



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

AGENDA - REGULAR MEETING  
COWETA CITY COUNCIL  
COWETA CITY HALL, 310 S. BROADWAY  
MONDAY, JUNE 1, 2020 6:00 P.M., IMMEDIATELY  
FOLLOWING THE JOINT SPECIAL MEETING

**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 act on an agenda item after comments from staff and the City Council have been heard.

I. CALL TO ORDER

II. ROLL CALL

EVETTE MORRIS \_\_\_\_\_  
HAROLD CHANCE \_\_\_\_\_  
NAOMI HOGUE \_\_\_\_\_  
LOGAN BROWN \_\_\_\_\_  
RANDY WOODWARD \_\_\_\_\_

III. 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.)

IV. 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 THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING HELD ON MAY 4, 2020.

Documents:

[200504 MINUTES OF THE REGULAR CITY COUNCIL MEETING.PDF](#)

2. CARES ACT CORONAVIRUS RELIEF FUND

APPROVAL FOR JULIE CASTEEN, ACTING AS COWETA CITY CLERK/TREASURER, TO REQUEST DIRECT PAYMENTS FROM THE STATE OF OKLAHOMA FROM THE CORONAVIRUS RELIEF FUND AS CREATED IN THE CARES ACT.  
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[200601 STAFF REPORT CARES ACT.PDF](#)  
[200601-COWETA - CARES ACT AGREEMENT.PDF](#)  
[200601-5.18.20 CARES ACT OFFICIAL GUIDANCE UPDATE.PDF](#)

3. SURPLUS PROPERTY

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

1. 2003 DODGE DURANGO
2. 2001 JEEP CHEROKEE
3. VARIOUS COMPUTERS, PRINTERS, MONITORS AND MISCELLANEOUS COMPUTER EQUIPMENT
4. MARTIN YALE FOLDING MACHINE
5. BROTHER ML 300 TYPEWRITER
6. THREE SMART BOARDS
7. FOUR LCD PROJECTORS AND MOUNTS
8. SECURITY CAMERA SYSTEM AND MOUNTING BARS
9. AUDIO-VISUAL EQUIPMENT

Documents:

[2003 DODGE DURANGO SURPLUS FORM.PDF](#)  
[2001 JEEP CHEROKEE SURPLUS FORM.PDF](#)  
[IT EQUIPMENT 2020-06-01.PDF](#)  
[FOLDING MACHINE 2020-06-01.PDF](#)  
[BROTHER TYPEWRITER 2020-06-01.PDF](#)  
[SMARTBOARDS 2020-06-01.PDF](#)  
[LCD PROJECTORS 2020-06-01.PDF](#)  
[CAMERA SYSTEM 2020-06-01.PDF](#)  
[AV EQUIPMENT 2020-06-01.PDF](#)

## V. OLD BUSINESS

1. 2020 STREET OVERLAY PROJECTS  
DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED 2020 STREET OVERLAY PROJECTS AND AUTHORIZING THE PROJECTS TO BE PUBLISHED FOR PUBLIC BID.  
(WES RICHTER, PUBLIC WORKS DIRECTOR)

Documents:

[200601 STAFF REPORT ROAD PROJECTS.PDF](#)

2. ORDINANCE 834 AMENDING PART 14  
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF ORDINANCE 834, AN ORDINANCE OF THE CITY OF COWETA, OKLAHOMA RELATING TO PART 14 STREETS AND PUBLIC WORKS OF THE CITY CODE OF ORDINANCES BY AMENDING SECTION 14-117 DRAINAGE DITCHES, OBSTACLES IMPEDING DRAINAGE IN STREETS, NOTICE, CORRECTION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND DECLARING AN EMERGENCY.  
(ROGER KOLMAN, CITY MANAGER)

Documents:

[200601 STAFF REPORT ORDINANCE 834.PDF](#)  
[200601 ORDINANCE 834 AMENDING PART 14.PDF](#)

3. DECLARATION OF AN EMERGENCY ORDINANCE 834  
DISCUSSION AND POSSIBLE ACTION TO DECLARE AN EMERGENCY REGARDING ORDINANCE 834 MAKING IT EFFECTIVE IMMEDIATELY UPON PASSAGE AND APPROVAL.
4. RESOLUTION 2020-18  
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2020-18, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA DECLARING THAT A STATE OF CIVIL EMERGENCY CURRENTLY EXISTS.  
(ROGER KOLMAN, CITY MANAGER)

Documents:

[200601 UPDATED EMERGENCY DECLARATION RESOLUTION 2020 .PDF](#)

5. COVID-19 ASSISTANCE PROGRAM  
DISCUSSION AND POSSIBLE ACTION DIRECTING THE CITY MANAGER TO DEVELOP GRANT

PROGRAMS TO PROVIDE ASSISTANCE TO LOCAL BUSINESSES AND CITIZENS  
RECOVERING FROM THE COVID-19 PANDEMIC.  
(ROGER KOLMAN, CITY MANAGER)

Documents:

[200601 STAFF REPORT BUSINESS RECOVERY.PDF](#)

6. RESOLUTION 2020-17 REGARDING BUDGET AMENDMENTS FY 19-20  
DISCUSSION AND POSSIBLE ACTION REGARDING THE ADOPTION OF RESOLUTION 2020-17, A  
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ADOPTING  
AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE  
CITY OF COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2020.  
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[200601 STAFF REPORT BUDGET AMENDMENTS FY 19 20.PDF](#)  
[200601 RESOLUTION 2020 17.PDF](#)

7. RESOLUTION 2020-14 ON FY 2020-2021 BUDGET ADOPTION  
DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION NO. 2020-14, A  
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA ADOPTING THE  
BUDGET FOR THE GENERAL FUND, STREET AND ALLEY FUND, CEMETERY FUND, LIBRARY  
FUND, RURAL FIRE FUND, SELF INSURANCE FUND, E-911 FUND AND CAPITAL  
IMPROVEMENT FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30,  
2021, AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.  
(JULIE CASTEEN, ASSISTANT CITY MANAGER)

Documents:

[200601 RESOLUTION 2020 14 ADOPTING THE BUDGET.PDF](#)

8. CZ 20-05 SUP - SPECIFIC USE PERMIT  
DISCUSSION AND POSSIBLE ACTION ON BROWN FAMILY FUNERAL HOME SPECIFIC USE  
PERMIT APPLICATION FOR A CREMATORY IN THE EXISTING LOCATION OF 210 SOUTH  
BROADWAY, LOTS 16 THROUGH 20, BLOCK 57, NEW COWETA, WAGONER COUNTY,  
OKLAHOMA, ACCORDING TO THE DULY APPROVED PLAT THEREOF, IN SECTION 18,  
TOWNSHIP 17 NORTH, RANGE 16 EAST.  
(CAROLYN BACK, COMMUNITY DEVELOPMENT DIRECTOR)

Documents:

[200601 STAFF REPORT SUP APPLICATION.PDF](#)  
[CZ 20-05 SUP AERIAL VIEW.PDF](#)  
[CZ 20-05 SUP LOCATION MAP.PDF](#)  
[CZ 20-05 SUP ZONING MAP.PDF](#)  
[CZ 20-05 FLOOR PLAN.PDF](#)

- VI. NEW BUSINESS  
(Business which was not foreseen prior to the posting of the agenda.)

- VII. ADJOURNMENT

**IF YOU REQUIRE A SPECIAL ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE  
NOTIFY CITY HALL BY 9:00 A.M. ON THE DATE OF THE MEETING.**

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING  
MAY 4, 2020 6:00 P.M.**

The members of the Coweta City Council met in regular session on Monday, May 4, 2020 at 6:00 p.m. in the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

**COUNCILMEMBERS PRESENT:** Evette Morris, Harold Chance, Naomi Hogue, Logan Brown, Randy Woodward.

**COUNCILMEMBERS ABSENT:** None.

**I. CALL TO ORDER**

The meeting was called to order by Mayor Morris.

**II. Pledge of Allegiance given**

**III. ROLL CALL**

Roll call taken. Councilmembers were present as shown above.

**IV. GENERAL CITY COUNCIL COMMENTS**

City Manager Roger Kolman announced that Chip Cohrs, City Engineer, is retiring this month and recognized Chip for his service to the City.

**V. CONSENT**

Motion by Harold Chance, second by Randy Woodward to approve the consent calendar items:

1. Minutes of the Coweta City Council Regular Meeting held on April 6, 2020.
2. Minutes of the Coweta City Council/Public Works Authority/Coweta Industrial Development Joint Special Meeting held on April 29, 2020.
3. Quarterly Review of Coweta's 911 System for the quarter ending March 31, 2020.

