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**AGENDA - REGULAR MEETING
COWETA CITY COUNCIL
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, DECEMBER 1, 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 ____ Jeremy Barnett ____ Joshua Wilburn ____ Donald Vieth ____

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**

Sonny Bevard, 11/10/2025 – Water Plant Operator
Branden Townsend, 11/20/2025 – Parks Maintenance Worker

2. **PROJECT UPDATES**

- **Project Atlas (Data Center):** The developer has requested to delay the process by an additional month, with the Planning Commission public hearing to take place on January 19th, 2026, and the City Council public hearing scheduled for February 2, 2026.
- **Police Station and Fire Station No. 1:** The bidding period has been extended to December 10th to allow time for numerous questions to be addressed. Bids will be reviewed for award in January, with groundbreaking ceremonies planned shortly thereafter.
- **121st Street Bridge:** Progress on this project is currently delayed due to ongoing negotiations with property owners regarding the additional right-of-way needed for widening. The City is working toward a resolution and hopes to avoid condemnation proceedings.

- **Left turn light at 141st Street South and SH-51:** Public Works Director Edgar Barroso and his team coordinated the installation of a dedicated left turn signal at this busy intersection near QuikTrip and Roy’s Chicken. The new signal enhances safety and reduces congestion, offering much-needed relief for drivers previously forced to navigate impatient oncoming traffic.

- **257th East Avenue Reconstruction:** Construction is expected to begin this week. The project has a 180-day completion window, though early completion is anticipated. The roadway has been engineered to accommodate concrete truck traffic, providing much-needed relief for nearby homeowners.

- **Coweta Casino Hotel Project:** City staff and community leaders toured the interior of the casino last week. The opening is anticipated in early March, and excitement is building for the positive impact this new facility will bring.

3. **QUARTERLY FINANCIAL REPORT FY26 Q-1**

VI. CORRESPONDENCE

1. **LETTER FROM PAM MORGAN IN RECOGNITION OF CHERYL SHIELDNIGHT**

VII. PRESENTATIONS

1. **REQUEST BY DARREN BLANCHARD TO ADDRESS CITY COUNCIL ABOUT EXTERNALITIES REPLEATED TO PROJECT ATLAS**

VIII. 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 REGULAR MEETING**

Approval of the minutes of the Coweta City Council regular meeting held on November 3, 2025. *(Marcy Kilgore, City Clerk/Treasurer)*

2. **SPRADLIN ESTATES III OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY PERMITS**

Acknowledge receipt of Permit No. SL000073250894 issued by the Oklahoma Department of Environmental Quality on November 18, 2025, for the construction of a sanitary sewer line in Spradlin Estates III, Facility No. S-20410, and acknowledge receipt of Permit No. SX000073250893 by the Oklahoma Department of Environmental Quality on November 18, 2025, to receive, transport and/or treat flow from Spradlin Estates III.
Julie Casteen, City Manager

3. **EASTERN OKLAHOMA DEVELOPMENT DISTRICT ADMINISTRATION INVOICE FOR FIRST DRAWDOWN OF CDBG 19508**

Approval of the Eastern Oklahoma Development District invoice for administrative services

in the amount of \$1,650.00, related to Community Development Block Grant (CDBG) Grant No. 19508, to be paid with funds from the Oklahoma Department of Commerce.

Julie Casteen, City Manager

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

X. ADMINISTRATION

1. **PURCHASE SEVEN (7) KEYSECURE 6 APPARATUS KEY VAULTS AND SIX (6) ELECTRONIC KEYS FOR THE FIRE DEPARTMENT FROM KNOX COMPANY IN THE AMOUNT OF \$10,954.78.**

Discuss and consider approval of the purchase seven (7) Keysecure® 6 apparatus key vaults and six (6) electronic keys for the fire department from Knox Company in the amount of \$10,954.78, funded in the Capital Improvement Fund, account 12-5404.009.

Brian Woodward, Fire Chief

2. **RESOLUTION 2025-44 ACCEPTING A 10-FOOT SANITARY SEWER LINE EASEMENT**

Discussion and possible action on the adoption of Resolution 2025-44, a Resolution accepting a 10-foot sanitary sewer line easement from Loren Payne and Melody Payne, located on property within Section 13, Township 17 North, Range 15 East, of the Indian Base and Meridian, at or near 607 South Old Main Street, in Wagoner County, State of Oklahoma.

Jessica Zwirtz, Community Development Director

3. **MEMORANDUM OF UNDERSTANDING WITH THE MUSCOGEE (CREEK) NATION CONCERNING ROADS TO BE ADDED TO THE NATIONAL TRIBAL TRANSPORTATION FACILITY INVENTORY**

Discuss and consider approval of a proposed Memorandum of Understanding (MOU) between the City of Coweta and the Muscogee (Creek) Nation concerning roads that the Muscogee (Creek) Nation proposes to add to the National Tribal Transportation Facility Inventory.

Julie Casteen, City Manager

4. **RESOLUTION 2025-40 BANK SIGNATORIES**

Discuss and consider possible action related to the adoption of Resolution 2025-40, a resolution of the City Council of the City of Coweta, Oklahoma approving Naomi Hogue, Mayor; Julie Casteen, City Manager; McKay Hale, Assistant City Manager; and Marcy Kilgore, City Clerk, as authorized signatories on certain accounts held by the First National Bank of Coweta, RCB Bank of Coweta, and BancFirst.

Julie Casteen, City Manager

5. **RESOLUTION 2025-43 REGARDING BUDGET AMENDMENTS**

Discuss and consider the approval of Resolution 2025-43, a Resolution of the City Council of the City of Coweta, adopting amendments to the annual appropriations for the budget of the City of Coweta, Oklahoma, for Fiscal Year Ending June 30, 2026; appropriating in the General Fund \$12,400 from unencumbered fund balance, \$12,600 in miscellaneous revenue, and \$100,000 in building permits for a total of \$125,000 to fund salaries and benefits in the general fund.

Julie Casteen, City Manager

6. RESOLUTION 2025-45 REGARDING BUDGET AMENDMENTS

Discuss and consider the approval of Resolution 2025-45, a Resolution of the City Council of the City of Coweta, adopting amendments to the annual appropriations for the budget of the City of Coweta, Oklahoma, for Fiscal Year Ending June 30, 2026; appropriating \$50,000 in the General Fund from unencumbered fund balance for legal services to be provided by the Center for Economic Development Law.

Julie Casteen, City Manager

7. WARD 4 APPOINTMENT

Discuss and consider action on the appointment of a candidate to the Ward 4 Council Seat, including possible discussions with applicants, including Xiomara Gay, Daniel Beatie, Ashley Lowery-Radebaugh, Christopher Thomas, and other applicants whose applications were not received by the time this agenda was posted.

Julie Casteen, City Manager

XI. NEW BUSINESS

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

XII. 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.

FY2026 Q1

FINANCIAL

REPORT



QUARTERLY FINANCIAL REPORT AS OF SEPTEMBER 30, 2025

CONTENTS

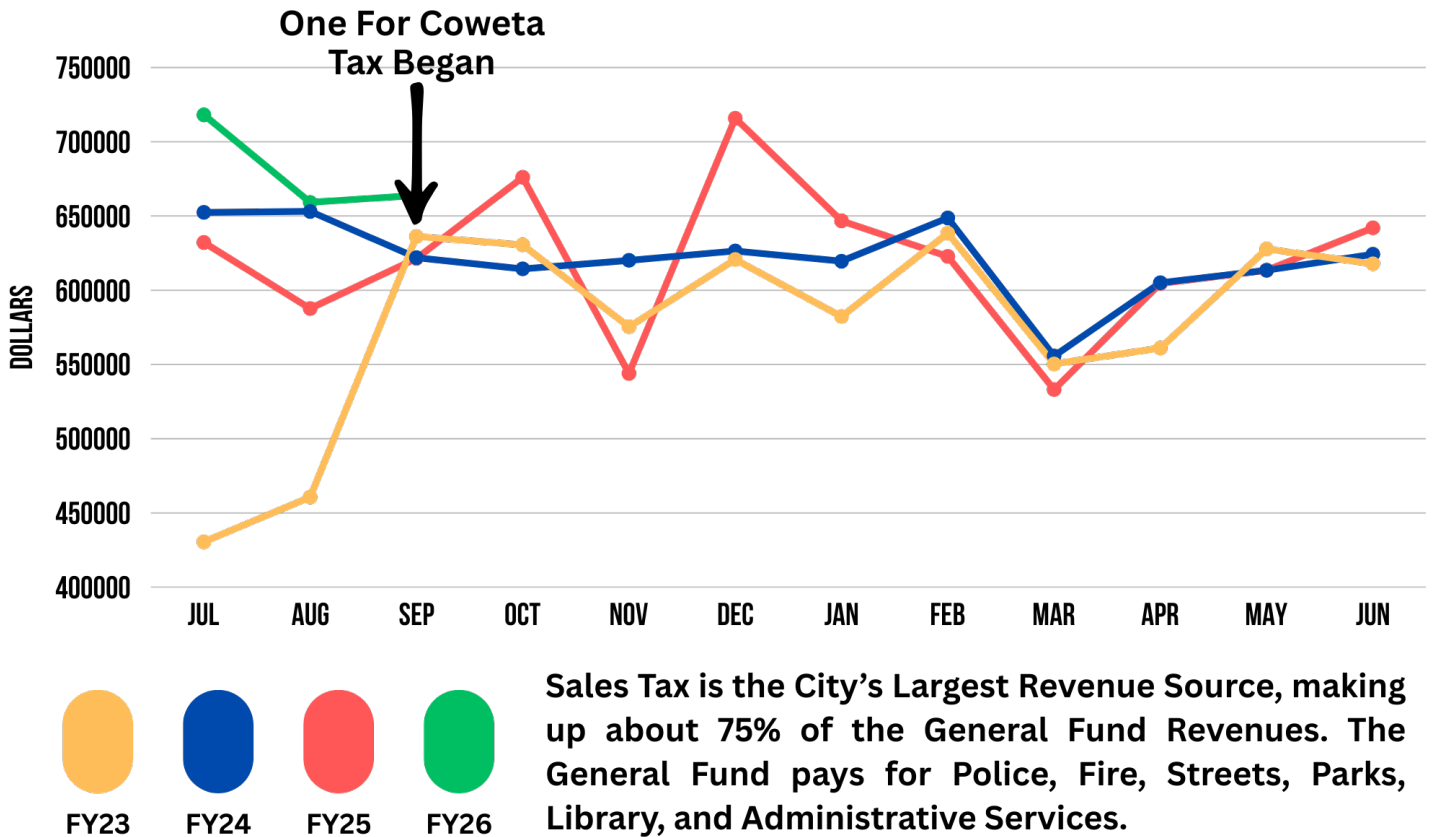
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HISTORICAL SALES TAX COLLECTIONS

Fiscal Year 2023
thru
Fiscal Year 2026

SALES TAX HISTORY



Sales tax revenue for fiscal year 2026 to-date was 10.9% above prior fiscal year and 10.6% above budget.

* Amounts are not yet audited



QUARTERLY SALES TAX COMPARISON TO SURROUNDING ENTITIES

| ENTITY | July through September | | Variance over Prior Year | Tax Rate | Est. Population | Spent Per Capita |
|------------------|------------------------|-----------------------|-----------------------------|-------------|--------------------|---------------------|
| | FY26 | FY25 | | | | |
| Bixby | \$ 5,117,950 | \$ 5,184,167 | -1.3% | 4.1% | 32,002 | \$ 3,949 |
| Broken Arrow | 19,099,959 | 18,827,410 | 1.4% | 3.6% | 122,704 | 4,385 |
| Catoosa | 2,243,788 | 2,049,100 | 9.5% | 3.3% | 7,577 | 9,112 |
| Collinsville | 1,076,610 | 964,271 | 11.7% | 4.8% | 10,143 | 2,211 |
| Coweta | 2,041,200 | 1,841,274 | 10.9% | 4.0% | 11,501 | 4,437 |
| Glenpool | 3,524,169 | 3,535,691 | -0.3% | 5.1% | 14,773 | 4,678 |
| Jenks | 4,032,133 | 2,886,366 | 39.7% | 3.6% | 28,537 | 3,980 |
| Owasso | 12,071,199 | 11,784,798 | 2.4% | 4.1% | 43,007 | 6,930 |
| Sand Springs | 4,394,192 | 4,311,132 | 1.9% | 4.1% | 20,190 | 5,374 |
| Sapulpa | 4,726,516 | 4,528,220 | 4.4% | 4.0% | 23,643 | 4,998 |
| Skiatook | 1,654,228 | 1,661,473 | -0.4% | 4.5% | 8,956 | 4,105 |
| Tulsa (City) | 92,525,922 | 88,129,097 | 5.0% | 3.7% | 410,722 | 6,172 |
| Wagoner (City) | 1,307,450 | 1,276,844 | 2.4% | 3.7% | 8,855 | 4,045 |
| Tulsa County | 14,034,134 | 13,407,021 | 4.7% | 0.4% | 694,474 | 5,506 |
| Wagoner County + | 3,249,221 | 2,895,199 | 12.2% | 1.6% | 94,446 | 2,220 |
| Totals | \$ 171,098,671 | \$ 163,282,063 | 4.8% | | | \$ 72,102 |

* Source: Oklahoma Tax Commission - Cash Basis

† Dollars spent per capita may include purchases made by non-residents of the entity

+ Sales Tax rate increase from 1.3% to 1.55% on 4/1/2025

* Amounts are not yet audited

General Fund Revenues

Sales Tax Revenue through the month of September 2025 was 10.9% above Fiscal Year 2025 showing continued improvement over the last few months. Tax collections accounts for the bulk of the General Fund revenues.

