



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

**AGENDA - SPECIAL MEETING
COWETA CITY COUNCIL
COWETA CITY HALL, 310 S. BROADWAY
MONDAY, AUGUST 24, 2026 5:00 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 ____ Daniel Beatie ____ Donald Vieth ____ Kate Walker ____

IV. ADMINISTRATION

1. APPROVAL OF THE PURCHASE OF UPGRADED MICROSOFT 365 SOFTWARE LICENSES FOR CITY USERS IN THE AMOUNT OF \$19,492.20, TO BE FUNDED FROM ACCOUNT 01-5325.020

Discuss and consider approval of the purchase of upgraded software licenses for Microsoft Office 365 users in the amount of \$19,92.20, to be funded from account 01-5325.020.

Julie Casteen, City Manager

2. RENEWAL OF MUTUAL AID AGREEMENT BETWEEN CITY OF BROKEN ARROW AND CITY OF COWETA FOR BUILDING INSPECTION SERVICES

Discuss and consider approval of the renewal of a Mutual Aid Agreement for shared building inspection services between the City of Coweta and the City of Broken Arrow.

Julie Casteen, City Manager

V. EXECUTIVE SESSION

1. EXECUTIVE SESSION

Consider a motion and vote to enter Executive Session pursuant to Title 25 O.S. Section 307(B)(1) to discuss the employment, hiring, and appointment of a City Manager, including the review and discussion of applications and resumes submitted, conducting a candidate interview with Jeremy Marshall, and scheduling final interviews.

2. END EXECUTIVE SESSION

Exit the Executive Session to discuss and possibly take action related to discussions held in executive session related to the employment, hiring, and appointment of a City Manager,

and scheduling final interviews of candidates.

VI. ADJOURNMENT

*If you wish to speak during this meeting, please sign in before the meeting begins using the sign-up sheet located on the table near the podium. Speakers may address only those items listed on the posted agenda. All cell phones and electronic devices must be turned **off** or **set to silent** for the duration of the meeting.*

Persons who require a special accommodation to participate in this meeting should contact the Coweta City Clerk, 310 South Broadway, P.O. Box 850, Coweta, Oklahoma, 74429, 918-486-2189 or via Email: cityclerk@cityofcoweta-ok.gov, as far in advance as possible and preferably at least 48 hours before the date of the meeting. Persons using a TDD may contact OKLAHOMA RELAY at 1-800-722-0353; voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.



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: **APPROVAL OF THE PURCHASE OF UPGRADED MICROSOFT 365 SOFTWARE LICENSES FOR CITY USERS IN THE AMOUNT OF \$19,492.20, TO BE FUNDED FROM ACCOUNT 01-5325.020**

Date: August 24, 2026

BACKGROUND

The City of Coweta has utilized the Microsoft 365 software suite for more than eight years. Currently, users verify their identity through a multi-factor authentication application installed on their mobile devices. While this method provides an added layer of security, upgrading to a higher-tier Microsoft 365 license will enable the use of passkey authentication, a more secure and user-friendly technology that further strengthens the City's cybersecurity defenses and reduces the risk of ransomware and other unauthorized access attacks.

The annual cost to upgrade licenses for employees funded through the General Fund is \$19,492.20. The additional cost above the current licensing level is \$6,885.00. Employees funded through the Public Works Authority will require additional upgraded licenses at a total annual cost of \$4,815.72, representing an increase of \$1,701.00 over the current license tier. The combined additional cost for the license upgrades citywide is \$8,586.00 annually.

STAFF RECOMMENDATION

Staff recommends approval of the Microsoft Office 365 license upgrades.

ATTACHMENTS

1. Quote 609465

Quote (Open)**Date**

Aug 07, 2026 11:30 AM MDT

Modified Date

Aug 07, 2026 02:18 PM MDT

Quote #

609465 - rev 1 of 1

Description

[GOV DEPTS]-Microsoft CSP - Upgrade to Business Prem

SalesRepZub-Gulick, Dorothy
(P) 602-369-1159**Customer Contact**Casteen, Julie
(P) 918.279.7216
jcasteen@cityofcoweta-ok.gov**Safari Micro, Inc.**2185 W. Pecos Rd, Ste 9
Chandler, Arizona 85224
United States
<https://safari micro.com>
(P) 480-345-1860
(F) 480-345-1861*** REMIT TO ADDRESS *****Safari Micro, Inc.**
PO Box 842355
Los Angeles, CA 90084-2355**SHIPPING:**City of Coweta
Casteen, Julie
310 S Broadway
Coweta, OK 74429
United States
(P) 918-486-2189
jcasteen@cityofcoweta-ok.gov**SHIPPING INFO:**Delivery Method: Other Electronic
Carrier Account #:
Special Instructions:**BILLING:**City of Coweta
Payable, Accounts
310 S Broadway
Coweta, OK 74429
United States
(P) 918-486-2189
rkolman@cityofcoweta-ok.gov**PAYMENT METHOD:**