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

**VI. OLD BUSINESS**

**1. Village Subdivision Water Line Bids**

Chip Cohrs discussed the CDBG Grant that was awarded by the Oklahoma Department of Commerce in 2018 to replace waterlines in the Village subdivision. He explained that the

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING  
MAY 4, 2020 6:00 P.M.**

first contract that was awarded was rescinded because the contractor was unable to secure the required bonds. The second round of bids, after the project was restructured, pushed the estimated project costs to more than \$130,000 over the original project budget.

Motion by Evette Morris, second by Harold Chance to reject all bids. Evette Morris withdrew her first motion. Motion by Evette Morris, second by Harold Chance to reject all bids and return the grant fund award to the Oklahoma Department of Commerce.

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

**2. CZ 20-04**

Chip Cohrs described the request made for a Specific Use Permit for a Medical Marijuana growing business at 10912 South 265<sup>th</sup> East Avenue, Building B. The location is zoned Light Industrial (IL)

Motion by Harold Chance, second by Naomi Hogue to approve the request for a Specific Use Permit for a Medical Marijuana growing facility in an existing building on property zoned Light Industrial (IL) located in the Southwest Quarter of Section 26, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, Oklahoma with a physical address of 10912 South 265<sup>th</sup> East Avenue, Building B.

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

**3. Ordinance 832 Amending Chapter 16 of Zoning Code**

Roger Kolman discussed an amendment to the Zoning Code to expand the use of Planned Unit Development Uses (PUDs) to allow for permitted principal uses on property of less than 20 acres that is zoned Light Industrial. The Planning Commission voted on April 27, 2020 to recommend approval of the proposed ordinance to the Coweta City Council.

Motion by Evette Morris, second by Harold Chance to adopt Ordinance 832, an ordinance of the City of Coweta, Oklahoma amending Section 1620 of Chapter 16 of the Coweta Zoning Code pertaining to Planned Unit Development Uses permitted and declaring an emergency.

Aye: Evette Morris  
Harold Chance

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING  
MAY 4, 2020 6:00 P.M.**

Naomi Hogue  
Logan Brown  
Randy Woodward

**4. Declaration of an Emergency Ordinance 832**

Discussion was held regarding possible action declaring an emergency for Ordinance No. 832, making it effective immediately upon publication.

Motion by Harold Chance, second by Logan Brown, to declare an emergency for Ordinance No. 831, making it effective immediately upon publication.

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

**5. Ordinance 833**

Ronald Cates, City Attorney, described an ordinance to bring the City's Code of Ordinances into alignment with statutory authority. The City attorney, City Prosecutor, and Chief of Police recommend the adoption of Ordinance 833.

Motion by Randy Woodward, second by Harold Chance to adopt Ordinance 833, an ordinance of the City of Coweta, Oklahoma relating to Part 10, Offenses and Crimes, Chapter 4, Offenses against the Health, Welfare and Morals, of the Code of Ordinances. City of Coweta, Oklahoma, amending Section 10-401, "Public Intoxication and Drinking Prohibited"; providing for severability; repealing all ordinances or parts of ordinances in conflict and declaring an emergency.

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

**6. Declaration of an Emergency Ordinance 833**

Discussion was held regarding possible action declaring an emergency for Ordinance No. 833, making it effective immediately upon publication.

Motion by Harold Chance, second by Logan Brown, to declare an emergency for Ordinance No. 833, making it effective immediately upon publication.

Aye: Harold Chance

**MINUTES OF THE COWETA CITY COUNCIL REGULAR MEETING  
MAY 4, 2020 6:00 P.M.**

Logan Brown  
Randy Woodward  
Evette Morris  
Naomi Hogue

**VII. NEW BUSINESS**

There was no new business.

**VIII. ADJOURNMENT**

Mayor Morris adjourned the meeting at 6:12 p.m.

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Evette Morris, Mayor

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Julie Casteen, City Clerk



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## Memorandum

To: Honorable Mayor and City Council  
From: Julie Casteen, Assistant City Manager/City Clerk/Treasurer  
Re: Cares Act Coronavirus Relief Fund  
Date: May 29, 2020

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### **BACKGROUND**

The State of Oklahoma recently established procedures for the management of the CARES Act Coronavirus Relief Fund (CRF) recently received from the U.S. Treasury. Funds may be requested to cover expenditures incurred due to the public health emergency associated with the COVID-19 pandemic.

The State has set up an online platform to facilitate the reimbursement process for cities and counties to request direct payments from the CRF. City Clerks and Treasurers were asked last week to register for the payment portal in order to submit applications for payment.

Part of the registration process includes certification that the City Clerk/Treasurer is authorized to request direct payment from the allocation of funds to State of Oklahoma from the CRF.

### **STAFF RECOMMENDATION:**

Staff recommends Council authorization for the City Clerk/Treasurer to request direct payments from the State of Oklahoma on behalf of the City of Coweta.

### **ATTACHMENTS:**

Coweta Cares Act Agreement  
Letter from the Governor's office regarding Cares Act Official Guidance Update

## FEDERAL FUNDING CERTIFICATION

I Julie Casteen, am the legally authorized representative of Coweta , and I certify that:

1. I have the authority on behalf of Coweta to request direct payment from the State of Oklahoma, from the allocation of funds to the State of Oklahoma from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Oklahoma will rely on this certification as a material representation in making a direct payment to Coweta (“Recipient”).
3. Coweta 's proposed uses of the funds provided as direct payment under Section 14.435 of SS SCS HCS HB 2014 will be used only to cover those costs that-
  - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) (“necessary expenditures”);
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for Coweta; and
  - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. Funds provided as direct payment from the State of Oklahoma pursuant to this certification for necessary expenditures that were or will be incurred during the period that begins on March 1, 2020, and ending on December 30, 2020, that are not expended on those necessary expenditures on or before March 31, 2021, by the political subdivision or its grantee(s), must be returned to the State of Oklahoma on or before April 1, 2021.
5. Funds provided as a direct payment from the State of Oklahoma pursuant to this certification must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. Any funds expended by a political subdivision or its grantee(s) in any manner that does not adhere to official federal guidance or in violation of this certification shall be returned to the State of Oklahoma Coronavirus Relief Fund.
6. Any local government entity receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts. Such documentation shall be produced to the State of Oklahoma upon request.
7. Any local government entity receiving funds pursuant to this certification shall be subject to any monitoring activities as deemed appropriate by the State of Oklahoma.
8. Any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
9. Funds received pursuant to this certification cannot be used for expenditures for which a local government entity has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense. Funds

received pursuant to this certification for which a local government entity receives any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense, shall be returned to the State of Oklahoma Coronavirus Relief Fund.

10. I acknowledge and certify that Recipient has not received, and will not apply for, federal funds from any other source, to reimburse it for the expenditures for which funds are sought pursuant hereto.

**I certify under the penalties of perjury, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.**

By: Julie Casteen

Signature:

Title:

Date:

State of Oklahoma

By:

Signature:

Title:

Date:



**John Budd**  
Chief Operating Officer

**Mike Mazzei**  
Secretary of Budget

May 18, 2020

To Oklahoma's Mayors and County Commissioners,

In follow up to our introductory communications last week, the State of Oklahoma is quickly moving forward on standing up an online platform to facilitate the reimbursement process for cities and counties on CARES Act Coronavirus Relief Funds (CRF). ***We are writing to notify you of two critical needs from cities and counties to ensure the State can meet our goal to formally begin processing requests for CRF reimbursements by June 1.***

First, the State's platform to facilitate reimbursements is scheduled to go live this week. Each city and each county, which anticipate a need to file for CFR reimbursement, will receive one log in credential for the online platform. At your earliest convenience, please utilize this link to submit information for the State to create one account for your city or your county: <https://bit.ly/3dQE6th>.

Once your information is submitted, the State will follow up with a confirmation e-mail and with additional training support for the new platform, to include a 5-minute instructional video and details on how to access "IT office hours" with the platform developer, Guidehouse.

The second need is for cities and counties to become familiar with the State's latest guidance for reimbursements on page two of this letter. The U.S. Treasury is holding regular calls with States regarding its evolving guidance on what is eligible for CFR reimbursements. On Thursday, the U.S. Treasury notified States that CRF funds cannot be accessed to reimburse for a city, county, or State agency's share of a Federal Emergency Management Agency (FEMA) grant. The State's mission is to maximize all federal dollars available for local governments during this unprecedented time and to maintain the integrity of CRF dollars for COVID-19 related expenses, emergencies, and forward planning. As such, the State strongly encourages for cities, counties, and State agencies to prioritize applications for FEMA grants where eligible.