Sales tax is remitted by retailers to the Oklahoma Tax Commission, which is then paid to the city a few weeks later. Thus, tax received in September is generally for sales made several weeks prior.



| TOTAL SALES TAX FISCAL YTD | |
|----------------------------|-------------|
| FY2026 | FY2025 |
| \$2,041,200 | \$1,841,275 |

Sales Tax Revenues were up 10.9% fiscal year-to-date over prior year and exceeded budget by 10.6%

General Fund revenues are reported in the following categories:

Taxes include sales tax, use tax, hotel/motel tax, gross receipts tax and franchise tax.

License and Permits include various business licenses, park & recreation fees and building permits.

Charges for Services consists of fees for fire runs, zoning fees, animal shelter fees, and reimbursement for services, such as policing fees charged to other organizations.

Intergovernmental revenues include alcohol beverage tax, tobacco tax and various grants.

Fines and Forfeitures include adult and juvenile fines and associated fees.

Other Revenues consists of various miscellaneous revenues.

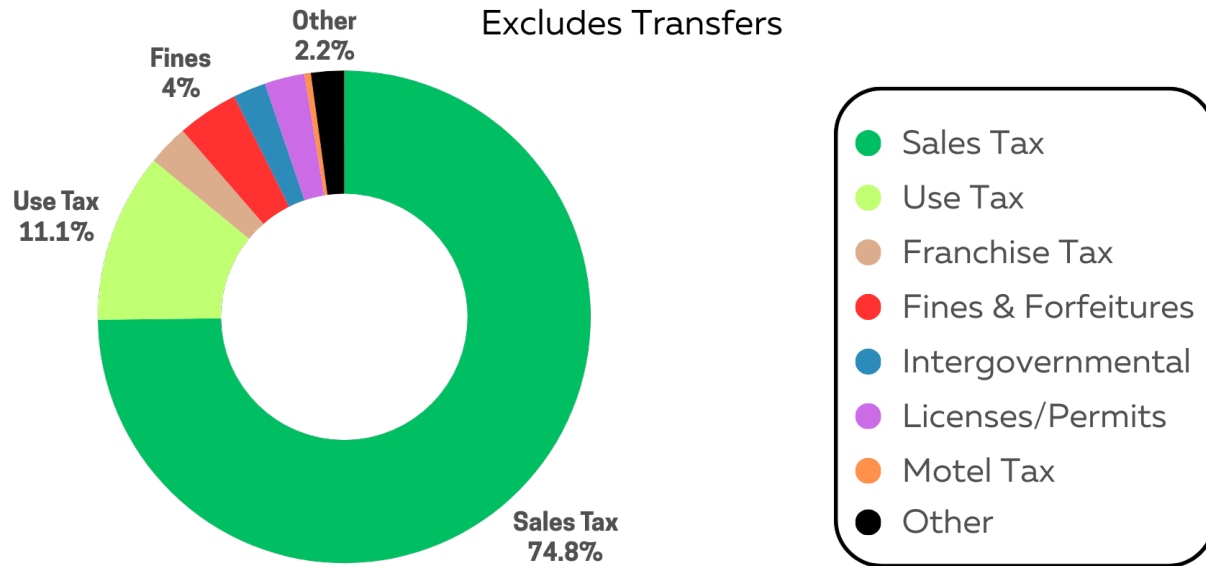
Investment income includes earnings on investments and account balances.

Total General Fund Revenues through September were **12% higher** than budget and 11.5% higher than prior year-to-date. General Fund revenues are summarized on the following page.

* Amounts are not yet audited

General Fund Revenues

GENERAL FUND REVENUES AS OF SEPTEMBER, 2025



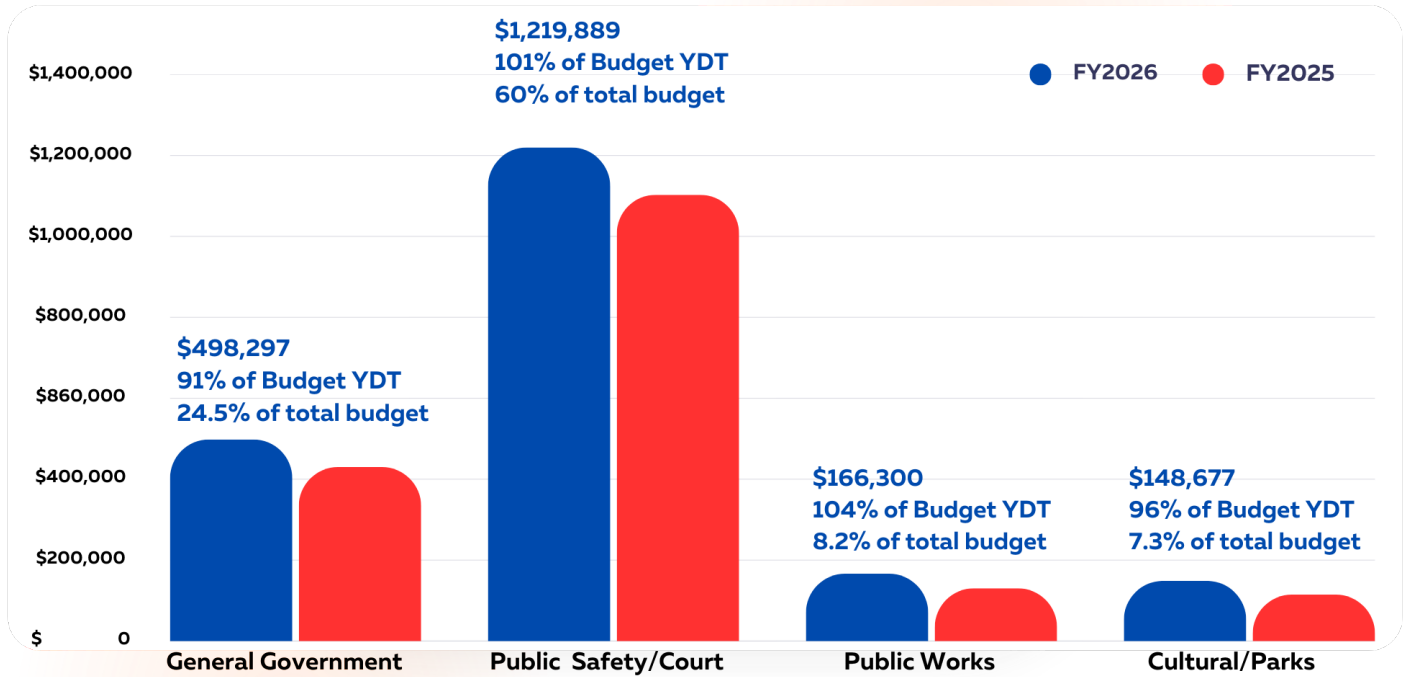
| GENERAL FUND REVENUES | FY26 BUDGET YTD | FY26 ACTUAL YTD | BETTER (WORSE) THAN EXPECTED | FY25 ACTUAL YTD |
|-----------------------|--------------------|--------------------|------------------------------|--------------------|
| Sales Tax | \$1,845,871 | \$2,041,200 | \$195,329 | \$1,841,274 |
| Use Tax | 266,506 | 303,391 | 36,885 | 266,900 |
| Franchise Tax | 81,250 | 73,254 | (7,996) | 68,556 |
| Fines/Forfeitures | 57,000 | 109,209 | 52,209 | 101,159 |
| Intergovernmental | 57,500 | 58,888 | 1,388 | 55,845 |
| Licenses/Permits | 37,100 | 71,588 | 34,488 | 50,248 |
| Motel Tax | 10,750 | 11,504 | 754 | 9,782 |
| Charges for Services | 24,268 | 14,973 | (9,295) | 19,651 |
| Investment Income | 17,500 | 27,708 | 10,208 | 17,602 |
| Miscellaneous | 1,250 | 16,598 | 15,348 | 28,139 |
| Transfers | 1,425,389 | 1,553,869 | 128,481 | 1,380,956 |
| TOTALS | \$3,824,384 | \$4,282,182 | \$457,799 | \$3,840,112 |

General Fund Revenues through September 2025 exceeded expectations by 12.0% and exceeded FY2025 actuals by 11.5%.

* Amounts are not yet audited

General Fund Expenditures

FY2026 GENERAL FUND EXPENDITURES as of SEPTEMBER 30, 2025



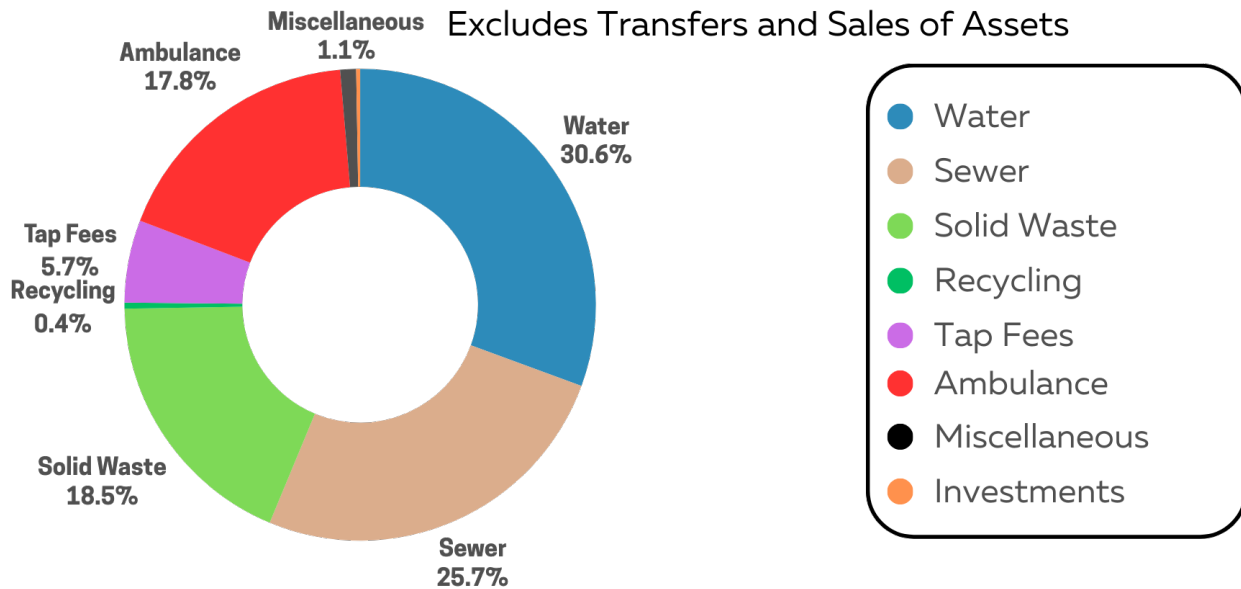
| Activities | FY 2026 YTD BUDGET | FY2026 YTD ACTUAL | Budget (Over)/Under | FY2025 ACTUAL |
|--|---------------------|---------------------|---------------------|---------------------|
| General Government | \$ 549,347 | \$ 498,297 | \$ 51,049 | \$ 429,971 |
| Public Safety/Judiciary | 1,202,100 | 1,219,889 | (17,789) | 1,102,973 |
| Public Works | 159,575 | 166,300 | (6,726) | 130,174 |
| Cultural/Parks | 155,643 | 148,677 | 6,966 | 114,643 |
| Transfers | 2,642,195 | 2,134,211 | 507,983 | 1,927,459 |
| Totals | \$ 4,708,858 | \$ 4,167,374 | \$ 541,483 | \$ 3,705,221 |
| Under (Over) Budget year to date: | | 11.5% | | |
| Increase over prior year: | | 12.5% | | |

General Fund Expenditures through September 30, 2025 came in 11.5% under budget. Expenditures were 12.5% higher than FY25 due to wage increases and higher sales tax transfers.

* Amounts are not yet audited

PWA Revenues

PUBLIC WORKS AUTHORITY REVENUES AS OF SEPTEMBER 30, 2025



| PUBLIC WORKS REVENUES | FY26 BUDGET YTD | FY26 ACTUAL YTD | BETTER (WORSE) THAN EXPECTED | FY25 ACTUAL YTD |
|-----------------------|--------------------|--------------------|------------------------------|------------------|
| Water Sales | \$526,700 | \$523,640 | \$(3,060) | \$525,167 |
| Sewer Fees | 439,798 | 439,664 | (134) | 405,422 |
| Solid Waste Fees | 307,185 | 316,184 | 8,998 | 280,717 |
| Recycling Fees | 6,567 | 7,091 | 524 | 4,927 |
| Tap Fees | 65,000 | 96,801 | 31,801 | 59,001 |
| Ambulance Fees | 277,097 | 305,275 | 28,178 | 279,534 |
| Miscellaneous | 18,750 | 18,641 | (109) | 18,271 |
| Investments | 4,250 | 4,657 | 407 | 3,471 |
| TOTALS | \$1,645,347 | \$1,711,953 | \$66,606 | 1,576,509 |

