxes and infrastructure.

Staff has a current policy of trying to avoid or minimize paving on top of utilities, so that it is less expensive and less disruptive to traffic to repair those utilities in the future.

- 3) Storm water flow, that is, topography, and slope of the land, determines the location of the concrete storm water drainage culvert boxes. In turn, the storm water boxes determine the location of the potable water line and road pavement.

Water lines were planned to fit in between the pavement edge, and the concrete storm water drainage culvert boxes along the south side of E. 113 St. S.

Much of the storm water infrastructure for the North20 is now installed.

Water line conduits enabling the water lines to pass underneath the concrete storm water drainage boxes have already been installed and would be difficult to move at this point.

Storm water inlets have already been cut on top of the concrete storm water boxes. Extending the cut further to accommodate a wider road presents an engineering challenge for that portion of the road (the bend as E. 113th St. S. curves north to become S. 272nd E. Ave.) that crosses over the double box running in a north-south direction.

The location of the storm water boxes, the pavement, and the water line are seen in the plans entitled "Paving Plan" and "Water Line Plan" attached to the Staff Report.

- 4) **Space constraints north and south of E. 113th St. S.** The storm water boxes south of E. 113th St. S., the utility easement south of E. 113th St. S., and the Walmart

property lines and Walmart's storm water detention pond north of E. 113th St. S., all limit the developer's ability to add road width in either direction.

Adding any additional feet of pavement on the north side of E. 113th St. S. could encroach on Walmart property and its storm water detention pond.

Adding 10 additional feet of pavement width to the previously requested 26 feet along the south side of E. 113th St. S (to achieve the full 36-foot width) could encroach on storm water concrete culvert and other utilities that could be installed in the utility easement. This would violate Staff's desired policy of minimizing pavement on top of utilities.

Adding 10 additional feet of pavement width to the previously requested 26 feet along the east side of S. 272nd E. Ave., and shifting water line location further to the east to stay out from under pavement, would make it challenging to connect that portion of the water line, to the water line running along the south side of E. 113th St. S., unless that water line (and easement) was shifted further south.

However, shifting the utility easement along E. 113th St. S. further to the south would reduce the buildable area of the lots and make them less developable.

- 5) By contrast, adding only 4 additional feet of pavement width to the previously requested 26 feet, along the south side of E. 113th St. S and the east side of S. 272nd E. Ave. (to achieve a 30-foot road width) will minimize the risk of encroaching on potable water line, and storm water boxes, and other utilities.
- 6) City Engineer recommends approval of the variance to allow a 30-foot wide pavement width for E. 113th St. S. / S. 272nd E. Ave., in light of his observations and points discussed above. This will allow the water line to be constructed outside of the pavement, and will still provide for a wider street width than a normal residential street (26 feet) for the traveling public.

Variance/Modification Standard, Section 1.8, Satisfied. Mr. Collins stated that Staff believes that the factors described above satisfy the standard for granting a variance/modification from the Subdivision Regulations. That Section 1.8 states:

*"Whenever the tract to be subdivided is of **such unusual size or shape or is surrounded by such development or unusual conditions that the strict application of the requirements contained in these Regulations result in substantial hardship or inequity**, the Planning Commission may vary or modify, except as otherwise indicated such requirements of design but not of procedure or improvements so that the subdivider may develop his property in a 'reasonable manner but so that **at the same time, the public welfare and interests of the City are protected and the general intent and spirit of these regulations are preserved**. Such modification may be granted upon written request of the subdivider stating the reason for each modification may be waived by **three-fourths (3/4) vote of the quorum** of the Planning Commission, subject to the acceptance of the plat and the dedications thereon by the City Council. A variance of the Zoning Code must be granted by the Coweta Board of Adjustment."*

Mr. Collins stated that Staff recommended approval of the variance/modification request, with the condition that the aprons connecting the streets to both State Highway 51 and E. 111th Street South be three-lane and striped. Mr. Collins concluded his remarks.

Chairman Carter Mathews gave Mr. J.R. Donelson, of the firm, JR Donelson, Inc., the opportunity to speak on the application and make himself available to answer questions.

The Chairman asked if any member of the audience wished to speak on the matter. Hearing none, the Commissioners discussed the case and completed their discussion.