In closing, the State remains committed to transparency and accountability in the distribution of CARES Act funds. This past week, the State launched a new page on Oklahoma's Online Checkbook where we will post daily the latest CFR reimbursements: <https://checkbook.ok.gov>. Modifications are underway to continue to make it user friendly and expand access to data, which will include information on how funds are distributed and utilized by local governments.

If you have any questions about the latest guidance, or difficulties with the links provided, please e-mail us at [CRFHelp@omes.ok.gov](mailto:CRFHelp@omes.ok.gov) for quick assistance from our team.

Sincerely,

John Budd  
Chief Operating Officer  
State of Oklahoma

Mike Mazzei  
Secretary of Budget  
Office of the Governor



**Coronavirus Relief Fund**  
**Procedures for Submitting Request for Reimbursement of Expenditures**  
**From Cities and Counties**  
Updated 5/15/20

**Summary**

The state has received funds pursuant to the CARES Act to distribute to cities and counties. Cities and counties may request reimbursement for expenditures made as a result of COVID-19 pursuant to the following procedures. Requests will be reviewed by the CARES Act Finance Team. Available funds will be allocated to local governments based on the type of expenditure, the volume of requests, and the balance of funds available.

**Procedures**

- 1) Carefully track all costs related to COVID-19.
  - a. Cities and counties should designate COVID-19 expenses within a unique and identifiable dimension in general ledger system. This code should be used on POs, Vouchers, and P-card purchases.
  - b. Time spent on COVID-19 related issues should be tracked using a unique identifier.
  - c. These codes are to enable CARES Act Finance Team to monitor COVID costs and can be used by cities and counties when producing reimbursement requests.
  - d. Cities and counties must track COVID costs within their systems for the purpose of requesting reimbursement. These costs must also be reported to CARES Act Finance Team upon request.
- 2) Requests for reimbursement from the Coronavirus Relief Fund should include only *paid* expenditures (including P-card). POs established but not paid, will not be reimbursed until after the expenditure is complete.
- 3) Expenses that are covered by insurance, reimbursed by other federal programs, or that were already included in your FY-2020 budget prior to March 1, 2020, are not eligible.
- 4) **Payroll Costs**

According to federal guidance, payroll costs are considered eligible if the employee is substantially dedicated to the public health crisis. Reimbursement may be requested for the following payroll costs:

  - Public health employees assigned to COVID-related functions;
  - Public safety employees assigned to COVID-related functions;
  - Any additional payroll costs experienced by agencies for employees who are spending at least 50% of their time on COVID-related activities, on a person-by-person and payroll-by-payroll basis. For example, if an employee spent over 50% of their time tracking COVID-related costs during a particular pay period, the payroll costs attributable to COVID activities may be included on the reimbursement request.
- 5) Reimbursement requests should be submitted in the OkGovGrants platform. If your city or county is not currently registered as a vendor with the state, please submit your information using this form: <https://bit.ly/3dQE6fh>. This is how your reimbursements will be paid to you.



- 6) **Deadlines** - Requests should be submitted on a monthly basis. The first request is due June 10 and should cover expenditures from March 1 through May 31. Future requests are due on the 10<sup>th</sup> of the following month.
- 7) All requests received will go through the CARES Act Finance Team for approval. All reimbursement requests will go through an approval process and funds will be reimbursed up to 100% depending on the total amount of claims and the funds available. A reimbursement of 100% is not guaranteed.
- 8) Each subsequent request should not be cumulative and should not repeat any expenditure previously requested.
- 9) Expenditures from a prior month for which reimbursement was never requested may be included in a future month's request.
- 10) All requests are subject to audit and monitoring. Additional documentation must be provided upon request.

The reimbursement request must be submitted through the State's reimbursement platform by one of the government's official approving officers.

**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. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: \_\_\_\_\_ Department Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

| PROPERTY DESCRIPTION | CONDITION   | DATE PURCHASED | PURCHASE PRICE |
|----------------------|---|----------------|----------------|
|                      | <input type="checkbox"/> Excellent<br><input type="checkbox"/> Good<br><input type="checkbox"/> Fair<br><input type="checkbox"/> Poor<br><input type="checkbox"/> Unknown |                |                |

Reason for being surplused: \_\_\_\_\_

Has it been offered for transfer to another Department within the City: \_\_\_\_\_

Has it been offered for transfer to another agency within the State: \_\_\_\_\_ If so, to whom: \_\_\_\_\_

Donated to outside government agency: \_\_\_\_\_ Name of agency: \_\_\_\_\_

Sold for scrap metal: \_\_\_\_\_ To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: \_\_\_\_\_ If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: \_\_\_\_\_ Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: \_\_\_\_\_ Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: \_\_\_\_\_

Item ready to be released to buyer with a copy of receipt attached: \_\_\_\_\_ Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_

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|----------------------|---|----------------|----------------|
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Has it been offered for transfer to another agency within the State: \_\_\_\_\_ If so, to whom: \_\_\_\_\_

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Removed from Fixed Assets: \_\_\_\_\_

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Has it been offered for transfer to another agency within the State: \_\_\_\_\_ If so, to whom: \_\_\_\_\_

Donated to outside government agency: \_\_\_\_\_ Name of agency: \_\_\_\_\_

Sold for scrap metal: \_\_\_\_\_ To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

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Dates advertised on website: \_\_\_\_\_ Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: \_\_\_\_\_ Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: \_\_\_\_\_

Item ready to be released to buyer with a copy of receipt attached: \_\_\_\_\_ Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

Date surplus approved by City Council/Trustees: \_\_\_\_\_

Date, Amount, Check number, and receipt of check received from Public Surplus: \_\_\_\_\_

Removed from Fixed Assets: \_\_\_\_\_

| Type          | Model                             | Serial #               | Year Acquired | Approximate Cost |
|---------------|-----------------------------------|------------------------|---------------|------------------|
| Laptop        | IBM Thinkpad                      | 78CLMC8                | 2002          | \$ 2,500.00      |
| Laptop        | Dell Precision                    | 2ZYYCD1                | 2004          | \$ 1,200.00      |
| Laptop        | Dell Inspiron 700M                | 4RDQ971                | 2005          | \$ 1,200.00      |
| Laptop        | Dell Latitude 110L                | 4B04S71                | 2005          | \$ 1,500.00      |
| Laptop        | Sony PCG-9Y2L                     | R5488005; 3100231      | 2008          | \$ 1,500.00      |
| Laptop        | Sony PCG-9Y2L                     | R5488008; 3100234      | 2008          | \$ 1,500.00      |
| Laptop        | Toshiba TECRA A9-S9020X           | 38088662H              | 2008          | \$ 1,500.00      |
| Laptop        | Panasonic Toughbook CF-30         | 8BKYA08954             | 2013          | \$ 4,800.00      |
| Monitor       | Dell E151FP                       | CN03K6484663328E11MQ   | 2002          | \$ 200.00        |
| Monitor       | Dell E151FP                       | CN06R644478042BOC2V5   | 2002          | \$ 200.00        |
| Monitor       | Dell E151FP                       | CN03K6484663328811AK   | 2002          | \$ 200.00        |
| Monitor       | Dell E176FPc                      | 0MC040641806390MMC     | 2006          | \$ 200.00        |
| Monitor       | HP FV583A                         | 3CQ9234XXT             | 2009          | \$ 200.00        |
| Monitor       | Dell E2010Ht                      | CN0C201R7444504O743S   | 2010          | \$ 200.00        |
| Monitor       | Dell E1910c                       | CN0T571R6418005C15BS   | 2010          | \$ 200.00        |
| Monitor       | HP S2031                          | 3CQ11319JP             | 2011          | \$ 200.00        |
| Monitor       | Dell E2215                        | CN0DHNV3728724B8C4V8   | 2014          | \$ 200.00        |
| Monitor       | Dell 2E2015HVf                    | CN0MH7HK72872560DDHK   | 2015          | \$ 200.00        |
| Monitor       | Acer V226WL                       | 61102022085            | 2016          | \$ 150.00        |
| Monitor       | Acer G276HL                       | 72703021485            | 2017          | \$ 150.00        |
| PC            | Dell Dimension 4550               | 5P3P121                | 2002          | \$ 700.00        |
| PC            | Dell Vostro                       | 7QMTNM1                | 2010          | \$ 400.00        |
| PC            | Dell Vostro                       | D4JLMM1                | 2010          | \$ 400.00        |
| PC            | Dell Vostro                       | HWMR6Y1                | 2010          | \$ 400.00        |
| PC            | Dell Vostro                       | 7QMSNM1                | 2010          | \$ 400.00        |
| PC            | Dell Optiplex790                  | 82TG1R1                | 2011          | \$ 600.00        |
| PC            | HP Pro 3500                       | MXL3220TSS             | 2013          | \$ 800.00        |
| PC            | Dell D08S                         | 4XP6X12                | 2014          | \$ 500.00        |
| PC            | Dell Optiplex 3020                | 3PS4R22                | 2014          | \$ 600.00        |
| PC            | Dell Optiplex 3020                | 4XM8X12                | 2014          | \$ 600.00        |
| PC            | Dell Optiplex 3020                | DPDPD42                | 2015          | \$ 600.00        |
| PC            | Dell Optiplex 3020                | GX7Q182                | 2015          | \$ 600.00        |
| PC            | Dell Optiplex 3020                | 5BTJV52                | 2015          | \$ 600.00        |
| PC            | HP Slimline270                    | CNV7361CWL             | 2017          | \$ 400.00        |
| PC            | HP Pavilion 20-b013W              | 3CR3240ZZ4             | UNKNOWN       | \$ -             |
| PC            | HP Pavilion 20-b013W              | 3CR3040BVK             | UNKNOWN       | \$ -             |
| Printer       | IBM 4247-003 Dot Matrix           | 0145914                | 2003          | \$ 1,200.00      |
| Printer       | HP Colorjet 1600                  | 6050901341             | 2006          | \$ 600.00        |
| Printer       | Brother MFC-6890CDW               | U62055A9F349850        | 2008          | \$ 600.00        |
| Printer       | Brother MFC-J6920DW               | U63571C4F463879        | 2013          | \$ 600.00        |
| Printer       | HP Color Laser Jet Pro MFP M177fw | unknown                | 2015          | \$ 350.00        |
| Tape Drive    | Ditto IO2000-PX                   | U71720B22L             | 2001          | \$ 200.00        |
| DVD/CD Writer | Liteon lhas324-98                 | 2B82775025373743524460 | 2012          | \$ 50.00         |
|               |                                   |                        |               | \$ 29,200.00     |