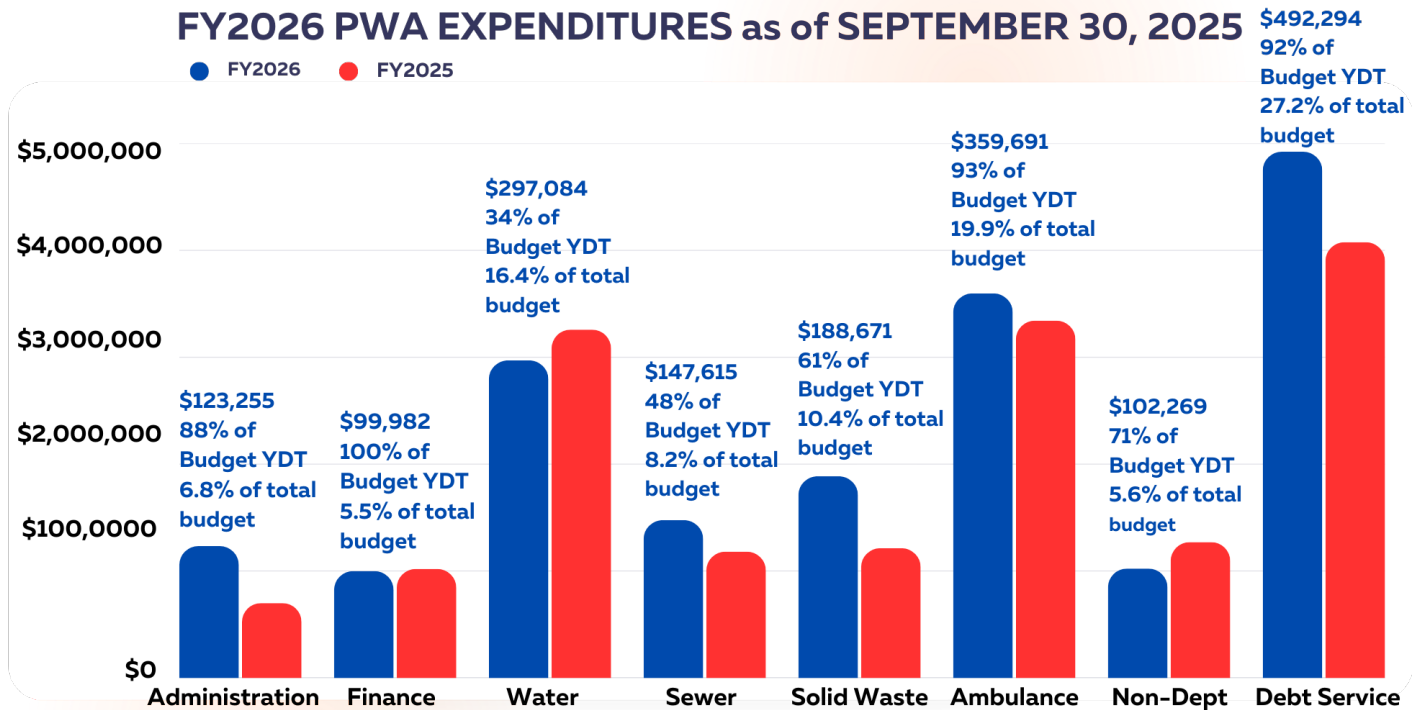
Public Works Authority Operating Revenues through September 30, 2025 (excluding transfers and sale of assets) exceeded expectations by 5.6% and exceeded FY2025 actuals by 8.6%.

The Public Works Authority receives monthly transfers from the General Fund as a security pledge for the repayment of revenue bonds. Any funds not needed for debt service are returned to the General Fund each month. To date, the General Fund has received all funds back from the Public Works Authority.

*Amounts are not yet audited

PWA Expenditures

FY2026 PWA EXPENDITURES as of SEPTEMBER 30, 2025



| DEPARTMENT | YTD FY26 Budget | YTD FY26 Actual | Budget (Over)/Under | YTD FY25 Actual |
|------------------|---------------------|---------------------|---------------------|---------------------|
| Administration | \$ 140,173 | \$ 123,255 | \$ 16,918 | \$ 69,991 |
| Utility Billing | 99,982 | 99,862 | 120 | 101,946 |
| Water | 879,163 | 297,084 | 582,079 | 325,788 |
| Sewer | 305,827 | 147,615 | 158,212 | 118,167 |
| Refuse | 310,000 | 188,671 | 121,329 | 205,401 |
| Ambulance | 385,185 | 359,691 | 25,494 | 334,293 |
| Non-Departmental | 144,416 | 102,269 | 42,147 | 127,095 |
| Debt Service | 532,789 | 492,294 | 40,494 | 407,695 |
| Transfers | 1,772,801 | 1,530,900 | 241,901 | 1,380,956 |
| Totals | \$ 4,570,336 | \$ 3,341,642 | \$ 1,228,694 | \$ 3,071,332 |

Public Works Authority operating expenses through September 30, 2025 were under budget by 26.9%, and exceeded prior year by 8.8%.

* Amounts are not yet audited

DEBT TRACKER

Public Works Authority Debt

| Description | Original Amount | Year | Principal Use | Balance 9/30/2025 |
|------------------------------|---------------------|------|---|---------------------|
| 2016 Revenue Bonds | \$26,415,000 | 2016 | Refinance of outstanding debt from Water Treatment Plant, Wastewater Plant, Water Lines | \$17,775,000 |
| OWRB Clean Water Note | \$11,373,000 | 2019 | Wastewater Treatment Plant Improvements | \$11,366,000 |
| OWRB Clean Water Note | \$4,600,000 | 2022 | Wastewater Treatment Plant Improvements | \$4,446,667 |
| 2022 Sales Tax Note | \$12,500,000 | 2022 | Capital Improvements funded by One Penny Sale Tax | \$10,710,000 |
| Total Issued | \$54,888,000 | | Total Outstanding | \$44,297,667 |



Governmental Debt

| Description | Original Amount | Year | Principal Use | Balance 9/30/2025 |
|------------------------|------------------|------|--|-------------------|
| Motorola Lease | \$143,219 | 2021 | CallWorks Call Taking System for Emergency Dispatch Operations | \$22,201 |
| RCB Note | \$407,275 | 2022 | Fire Truck | \$104,936 |
| FNB Coweta Note | \$111,291 | 2022 | Ambulance Remount | \$49,039 |
| Total Issued | \$661,785 | | Total Outstanding | \$176,176 |

CITY IMPROVEMENT PROJECTS

One For Coweta projects not yet ranked will continue to move forward as funding becomes available from the sales tax generated by spending in the community. The table below outlines the funding and expenditures to-date:

ONE FOR COWETA PROJECT STATUS

as of 9/30/2025

| AVAILABLE FUNDING | REVENUES AS OF 09/25 | BUDGET REMAINING | TOTAL ESTIMATED AMOUNTS |
|---------------------------------------|--------------------------|---------------------|-------------------------|
| Sales Tax Note Proceeds | \$12,500,000 | - | \$12,500,000 |
| Dedicated Sales and Use Taxes | \$6,883,576 | \$1,056,424 | \$7,022,590 |
| Investment Income | \$956,577 | \$443,423 | \$1,400,000 |
| Transfers from Other Funds | - | \$2,000,000 | \$2,000,000 |
| Total Funding Sources | \$20,340,153 | \$3,499,847 | \$23,840,000 |
| PROJECT COSTS | EXPENDITURES AS OF 09/25 | BUDGET REMAINING | TOTAL ESTIMATED AMOUNTS |
| Police Station - SH51/116th St S | \$492,840 | \$6,242,042 | \$6,734,882 |
| Fire Station No 1. - SH51/305th E Ave | \$590,854 | \$9,429,288 | \$10,020,142 |
| 111th Road Widening - Engineering | \$371,070 | \$76,430 | \$447,500 |
| 111th Road Widening - Drainage | - | \$58,487 | \$58,487 |
| 121st Street Bridge - Engineering | \$26,420 | \$3,580 | \$30,000 |
| Water Distribution Model | \$100,000 | 10,000 | \$110,000 |
| Wastewater Facility Plan | \$80,000 | \$5,000 | \$85,000 |
| Roland Park Improvements | \$2,500 | \$247,500 | \$250,000 |
| Sport Complex Improvements | \$11,055 | \$308,945 | \$320,000 |
| Debt Issuance Costs | \$293,250 | - | \$293,250 |
| Debt Service | \$3,011,116 | \$980,196 | \$3,991,312 |
| Total Project Costs | \$4,584,340 | \$17,361,468 | \$22,340,573 |

* Amounts are not yet audited

CITY IMPROVEMENT PROJECTS

Public Safety Buildings

Bidding is now open for the two public safety buildings. Flintco has requested an extension of the bid period so prospective bidders have adequate time to receive answers to their questions. We expect to award two separate contracts at the January 5th, 2026 Council meeting.

The project has followed a careful, deliberate process to identify an appropriate site for a shared Fire and Police facility. After evaluating needs and locations, it became clear that each department requires different locations and space configurations.

As a result, we are moving forward with two separate facilities designed to meet the specific operational requirements of our Fire and Police teams.

The Police Station will be located off SH-51 near Medwise, while the Fire Station will be built behind the Warren Clinic, currently under construction near SH-51 and 305th East Avenue. Construction of both facilities will proceed simultaneously, marking a major milestone in our city's commitment to safety and resilience.

These facilities were made possible by the One for Coweta penny sales tax. We thank our citizens for recognizing the need and voting to fund these projects and other important community improvements.

111th Street Widening

The 111th Street widening is a road and drainage project designed to increase capacity, improve stormwater management, and enhance connectivity along the Highway 51 corridor and nearby neighborhoods. The scope includes roadway widening and related drainage upgrades.

The project is currently on hold because the Police and Fire station projects have required significantly more funding than was anticipated in 2020. The City will continue right-of-way and easement negotiations; once funding is secured and property agreements are finalized, the project can proceed to final bidding and construction.

121st Street Bridge

Work on the 121st Street bridge project is paused while the City negotiates additional right-of-way and easements with adjacent property owners.

Right-of-way acquisition is required to widen the structure and meet modern safety standards; without those property agreements the City cannot relocate utilities and move to construction.

The closure has created detours and increased local traffic on smaller residential streets; we understand the frustration this has caused and we are hopeful a resolution will be reached in the near future. In the meantime, we intend to start demolition of the old structure if the work can be completed without additional easements.



To: City of Coweta Representatives

Date: Wednesday 11-12-25 (the day after the Veterans Holiday)

I want to compliment the lady behind the counter. I believe her name was Cheryl Sheildnight. She went above and beyond in assisting me with turning on the water at a rental home. She was extremely friendly and helpful. She took the time to check past information on the address prior to making me complete all the paperwork again. She explained that I will be able to make a phone call next time to turn water on and that a quick easy payment option is now available. These were new options not presented in my past visits on rental property.

She also made a quick call to request the water turned on asap so we could be there to check for leaks and begin the repair and cleaning on the rental property. This was again above and beyond.

The 2 young men that showed up within 30 minutes also were friendly and stayed to watch the meter while we looked for running water.

I appreciate the efforts to assist me so quickly and with a friendly positive attitude.

Thank you

Sincerely

Pam Morgan

A handwritten signature in black ink that reads "Pa Morgan". The signature is written in a cursive style and extends to the right.



**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

The agenda for this meeting was posted at least 24 hours prior to the start of this meeting at the entrance of City Hall, 310 S Broadway, Coweta, OK.

The members of the Coweta City Council met in regular session on Monday, November 3, 2025, at 6:01 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

COUNCILMEMBERS PRESENT: Naomi Hogue, Jeremy Barnett, Lauren Givan, Joshua Wilburn, Donald Vieth

COUNCILMEMBERS ABSENT: None.

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

No comments.

V. CITY MANAGER REPORT

City Manager Julie Casteen updated Council members on current projects and other upcoming work taking place throughout the city. The City Manager welcomed new hires Jakob Dinelli, William Goff, Tye Magnuson, Alecia Bennett, Heath Underwood, Volunteer Firefighters, Skylar Marlow-Fuson, City Planner, and Blaize Cope, Water Plant Operator. She advised bidding for the Police and Fire Station No.1 was underway, and that offers for right-of-way acquisitions for the 121st Street bridge was in progress. She also told Council members that Notice to Proceed orders have been issued to the contractors for the Skyview Water Tower project and the Water Treatment Plant dredging project. She commented the dump truck that was ordered fourteen months ago had been delivered and would be ready for plowing snow and spreading sand this winter. It was also mentioned the Streets department had several other vehicles that were being outfitted with plows and spreaders to prepare for the upcoming winters months.

No action taken by Council.

VI. PRESENTATIONS

1. COWETA'S STORMWATER MANAGEMENT PROGRAM

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

WSB representative Morgan Lozoya gave an update on the Coweta Stormwater Management program.

2. REQUEST BY KATHY FOSTER TO ADDRESS CITY COUNCIL ABOUT THE PROPOSED DATA CENTER

Kathy Foster expressed to Council members her concerns about the proposed data center to include noise, air emissions, demand for water and electricity, home values going down and utility rates going up. She asked what benefits would be received from allowing the data center to come through, will there be tax breaks, and what effects would there be to nature and wildlife.

3. REQUEST BY DARREN BLANCHARD TO ADDRESS CITY COUNCIL ABOUT EXTERNALITIES RELATED TO PROJECT ATLAS

Darren Blanchard communicated concerns about property rights, easements, industrialization of rural America, national security threats and utility rate increases. Mentions of a petition with seven hundred online signatures were also made during the presentation.

VII. CONSENT

Motion by Naomi Hogue, second by Jeremy Barnett to approve the consent calendar items:

1. Approval of the minutes of the Coweta City Council regular meeting held on October 6, 2025.
2. Approval of the minutes of the Coweta City Council special meeting held on October 16, 2025.
3. Approval of the Declaration of Surplus on the following items and authorizing the City Manager to dispose of them accordingly:
 1. 25 sets of structural firefighting gear.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

VIII. CONSIDER ITEMS REMOVED FROM CONSENT

No items removed.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

IX. ADMINISTRATION

1. PURCHASE OF A STORM SIREN FOR THE EMERGENCY MANAGEMENT DEPARTMENT TO BE LOCATED IN THE AREA OF 114TH STREET SOUTH AND 241ST EAST AVENUE IN THE AMOUNT OF \$33,299.50

Fire Chief Brian Woodward led discussion and requested possible action related to the purchase of a storm siren for the emergency management department form Federal Signal at a cost of \$33,299.50 through H-GAC'S Cooperative Purchasing Program, budgeted in the Capital Improvement fund, account 12-5404.010, and authorizing the City Manager to sign all documents pertaining to the purchase.