A Motion was made by Timothy Kelley, seconded by Connie Aston, to recommend to City Council, approval of the variance to allow a 30-foot wide pavement width for E. 113th St. S. / S. 272nd E. Ave., with the condition that the apron connecting S. 272nd E. Avenue to E. 111th St. S. be three-lane and striped (matching the existing three-lane drive aprons on the neighboring Walmart property), and that the existing three-lane drive apron connecting E. 113th St. S. to Highway 51 also be three-lane and striped.

This motion was approved by a vote of 5-0, as follows:

Carter Mathews	Yes – to approve
Wade Harrington	Yes – to approve
Connie Aston	Yes – to approve
Timothy Kelley	Yes – to approve
Melanie Lander	Yes – to approve

6. New Business

NONE

7. Adjournment

Motion by Commissioner Melanie Lander, seconded by Commissioner Connie Aston, to adjourn the meeting. The motion was approved, 5-0, by the following vote:

Carter Mathews	Yes – to approve
Wade Harrington	Yes – to approve
Connie Aston	Yes – to approve
Timothy Kelley	Yes – to approve
Melanie Lander	Yes – to approve

The meeting adjourned at 7:30 PM.

Approved:

Chairman

Secretary

Date

MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 2, 2015
7:00 P.M.

The members of the Coweta City Council met in regular session on Monday, November 2, 2015, at 7:00 p.m. in the Coweta City Hall, 310 South Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Robert Morton, Billy Embrey, Evette Morris, Steve Sinclair, Steve Garman.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Steve Whitlock, David Weatherford, Joyce Terry, Tom Tillotson, Brittany Long, Jeffrey Beltran, Rob Werley, Paula Emmons, Greg Collins, Tom Young, Chip Cohrs, Hal Bumgarner, Mike Bell.

- I. The meeting was called to order by Mayor Morton.
- II. Pledge of Allegiance given.
- III. Roll call taken. Councilmembers present and absent as shown above.
- IV. GENERAL CITY COUNCIL COMMENTS

Mayor Morton thanked everyone for coming to the meeting. He also stated that we are proud of the band and all of their accomplishments.

V. CONSENT

Motion by Steve Garman, second by Billy Embrey, to approve consent calendar items:

1. Minutes of the Coweta City Council regular meeting held on October 5, 2015.
2. October 2015 payroll figures for the General Fund in the amount of \$229,034.33 and \$138.47 for the Self-Insurance Fund.
3. Declaration of surplus on one (1) 1997 Chevrolet pickup (VIN# 1GCEK14W5VZ7748) and authorization for the City Manager to dispose of accordingly.
4. Authorization for Mayor to sign Resolution No. 2015-17, a resolution providing a supplemental appropriation to the General Fund, Street & Alley Fund, and Library Fund.

Minutes of the Coweta City Council Regular Meeting held on November 2, 2015

5. Approved providing notice that a public hearing will be held before the Coweta City Council at 7:00 p.m. on Monday, December 7, 2015, at Coweta City Hall located at 310 South Broadway, Coweta, Oklahoma. The purpose of the hearing is related to a Service Plan and proposed annexation of the following property: a parcel of land known as the Koweta Cemetery described as: the North 270 feet of the South 527.1 feet of the West 610 feet of the Southeast (SE1/4) quarter of Section 19, Township 17 North, Range 16 East, Wagoner County Oklahoma.
6. Approved a request from the Coweta Chamber of Commerce to close Broadway, from Chestnut to Pecan, on December 5, 2015, between the hours of 4:00 p.m. and 8:00 p.m. for the annual Christmas parade.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

VI. OLD BUSINESS

Consideration was given to a motion authorizing the Mayor to sign a proclamation declaring November 10, 2015, as "Coweta High School Tiger Pride Marching Band Day" in Coweta, Oklahoma.

Motion by Robert Morton, second by Steve Garman, to authorize the Mayor to sign a proclamation declaring November 10, 2015, as "Coweta High School Tiger Pride Marching Band Day" in Coweta, Oklahoma.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

Minutes of the Coweta City Council Regular Meeting held on November 2, 2015

Discussion of possible action on the appointment of Jeffrey Beltran as the City Treasurer for the City of Coweta.