**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. If surplus declaration is approved, Department will be notified and disposal will begin. Online Auction Administrator will notify department when the item has sold.

Department: \_\_\_\_\_ Department Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Items Requested to be Surplused: \_\_\_\_\_ ID/Asset Tag Number: \_\_\_\_\_

| PROPERTY DESCRIPTION | CONDITION   | DATE PURCHASED | PURCHASE PRICE |
|----------------------|---|----------------|----------------|
|                      | <input type="checkbox"/> Excellent<br><input type="checkbox"/> Good<br><input type="checkbox"/> Fair<br><input type="checkbox"/> Poor<br><input type="checkbox"/> Unknown |                |                |

Reason for being surplused: \_\_\_\_\_

Has it been offered for transfer to another Department within the City: \_\_\_\_\_

Has it been offered for transfer to another agency within the State: \_\_\_\_\_ If so, to whom: \_\_\_\_\_

Donated to outside government agency: \_\_\_\_\_ Name of agency: \_\_\_\_\_

Sold for scrap metal: \_\_\_\_\_ To whom: \_\_\_\_\_ Amount received: \_\_\_\_\_

Will this be sold on the Public Surplus website: \_\_\_\_\_ If so, what is the minimum bid: \_\_\_\_\_

Dates advertised on website: \_\_\_\_\_ Did item sell: \_\_\_\_\_ Amount received: \_\_\_\_\_

Has proper advertisement been completed: \_\_\_\_\_ Newspaper(s): \_\_\_\_\_ Other public notice(s): \_\_\_\_\_

Name, Address, and Telephone Number of Buyer: \_\_\_\_\_

Item ready to be released to buyer with a copy of receipt attached: \_\_\_\_\_ Date: \_\_\_\_\_

Date and signature of City Manager detailing the approval of the request for surplus: \_\_\_\_\_

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## Memorandum

To: Honorable Mayor and City Council

From: Wes Richter, Public Works Director

Re: Proposed 2020 street overlay projects to be published for public bid.

Date: June 1, 2020

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The Coweta Public Works receives numerous complaints on the following list of streets due to potholes and deterioration of the asphalt. While the Street Dept. continuously responds to the complaints to patch the potholes, these roadways need more work than patching in order to bring them to an acceptable level of service. The projects listed will include mill and overlay 2" and to also remove and replace failed sub grade that is noticeable in some of the areas on the list.

- 1) S. 285<sup>th</sup> E Ave from E 136<sup>th</sup> St to E 137<sup>th</sup> Pl S
- 2) S. 286<sup>th</sup> E Ave from E 136<sup>th</sup> St to E 137<sup>th</sup> Pl S
- 3) S. 287<sup>th</sup> E Ave from E 136<sup>th</sup> St to E 137<sup>th</sup> Pl S
- 4) E 113<sup>th</sup> St S from S. 274<sup>th</sup> E Ave to S. 277<sup>th</sup> E Ave

Staff recommends approval to put 2020 Street Overlay Projects out to bid.



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## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Roger Kolman, City Manager  
Re: Ordinance 834  
Date: 6/1/2020

### **BACKGROUND**

In July of 2009, the Coweta City Council adopted Ordinance 700, which amended Part 8 of the City Code related to Health and Sanitation by inserting language requiring that abutting property owners maintain the unpaved rights of way, keeping such free of rubbish, trees, and other obstructions. The Ordinance also specifically required the property owner to “maintain the swale or ditch grading, including the filling of holes.” When the City of Coweta completed the last codification project in 2012, this ordinance was somehow left out of that process and therefore is not currently in effect.

The accompanying proposed ordinance recovers the following language from Ordinance 700 and places it within Part 14 Section 117 which pertains to Streets and Public Works:

*It is the duty of the owner of any lot or piece of ground abutting any street to keep the area clean and to remove all materials, snow or ice, trash, weeds, refuse, rubbish or hazards of any kind and to keep the area in good repair and to maintain complete vegetative coverage of a common grass species or other ground cover plantings on the unpaved public right-of-way abutting their property to prevent mud and other debris from running into the street. This maintenance responsibility includes the maintenance of grass, trees, shrubs, hedges, and/or any other approved landscape plantings; the replacement of dead plantings or grass; and the maintenance of the swale or ditch grading, including the filling of holes.*

The remainder of Part 14 Section 117 remains largely unchanged from the currently existing City Code.

### **STAFF RECOMMENDATION**

Staff recommends adoption of the ordinance.

### **ATTACHMENTS**

Ordinance 834

**CITY OF COWETA OKLAHOMA  
ORDINANCE NO. 834**

**AN ORDINANCE OF THE CITY OF COWETA, OKLAHOMA RELATING TO PART 14, STREETS AND PUBLIC WORKS, CHAPTER 1, USE AND OBSTRUCTION OF STREETS, OF THE CODE OF ORDINANCES, CITY OF COWETA, OKLAHOMA, AMENDING SECTION 14-117, "DRAINAGE DITCHES, OBSTACLES IMPEDING DRAINAGE IN STREETS, NOTICE, CORRECTION;" PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND DECLARING AN EMERGENCY.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA THAT:**

**SECTION 1:** Section 14-117 of the Code of Ordinances of the City of Coweta, Oklahoma, is hereby amended to read as follows:

**SECTION 14-117 DRAINAGE DITCHES, OBSTACLES IMPEDING DRAINAGE IN STREETS, NOTICE, CORRECTION**

A. It is the duty of the owner of any lot or piece of ground abutting any street to keep the area clean and to remove all materials, snow or ice, trash, weeds, refuse, rubbish or hazards of any kind and to keep the area in good repair and to maintain complete vegetative coverage of a common grass species or other ground cover plantings on the unpaved public right-of-way abutting their property to prevent mud and other debris from running into the street. This maintenance responsibility includes the maintenance of grass, trees, shrubs, hedges, and/or any other approved landscape plantings; the replacement of dead plantings or grass; and the maintenance of the swale or ditch grading, including the filling of holes.

B. Any culvert, driveway, pipe, or other obstacle upon or in the dedicated streets, alleys or ways of the city which impedes the flow of water through drainage ditches now constructed or which might hereafter be constructed by the city for the purpose of proper drainage of water falling from any rainfalls, which might reasonably be anticipated, shall be and are hereby declared to be public nuisances endangering and interfering with travel upon and the repair and maintenance of city streets and annoying, and injuring and endangering the comfort, repose, health and safety of the citizens of the city.

C. All public nuisances existing contrary to the provisions of this section not abated by the owners or occupants of adjoining premises or their agents within ten (10) days after being given notice as provided herein, shall be abated by the city manager or other officer or employee of the city by digging up, breaking, if necessary or not reasonably avoidable, and removing such culvert, driveway, pipe, or other obstacle and opening up such drainage ditch, and leaving the same open.