Motion by Naomi Hogue, second by Jeremy Barentt to approve the purchase of a storm siren for the emergency management department form Federal Signal at a cost of \$33,299.50 through H-GAC'S Cooperative Purchasing Program, budgeted in the Capital Improvement fund, account 12-5404.010, and authorizing the City Manager to sign all documents pertaining to the purchase.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

2. DISCUSS AND CONSIDER APPROVAL OF A SANITARY SEWER OVERFLOW RESPONSE PLAN FOR THE CITY OF COWETA

Public Works Director Edgar Barroso led discussion and requested possible action related to approval of a Sanitary Sewer Overflow Response Plan for the City of Coweta.

Motion by Naomi Hogue, second by Jeremy Barnett to approve a Sanitary Sewer Overflow Response Plan for the City of Coweta.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

3. ORDINANCE 911 - AMENDING COWETA CITY CODE TITLE 14 TO INCLUDE POST CONSTRUCTION ACTIVITIES RELATED TO STORMWATER MANAGEMENT

Edgar Barroso led discussion and requested possible action related the adoption of Ordinance 911, an ordinance amending the Coweta City Code Title 14, "Flood Control and Stormwater Management", Section 14-2-8, titles "Construction Activities", by adding required Post Construction Performance Standard after a development is completed;

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

amending Section 14-2-16, titled “Violations, Injunction and Criminal Prosecution” to provide separate penalties for first and subsequent violations of Chapter 14-2; “Stormwater Management”, providing for severability; and declaring an emergency.

Motion by Naomi Hogue, second by Jeremy Barnett to approve amendments of the Coweta City Code Title 14, “Flood Control and Stormwater Management”, Section 14-2-8, titles “Construction Activities”, by adding required Post Construction Performance Standard after a development is completed; amending Section 14-2-16, titled “Violations, Injunction and Criminal Prosecution” to provide separate penalties for first and subsequent violations of Chapter 14-2; “Stormwater Management”, providing for severability; and declaring an Emergency.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

Motion by Naomi Hogue, second by Jeremy Barnett to approve the emergency clause in Ordinance 911.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

4. HOTEL TAX INCENTIVE AGREEMENT WITH PRENIVI, LLC

Julie Casteen led discussion and requested possible action related to a certain hotel tax incentive agreement for Prenivi, LLC and the Coweta Industrial Development Authority.

Motion by Naomi Hogue, second by Jeremy Barnett to approve certain hotel tax incentive agreement for Prenivi, LLC and the Coweta Industrial Development Authority.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

5. ANIMAL SHELTER SERVICES AGREEMENT WITH CITY OF BIXBY

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

Julie Casteen led discussion and requested possible action related to the approval to enter into a contractual agreement with the City of Bixby for the provision of animal shelter services.

Motion by Naomi Hogue, second by Jeremy Barnett to approve a contractual agreement with the City of Bixby for the provision of animal shelter services.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

6. RESOLUTION 2025-39 SELECTING A BRIDGE INSPECTOR

Julie Casteen led discussion and requested possible action related to the adoption of Resolution 2025-39, selecting a qualified consultant to perform bridge safety inspections on bridges within Coweta's corporate limits.

Motion by Naomi Hogue, second by Jeremy Barnett to approve the adoption of Resolution 2025-39, selecting a qualified consultant to perform bridge safety inspections on bridges within Coweta's corporate limits.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

7. ORDINANCE 910 - AMENDING COWETA CITY CODE TITLE 1, "ADMINISTRATION", CHAPTER 1-13, "CITY RECORDS"

Julie Casteen led discussion and requested possible action related to the adoption of Ordinance 910, an ordinance amending Coweta City Code Title 1, "Administration", Chapter 1-13, "City Records", Sections 1-13-1 through 1-13-4, regarding compliance with the Oklahoma Open Records Act; designation who shall serve as Records Custodians; providing for the protection of certain records from spoliation; establishing criteria for the identification of records requested for examination or copying; prescribing procedures for the assessment of fees for processing Open Records Requests; providing for the advance payment of fees assessed for certain records searches and copying; providing for Severability; and declaring an Emergency.

Motion by Naomi Hogue, second by Jeremy Barnett to approve the adoption of Ordinance 910, an ordinance amending Coweta City Code Title 1, "Administration", Chapter 1-13, "City Records", Sections 1-13-1 through 1-13-4, regarding compliance with the Oklahoma

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

Open Records Act; designation who shall serve as Records Custodians; providing for the protection of certain records from spoliation; establishing criteria for the identification of records requested for examination or copying; prescribing procedures for the assessment of fees for processing Open Records Requests; providing for the advance payment of fees assessed for certain records searches and copying; providing for Severability; and declaring an Emergency.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan

Nay: Joshua Wilburn
Donald Vieth

Motion by Naomi Hogue, second by Jeremy Barnett to approve the emergency clause in Ordinance 911.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan

Nay: Joshua Wilburn
Donald Vieth

The emergency clause failed.

8. ADOPTION OF AN OPEN RECORDS FEE SCHEDULE

Julie Casteen led discussion and requested possible action related to the adoption of a Public Notice of Charges for the search and reproduction of City Records pursuant to the Oklahoma Open Records Act and the Open Records Policy of the City of Coweta.

Motion by Naomi Hogue, second by Jeremy Barnett to approve the adoption of a Public Notice of Charges for the search and reproduction of City records pursuant to the Oklahoma Open Records Act and the Open Records Policy of the City of Coweta.

Aye: Naomi Hogue
Jeremy Barnett
Lauren Givan
Joshua Wilburn
Donald Vieth

X. NEW BUSINESS

No new business.

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING
NOVEMBER 3, 2025, 6:01 P.M.**

XI. ADJOURNMENT

Mayor Hogue adjourned the meeting at 7:18 p.m.

Naomi Hogue, Mayor

Marcy Kilgore, City Clerk



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

Memorandum

To:

From: Julie Casteen, City Manager

Re: **SPRADLIN ESTATES III OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY PERMITS**

Date: December 1, 2025

BACKGROUND

The City Manager received notice of permits issued on November 18, 2025 to construct 683 linear feet of eight-inch sanitary sewer line in the Spradlin Estates III subdivision, and to receive, transport and/or treat flow from Spradlin Estates III.

STAFF RECOMMENDATION

Staff recommends acceptance of the permits into the permanent record.

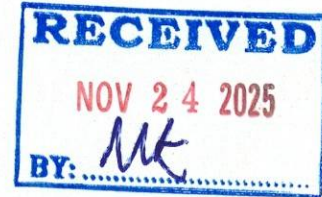
ATTACHMENTS

1. 251118-Spradlin Estates III Sanitary Sewer Permit SL000073250894
2. 251118-Spradlin Estates III Wastewater Treatment Permit SX000073250893



November 18, 2025

Julie Casteen, City Manager
City of Coweta
P.O. Box 850
Coweta, Oklahoma 74429



Re: Permit No. SL000073250894
Spradlin Estates III
Facility No. S-20410

Dear Ms. Casteen:

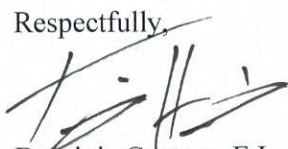
Enclosed is Permit No. SL000073250894 for the construction of 683 linear feet of eight (8) inch PVC sanitary sewer line, and all appurtenances to serve the Spradlin Estates III, Wagoner County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by the Department of Environmental Quality ("DEQ") on November 18, 2025. Any deviations from the approved plans and specifications affecting capacity, flow, or operation of units must be approved, in writing, by DEQ before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Coweta, after which it should be made a matter of permanent record.

Approved plans and specifications are available upon request.

Respectfully,

for 
Dominic Cantore, E.I.
Construction Permit Section
Water Quality Division

Enclosure

PERMIT TO CONSTRUCT

November 18, 2025

Pursuant to O.S. 27A 2-6-304, the City of Coweta is hereby granted this Tier I Permit to construct 683 linear feet of eight (8) inch PVC sanitary sewer line, and all appurtenances to serve the Spradlin Estates III, located in NW 1/4 of section 1, T-17-N, R-15-E, Wagoner County, Oklahoma, in accordance with the plans approved November 18, 2025.

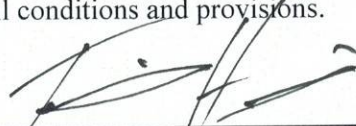
By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the Oklahoma Administrative Code (“OAC”) 252:606 rules and to comply with Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible for ensuring that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted and no invalid information has been presented in applying for the permit.
- 4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3).
- 5) That tests will be conducted as necessary to ensure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.
- 6) That the Oklahoma Department of Environmental Quality (“DEQ”) shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.
- 8) That any deviations from approved plans or specifications affecting capacity, flow, or operation of units must be approved by DEQ before any such deviations are made in the construction of this project.
- 9) That any notations or changes recorded on the official set of plans and specifications in DEQ files shall be part of the plans as approved.

- 10) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that DEQ will be notified in writing of any sale or transfer of ownership of these facilities.
- 11) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by DEQ.
- 12) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 13) That all manholes shall be constructed in accordance with the standards established in OAC 252:656-5-3.
- 14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.


Travis Herrian, P.E., Engineering Manager
Construction Permit Section
Water Quality Division



November 18, 2025

Julie Casteen, City Manager
City of Coweta
P.O. Box 850
Coweta, Oklahoma 74429



Re: Permit No. SX000073250893
Spradlin Estates III System Improvements
Facility No. S-20410

Dear Ms. Casteen:

Enclosed is Permit No. SX000073250893 to receive, transport, and/or treat flow from Spradlin Estates III, with reference to Permit No. SL000073250894 dated November 18, 2025.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Coweta, after which it should be made a matter of permanent record.

Respectfully,

A handwritten signature in black ink, appearing to be "D. Cantore".

f. Dominic Cantore, E.I.
Construction Permit Section
Water Quality Division

Enclosure

PERMIT TO RECEIVE, TRANSPORT AND TREAT

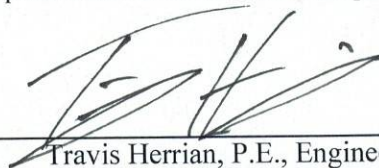
Pursuant to O.S. 27A 2-6-401, the City of Coweta is hereby granted this permit to receive, transport, and/or treat flow from Spradlin Estates III, Wagoner County, Oklahoma, with reference to Permit No. SL000073250894 dated November 18, 2025.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance OAC 252:606 rules and to comply with Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provision and condition:

- 1) That no significant information necessary for a proper evaluation of the project has been omitted and no invalid information has been presented in applying for the permit.
- 2) That receiving, transporting, and/or treatment of wastewater shall not be discontinued without written notice to the Department of Environmental Quality ("DEQ") and the entity generating the wastewater, except in case of emergency.

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.



Travis Herrian, P.E., Engineering Manager
Construction Permit Section
Water Quality Division



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: Julie Casteen, City Manager

Re: **EASTERN OKLAHOMA DEVELOPMENT DISTRICT ADMINISTRATION INVOICE FOR FIRST DRAWDOWN OF CDBG 19508**

Date: December 1, 2025

BACKGROUND

The Eastern Oklahoma Development District (EODD) has been contracted by the City of Coweta to administer the CDBG grant that the City received to assist with maintenance and upgrades to the Skyview water storage tower.

This is the first invoice received for administrative services and will be paid with funds from the Oklahoma Department of Commerce.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. INV#2978 CITY COWETA CDBG 1650.00



EASTERN OKLAHOMA DEVELOPMENT DISTRICT

PO Box 1367
 Telephone 918 - 682-7891
 Muskogee, Oklahoma 74402

INVOICE

****PLEASE INCLUDE INVOICE NUMBER ON CHECK****

Date: 10/22/2025

Number : 2978

To: City of Coweta

Materials Requested :

| FEE RATE _____ EODD MEMBER _____ NON- MEMBER NON-PROFIT _____ NON-MEMBER FOR PROFIT _____ OUT OF STATE _____ | | |
|--|--|--------------------|
| DEPARTMENT | SERVICES | FEE |
| CDBG | FIRST ACTIVITY DELIVERY DRAWDOWN CDBG 19508 | \$ 1,650.00 |
| TOTAL | | \$ 1,650.00 |

Dayna Hammack

Dayna Hammack, Director of Finance
 Eastern Oklahoma Development District



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: Brian Woodward, Fire Chief

Re: **PURCHASE SEVEN (7) KEYSECURE 6 APPARATUS KEY VAULTS AND SIX (6) ELECTRONIC KEYS FOR THE FIRE DEPARTMENT FROM KNOX COMPANY IN THE AMOUNT OF \$10,954.78.**

Date: December 1, 2025

BACKGROUND

The Coweta Fire Department currently utilizes Knox Company vaults (or compatible coded keys) under Ordinance 793, which requires a single coded keybox. These vaults are mounted near the front entrances of designated buildings in Coweta, providing secure emergency access exclusively to Coweta Fire personnel.

Advances in technology now allow for the use of an E-Key in place of a traditional mechanical key. The E-Key is an electronic key that can be programmed for specific users and Knox devices. Unlike mechanical keys, E-Keys can be automatically deactivated within minutes of being removed from the apparatus-mounted keysecure, eliminating risks associated with accidental loss. This feature significantly reduces the likelihood of needing to replace all Knox Keybox locking mechanisms should a key be misplaced.

Coweta Fire maintains strict policies governing the use of mechanical keys, including detailed inventory audits of all Knox Keys.

If approved, this initiative will represent Year 1 of a 4-year phased replacement program, with requests planned over the next three years to fully transition away from mechanical keys and mechanisms within Coweta city limits.

This purchase has been budgeted in the FY26 Capital Improvement Fund (Account #12-5404.009), with a total cost of \$10,954.78.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. Knox-Sole-Source-Response_Letter_1-06-2025
2. QT-KA-70490 CUS00473528 Coweta Fire Dept

January 6, 2025

The Knox Company is the sole source vendor for Knox Keysecure products with manufacturing and/or assembly done in our Phoenix, Arizona facility. As the provider of the patented Knox eLock System[®], Knox maintains the highest level of key and lock control devices and ensures the manufacturing process is strictly controlled using rigorous protocols.

