



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

**AGENDA - REGULAR MEETING
COWETA PUBLIC WORKS AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
IMMEDIATELY FOLLOWING THE MEETING
OF THE COWETA CITY COUNCIL
MONDAY, JANUARY 4, 2021 6:00 P.M.**

MEETING PROCEDURE: Comments on all scheduled agenda items will be heard immediately following the presentation by staff or the petitioner. Please wait until you are recognized by the Chairman and keep your comments as brief as possible. Individuals addressing the Trustees must identify themselves by name prior to making any comments. The Trust Authority will act on an agenda item after comments from staff and the Trust Authority have been heard.

I. CALL TO ORDER

II. ROLL CALL

EVETTE YOUNG _____
HAROLD CHANCE _____
NAOMI HOGUE _____
LOGAN BROWN _____
RANDY WOODWARD _____

III. CONSENT

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

1. SURPLUS PROPERTY

APPROVAL OF A DECLARATION OF SURPLUS ON THE FOLLOWING AND AUTHORIZATION FOR THE TRUST MANAGER TO DISPOSE OF ACCORDINGLY:

1. 1995 CHEVROLET 1500 PICKUP
2. 2006 48" FERRIS ZERO TURN MOWER
3. 2009 INTERNATIONAL EAGLE 7400 TRASH TRUCK
4. 2012 INTERNATIONAL EAGLE 7400 TRASH TRUCK

(JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[95-9650 CHEVY PICK UP.PDF](#)
[2006 FERRIS MOWER.PDF](#)
[2009 MOWER-GRAVELY.PDF](#)
[12-1247 INTERNATIONAL TRASH TRUCK.PDF](#)

2. FISCAL YEAR 2019-2020 AUDITED FINANCIAL REPORT AND OPERATING REPORT
ACKNOWLEDGEMENT OF THE RECEIPT OF THE AUDITED FINANCIAL REPORT AND OPERATING REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020.

(JULIE CASTEEN, ASSISTANT TRUST MANAGER)

3. APPOINTMENT OF AUDITOR

AFFIRMATION OF THE ACTIONS OF THE COWETA CITY COUNCIL REGARDING THE ENGAGEMENT OF ELFRINK & ASSOCIATES, PLLC TO PERFORM THE ANNUAL AUDIT OF THE COWETA PUBLIC WORKS AUTHORITY FOR THE FISCAL YEAR ENDING JUNE 30, 2021.

(JULIE CASTEEN, ASSISTANT TRUST MANAGER)

4. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING HELD ON NOVEMBER 2, 2020.
(JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[201102 MINUTES OF THE REGULAR MEETING OF THE PWA.PDF](#)

IV. NEW BUSINESS

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

V. ADJOURNMENT

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

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

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

Department: _____ Department Contact: _____ Date: _____

Items Requested to be Surplused: _____

ID/Asset Tag Number: _____

<u>PROPERTY DESCRIPTION</u>	<u>CONDITION</u> Excellent Good Fair Poor	<u>DATE PUCHASED</u>	<u>Approximate Current Value</u>
		<u>PURCHASE PRICE</u>	

Reason for being surplused:

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

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

Name of agency:

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

Amount received:

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

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

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

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

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

Date surplus approved by City Council/Trustees: _____

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

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

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

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

Department: _____ Department Contact: _____ Date: _____

Items Requested to be Surplused: _____

ID/Asset Tag Number: _____

<u>PROPERTY DESCRIPTION</u>	<u>CONDITION</u> Excellent Good Fair Poor	<u>DATE PUCHASED</u>	<u>Approximate Current Value</u>
		<u>PURCHASE PRICE</u>	

Reason for being surplused:

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

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

Name of agency:

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

Amount received:

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

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

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

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

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

Date surplus approved by City Council/Trustees: _____

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

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

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

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

Department: _____ Department Contact: _____ Date: _____

Items Requested to be Surplused: _____

ID/Asset Tag Number: _____

<u>PROPERTY DESCRIPTION</u>	<u>CONDITION</u>	<u>DATE PURCHASED</u>	<u>Approximate Current Value</u>
		Excellent Good Fair Poor	

Reason for being surplused:

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

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

Name of agency:

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

Amount received:

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

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

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

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

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

Date surplus approved by City Council/Trustees: _____

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

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

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

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

Department: _____ Department Contact: _____ Date: _____

Items Requested to be Surplused: _____

ID/Asset Tag Number: _____

<u>PROPERTY DESCRIPTION</u>	<u>CONDITION</u> Excellent Good Fair Poor	<u>DATE PURCHASED</u>	<u>Approximate Current Value</u>
		<u>PURCHASE PRICE</u>	

Reason for being surplused:

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

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

Name of agency:

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

Amount received:

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

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

Date Sold: _____ Amount received: \$ _____

Name, Address, and Telephone Number of Buyer: _____

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

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

Date surplus approved by City Council/Trustees: _____

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

Date Insurance Cancelled: _____

Date Removed from Fixed Assets: _____

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
NOVEMBER 2, 2020**

The Trustees of the Coweta Public Works Authority met in regular session on Monday, November 2, 2020 at 7:04 p.m. following the meeting of the Coweta City Council at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

TRUSTEES PRESENT: Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

TRUSTEES ABSENT: Evette Young.

I. CALL TO ORDER

The meeting was called to order by Vice-Chairman Chance.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

Motion by Logan Brown, second by Harold Chance to approve the consent calendar items:

1. Minutes of the Coweta Public Works Authority Regular Meeting held on October 5, 2020.
2. Affirmation of the action taken by the Coweta City Council pertaining to the approval of the City of Coweta 2021 Holiday Calendar and 2021 Meeting Schedules.
3. Acceptance of Automatic Meter Reading System.
4. Approval of Employee Incentive.

Aye: Logan Brown
Harold Chance
Naomi Hogue
Randy Woodward

IV. OLD BUSINESS

1. Consulting Services Contract

Assistant Trust Manager Julie Casteen presented information on a proposed contract with Public Consulting Group, Inc. to provide financial consulting services related to the Oklahoma Ground Emergency Transportation (GEMR) Program.

Motion by Harold Chance, second by Randy Woodward to approve the contract with EMS Management and Consultants, Inc.

Aye: Harold Chance
Randy Woodward

**MINUTES OF THE COWETA PUBLIC WORKS AUTHORITY REGULAR MEETING
NOVEMBER 2, 2020**

Naomi Hogue
Logan Brown

2. Resolution 2020-32 Amending the FY20-21 Budget

Julie Casteen discussed the need for amendments to the FY2021 budget due to unanticipated revenues and expenditures.

Motion by Harold Chance, second by Randy Woodward to adopt Resolution 2020-32, a resolution of the Trustees of the Coweta Public Works Authority adopting amendments to the annual revenues and appropriations for the budget of the Coweta Public Works Authority for Coweta, Oklahoma for fiscal year ending June 30, 2021.

Aye: Harold Chance
Randy Woodward
Naomi Hogue
Logan Brown

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Vice-Chairman Chance adjourned the meeting at 7:08 p.m.

Evette Young, Chairman

Julie Casteen, Trust Secretary