D. The notice herein mentioned shall be in writing directing the owner or occupant of premises adjoining such nuisance to abate the same by removing such obstacle impeding drainage, and shall be given by mailing to the owner or occupant of such adjoining premises at his or their last known address, or to both, if their names and post office addresses can be ascertained with reasonable diligence, by certified mail or by delivery of such notice to such owner or occupant personally by any officer, employee or agent of the city, or by posting such notice at some conspicuous place upon such premises if the name or mailing address of the owner or occupant of the premises cannot be ascertained with reasonable diligence.

**SECTION 2:** If any part or parts of this ordinance are deemed unconstitutional, invalid, or ineffective, the remaining portion shall not be affected, but shall remain in full force and effect.

**SECTION 3:** That all ordinances or parts of ordinances in conflict herewith be, and the same are hereby expressly repealed.

**SECTION 4:** It being immediately necessary for the preservation of the public peace, health, safety, and welfare of the City of Coweta and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

**PASSED AND APPROVED** THIS 1<sup>st</sup> day of June 2020 and the emergency clause voted upon separately.

\_\_\_\_\_  
EVETTE MORRIS, MAYOR

ATTEST:

\_\_\_\_\_  
JULIE CASTEEN, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
RONALD D. CATES, CITY ATTORNEY

**RESOLUTION NO. 2020-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA DECLARING THAT A STATE OF CIVIL EMERGENCY CURRENTLY EXISTS.**

**WHEREAS**, on the 11<sup>th</sup> day of March 2020 the World Health Organization declared the Coronavirus Covid-19 to be a worldwide pandemic; and

**WHEREAS**, on the 13<sup>th</sup> day of March 2020 the President of the United States of America declared the Coronavirus Covid-19 pandemic to be a National Emergency; and

**WHEREAS**, on the 15<sup>th</sup> day of March 2020 the Governor of the State of Oklahoma declared that a threat to the public health, safety and welfare exists in the State as a result of the Coronavirus Covid-19 pandemic; and

**WHEREAS**, on the 23<sup>rd</sup> day of March 2020, the City Council of the City of Coweta, Oklahoma adopted Resolution 2020-10 declaring that a civil emergency exists in the City of Coweta, Oklahoma; and

**WHEREAS**, on the 6<sup>th</sup> day of April 2020, the City Council of the City of Coweta, Oklahoma adopted Resolution 2020-12 amending Resolution 2020-10 and declaring that a civil emergency exists in the City of Coweta, Oklahoma; and

**WHEREAS**, on the 22<sup>nd</sup> day of April 2020, the Governor of the State of Oklahoma released the Open Up & Recover Safely (OURS) Plan related to the Coronavirus Covid-19 pandemic; and

**WHEREAS**, on the 29<sup>th</sup> day of April 2020, the City Council of the City of Coweta, Oklahoma adopted Resolution 2020-13 amending Resolution 2020-12 and declaring that a civil emergency exists in the City of Coweta, Oklahoma; and

**WHEREAS**, the Office of the President and the United States Center for Disease Control (CDC) have issued guidelines for slowing the spread of the Coronavirus Covid-19 in the United States; and

**WHEREAS**, the Governor of the State of Oklahoma has issued several Executive Orders pertaining to the Coronavirus Covid-19 pandemic; and

**WHEREAS**, it is the primary purpose of the City of Coweta, Oklahoma, to protect the health, safety and welfare of the citizens of Coweta, Oklahoma.

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

**Section 1.** The Coronavirus Covid-19 pandemic continues to present a clear and present danger to the health, safety and welfare of the citizens of Coweta, Oklahoma and that this declaration of a civil emergency by the City Council of the City of Coweta, Oklahoma in accordance with O.S. 63-683.11 is appropriate to address that danger.

**Section 2.** The provisions of Resolution 2020-10 adopted March 23, 2020, Resolution 2020-12 adopted April 6, 2020, and Resolution 2020-13 adopted April 29, 2020 by the City Council of the City of Coweta, Oklahoma are hereby amended by this Resolution.

**Section 3.** The following City of Coweta, Oklahoma facilities and properties shall remain open for limited individual public access in accordance with guidance from the CDC, the Oklahoma State Health Department, and the Oklahoma Department of Commerce. However individual facilities may develop and post further rules regarding individual public access.

1. Coweta City Hall
2. Coweta Police Station
3. Coweta Fire Station
4. Centennial Plaza
5. Roland Park
6. Coweta Sports Park
7. Jimmy Lee Campbell Memorial Park
8. Graham Park
9. Coweta Public Library

**Section 4.** The provisions of the Open Up & Recovery Safely (OURS) Plan on the Oklahoma Department of Commerce's website, as such may be amended, that are not in direct conflict with terms of this Resolution, are hereby adopted. The most current version of the OURS Plan may be accessed at <https://www.okcommerce.gov/covid19/ours-plan/>.

**Section 5.** Applicable laws, regulations, and guidelines pertaining to the current State of Emergency declared by the President of the United States, promulgated by any agency of the United States of America, the State of Oklahoma, the County of Wagoner, Oklahoma or the City of Coweta, Oklahoma, having proper jurisdiction after the date of this Resolution, that contradict the terms herein shall be adopted without further action of the City Council of the City of Coweta, Oklahoma.

**Section 6.** The Coweta Public Works Authority is hereby directed to not terminate utility services of utility customers for non-payment on or before May 25<sup>th</sup>, 2020. Utility customers who have not paid outstanding balances as of that date, shall bring their accounts current or enter into satisfactory payment arrangements in accordance with the standard practices of the Coweta Public Works Authority before 4:00 p.m. that day. Those utility customers that are thereafter not current or under a satisfactory payment arrangement, shall have their utility services disconnected in

accordance with the standard practices of the Coweta Public Works Authority. Unpaid customary late fees, interest and other penalties accrued on utility accounts after March 15<sup>th</sup>, 2020 through April 29<sup>th</sup>, 2020 are hereby waived.

**Section 7.** The allocation of personnel, equipment and materials required to respond to calls for emergency public safety incidents inside and outside the corporate limits of the City of Coweta, Oklahoma are at the discretion of the Fire Chief or the Chief of Police until the earlier of the termination of the current State of Emergency as declared by the Governor of the State of Oklahoma or December 31, 2020.

**Section 8.** This Declaration of Civil Emergency and all provisions contained herein shall take effect immediately upon adoption, unless otherwise indicated herein, and shall continue in effect until the earlier of the termination of the State of Emergency declaration by the Governor of the State of Oklahoma or December 31, 2020, unless further extended.

This Resolution declaring a state of Civil Emergency is approved in open meeting by the City Council of the City of Coweta, Oklahoma on this 1<sup>st</sup> day of June 2020.

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Evette Morris, Mayor

ATTEST:

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Julie Casteen, City Clerk

APPROVED:

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Ronald D. Cates, City Attorney



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## Memorandum

To: Honorable Mayor and Members of the City Council  
From: Roger Kolman, City Manager  
Re: Business Recovery Funding  
Date: 6/1/2020

### **BACKGROUND**

According to the Oklahoma Department of Employment Security, Oklahoma's unemployment rate went from 2.9% in March 2020 to 12.7% in April 2020. The loss of approximately 180,000 jobs almost overnight, and the closing of thousands of businesses, is a direct result of the Covid-19 pandemic. As the State of Oklahoma slowly recovers from those effects, there are different opportunities to help the business community and individual citizens as part of that recovery.

#### **Business Recovery**

Many of the businesses in Coweta are locally owned retail establishments or food service industry related businesses that generate retail sales taxes. These businesses, and the people they employ, have been among the hardest hit by the pandemic. Because of social distancing and enhanced sanitation requirements necessary to remain operational under state guidance, they also may struggle the hardest to fully recover.

Staff would like to explore a program to aid individual businesses through a rebate of a portion of the retail sales tax generated by that business for a short period of time. The rebate would be targeted at helping to cover costs incurred during the business interruption (i.e. rent and utilities) and costs of reopening (i.e. sanitation supplies, etc.). This program would be like other programs operating in neighboring municipalities and would be limited in term and by amount of rebate availability in total and individually. The contemplated program would carry conditions for participants, such as size of business, years of operation, and status of payments due to the City of Coweta.

#### **Individual Utility Assistance**

As many of the types of businesses discussed here closed temporarily, their employees were temporarily or permanently laid off. As a result, some of those employees have fallen behind in payments on their water, electric and gas utilities. Once behind, it can be a challenge to catch back up, especially without a steady income. With businesses starting to reopen, opportunities for employment will continue to grow and most of those employees will return to the workforce.