Terms: Purchase Order (Net 30 Days)

SALES ASSOCIATE:Preparer: Zub-Gulick, Dorothy
E-mail: dorothy@safari micro.com
Phone: 602-369-1159
Account Manager: Zub-Gulick, Dorothy
E-mail: dorothy@safari micro.com

#	Image	Description	Part #	Qty	Unit Price	Total
1		Microsoft 365 Business Premium [NCE COM ANN] 08/10/26 - 07/31/27	SUB1702395-SEP25CI	85	\$229.32	\$19,492.20

Note: UPGRADE SUBSCRIPTION FROM LINE 1-TO PREMIUM
Subscription license - NCE - Mac, Android, iOS, Win
CFQ7TTC0LDPB:0001*** Final Tax Rate Determined at Invoicing ***

Subtotal:	\$19,492.20
<i>Product Subtotal:</i>	<i>\$19,492.20</i>
Tax Estimate (.0000%):	\$0.00
Shipping:	\$0.00
Total:	\$19,492.20

Sales Tax Policy:

Sales tax will be applied in accordance with all applicable laws.
If your quote includes sales tax and your organization qualifies for tax exemption based on the shipping destination, please submit a valid and current exemption certificate **before placing your order** to avoid being charged sales tax.
Send sales tax exemption certificates to salestax@safari micro.com.
Also, please notify your account manager upon submission.

Tenant ID: cityofcowetaok.onmicrosoft.com****8/7-Upgrade from Business Standard to Business Premium from Original Sales Order 605913****Safari Micro ships ONLY to the Continental US (AK and HI may be an additional charge).****This quote/sales order is bound by the terms & conditions found at <https://safari micro.com/terms-conditions/>**



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: **RENEWAL OF MUTUAL AID AGREEMENT BETWEEN CITY OF BROKEN ARROW
AND CITY OF COWETA FOR BUILDING INSPECTION SERVICES**

Date: August 24, 2026

BACKGROUND

The City of Coweta and the City of Broken Arrow previously entered into Mutual Aid Agreements in 2021 and again in 2024 to provide building inspection staffing support for the City of Coweta. Following the recent resignation of Coweta's Building Official, who accepted a position with a private inspection company, the City of Broken Arrow has agreed to once again assist with inspection services until the vacant position is filled.

STAFF RECOMMENDATION

Staff recommends approval of the renewal of a Mutual Aid agreement with the City of Broken Arrow for building inspection services.

ATTACHMENTS

1. Mutual Aid for Building Inspection Services - Second Renewal

RENEWAL OF MUTUAL AID AGREEMENT BETWEEN CITY OF BROKEN ARROW AND THE CITY OF COWETA FOR BUILDING INSPECTION SERVICES

This Renewal ("Renewal") is entered into by and between the City of Broken Arrow, Oklahoma, a municipal corporation ("Broken Arrow"), and the City of Coweta, Oklahoma, a municipal corporation ("Coweta"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the Parties previously entered into a Mutual Aid Agreement effective March 19, 2024, for a term of twelve (12) months, which allowed for three (3) consecutive one-year renewal terms; and

WHEREAS, the Parties desire to exercise the first renewal option for an additional twelve (12) month period in accordance with Section 2 of the original Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Renewal Term

Pursuant to Section 2 of the original Agreement, the Parties hereby agree to renew the Mutual Aid Agreement for a period of twelve (12) months, commencing on March 19, 2026, and continuing through March 18, 2027.

2. No Other Changes

Except as expressly set forth herein, all terms, conditions, covenants, and provisions of the original Agreement shall remain in full force and effect and are hereby ratified and affirmed by the Parties.

3. Authority to Execute

Each person signing below represents that they are authorized to execute this Renewal on behalf of their respective entity.

REMAINDER OF THIS PAGE IS BLANK

IN WITNESS WHEREOF, the Parties have executed this Renewal on the dates set forth below:

City of Broken Arrow

City of Coweta

By: _____
City Manager

By: _____
City Manager

Date: _____

Date: _____

Attest:

Attest:

City Clerk

City Clerk

Approved as to Form:

Approved as to Form:

City Attorney

City Attorney

Broken Arrow City Council Ratified:

By: _____
Mayor

By: _____
Mayor

City Clerk