Motion by Robert Morton, second by Steve Sinclair, to appoint Jeffrey Beltran as the City Treasurer for the City of Coweta.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

Discussion of possible action on an approval of a declaration of surplus on one (1) Toshiba laptop (S/N 76487-OEM-0011903-00111 and City Inventory Tag #000118) and one (1) iPad (S/N DMPKM5GVF189 and City Inventory Tag #000124) and presentation of equipment to Joyce Terry as compensation for her dedication and long-time service to the City of Coweta.

Motion by Robert Morton, second by Billy Embrey, to approve the surplus one (1) Toshiba laptop (S/N 76487-OEM-0011903-00111 and City Inventory Tag #000118) and one (1) iPad (S/N DMPKM5GVF189 and City Inventory Tag #000124) and presented the equipment to Joyce Terry as compensation for her dedication and long-time service to the City of Coweta.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

Discussion of possible action to approve, with conditions, a request by James and Judy Brown (owners of Wright-Brown Funeral Home), for a Specific Use Permit for a Crematory (CZ 15-07 SUP) in the existing location of Wright-Brown Funeral Home, located at 210 South Broadway, Lots 16 thru 20, Block 57, New Coweta, Wagoner County, State of Oklahoma, according to the duly approved Plat thereof, in Section 18, Township 17 North, Range 16 East.

Logan Brown from Wright-Brown Funeral Home and Debbie Garrison of Crematory Manufacturing & Service answered various questions regarding the unit and the operating plans. It was said that there will be no visible indications that the unit was being used and no smell will be emitted.

Minutes of the Coweta City Council Regular Meeting held on November 2, 2015

Motion by Steve Garman, second by Steve Sinclair, to approve, with conditions, a request by James and Judy Brown (owners of Wright-Brown Funeral Home), for a Specific Use Permit for a Crematory (CZ 15-07 SUP) in the existing location of Wright-Brown Funeral Home, located at 210 South Broadway, Lots 16 thru 20, Block 57, New Coweta, Wagoner County, State of Oklahoma, according to the duly approved Plat thereof, in Section 18, Township 17 North, Range 16 East.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

Vice-Mayor Billy Embrey stepped out of the meeting due to a conflict of interest at 7:26 p.m.

Discussion of possible action to approve, with conditions, a request by Woods Management Enterprises, LLC, (Developer), and JR Donelson, Inc., (Engineer), for a variance from the minimum pavement width requirements listed in the Subdivision Regulations, in certain areas of the Coweta Crossing North20 subdivision (Planned Unit Development PUD-R 13-02), with underlying zoning of Commercial General, located on the east side of State Highway 51 and south of East 111th Street South, in the N/2 of the NE/4 of Section 35, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

Motion by Steve Sinclair, second by Robert Morton, to approve, with conditions, a request by Woods Management Enterprises, LLC, (Developer), and JR Donelson, Inc., (Engineer), for a variance from the minimum pavement width requirements listed in the Subdivision Regulations, in certain areas of the Coweta Crossing North20 subdivision (Planned Unit Development PUD-R 13-02), with underlying zoning of Commercial General, located on the east side of State Highway 51 and south of East 111th Street South, in the N/2 of the NE/4 of Section 35, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Robert Morton

Minutes of the Coweta City Council Regular Meeting held on November 2, 2015

Discussion of possible action on the acknowledgment of Oklahoma Department of Environmental Quality (DEQ) Permit No. WL000073150778 for the construction of 2,092 linear feet of eight (8) inch PVC water line and all appurtenances to serve the Coweta Crossing South 45 development, City of Coweta, Wagoner County, Oklahoma.

Motion by Steve Garman, second by Robert Morton, to acknowledge the Oklahoma Department of Environmental Quality (DEQ) Permit No. WL000073150778 for the construction of 2,092 linear feet of eight (8) inch PVC water line and all appurtenances to serve the Coweta Crossing South 45 development, City of Coweta, Wagoner County, Oklahoma.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Robert Morton

Discussion of possible action on the acknowledgment of Oklahoma Department of Environmental Quality (DEQ) Permit No. SL000073150779 for the construction of 1,640 linear feet of eight (8) inch PVC sewer line and all appurtenances to serve the Coweta Crossing South 45 development, City of Coweta, Wagoner County, Oklahoma.