Staff would like to explore a program to aid those citizens by providing funding to a third-party non-profit that has the experience and connections to aid citizens in catching up on their utility bills. The funding provided by Coweta would be limited to assisting Coweta residents with necessary utilities (i.e. water, sanitary sewer, sanitation, electric, and gas) without regard to the provider of those utilities. Doing so will allow re-employed citizens to dedicate their income to other necessities, and provide the still unemployed with some relief.

Funding

Staff believes that funding for these programs may be available through the State of Oklahoma's allocation of CARE's Act money.

**STAFF RECOMMENDATION**

Staff recommends directing Staff to further explore these proposed programs for presentation and consideration of the Council at a future meeting.

**ATTACHMENTS**

CARES Act Frequently Asked Questions

**Coronavirus Relief Fund  
Frequently Asked Questions  
Updated as of May 28, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).<sup>1</sup> Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

**Eligible Expenditures**

***Are governments required to submit proposed expenditures to Treasury for approval?***

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

***The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?***

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

***The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?***

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

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<sup>1</sup> The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

***May a State receiving a payment transfer funds to a local government?***

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

***May a unit of local government receiving a Fund payment transfer funds to another unit of government?***

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

***Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?***

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

***Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?***

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

***Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?***

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

***Are States permitted to use Fund payments to support state unemployment insurance funds generally?***

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

***Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?***

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

***The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?***

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

***In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?***

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

***If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?***

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

***May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?***

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

***May Fund payments be used for COVID-19 public health emergency recovery planning?***

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

***Are expenses associated with contract tracing eligible?***

Yes, expenses associated with contract tracing are eligible.

***To what extent may a government use Fund payments to support the operations of private hospitals?***

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

***May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?***

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

***May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?***

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

***Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?***

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

***May recipients create a “payroll support program” for public employees?***

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?***

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

***May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?***

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

***The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?***

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

***The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?***

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

***May Fund payments be used to assist impacted property owners with the payment of their property taxes?***

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

***May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?***

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

***Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?***

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

***The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?***

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

***The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?***

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

***May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?***

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

***Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?***

**No.** The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

***Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?***

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

***May a State impose restrictions on transfers of funds to local governments?***

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

***If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?***

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the accrued interest expense on TANs and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

***May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?***

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

***Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?***

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

***May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?***

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

***May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?***

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

***May recipients use Fund payments to provide loans?***

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

***May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?***

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

**Questions Related to Administration of Fund Payments**

***Do governments have to return unspent funds to Treasury?***

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

***What records must be kept by governments receiving payment?***

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

***May recipients deposit Fund payments into interest bearing accounts?***

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

***May governments retain assets purchased with payments from the Fund?***

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

***What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?***

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

***Are Fund payments to State, territorial, local, and tribal governments considered grants?***

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are “other financial assistance” under 2 C.F.R. § 200.40.

***Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?***

Yes. Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Are Fund payments subject to other requirements of the Uniform Guidance?***

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?***

Yes. The CFDA number assigned to the Fund is 21.019, pending completion of registration.

***If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients’ total funding received from the federal government for purposes of the Single Audit Act?***

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

***Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?***

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

***If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?***

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program

or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.



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## Memorandum

To: Honorable Mayor and City Council  
From: Julie Casteen, Assistant City Manager  
Re: Supplemental Appropriations for Governmental Funds  
Date: May 29, 2020

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### **BACKGROUND**

Due to various unforeseen circumstances, supplemental appropriations are needed as follows:

1. A Police Department vehicle was involved in an accident resulting in the need for damage repairs that were reimbursed by the insurance company of the party at fault. The budget must be amended to include \$12,937 in Insurance Claim Payments (01-04.03.39) and \$12,937 in Vehicle/Equipment Maintenance in the Police Department (01-5225.007).
2. A Fire Department vehicle was involved in an accident resulting in the need for damage repairs that were reimbursed by the insurance company of the party at fault. The budget must be amended to include \$1,434 in Insurance Claim Payments (01-04.03.39) and \$934 in Vehicle/Equipment Maintenance in the Fire Department (01-5225.009).
3. The CDBG project that was recently canceled includes grant administration costs that were not previously budgeted. The budget must be amended to include the use of \$7,000 unrestricted fund balance in the CDBG Fund, and an increase of \$7,000 in Contracted Services (20-5425.111).

### **STAFF RECOMMENDATION**

Staff recommends approval of supplemental appropriations per Resolution 2020-17.

### **Attachments:**

Resolution 2020-17

**RESOLUTION 2020-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE CITY OF COWETA, OKLAHOMA, FOR FISCAL YEAR ENDING JUNE 30, 2020.**

**WHEREAS**, the City of Coweta has received monies not anticipated that have not been appropriated in the budget for fiscal year 2019-2020; and

**WHEREAS**, the City of Coweta had unexpended unencumbered cash balances on hand at the end of fiscal year 2018-2019; and

**WHEREAS**, the City of Coweta has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2019-2020; and

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

**NOW THEREFORE BE IT RESOLVED BY THE COWETA CITY COUNCIL** that the following supplemental appropriations be made:

**GENERAL FUND**

|  |          |
|--|----------|
| Revenue: Insurance Claims (01-04.03.39)              | \$12,937 |
| Expenditure: Vehicle/Equip Maintenance (01-5225.007) | \$12,937 |
| Revenue: Insurance Reimbursements (01-04.03.39)      | \$1,434  |
| Expenditure: Vehicle/Equip Maintenance (01-5225.009) | \$1,434  |

**CDBG FUND**

|  |         |
|--|---------|
| Revenue: Unrestricted Fund Balance             | \$7,000 |
| Expenditure: Contracted Services (20-5425.111) | \$7,000 |

**PASSED BY THE CITY COUNCIL FOR THE CITY OF COWETA, OKLAHOMA**, and signed by the Mayor this 1<sup>st</sup> Day of June 2020.

\_\_\_\_\_  
Evette Morris, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Julie Casteen, City Clerk

\_\_\_\_\_  
Ronald D. Cates, City Attorney

**CITY OF COWETA, OKLAHOMA  
RESOLUTION 2020-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COWETA, OKLAHOMA, ADOPTING THE BUDGET FOR THE GENERAL FUND, STREET AND ALLEY FUND, CEMETERY FUND, LIBRARY FUND, RURAL FIRE FUND, SELF INSURANCE FUND, E-911 FUND, CDBG FUND, CAPITAL IMPROVEMENT FUND AND SINKING FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.**

**WHEREAS**, the Municipal Budget Act, Title 11 O.S. § 17-201 – § 17-305, (the “Act”) authorizes a municipality to prepare and approve an annual budget in accordance with the terms of the Act; and

**WHEREAS**, the Coweta City Council, as the governing body for the City of Coweta, has met all statutory requirements for publication of notice of the date, time and place of the required public hearing, together with the proposed budget summary, and a sufficient number of copies of the proposed budget for the fiscal year ending June 30, 2021 (FY2020-2021) have been made available for review or for distribution at Coweta City Hall; and

**WHEREAS**, the Coweta City Council has held a public hearing on the proposed FY2021 budget no later than fifteen days prior to the beginning of the budget year, at which any person could present to the City Council comments, recommendations or information on any part of the proposed budget; and

**WHEREAS**, the proposed budget presents a complete financial plan for the City of Coweta and presents information necessary and proper to disclose the financial position and condition of the City and the revenues and expenditures thereof, both past and anticipated; and

**WHEREAS**, the proposed expenditures do not exceed the estimated revenues and appropriated fund balance for any fund; and

**WHEREAS**, revenues are classified separately by source and expenditures are departmentalized within each fund; and

**WHEREAS**, the Coweta City Council has reviewed the proposed budget and is aware of the operations and projects planned for FY2020-2021; and

**WHEREAS**, the City of Coweta, Oklahoma has need throughout the fiscal year to amend its annual budget through supplemental appropriations, decreases in appropriations or appropriation transfers.

**NOW THEREFORE BE IT RESOLVED BY THE COWETA CITY COUNCIL THAT:**

SECTION 1: The Proposed Budget reviewed during the budget public hearing is hereby approved and adopted for FY2020-2021 for the following funds and amounts:

See **EXHIBIT A** attached hereto and incorporated herein.

SECTION 2: The City Manager, or his designee, may transfer funds from one account or object category to another within the same department or from department to department within the same fund, as well as, may make interfund transfers as provided in the FY2020-2021 Proposed Budget; provided that no expenditure may be incurred or made by any officer or employee which exceeds the fund balance for any fund, and further provided that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimums required.

SECTION 3: The governing body may amend the budget to make supplemental appropriations to any fund up to the amount of additional revenues which are available for current expenses for the fund due to:

- (1) Revenues received or to be received from sources not anticipated in the budget for that year;
- (2) Revenues received or to be received from anticipated sources but in excess of the original budget estimates; or
- (3) Unexpended and unencumbered fund balances on hand at the end of the preceding fiscal year which had not been anticipated or appropriated in the budget.