As the leader in the rapid access product category, the Knox brand is the preferred and trusted rapid access provider by more than 15,000 first responder departments/agencies throughout the U.S. and Canada; and is the product most often selected over other lock box programs based on the company's more than forty-five-year reputation for integrity, quality, and reliability. Products include a complete line of eLock and mechanical lock boxes, cabinets, key switches, padlocks, the MedVault[®] Narcotics Vault, locking FDC Caps, and the proprietary KnoxConnect[®] Management System, used by Fire, EMS, and Law Enforcement departments/agencies.

Knox also manufactures products that electronically secure the Knox Master Key: Sentralok[®] and KeySecure[®] Key Retention Systems, and the Knox KeyDefender that provide keypad access with full audit trail documentation.

Obtained UL Listings, include the following:

- UL 437: Standard for Key Locks
- UL 508: Standard for Industrial Control Equipment
- UL 1037: Standard for Anti-theft Alarms and Devices
- UL 1332: Standard for Organic Coating for Steel Enclosures for Outdoor Use Electrical Equipment
- UL 1610: Standard for Central-Station Alarm Units

Included with the Knox products are many services that benefit first responders. Mechanical master keys are provided to only authorized individuals at no charge, records of installation are compiled on request, and complimentary materials available to property owners.

Knox products satisfy stringent rapid entry requirements. Please contact us if we can provide additional information.

Sincerely,



Chris Rovenstine

VP, Sales and Marketing
The Knox Company



Knox Company
 1601 W Deer Valley Rd
 Phoenix AZ 85027
 United States

Quote# QT-KA-70490

QUOTED TO:

CUS00473528
 COWETA FIRE DEPT
 214 N BROADWAY
 COWETA OK 74429-2602
 UNITED STATES
 WAGONER

SHIP TO:

COWETA FIRE DEPT
 214 N BROADWAY
 COWETA OK 74429-2602
 UNITED STATES
 WAGONER

| Valid Through | Sales Rep | Terms | PO # | Shipping Method |
|---------------|---------------|--------------|------|--------------------------|
| 5/12/2026 | Eric Rohleder | N30 - Net 30 | | Ground Shipping < 75 LBS |

| Item | Description | Quantity | Units | Rate | Amount |
|---|--|----------|-------|------------|------------|
| KS-6K2 | KeySecure® 6, SUPPORTS 1 eKEY, 1 MSTR KEY | 7 | EA | \$1,184.82 | \$8,293.74 |
| Installation Address: Primary System Code Role: PS-98-0012-01-75-EKY01 | | | | | |
| 90034-KS5KS6 | REPAIR TECH LOCK, KeySecure® 5/6 | 7 | EA | \$0.00 | \$0.00 |
| Installation Address: Primary System Code Role: PS-98-0012-01-75-RTB01 | | | | | |
| KLS-8701K | Knox eKey™, 8700 PROGRAMMABLE ELECTRONIC KEY, ASYMMETRIC | 6 | EA | \$431.34 | \$2,588.04 |
| Installation Address: Primary System Code Role: PS-98-0012-01-75-EKY01 | | | | | |

Memo: PO number required for order processing.

| | |
|------------------------------|--------------------|
| Subtotal | \$10,881.78 |
| Tax Amount | \$0.00 |
| Shipping and Handling | \$73.00 |

Total \$10,954.78



QT-KA-70490

TERMS AND CONDITIONS

All pricing is subject to change and is based on the stated quantity shipping all at one time. All shipping and handling fees, if provided, are estimates based on ground service to the "SHIP TO" address shown above. Knox will provide you a firm cost for shipping and handling fees when your order is placed. Knox provides detailed installation instructions with each Knox product. However, Knox is not responsible for actual installation.

After your order is shipped, items on the order can be returned to Knox for a refund, or credit, of the product price less a 25% restocking fee IF: 1) a request to return the product is received within 90 days of the order's invoice date, 2) the product(s) are in new condition [have not been used, installed, or modified] and 3) the order's invoice has been paid in full. Before shipping products or equipment for return or exchange, you must obtain a Return Authorization Number. Call 800-552-5669 for an Authorization number.

SALES TAX DISCLAIMER: Knox collects sales tax as mandated by local laws, based on an order's delivery address, in all US and Canadian jurisdictions. If you are sales tax exempt, please provide a valid sales tax exemption certificate at the time the order is placed or quoted. Knox will charge sales tax if no sales tax exemption is received within 48 hours after the order is placed.

Please provide a purchase order number.

KNOX SOFTWARE CONNECT FORM REQUIRED WITH FIRST ORDER



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: Jessica Zwirtz, Community Development Director

Re: **RESOLUTION 2025-44 ACCEPTING A 10-FOOT SANITARY SEWER LINE EASEMENT**

Date: December 1, 2025

BACKGROUND

Loren and Melody Payne, owners of property at 607 South Old Main Street, have petitioned for the dedication of a 10-foot sanitary sewer line easement. The easement would run along their parcel abutting Old South Main Street, providing formal access to the City of Coweta sanitary sewer system.

Resolution 2025-44 establishes a 10-foot sanitary sewer line easement on property owned by Loren and Melody Payne, husband and wife. The tract is legally described as Lot Three (3) of the South Half (S/2) of Lot Two (2), Block One (1), SCOTT ADDITION, located in Section 1, Township 17 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.-

This item establishes an easement to be formally dedicated to the City of Coweta for a sanitary sewer line that is already in place but currently lacks an easement.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 2025-44 accepting the 10-foot sanitary sewer line easement into the City of Coweta public property.

ATTACHMENTS

1. Resolution 2025-44 Payne Sanitary Sewer Easement
2. Easement Signed

CITY OF COWETA, OKLAHOMA

RESOLUTION 2025-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, ACCEPTING AS PUBLIC PROPERTY A 10-FOOT SANITARY SEWER LINE EASEMENT LOCATED ON PROPERTY OWNED BY LOREN PAYNE AND MELODY PAYNE, HUSBAND AND WIFE, WITHIN SECTION 13, TOWNSHIP 17 NORTH, RANGE 15 EAST OF THE INDIAN BASE AND MERIDIAN, CITY OF COWETA, WAGONER COUNTY, STATE OF OKLAHOMA.

WHEREAS, the surveys and deeds showing utility easement plans for a 10-foot sewer line easement on property owned by Loren Payne and Melody Payne, husband and wife, and as described in the legal descriptions on those documents (attached as Exhibit A, Exhibit B, respectively) were received by the City of Coweta; and

WHEREAS, the Subdivision Regulations require that all improvements be formally accepted by the Coweta City Council by resolution or ordinance.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Coweta that the utility easement on property owned by Loren Payne and Melody Payne, husband and wife, is formally accepted by the City of Coweta as public property.

This Resolution is approved in an open meeting by the City Council of the City of Coweta on this 1st day of December 2025.

Naomi Hogue, Mayor

Approved as to form:

Patrick Boulden, City Attorney

ATTEST:

Marcy Kilgore, City Clerk

SANITARY SEWER LINE EASEMENT

KNOW ALL PEOPLE BY THESE PRESENTS:

That **Loren Payne and Melody Payne**, Husband and Wife ("Grantors"), the owners of the legal and equitable title to the following real estate, for and in consideration of One Dollar (\$1.00) and other good and valuable consideration, the receipt of which is acknowledged here, does now grant and convey unto the **City of Coweta, a municipal corporation** ("City"), its successors and assigns, a permanent easement over the following described property graphically depicted on the attached Exhibit "A", located in the City of Coweta, Wagoner County, Oklahoma, to-wit:

A 10-foot-wide strip of land located in the City of Coweta, Wagoner County, State of Oklahoma, more particularly described as follows:

A strip of land 10.00 feet in width, being 5.00 feet each side of the following described centerline: Commencing at the SE Corner Section 13, T17N, R15E of the I.B.&M., Wagoner County, State of Oklahoma, thence N1°31'06"W along the East line of said Section a distance of 598.98 feet; thence S88°28'52"W a distance of 192.00 feet to the NE Corner of Lot 1, Block 1 of Scott's Addition, City of Coweta, Wagoner County, State of Oklahoma; thence continuing S88°28'52"W, 10.43 feet; thence S15°10'26"W a distance of 133.11 feet to the Point of Beginning; thence continuing S15°10'26"W a distance of 84.72 feet to the Point of Termination the sidelines of said easement are to be shortened or lengthened to meet at angle points and to begin and terminate at boundary lines,

for the purposes of permitting the construction and maintenance of any and all sanitary sewer lines, through, over, under and across this property, together with all necessary and convenient appurtenances; and affording the City, operators of the identified sanitary sewer lines, their officers, agents, employees, and/or all persons under contract with them, the right to enter upon the premises and strip of land for the purpose of surveying, excavating, construction, maintaining, and terminating the use of such utility.

The City of Coweta is now granted possession of the above described easement for the stated purposes, and the Grantors, for themselves, their heirs, administrators, successors, and assigns, covenant and agree that no building, structure, or other above or below ground obstruction that will interfere with the stated purposes, will be placed, erected, installed, or permitted upon the above described easement; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantors, or any person in privity with them, such violation will be corrected and eliminated by them immediately upon receipt of notice from the City, or the City of Coweta shall have the right to correct and eliminate such violation, and the Grantors, their heirs, administrators, successors, and assigns, shall promptly pay the City the actual cost of such correction or elimination.

TO HAVE AND TO HOLD this easement by the City, its successors and assigns, forever.

ACCEPTANCE BY THE CITY

This easement was accepted by the City Council of the City of Coweta on this ____ day of December 2025

"CITY"

City of Coweta, Oklahoma
a municipal corporation

By: _____
Naomi Hogue, Mayor

ATTEST:

Marcy Kilgore, City Clerk

APPROVED:

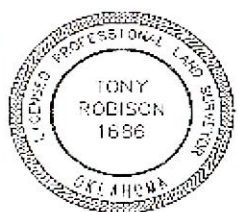
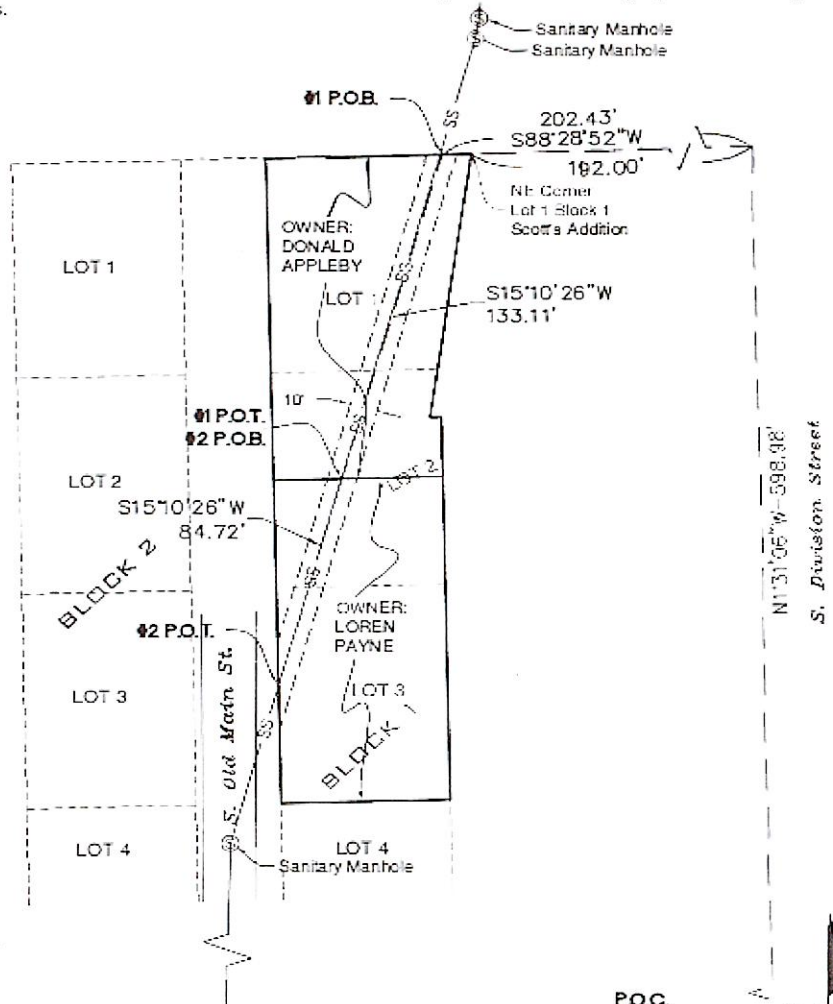
Patrick T. Boulden, City Attorney

SANITARY SEWER EASEMENT

10' EASEMENT DESCRIPTION

1 : A strip of land 10.00 feet in width, being 5.00 feet each side of the following described centerline: Commencing at the SE Corner Section 13, T17N, R15E of the I.B.&M., Wagoner County, State of Oklahoma, thence N1°31'06"W along the East line of said Section a distance of 598.98 feet; thence S88°28'52"W a distance of 192.00 feet to the NE Corner of Lot 1, Block 1 of Scott's Addition, City of Coweta, Wagoner County, State of Oklahoma; thence continuing S88°28'52"W, 10.43 feet to the Point of Beginning; thence S15°10'26"W a distance of 133.11 feet to the Point of Termination, the sidelines of said easement are to be shortened or lengthened to meet at angle points and to begin and terminate at boundary lines.