Motion by Robert Morton, second by Steve Garman, to acknowledge the Oklahoma Department of Environmental Quality (DEQ) Permit No. SL000073150779 for the construction of 1,640 linear feet of eight (8) inch PVC sewer line and all appurtenances to serve the Coweta Crossing South 45 development, City of Coweta, Wagoner County, Oklahoma.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Robert Morton

Vice-Mayor Billy Embrey rejoined the meeting at 7:31 p.m.

VII. NEW BUSINESS

Consideration was giving to a motion authorizing the Mayor to sign an Interlocal Agreement with Wagoner County in regards to mutually-owned street repairs.

Motion by Billy Embrey, second by Steve Sinclair, to authorize the Mayor to sign an Interlocal Agreement with Wagoner County in regards to mutually-owned street repairs.

Minutes of the Coweta City Council Regular Meeting held on November 2, 2015

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

After the adjournment of the Coweta Public Works Authority Regular Meeting, at 7:38 p.m., motion by Billy Embrey, second by Steve Sinclair, to enter into Executive Session.

Aye: Steve Garman
Steve Sinclair
Evette Morris
Billy Embrey
Robert Morton

VIII. EXECUTIVE SESSION

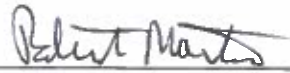
Discussions pertaining to economic development, in accordance with O.S. 25 §307(C)(10).

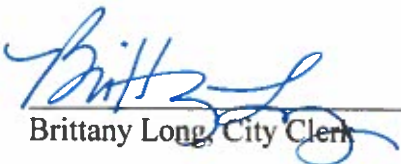
Mayor Morton announced that Council was back in open session at 8:09 p.m.

IX. ADJOURNMENT

Mayor Morton adjourned the meeting at 8:09 p.m.




Robert Morton, Mayor


Brittany Long, City Clerk



**MINUTES
COWETA PLANNING COMMISSION
COWETA CITY HALL 310 S. BROADWAY
MONDAY, MAY 18, 2020, 6:30 PM**

I. CALL TO ORDER

Chairperson Melanie Lander called the meeting to order at 6:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Carter Mathews	Present
Kathleen Robinson	Present
Jessica Morris	Absent
Joanna Jones	Present
Melanie Lander	Present

Chairperson Melanie Lander requested that the roll be called and a quorum was declared to be present.

IV. CONSENT

1. Consideration of the minutes of the regular meeting of April 27, 2020.

Motion was made by Commissioner Carter Mathews and seconded by Commissioner Kathleen Robinson to approve Consent Agenda.

Motion passed by a vote of 4-0 with the following votes cast:

Carter Mathews	Yes – to approve
Kathleen Robinson	Yes – to approve
Jessica Morris	Absent
Joanna Jones	Yes – to approve
Melanie Lander	Yes – to approve

V. PUBLIC HEARINGS

1. Public Hearing CZ 20-05

Public hearing to accept public comment on CZ 20-05 SUP for approval of Wright-Brown Funeral Home's request for a Specific Use Permit for a crematory in the existing location of Wright-Brown Funeral Home at 210 S. Broadway, Lots 16 through 20, Block 57, New Coweta, Wagoner County, Oklahoma, according to the duly approved plat thereof in Section 18, Township 17 North, Range 16 East.

Chairperson Melanie Lander opened the floor for public comment. There were no citizens present for this public hearing. The public hearing was closed.

2. Public Hearing Comprehensive Plan Update

Public hearing to accept public comment regarding the update to the City of Coweta Comprehensive Plan.

Staff requests this public hearing be continued to the June 22, 2020 Planning Commission meeting.

Motion was made by Commissioner Carter Mathews and seconded by Commissioner Melanie Lander to continue this public hearing to the June 22, 2020 Planning Commission meeting.