SECTION 4: All supplemental appropriations, decreases in appropriations and interfund transfers must be approved by the Coweta City Council prior to implementation. Such proposed amendments shall be submitted to Council, for action, on a properly completed Budget Amendment Form.

SECTION 5: The City Manager or his designee is hereby given authority to transfer ownership of any materials, equipment or infrastructure purchased by the City of Coweta, that is intended for use by the Coweta Public Works Authority or the Coweta Industrial Development Authority, to those named entities.

SECTION 6: No officer or employee of the City shall authorize, make or incur expenditures in excess of ninety percent (90%) of the appropriation for any fund of the budget as adopted or amended until revenues received, including the prior fiscal year's fund balance carried forward, totals an amount equal to at least ninety percent (90%) of the appropriation for the fund.

SECTION 7: The City Manager or his designee is hereby given authority and directed to invest and reinvest available funds on a continuing basis in United States Treasury Bills, savings accounts or certificates of deposit during the fiscal year ending June 30, 2021. Interest accrued from such investments shall be deposited in General Fund, Street and Alley Fund, Rural Fire Fund, Cemetery Fund, Library Fund, CDBG Fund, Self Insurance Fund, E-911 Fund, Capital Improvements Fund and Sinking Fund, or the fund from which the investment was made. All investments shall be in accordance with the law.

**ADOPTED AND APPROVED** this 1<sup>st</sup> day of June 2020.

\_\_\_\_\_  
Evette Morris, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Julie Casteen, City Clerk

\_\_\_\_\_  
Ronald D. Cates, City Attorney

**EXHIBIT A**  
**CITY OF COWETA**  
**FY2020-2021 PROPOSED BUDGET**

| <b>GOVERNMENTAL FUNDS</b>         |                     |                     |                    |                  |                   |                    |                   |                     |                      |
|-----------------------------------|---------------------|---------------------|--------------------|------------------|-------------------|--------------------|-------------------|---------------------|----------------------|
| <b>REVENUES</b>                   | <b>General</b>      | <b>Street &amp;</b> | <b>Cemetery</b>    | <b>Library</b>   | <b>Rural Fire</b> | <b>Self</b>        | <b>E-911</b>      | <b>Capital Imp.</b> | <b>Total</b>         |
|                                   | <b>Fund</b>         | <b>Alley Fund</b>   | <b>Fund</b>        | <b>Fund</b>      | <b>Fund</b>       | <b>Insurance</b>   | <b>Fund</b>       | <b>Fund</b>         |                      |
| Taxes                             | \$ 4,201,932        | \$ -                | \$ -               | \$ -             | \$ 108,000        | \$ -               | \$ 20,000         | \$ 1,850,000        | \$ 6,179,932         |
| Licenses & Permits                | 92,500              | -                   | -                  | -                | -                 | -                  | -                 | -                   | 92,500               |
| Intergovernmental                 | 160,000             | 80,000              | -                  | 12,000           | -                 | -                  | 75,000            | -                   | 327,000              |
| Charges for Services              | 22,075              | -                   | 65,000             | -                | 131,800           | -                  | -                 | -                   | 218,875              |
| Fines & Forfeitures               | 208,000             | -                   | -                  | 1,000            | -                 | -                  | -                 | -                   | 209,000              |
| Other Revenues                    | 2,050               | -                   | -                  | -                | 2,000             | -                  | -                 | 65,835              | 69,885               |
| Investment Income                 | 10,000              | 185                 | 140                | 10               | 50                | 500                | 50                | 21,166              | 32,101               |
| Transfers In                      | 4,070,807           | -                   | -                  | -                | -                 | -                  | -                 | -                   | 4,070,807            |
| Use of Fund Balance               | 1,018,886           | 61,815              | 26,735             | -                | -                 | 25,359             | 6,303             | -                   | 1,139,098            |
| <b>Total Revenues</b>             | <b>\$ 9,786,250</b> | <b>\$ 142,000</b>   | <b>\$ 91,875</b>   | <b>\$ 13,010</b> | <b>\$ 241,850</b> | <b>\$ 25,859</b>   | <b>\$ 101,353</b> | <b>\$ 1,937,001</b> | <b>\$ 12,339,198</b> |
| <b>EXPENDITURES</b>               | <b>General</b>      | <b>Street &amp;</b> | <b>Cemetery</b>    | <b>Library</b>   | <b>Rural Fire</b> | <b>Self</b>        | <b>E-911</b>      | <b>Capital Imp.</b> | <b>Total</b>         |
|                                   | <b>Fund</b>         | <b>Alley Fund</b>   | <b>Fund</b>        | <b>Fund</b>      | <b>Fund</b>       | <b>Insurance</b>   | <b>Fund</b>       | <b>Fund</b>         |                      |
| City Council                      | \$ 18,820           | \$ -                | \$ -               | \$ -             | \$ -              | \$ -               | \$ -              | \$ -                | \$ 18,820            |
| City Manager                      | 173,197             | -                   | -                  | -                | -                 | -                  | -                 | -                   | 173,197              |
| Finance                           | 135,375             | -                   | -                  | -                | -                 | -                  | -                 | -                   | 135,375              |
| City Attorney                     | 14,000              | -                   | -                  | -                | -                 | -                  | -                 | -                   | 14,000               |
| Municipal Court                   | 122,190             | -                   | -                  | -                | -                 | -                  | -                 | -                   | 122,190              |
| Police                            | 1,721,759           | -                   | -                  | -                | -                 | -                  | -                 | -                   | 1,721,759            |
| Animal Control                    | 82,482              | -                   | -                  | -                | -                 | -                  | -                 | -                   | 82,482               |
| Fire                              | 1,093,190           | -                   | -                  | -                | 84,300            | -                  | -                 | -                   | 1,177,490            |
| Civil Defense                     | 7,980               | -                   | -                  | -                | -                 | -                  | -                 | -                   | 7,980                |
| Community Development             | 398,680             | -                   | -                  | -                | -                 | -                  | -                 | -                   | 398,680              |
| Cemetery                          | 96,425              | -                   | 35,000             | -                | -                 | -                  | -                 | -                   | 131,425              |
| Parks & Recreation                | 134,584             | -                   | -                  | -                | -                 | -                  | -                 | -                   | 134,584              |
| Streets                           | 352,751             | 142,000             | -                  | -                | -                 | -                  | -                 | -                   | 494,751              |
| Library                           | 241,402             | -                   | -                  | 12,825           | -                 | -                  | -                 | -                   | 254,227              |
| Non-Departmental                  | 501,597             | -                   | -                  | -                | -                 | -                  | -                 | -                   | 501,597              |
| Insurance programs                | -                   | -                   | -                  | -                | -                 | 25,859             | -                 | -                   | 25,859               |
| E-911 Operations                  | -                   | -                   | -                  | -                | -                 | -                  | 101,353           | -                   | 101,353              |
| Capital Improvements              | -                   | -                   | -                  | -                | -                 | -                  | -                 | 405,810             | 405,810              |
| Transfer to Fund Balance          | -                   | -                   | -                  | 185              | 30,750            | -                  | -                 | 121,191             | 152,126              |
| Transfers Out                     | 3,672,932           | -                   | 56,875             | -                | 126,800           | -                  | -                 | 1,410,000           | 5,266,607            |
| Transfer to Reserves              | 1,018,886           | -                   | -                  | -                | -                 | -                  | -                 | -                   | 1,018,886            |
| <b>Total Expenditures</b>         | <b>\$ 9,786,250</b> | <b>\$ 142,000</b>   | <b>\$ 91,875</b>   | <b>\$ 13,010</b> | <b>\$ 241,850</b> | <b>\$ 25,859</b>   | <b>\$ 101,353</b> | <b>\$ 1,937,001</b> | <b>\$ 12,339,198</b> |
| <b>Net Change in Fund Balance</b> | <b>\$ -</b>         | <b>\$ (61,815)</b>  | <b>\$ (26,735)</b> | <b>\$ 185</b>    | <b>\$ 30,750</b>  | <b>\$ (25,359)</b> | <b>\$ (6,303)</b> | <b>\$ 121,191</b>   | <b>\$ 31,914</b>     |
| <b>Beginning Fund Balance</b>     | <b>\$ 3,797,051</b> | <b>\$ 244,884</b>   | <b>\$ 342,835</b>  | <b>\$ 33,419</b> | <b>\$ 264,019</b> | <b>\$ 112,407</b>  | <b>\$ 165,934</b> | <b>\$ 3,988,787</b> | <b>\$ 8,949,336</b>  |
| <b>Ending Fund Balance</b>        | <b>\$ 3,797,051</b> | <b>\$ 183,069</b>   | <b>\$ 316,100</b>  | <b>\$ 33,604</b> | <b>\$ 294,769</b> | <b>\$ 87,048</b>   | <b>\$ 159,631</b> | <b>\$ 4,109,978</b> | <b>\$ 8,981,250</b>  |



POST OFFICE BOX 850 □ COWETA, OKLAHOMA 74429 □ PH.(918) 486-2189 □ FAX(918) 486-5366 □ www.cityofcoweta-ok.gov

## Memorandum

To: Honorable Mayor and City Council  
From: Carolyn Back, Community Development Director  
Re: CZ 20-05 SUP Crematory  
Location: 210 South Broadway in Section 18, Township 17 North, Range 16 East.  
Date: June 1, 2020

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### BACKGROUND

On May 18, 2020, Brown Family Funeral Home went before the City of Coweta Planning Commission requesting a Specific Use Permit (CZ 20-05) for a Crematory at their existing location. The applicant was present. There were no parties in opposition to the application. The Planning Commission voted 4-0 to recommend approval with the following conditions to the City Council.