2 : A strip of land 10.00 feet in width, being 5.00 feet each side of the following described centerline: Commencing at the SE Corner Section 13, T17N, R15E of the I.B.&M., Wagoner County, State of Oklahoma, thence N1°31'06"W along the East line of said Section a distance of 598.98 feet; thence S88°28'52"W a distance of 192.00 feet to the NE Corner of Lot 1, Block 1 of Scott's Addition, City of Coweta, Wagoner County, State of Oklahoma; thence continuing S88°28'52"W, 10.43 feet; thence S15°10'26"W a distance of 133.11 feet to the Point of Beginning; thence continuing S15°10'26"W a distance of 84.72 feet to the Point of Termination the sidelines of said easement are to be shortened or lengthened to meet at angle points and to begin and terminate at boundary lines.



11/17/2025

Tony Robison

TONY ROBISON, LAND SURVEYOR NO. 1686
Heartland Surveying & Mapping, PLLC

CA #4849
 600 Emporia St., Ste. "C"
 Muskogee, Oklahoma 74401
 (918) 682-7796

FOR: City of Coweta
 DATE: 11/5/2025

SANITARY SEWER
 EASEMENT
 EXHIBIT "A"

P.O.C.
 SE Corner
 Sec 13, T17N, R15E
 E. 151st Street S.

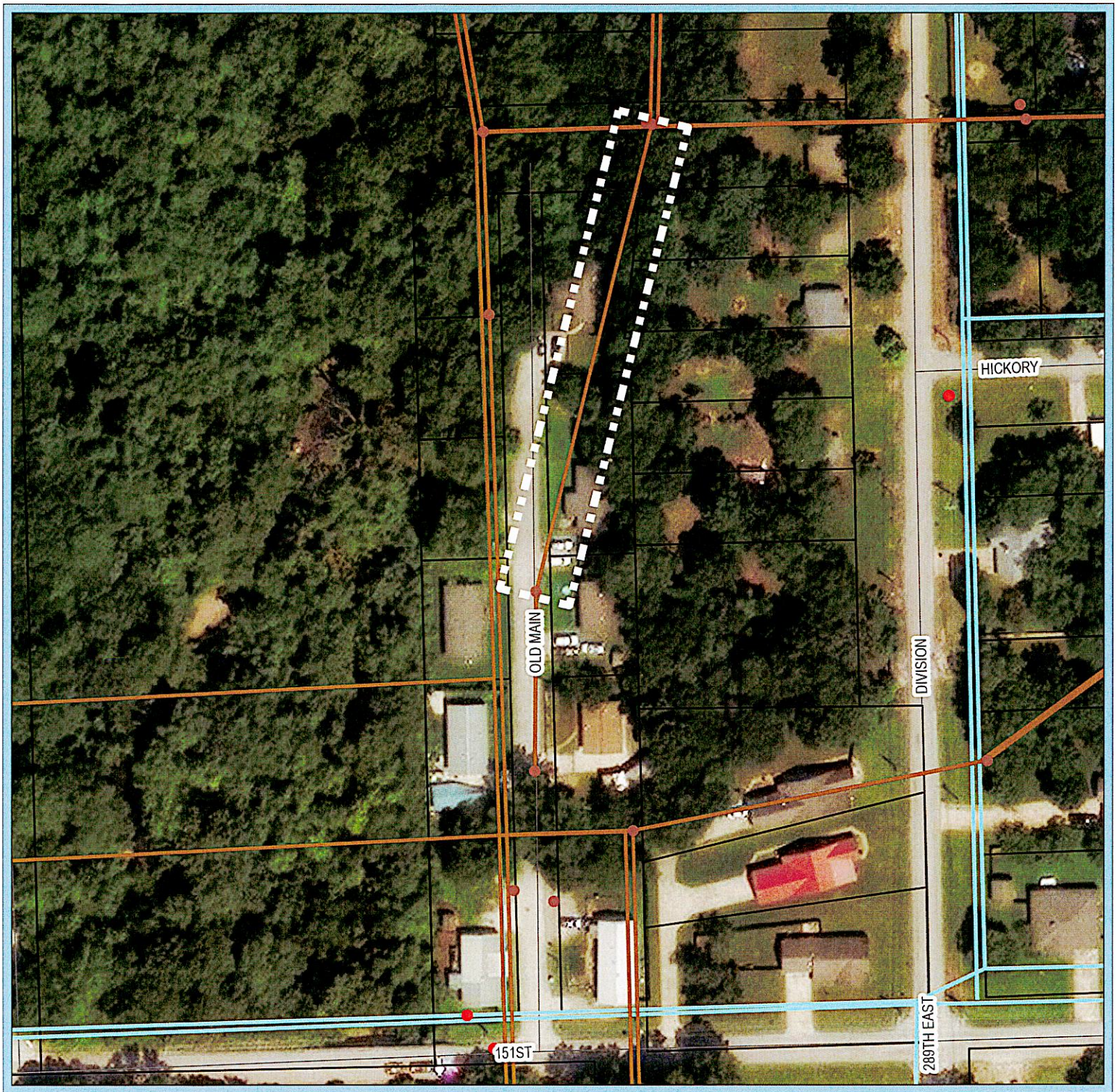
SHEET SIZE 8.5x14
 SCALE: 1" = 50'
 W.O.# 13517

SURVEYED BY: AC/KE
 DRAWN BY: AM
 Last Site Visit: 11/5/25

FILE NAME: 11-17-2025 - 1686
 PROJECT: HEARTLAND-SURV-25-001

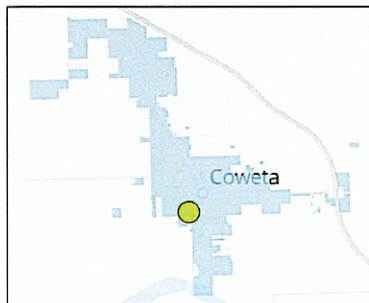
Location Map

Sewer Easement Survey Site - 601 S Old Main Street



Legend

- Manholes
- Fire Hydrants
- Waterlines
- Sewer Lines
- Roads
- Subject Property
- Parcels



Inset Map: General location of site area



Date Exported: 10/30/2025 8:23 AM



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: Julie Casteen, City Manager

Re: **MEMORANDUM OF UNDERSTANDING WITH THE MUSCOGEE (CREEK) NATION CONCERNING ROADS TO BE ADDED TO THE NATIONAL TRIBAL TRANSPORTATION FACILITY INVENTORY**

Date: December 1, 2025

BACKGROUND

The purpose of this MOU is to formally allow the Muscogee (Creek) Nation to include the proposed roads on its inventory list for funding and planning purposes, while clarifying that the City retains ownership and maintenance responsibilities for those roads. This process allows the Muscogee (Creek) Nation to utilize Tribal Transportation Program funds for future projects on those routes.

The routes to be added include:

- 0.5-mile stretch of East 131st Street South, east of South 289th East Avenue
- 2.5-mile stretch of South 305th East Avenue from East 121st Street South to East SH-51

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. City Letter
2. 251201-Coweta - MOU



DAVID W. HILL
PRINCIPAL CHIEF

DEL BEAVER
SECOND CHIEF

The Department of Transportation
P.O. Box 580 | Okmulgee, OK 74447
T. 918.549.2711

November 6, 2025

City Mayor

Re: Memorandum of Understanding between the Muscogee (Creek) Nation and
The City

Dear Mayor:

The Muscogee (Creek) Nation (MCN) wishes to add roads to the Nation's National Tribal Transportation Facility Inventory (NTTFI). To add these roads to the Nation's NTTFI there must be a Memorandum of Understanding (MOU) between the MCN and the City. Attached you will find a map and MOU detailing which roads the Nation wishes to add to the NTTFI. The MOU basically states that the City is allowing the MCN to place these roads on the Nation's NTTFI and that the City will continue to own and maintain these roads. If the City agrees please sign the attached MOU and return it to the MCN Department of Transportation by email to trainer@MuscogeeNation.com or in person by December 8, 2025.

If you have any questions concerning this MOU, please contact Todd Reiner at 918-732-7910 or trainer@muscogeenation.com

Sincerely,

David Ford
Federal Roads Director
918-732-7916
dford@muscogeenation.com
Muscogee (Creek) Nation

MEMORANDUM OF UNDERSTANDING

BETWEEN

MUSCOGEE (CREEK) NATION

AND

CITY OF COWETA, OKLAHOMA

This memorandum sets forth an understanding between the MUSCOGEE (CREEK) NATION in Okmulgee, Oklahoma, hereinafter referred to as the TRIBE, and CITY OF COWETA, hereinafter referred to as the CITY.

This understanding relates to the maintenance responsibilities for sections of roadways, more specifically described as the improvement of routes listed in City of COWETA Attachment "A".

The CITY owns and maintains these sections of roadway and the associated rights-of way.

WHEREAS, the Tribal Transportation Program, formerly known as the Indian Reservation Roads Program, funded through the Federal Highway Administration, assists tribes in the improvement of the roads in their tribal areas; and

WHEREAS, the TRIBE administers these improvements under the Tribal Transportation Program (TPP); and

WHEREAS, the TRIBE identifies these sections of roadway as an integral part of the road system serving Tribal members; and

WHEREAS, the TRIBE wishes to incorporate these sections of roadway among a list of Tribal routes in the Tribal Transportation Program Facility Inventory identified for possible improvement; and

WHEREAS, the CITY and the TRIBE may enter into a cooperative agreement to improve these sections of road in the foreseeable future,

NOW THEREFORE, be it understood that the TRIBE and the CITY understand that the ownership and maintenance responsibilities shall continue to rest with the CITY and that the TRIBE may contribute to the improvement of routes listed in City of COWETA Attachment "A" at some point in the future.

IN WITNESS WHEREOF, the parties hereunto affix their hands and seals the day and year above written.
Sworn & subscribed to before me this