Motion passed by a vote of 4-0 with the following votes cast:

Carter Mathews	Yes – to approve
Kathleen Robinson	Yes – to approve
Jessica Morris	Absent
Joanna Jones	Yes – to approve
Melanie Lander	Yes – to approve

VI. OLD BUSINESS

1. Discussion and possible action on a recommendation of approval, approval with conditions, or denial to the Coweta City Council for Wright-Brown Funeral Home's application for a Specific Use Permit for a crematory in the existing location of Wright-Brown Funeral Home at 210 S. Broadway, Lots 16 through 20, Block 57, New Coweta, Wagoner County, Oklahoma, according to the duly approved plat thereof in Section 18, Township 17 North, Range 16 East.

Commissioner Carter Mathews asked, regarding the conditions listed in the Staff Report, when the required documents and permits would be provided. Mr. Logan Brown, of Wright-Brown Funeral Home, responded by saying that the Specific Use Permit was the first step and if it is approved, all conditions listed in the Staff Report will be met.

Community Development Director, Carolyn Back, also addressed Mr. Logan Brown by providing some clarification regarding the conditions listed in the Staff Report.

Commissioner Carter Mathews made a motion to send a recommendation of approval with conditions to the Coweta City Council. Commissioner Kathleen Robinson seconded that motion.

Motion passed by a vote of 4-0 with the following votes cast:

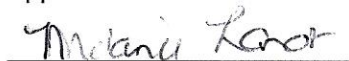
Carter Mathews	Yes – to approve
Kathleen Robinson	Yes – to approve
Jessica Morris	Absent
Joanna Jones	Yes – to approve
Melanie Lander	Yes – to approve

VII. NEW BUSINESS

VIII. ADJOURNMENT

Chairperson Melanie Lander moved that the Coweta Planning Commission meeting be adjourned. There were no objections. The meeting was adjourned at 6:38 p.m.

Approved:


Chairman


Date


Secretary

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JUNE 1, 2020 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, June 1, 2020 at 6:16 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: Evette Morris, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

COUNCILMEMBERS ABSENT: None.

I. CALL TO ORDER

The meeting was called to order by Mayor Morris.

II. ROLL CALL

Roll call taken. Councilmembers were present as shown above.

III. GENERAL CITY COUNCIL COMMENTS

City Manager Roger Kolman described the progress made on the City Hall Roofing project.

IV. CONSENT

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

1. Minutes of the Coweta City Council Regular Meeting held on May 4, 2020.
2. Approval for Julie Casteen, acting as Coweta City Clerk/Treasurer to request direct payments from the State of Oklahoma from the Coronavirus Relief Fund as created in the CARES Act.
3. Declared Surplus on the following items and authorized the City Manager to dispose of accordingly:
 - a. 2003 Dodge Durango
 - b. 2001 Jeep Cherokee
 - c. Various computers, printers, monitors and miscellaneous computer equipment
 - d. Martin Yale Folding Machine
 - e. Brother ML300 Typewriter
 - f. Three Smart Boards
 - g. Four LCD Projectors and Mounts
 - h. Security Camera System and Mounting Bars
 - i. Audio-Visual Equipment

Aye: Harold Chance
Naomi Hogue

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JUNE 1, 2020 6:00 P.M.**

Logan Brown
Randy Woodward
Evette Morris

V. OLD BUSINESS

1. 2020 Street Overlay Projects

Public Works Director Wes Richer discussed streets identified for the next mill/overlay project, including streets in the Woods subdivision and County Village subdivision. Mr. Richter requested approval to put the projects out for bid.

Motion by Harold Chance, second by Randy Woodward to approve the street overlay projects for bid.

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

2. Ordinance 834 Amending Part 14

City Manager Roger Kolman described a proposed amendment to Section 14-117 of the existing City Code to add language from Ordinance 700, which was left out of the 2012 recodification project in error. The amendment requires owners of property abutting roadways to maintain landscaping and drainage facilities that abut the right of way.

Motion by Harold Chance, second by Logan Brown to adopt Ordinance 834, an ordinance of the City of Coweta, Oklahoma Relating to Part 14 Streets and Public Works of the City Code of Ordinances by amending Section 14-117 Drainage Ditches, Obstacles Impeding Drainage in Streets, Notice, Correction; providing for severability; repealing all Ordinances or Parts of Ordinances in conflict; and declaring an emergency.