- (1) provide City Staff with copies of all applicable environmental, health and safety permits by all relevant federal, state, and local authorities,
- (2) provide an amended floor plan showing where chemicals and potentially flammable and hazardous materials are stored and used on the premises, in relation to the location of the crematory,
- (3) obtain the applicable mechanical, electrical, and/or plumbing permits from the City of Coweta, and
- (4) provide notice to the Coweta Fire Department prior to start-up of crematory operations, and also, at the option of the Fire Department, provide to the Fire Department any safety data sheets on substances used and/or stored on the premises, prior to start-up of crematory operations.
- (5) provide all new equipment specifications to be reviewed by Coweta

### STAFF COMMENTS

On April 17, 2020, Brown Family Funeral Home applied for a Specific Use Permit for a Crematory at their existing location.

The property is located within the (DT) Downtown (Broadway) District Overlay which allows any use permitted in the (CG) General Commercial zoning district. A Funeral Home is a Use-by-Right within the CG District. A Crematory is an allowed change of use with a Specific Use Permit in the CG District.

A typical cremation unit contains a primary and secondary combustion chamber. These chambers are lined with a refractory brick designed to withstand the extremely high temperatures ranging from 1400 to 1650 F.

The Specific Use Permit review process is to determine if the use is appropriate in a specific location, compatible with the surrounding area and uses, and that the use and layout will meet the requirements of the code for that specific use, including parking and other zoning code issues. With the approval of this Specific Use Permit, there is a change of use being granted.

With the requested change of use, A Knox Rapid Access System that provides a non-destructive emergency access to the property is required.

#### City of Coweta Ordinance 793 - Section 109 - Public Safety Key Box Access

Section D addresses the process of implementing the requirement of Knox Box installations for new commercial and industrial buildings, buildings or facilities containing a quantity of hazardous materials, governmental structures, nursing care facilities, educational facilities, all places of assembly, all gated communities, and all assisted living facilities.

Section E states all newly constructed occupancies listed, and those change of use occupancies that are subject to this ordinance shall have the key box installed and operational prior to and a condition of final inspection and occupancy.

Staff requests City Council add the Knox Box installation requirement as a condition of approval for this Specific Use Permit.

- (6) installation of Knox Box, operational prior to and a condition of final inspection and occupancy

Staff finds the Crematory use to be compatible with the existing Funeral Home use on the property and the surrounding uses in the Downtown District.

#### STAFF RECOMMENDATION

Staff recommends approval of this application (CZ 20-05 SUP) with six (6) conditions as listed.

#### ATTACHMENTS

1. CZ 20-05 Aerial View
2. CZ 20-05 Location Map
3. CZ 20-05 Zoning Map
4. CZ 20-05 Floor Plan
5. CZ 20-05 Public Hearing Notice

**CZ 20-05 Specific Use permit**

**Subject Property Wright-Brown Funeral Home**

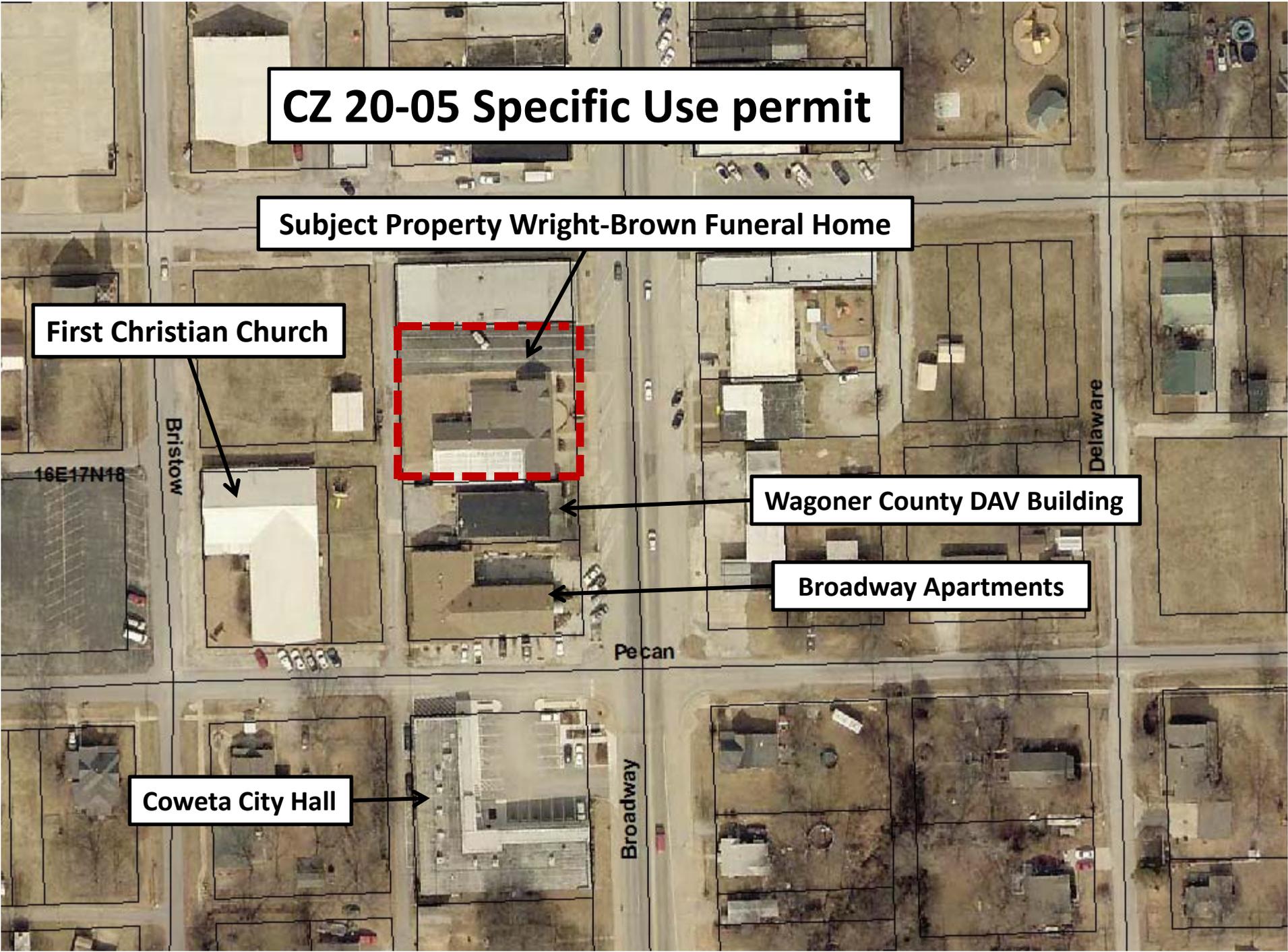
**First Christian Church**



**Wagoner County DAV Building**

**Broadway Apartments**

**Coweta City Hall**



# CZ 20-05 Specific Use Permit

Subject Property  
Wright-Brown  
Funeral Home

16E17N18

First  
Christian  
Church

Broadway Apartments

Coweta City Hall

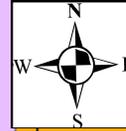
Bristow

Broadway

Delaware

Pecan

# CZ 20-05 Specific Use Permit



Subject Property Wright-Brown Funeral Home

First Christian Church

16E17N18

Broadway Apartments

Coweta City Hall

CG

## Legend

### ZONE\_TYPE

-  CG General Commercial
-  CH High Intensity Commercial
-  O Office and Institutional
-  RS-3 Residential Single Family