_____ day of _____, 20_____

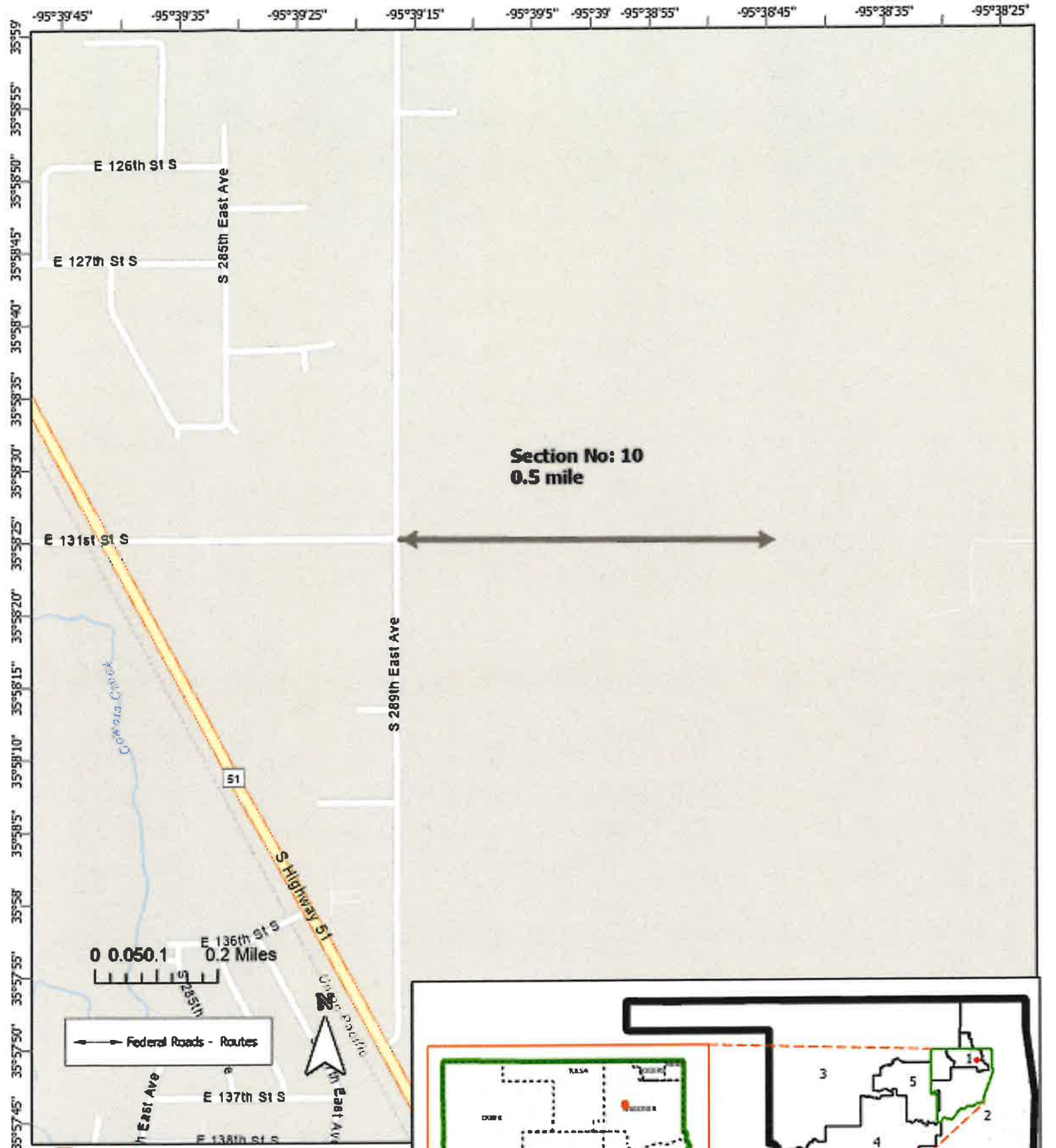
CITY CLERK

CITY OF COWETA
310 S. BROADWAY
COWETA, OK 74429

MUSCOGEE CREEK NATION
P.O. BOX 580
OKMULGEE, OK 74447

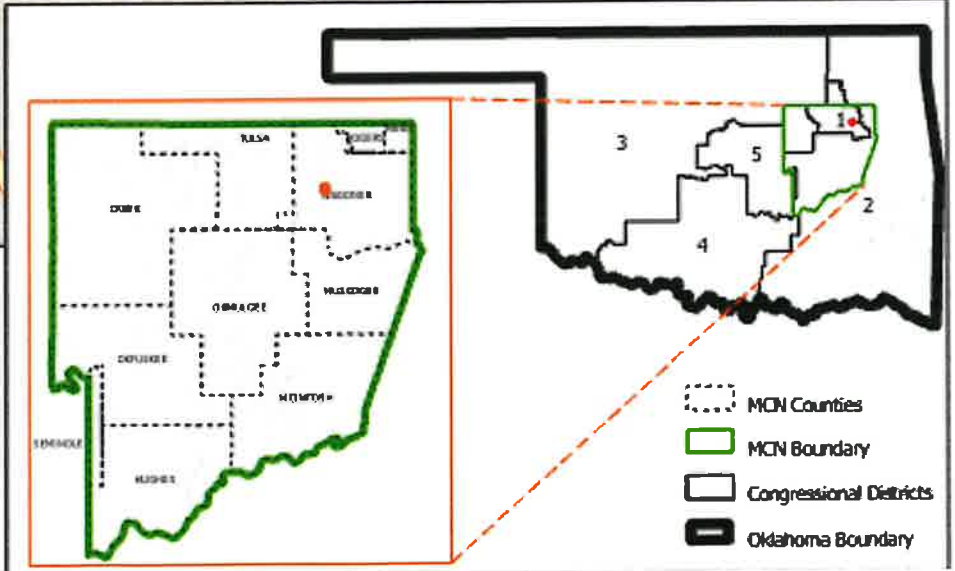
MAYOR - CITY OF COWETA

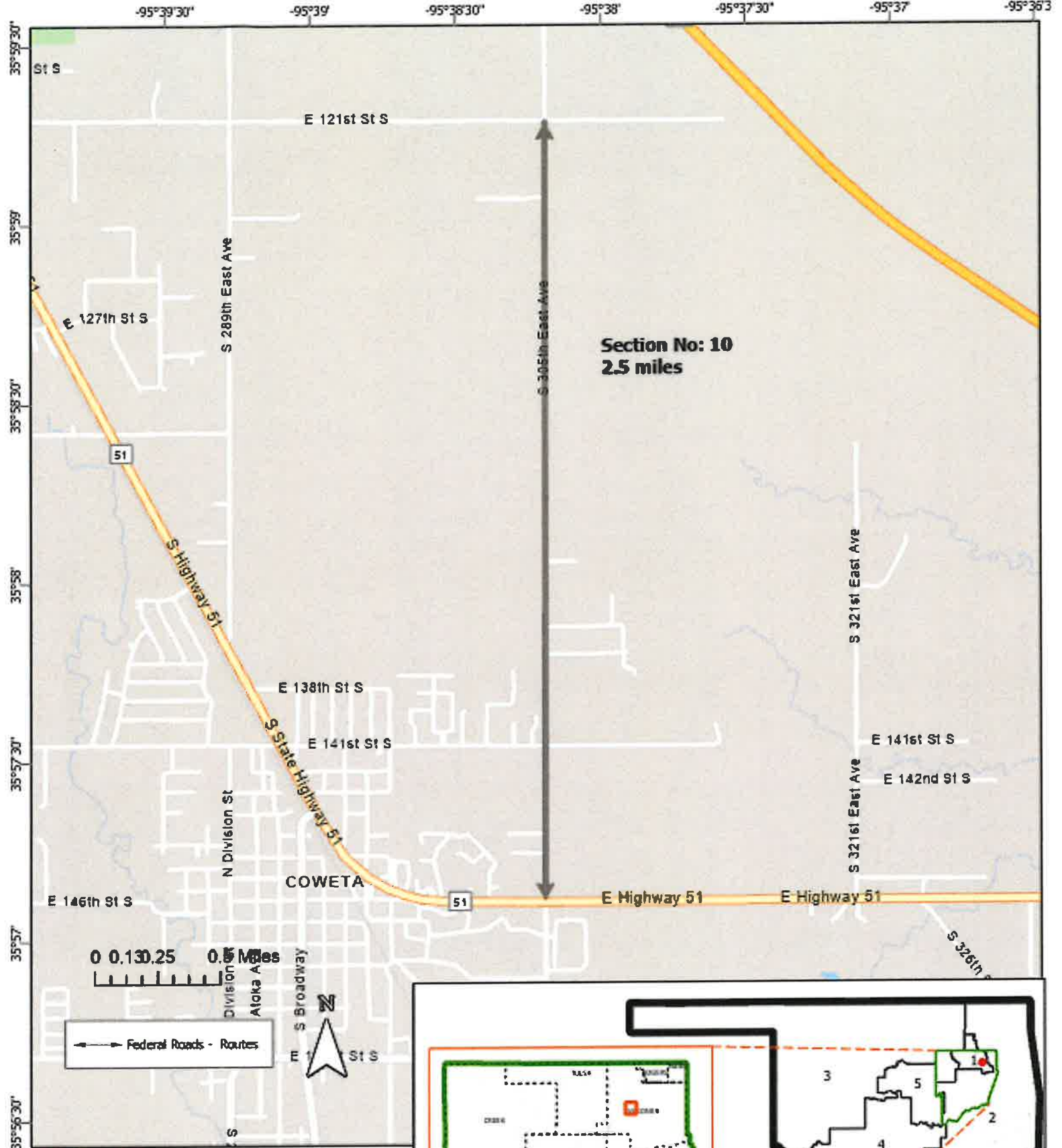
PRINCIPAL CHIEF



**Route 1049
Muscogee (Creek) Nation**

Route Names: E 131st ST COWETA
 County: Wagoner
 Ownership: Urban
 Length: 0.5
 Congressional District: 01





Section No: 10
2.5 miles

0 0.1 0.25 0.5 Miles

Federal Roads - Routes



Route 1053
Muscogee (Creek) Nation

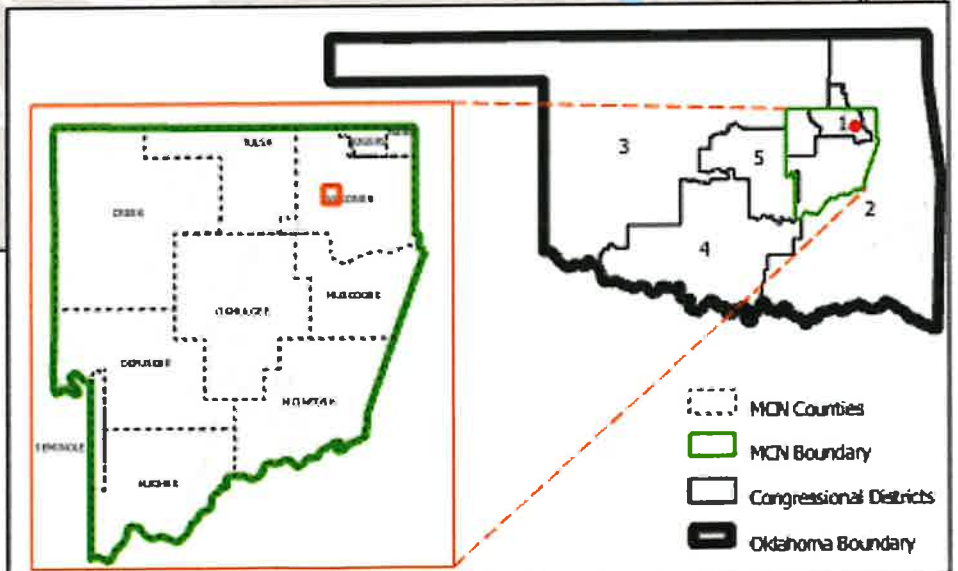
Route Names: S 305th E Ave Coweta

County: Wagoner

Ownership: Urban

Length: 2.5

Congressional District: 01



- MCN Counties
- MCN Boundary
- Congressional Districts
- Oklahoma Boundary



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: Julie Casteen, City Manager
Re: **RESOLUTION 2025-40 BANK SIGNATORIES**
Date: December 1, 2025

BACKGROUND

To comply with our auditors' request for statements on the City's bank accounts, the list of authorized bank signatories must be updated. Each account requires two signatures for transactions. McKay Hale, Assistant City Manager, is being added as a signatory on all accounts to ensure access to statements and the ability to complete transactions when the City Manager is unavailable.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. 251201-Resolution 2025-40 - Bank Signatories-Govt

RESOLUTION NO. 2025-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA APPROVING THE AUTHORIZED SIGNATORIES ON CERTAIN ACCOUNTS HELD BY FIRST NATIONAL BANK OF COWETA, RCB BANK OF COWETA, AND BANCFIRST OF COWETA.

WHEREAS, the City of Coweta has established banking account(s) with First National Bank of Coweta, RCB Bank of Coweta, and BancFirst of Coweta; and

WHEREAS, from time to time it is necessary to change signatories on those account(s).

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

SECTION 1. The following persons shall be authorized signatories on all First National Bank, RCB Bank, and BancFirst account(s) established for the City of Coweta:

Naomi Hogue
Julie Casteen
McKay Hale
Marcy Kilgore

SECTION 2. The following persons shall be an authorized signatory only on the First National Bank Court Bond and Fine account established for the City of Coweta:

Rebecca Price

This Resolution is approved in an open meeting by the City Council of the City of Coweta and signed by the Mayor this 1st Day of December, 2025.

Naomi Hogue, Mayor

ATTEST:

Marcy Kilgore, City Clerk

APPROVED:

Patrick Boulden, City 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: Julie Casteen, City Manager
Re: **RESOLUTION 2025-43 REGARDING BUDGET AMENDMENTS**
Date: December 1, 2025

BACKGROUND

The City has recently approved an agreement with the City of Bixby to provide Animal Control services at a rate of \$1,800 per month. At present, the part-time Animal Control Officer (ACO) position is vacant and has historically been difficult to fill. Staff recommends converting this role into a full-time position. The additional revenue from Bixby will offset most of the increased cost, while also reducing the need for Police Officers to cover animal control duties when the ACO is unavailable.

In addition, the Community Development department has experienced a significant increase in infrastructure inspections over the past 18 months, driven by new subdivisions and major development projects. Reliance on contracted inspectors is projected to exceed \$150,000 in the current fiscal year, with costs expected to rise as development continues. To better manage expenses and improve service delivery, staff recommends the creation of a full-time Infrastructure Inspector position. This role would handle inspections directly and provide support to the Building Official and GIS Technician. In the long term, this approach is expected to generate cost savings and strengthen departmental coverage.

The proposed budget amendment allocates \$25,000 to salaries in the Neighborhood Services Department, funded by \$12,600 in miscellaneous revenues from Bixby and \$12,400 in unrestricted Fund Balance. In addition, \$100,000 is allocated to contracted services, funded by building permit revenues that are projected to exceed budget by the same amount. Should the Infrastructure Inspector position be filled, these funds may be reallocated to salaries.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 2025-43 to support the conversion of the Animal Control Officer position to full-time and the addition of a full-time Infrastructure Inspector position.

ATTACHMENTS

1. 251201-Supplementals Reso 2025-43-Govt Staffing Changes

CITY OF COWETA, OKLAHOMA

RESOLUTION 2025-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE CITY OF COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2026; APPROPRIATING IN THE GENERAL FUND \$12,400 FROM UNENCUMBERED FUND BALANCE, \$12,600 IN MISCELLANEOUS REVENUE, AND \$100,000 IN BUILDING PERMITS FOR A TOTAL OF \$125,000 TO FUND SALARIES AND BENEFITS IN THE GENERAL FUND.

WHEREAS, the City of Coweta has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2025-2026; and

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

WHEREAS, the City of Coweta desires to increase staffing in the General Fund by 1.5 FTE, including the addition of a full-time Animal Control Officer to replace a part-time Animal Control Officer, and a full-time Infrastructure Inspector; and

WHEREAS, the increase in positions will be funded, in great part, by increased revenues from building permits and from miscellaneous revenues for Animal Control services; and

WHEREAS, The Municipal Budget Act allows for budget amendments pursuant to 11 O.S. §17-215(B).

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Coweta that the following supplemental appropriations be made in the General Fund:

| ACCOUNT NUMBER | DESCRIPTION | AMOUNT | REASON FOR EXPENDITURE | FUNDING SOURCE | FUND | | |
|---------------------------|---------------------|------------------|----------------------------|----------------------------|------------------|-------------------|-----------------|
| | | | | | BALANCE AMOUNT | REVENUE AMOUNT | REVENUE ACCOUNT |
| 01-5101.008 | Salaries | \$ 25,000 | Convert PT ACO to FT ACO | Miscellaneous/Fund Balance | \$ 12,400 | \$ 12,600 | 01-04.03.80 |
| 01-5325.011 | Contracted Services | \$ 100,000 | Infrastructure Inspections | Building Permits | \$ - | \$ 100,000 | 01-04.32.08 |
| Total General Fund | | \$125,000 | | | \$ 12,400 | \$ 112,600 | |

This Resolution is approved in an open meeting by the City Council of the City of Coweta on this 1st day of December 2025.

Naomi Hogue, Mayor

Approved as to form:

Patrick Boulden, City Attorney

ATTEST:

Marcy Kilgore, City Clerk



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: Julie Casteen, City Manager
Re: **RESOLUTION 2025-45 REGARDING BUDGET AMENDMENTS**
Date: December 1, 2025

BACKGROUND

The City is currently negotiating with a developer on the creation of a potential Tax Increment District, a process that requires specialized legal expertise not anticipated in the Fiscal Year 2026 budget. To address this need, a proposed budget amendment allocates \$50,000 to Legal Services within the City Attorney's Department, funded through the use of the unrestricted Fund Balance.

STAFF RECOMMENDATION

Staff recommends the adoption of Resolution 2025-45.