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

3. Declaration of an Emergency Ordinance 834

Discussion was held regarding possible action declaring an emergency for Ordinance No. 834, making it effective immediately upon publication.

Motion by Harold Chance, second by Randy Woodward, to declare an emergency for

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JUNE 1, 2020 6:00 P.M.**

Ordinance No. 834, making it effective immediately upon publication.

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

4. Resolution 2020-18

Roger Kolman discussed the current State of Civil Emergency and the proposed amendments as outlined in Resolution 2020-18. The resolution allows for the re-opening of City facilities and local businesses, adopting by reference the "Open Up and Recover Safely Plan" put forth by the State of Oklahoma. The term of Resolution 2020-18 is tied to the termination of the state of emergency as declared by the Governor of the state of Oklahoma.

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2020-18, a resolution of the City Council of the City of Coweta, Oklahoma declaring that a State of Civil Emergency currently exists.

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

5. COVID-19 Assistance Program

Roger Kolman presented information on proposed grant programs to assist local businesses and citizens recovering from the COVID-19 pandemic.

Motion by Logan Brown, second by Randy Woodward, to direct the City Manager to develop grant programs to assist local businesses and citizens in recovering from the COVID-19 pandemic.

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

6. Resolution 2020-17 Regarding Budget Amendments FY19-20.

Julie Casteen, Assistant City Manager, described amendment needed to the FY2019-2020 budget for unanticipated revenues and expenditures.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JUNE 1, 2020 6:00 P.M.**

Motion by Harold Chance, second by Randy Woodward, to adopt Resolution 2020-17, 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, 2020.

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

7. Resolution 2020-14 on FY2020-2021 Budget Adoption.

Julie Casteen recommended approval of the proposed budget as presented at the public hearing.

Motion by Evette Morris, second by Randy Woodward, to adopt Resolution 2020-14, 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, Rural Fire Fund, Self Insurance Fund, E911 Fund and Capital Improvement Fund for Fiscal Year beginning July 1, 2020 and ending June 30, 2021, and providing for the investment of said funds.

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

8. CZ-20-05 SUP – Specific Use Permit

Councilmember Logan Brown recused himself from the meeting at 6:32 p.m. due to a conflict of interest. Carolyn Back, Community Development Director, presented information on an application by Brown Family Funeral Home for a Specific Use Permit for a crematory. The Coweta Planning Commission recommended approval at its April 17, 2020 meeting with four conditions; staff also recommended an additional condition to install a Knox box for public safety access in the event of an emergency.

Motion by Harold Chance, second by Naomi Hogue, to approve a Specific Use Permit for a crematory in the existing location at 210 South Broadway, Lots 16 through 20, Block 57, New Coweta, Wagoner County, Oklahoma according to the duly approved plat thereof, in Section 18, Township 17 North, Range 16 East with the discussed conditions.

Aye: Harold Chance
Naomi Hogue

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
JUNE 1, 2020 6:00 P.M.**

Evette Morris
Randy Woodward

VII. NEW BUSINESS

There was no new business.

VIII. ADJOURNMENT

Mayor Morris adjourned the meeting at 6:34 p.m.



Evette Morris
Evette Morris, Mayor

Julie Casteen
Julie Casteen, City Clerk

1. What is your maintenance/inspection schedule?

A full system Preventative maintenance inspection and tune up will be done by the OEM (Original Equipment Manufacturer) annually.

2. What are your required Federal and State inspection schedules?

There are no federal inspections. The Oklahoma Funeral Board does random inspections annually.

3. Do you incorporate time restrictions on when Crematory may be running?

No

4. Please explain the emission control explained on the Manufacturing sheet?

Below is a detailed description of the cremation process in the CFS-2300. **Emission info in BOLD.**