ATTACHMENTS

1. 251201-Supplementals Reso 2025-45-Legal Services

CITY OF COWETA, OKLAHOMA

RESOLUTION 2025-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, ADOPTING AMENDMENTS TO THE ANNUAL APPROPRIATIONS FOR THE BUDGET OF THE CITY OF COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2026; APPROPRIATING \$50,000 IN THE GENERAL FUND FROM UNENCUMBERED FUND BALANCE FOR LEGAL SERVICES.

WHEREAS, the City of Coweta has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2025-2026; and

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

WHEREAS, The Municipal Budget Act allows for budget amendments pursuant to 11 O.S. §17-215(B).

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Coweta that the following supplemental appropriations be made in the General Fund:

| ACCOUNT NUMBER | DESCRIPTION | AMOUNT | REASON FOR EXPENDITURE | FUNDING SOURCE | FUND BALANCE AMOUNT |
|-----------------------|--------------------|-----------------|--|---------------------------|----------------------------|
| 01-5319-005 | Legal Services | \$50,000 | Legal services related to Tax Increment District | Unencumbered Fund Balance | \$50,000 |
| | Total General Fund | <u>\$50,000</u> | | | \$50,000 |

This Resolution is approved in an open meeting by the City Council of the City of Coweta on this 1st day of December 2025.

Naomi Hogue, Mayor

Approved as to form:

Patrick Boulden, City Attorney

ATTEST:

Marcy Kilgore, City Clerk



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: Julie Casteen, City Manager
Re: **WARD 4 APPOINTMENT**
Date: December 1, 2025

BACKGROUND

Councilmember Lauren Givan recently resigned her seat in Ward 4.

According to State Statute 11 O.S. Section 8-109, the City Council shall appoint a person to fill a vacancy by a majority vote of the remaining members, with that person to serve until the next municipal general election.

Three qualified candidates have applied for the position: Xiomara Gay, Daniel Beatie, and Ashley Lowery-Radebaugh (see attached applications). Other candidates may be considered for applications not received by the time the agenda was posted.

STAFF RECOMMENDATION

Staff recommends consideration of the appointment of a person to fill the Ward 4 Councilmember position.

ATTACHMENTS

1. 251021-Xiomara Gay - City Council
2. 251103- Daniel Beatie- City Council
3. 251109- Ashley Lowrey-Radebaugh- City Council
4. 251127-Christopher Thomas - City Council

From: noreply@civicplus.com
To: [Julie Casteen](#); [City Clerk](#)
Subject: Online Form Submittal: Application for Appointment to a City Board or Commission
Date: Tuesday, October 21, 2025 5:40:14 PM

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

Application for Appointment to a City Board or Commission

| | |
|---|--|
| Last Name | Gay |
| First Name | Xiomara |
| Middle Initial | <i>Field not completed.</i> |
| Suffix | <i>Field not completed.</i> |
| Street Address | 26672 E 120th St S |
| Apartment/Unit # | <i>Field not completed.</i> |
| City | Coweta |
| State | OK |
| Zip Code | 74429 |
| Phone Number | 918-703-2180 |
| Email | xiomara.posselt@gmail.com |
| Preferred method of contact | Email |
| On what Board or Commission are you most interested in serving? | City Council (only available to fill an unexpired term) |
| Do you reside inside the city limits? | Yes |
| Which Council Ward do you live in? | Ward 4 |
| Are you registered to | Yes |

vote in Coweta?

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

I am pursuing my bachelor's degree in political science at Northeastern State University as a part-time student and have 5 classes to complete before I can apply for graduation. I have my associate's degree in Paralegal Studies. While pursuing my associate's, I was president of the Paralegal Student Organization. I am currently a paralegal at a law firm and am able to work in high stress environments.

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board or Commission)

I am a parent to children that attend school in Coweta and my family has no plans of moving out of the city any time soon. I may not be native to the state of Oklahoma, as I moved here during Covid, but when my husband and I chose where to put down our roots, we chose this community. With seeking my degree in politics, I have learned a lot about local governments. In fact, one of my courses, State and Local Governments, required that I attend city council meetings and write reports on how the council was established in the city ordinances and the importance of the meetings the council holds. This required me to study our city codes and ordinances and become familiar with them in addition to attending the meetings. I want to become more involved in my community and, with my interest in government, would like to serve on our city council and help improve the city my family chose to settle down in.

If desired, you may upload a resume.

Field not completed.

Have you ever been convicted of a felony, or entered a guilty or no contest plea thereto?

No

If yes, please give details of the conviction(s) and explain

Field not completed.

Do you anticipate any conflicts of interest on issues which may be decided by the Board or Commission on which you are interested in serving.

No.

Do you currently hold any offices under the

No

laws of the State of Oklahoma? Such offices would include but not be limited to working for a municipality, county, or state.

Do you understand that attendance and active support is required for each appointee?

Yes

Signature

Xiomara Gay

Date

10/20/2025

Applications will be kept on file for 90 days.

This information will become a Public Record.

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

From: noreply@civicplus.com
To: [Julie Casteen](#); [City Clerk](#)
Subject: Online Form Submittal: Application for Appointment to a City Board or Commission
Date: Monday, November 3, 2025 11:52:21 AM

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

Application for Appointment to a City Board or Commission

| | |
|---|--|
| Last Name | Beatie |
| First Name | Daniel |
| Middle Initial | <i>Field not completed.</i> |
| Suffix | <i>Field not completed.</i> |
| Street Address | 27016 E 122nd Pl |
| Apartment/Unit # | <i>Field not completed.</i> |
| City | Coweta |
| State | Ok |
| Zip Code | 74429 |
| Phone Number | 9183811815 |
| Email | dbeatie@protonmail.com |
| Preferred method of contact | Phone |
| On what Board or Commission are you most interested in serving? | City Council (only available to fill an unexpired term) |
| Do you reside inside the city limits? | Yes |
| Which Council Ward do you live in? | Ward 4 |
| Are you registered to | Yes |

vote in Coweta?

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Bachelor of Science in Agriculture with a major in Natural Resource Ecology and Management

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board or Commission)

My wife and I have called Coweta home for nearly 10 years now. It's a place we don't want to leave and a place with exciting growth and incredible amounts of potential. Coweta has so much to offer and I want to help build and guide that growth. We've seen so much change and growth since we've lived in Coweta but I can't help but feel like we are also leaving a lot on the table. I would really like to focus not just on growth and safety, but also making our town more beautiful. There are so many grants available to towns like Coweta that would pay for things like trees and native plantings that would really draw people to our town. The Tulsa suburbs are growing like crazy with families moving out of the city. Lets make it an easy choice for them when they decide where they are going live.

I'm sure there will be plenty of applicants applying for this position mainly because of the data center. We need someone in this seat that cares about our town as a whole. Not someone who is only concerned about stopping or supporting a single project.

If desired, you may upload a resume.

Field not completed.

Have you ever been convicted of a felony, or entered a guilty or no contest plea thereto?

No

If yes, please give details of the conviction(s) and explain

Field not completed.

Do you anticipate any conflicts of interest on issues which may be decided by the Board or Commission on which you are

No.

interested in serving.

Do you currently hold any offices under the laws of the State of Oklahoma? Such offices would include but not be limited to working for a municipality, county, or state.

Do you understand that attendance and active support is required for each appointee?

Signature Daniel Beatie

Date 11/3/2025

Applications will be kept on file for 90 days.

This information will become a Public Record.

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

From: noreply@civicplus.com
To: [Julie Casteen](#); [City Clerk](#)
Subject: Online Form Submittal: Application for Appointment to a City Board or Commission
Date: Sunday, November 9, 2025 4:56:43 PM

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

Application for Appointment to a City Board or Commission

| | |
|---|--|
| Last Name | Lowrey-Radebaugh |
| First Name | Ashley |
| Middle Initial | M |
| Suffix | <i>Field not completed.</i> |
| Street Address | 27710 E 114th PI S |
| Apartment/Unit # | <i>Field not completed.</i> |
| City | Coweta |
| State | OK |
| Zip Code | 74429 |
| Phone Number | 918-857-5696 |
| Email | missaeverything@gmail.com |
| Preferred method of contact | Email |
| On what Board or Commission are you most interested in serving? | City Council (only available to fill an unexpired term) |
| Do you reside inside the city limits? | Yes |
| Which Council Ward do you live in? | Ward 4 |
| Are you registered to | Yes |

vote in Coweta?

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

With more than twenty years of leadership, operations management, and financial administration experience, much of it within the Coweta community, I bring a deep, working knowledge of the processes, compliance requirements, and day-to-day responsibilities essential to serving the City of Coweta District #4. My background includes owning and operating multiple Coweta-based businesses, managing budgeting and full-cycle accounting for companies of all sizes, coordinating infrastructure-related work in both concrete and asphalt industries, and overseeing safety, regulatory, and documentation standards at a level consistent with municipal expectations. I have extensive experience leading teams, solving complex problems, managing operational projects, and communicating with stakeholders at every level. My service in the United States Air Force strengthened my discipline, accountability, and ability to manage large-scale training, safety, and compliance programs. As a long-time resident and business owner in Coweta, I understand the needs, priorities, and values of our community, and I am committed to applying my skills, experience, and leadership toward supporting responsible growth, transparent decision-making, and the best interests of District #4 residents.

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board or Commission)

I am seeking to serve on the Board because I care deeply about the City of Coweta and the people who call it home. As a long-time resident and business owner, I have invested much of my life into this community, and I believe I can contribute meaningful leadership, accountability, and practical knowledge to support District #4. My background in operations, budgeting, compliance, and infrastructure-related work gives me a strong foundation for understanding the needs of our city and the challenges we face as we continue to grow. Several community members have encouraged me to step forward, and I feel a genuine responsibility to use my experience, work ethic, and problem-solving skills to help ensure transparent decision-making, responsible development, and a continued commitment to the safety, wellbeing, and quality of life for Coweta residents. I want to serve because this is my home, and I am dedicated to helping it thrive.

If desired, you may upload a resume.

[inbound936520508619070433.pdf](#)

Have you ever been convicted of a felony, or entered a guilty or no contest plea thereto?

No

If yes, please give

Field not completed.

details of the conviction(s) and explain

Do you anticipate any conflicts of interest on issues which may be decided by the Board or Commission on which you are interested in serving.

No.

Do you currently hold any offices under the laws of the State of Oklahoma? Such offices would include but not be limited to working for a municipality, county, or state.

No

Do you understand that attendance and active support is required for each appointee?

Yes

Signature

Ashley Lowrey-Radebaugh

Date

11/9/2025

Applications will be kept on file for 90 days.

This information will become a Public Record.

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From: noreply@civicplus.com
To: [Julie Casteen](#); [City Clerk](#)
Subject: Online Form Submittal: Application for Appointment to a City Board or Commission
Date: Thursday, November 27, 2025 11:53:08 AM

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

Application for Appointment to a City Board or Commission

| | |
|---|--|
| Last Name | Thomas |
| First Name | Christopher |
| Middle Initial | P |
| Suffix | <i>Field not completed.</i> |
| Street Address | 11984 s 269th e ave |
| Apartment/Unit # | <i>Field not completed.</i> |
| City | Coweta |
| State | Ok |
| Zip Code | 74429 |
| Phone Number | 9187799725 |
| Email | Christophert731@gmail.com |
| Preferred method of contact | Phone |
| On what Board or Commission are you most interested in serving? | City Council (only available to fill an unexpired term) |
| Do you reside inside the city limits? | Yes |
| Which Council Ward do you live in? | Ward 4 |
| Are you registered to | Yes |

vote in Coweta?

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

I was born in a small logging town in Washington and moved to Wagoner before my junior year of high school, graduating from Wagoner High School in 2016. I've been blessed to be with my wife since I asked her to prom our senior year, and we chose Coweta as our home in 2024 because this is where we wanted to put down roots and build our future family.

I have been an ironworker for nine years and currently serve as a Foreman with Ironworkers Local 584, where I lead crews of 8–20 workers on major infrastructure and development projects across northeast Oklahoma. In that role, I'm responsible for safety, scheduling, problem-solving, and coordinating with multiple contractors – all skills that translate directly to responsible city leadership.

I was elected to the Executive Board of Local 584 and previously served as the appointed Vice President of the local. These roles require careful review of policies, representing members' concerns, managing information, and making decisions that impact hundreds of families.

My professional training includes a three-year registered apprenticeship, OSHA-30, multiple welding and rigging certifications, and annual advanced instructor training through the International Ironworkers program in Ann Arbor, Michigan. Altogether, my background has taught me how to evaluate complex information, plan ahead, work with diverse teams, and put community safety first.

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board or Commission)

Coweta is the place my wife and I chose to build our life, and I want to do my part to help our community grow responsibly and stay a place where families can thrive. I've spent my career helping build the structures and shared spaces that make our region stronger, and I take pride in work that serves the public. Serving on the City Council is an opportunity to bring a practical, working-class perspective to local decision-making. I'm used to studying plans, asking questions, weighing long-term impacts, and keeping safety and fiscal responsibility at the forefront. I believe those skills can contribute to steady, common-sense leadership for Coweta.

My goal is simple: to help make Coweta an even better place to live by supporting safe and affordable neighborhoods, thoughtful growth, and opportunities for the next generation. I care deeply about this community, and I'm committed to showing up prepared, listening to residents, and working hard on behalf of all who call Coweta home.

If desired, you may upload a resume.

[G.docx](#)

Have you ever been convicted of a felony,

No

or entered a guilty or no contest plea thereto?

If yes, please give details of the conviction(s) and explain

Field not completed.

Do you anticipate any conflicts of interest on issues which may be decided by the Board or Commission on which you are interested in serving.

No I don't have any and do not foresee any.

Do you currently hold any offices under the laws of the State of Oklahoma? Such offices would include but not be limited to working for a municipality, county, or state.

No

Do you understand that attendance and active support is required for each appointee?

Yes

Signature

Christopher Thomas

Date

11/27/2025

Applications will be kept on file for 90 days.

This information will become a Public Record.

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