- Cremation is the process in which human (or animal/pet) remains are reduced to bone fragments. This process is accomplished by dehydrating the body and the consumption of the body from combustion.
- To begin the process, the case is entered into the main chamber. This is where the cremation of the case occurs. The main burner in the front of the retort heats the main chamber, which flows into the afterburner chamber.
- Beneath the main chamber is the afterburner chamber. The gasified remains from the main chamber flow into this secondary chamber. This is where the organic matter is combusted. There is also an additional burner in this chamber, which consumes the combustibles produced in the main chamber.
- **The additional afterburner and afterburner chamber is what eliminates smoke, odors, and other harmful emissions.**
- **We have numerous thermocouples in strategic locations to monitor the temperature inside the machine throughout this process. The machine is programmed to shut off the burners and add air if the temperature gets too hot.**
- **We also have an opacity sensor on our stacks that monitors the smoke being emitted. If it senses too much, then the machine will increase the air flow to control emissions.**
- As previously mentioned, our CFS2300 Human retort has a burn rate of 125-150 lbs per hour. Once the cremation process is completed, the chamber is cooled by air injection from the burners, and the bone fragment remains can be removed and processed.

5. What is the life span of the unit?

Cremation equipment is a long-term investment. If the retort is properly maintained (annual inspections, refractory maintenance, etc.) the retort can and will last 20+ years.

6. Are there annual inspections by the local Fire Department?

Not required

7. Any MSDS (Material safety data sheets) for the crematory to distribute to my Fire Department?

No

8. How old is this model? Installed as new? How many units?

Our CFS-2300 model will be installed as brand-new equipment.

One

9. Will you have outdoor display of monuments, columbarium for sale?

Yes

10.

11. Oklahoma Funeral board is the governing body for OK, correct?

Yes

12. It appears there is inspection and sign off of crematory by a licensed funeral director. I've found conflicting information that there is a yearly inspection when renewing license but wasn't able to confirm.

The Oklahoma Funeral Board does random inspections annually.

13. I could never find any place on the OK state website that had the official rules that are referenced in several areas of various websites. It's possible I missed it; but I think it would be helpful for all to see the Federal rules that must be followed

The Federal EPA considers cremation equipment a minor source, there are no regulations. The Funeral Home and Crematory are State Regulated. See attached or reference link below.

Rules of the Oklahoma Funeral Board are listed in
Title 235. – Oklahoma Funeral Board
Subchapter 14. Crematories

<https://oklahoma.gov/content/dam/ok/en/funeral/documents/rules-and-statutes/OFB%20RULES%202023%20.pdf>

14. I'm assuming there will need to be protocols established for the Fire dept on how to put out a crematory fire, if necessary, the amount of BTUs of gas that is used is a lot, just

thinking about overall safety for everyone.

Our system is equipped with Fire Marshal – which continuously monitors the temperature in the stacks for any fire conditions. If temperatures begin to reach higher levels, it will completely shut the retort down to avoid a fire.

15. When looking into the crematory, it did show that there was an option to have annual evaluation and maintenance on the system for an additional cost, will this be something the business be investing in?

Yes. A full system Preventative maintenance inspection and tune up will be done by the OEM (Original Equipment Manufacturer) annually.

16. The Black Smoke, I was digging in deeper on this and found that additional causes of black smoke or smoke are due to incorrect temperatures for the secondary chamber and the reburn is not combusting properly, therefore black smoke. If the equipment is cleaned, maintained, serviced regularly, and operating accordingly "black smoke" should be very minimal.

This is correct – if the retort is operating correctly, there will be no visible emissions or odors that are emitted.

17. Also, it is reported that there is mercury being released into the air when it burns, from fillings (most dentistry has stopped using “silver” fillings around 2009, but there are still some dentists that offer them as low-cost options). I was initially thinking this would be a moot point, but since it is still being used there is some concern. Since there is a creek and stream, over time could there be concerns of impacting the water and soil?

Mercury is only found in amalgam dental fillings - which are increasingly becoming more and more rare. Nowadays, most dentists will replace fillings that contain mercury. If a case is cremated that contains a mercury filling, the amount is so small it is extremely unlikely to cause any health concerns. For a comparison – most household lightbulbs contain mercury, as well as tuna and other consumable fish.

18. How often are the crematories replaced, every 10 years or is it based upon hours of use, just curious.

Cremation equipment is a long-term investment. If the retort is properly maintained (annual inspections, refractory maintenance, etc.) the retort can and will last 20+ years.

19. Is there any concern about wastewater from this business, embalming fluids, etc.? Again, don't want to crash our system and have bigger problems at hand.

There is no wastewater that is required to operate a crematory.