

MINUTES OF THE COWETA CITY COUNCIL/COWETA PUBLIC WORKS AUTHORITY  
COWETA INDUSTRIAL TRUST AUTHORITY  
SPECIAL MEETING  
FRIDAY, APRIL 17, 2015

Councilmembers of the Coweta City Council, and Trustees of Coweta Public Works Authority and Coweta Industrial Development Authority, met in special session on Friday, April, 17, 2015, at 9:00 a.m. in the meeting room of the Golf Club of Oklahoma, 28400 East 141<sup>st</sup> Street South, Broken Arrow, Oklahoma 70011.

COUNCILMEMBERS/TRUSTEES PRESENT: Robert Morton, Billy Embrey, Roy Dale, Timothy Kelley, Steve Garman.

COUNCILMEMBERS/TRUSTEES ABSENT: None.

STAFF PRESENT: Steve Whitlock, David Weatherford, Joyce Terry, Greg Collins, Rob Werley, Chip Cohrs, Paula Emmons, Hal Bumgarner, Mike Bell, Doug Black, Kristin Kelley, Brittany Long.

I. The meeting was called to order by Mayor Robert Morton.

II. Roll call taken. Councilmembers/Trustees present and absent as shown above.

Mayor Morton thanked the two outgoing councilmembers, Mr. Timothy Kelley and Mr. Roy Dale for their service and the great job they did. Mayor Morton added that they will be missed. Councilmember Kelley stated that it has been both fun and educational.

III. CONSENT

City Manager Steve Whitlock advised that Vice-Mayor Embrey signed a conflict of interest disclosure form for items 6 and 18 on the consent agenda, and that he would be leaving the meeting room for any discussion and possible vote. Vice-Mayor Embrey left the room at 9:05 a.m.

Motion by Timothy Kelley, second by Steve Garman, to approve consent items:

City of Coweta:

1. Minutes of the Coweta City Council regular meeting held on March 2, 2015.
2. March 2015 payroll figures for the General Fund in the amount of \$211,830.08 and \$491.45 for the Self-Insurance Fund.

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3. Authorization for the Mayor to sign Resolution No. 2015-06, a resolution of the City Council of the City of Coweta approving an amended and restated Trust Indenture for the Oklahoma Municipal Retirement Fund; providing amendments to the Trust to authorize daily valuation and daily accounting for assets within the Master Defined Contribution Plans administered by the Oklahoma Municipal Retirement Fund; providing for daily valuation of participant accounts in the Defined Contribution Plans administered by Oklahoma Municipal Retirement Fund and providing procedures and rules for accounting of such assets; providing for effective date of amended and restated Trust Indenture and continuing existing Trust as amended in full force and effect.
4. The reappointment of Dennis Sagely as Coweta Municipal Judge in compliance with Section 6-108 of the Coweta Code of Ordinances.
5. The reappointment of Robert “Bob” Perugino as the Coweta Alternate Municipal Court Judge in compliance with Section 6-108 of the Coweta Code of Ordinances.
6. Resolution No. 2015-05, a resolution approving a Project Maintenance Agreement with the Oklahoma Department of Transportation for maintenance of traffic signals at the intersection of SH-51 and 116<sup>th</sup> Street.
7. Authorization for the Mayor sign a contract with KiBois Community Action transportation services for the FY2015-2016 time frame ending June 30, 2016.
8. Payment to the Wagoner County Court Clerk in the amount of \$2,925.00 in reference to the City of Coweta v. Wells Fargo Bank, NA, condemnation lawsuit in the area of SH-51 and 101<sup>st</sup>/257<sup>th</sup> (Case No. CJ-2015-28).
9. Payment to the Wagoner County Court Clerk in the amount of \$11,500.00, in reference to the City of Coweta v. Scott Thomas Bauman and Jana Kay Bauman and Bank of American, NA, condemnation lawsuit in the area of SH-51 and 101<sup>st</sup>/257<sup>th</sup> (Case No. CJ-2015-29).
10. The reappointment of Chris Javine, to the Coweta Library Board for a term expiring on May 1, 2017.
11. The reappointment of Bobbie Hummingbird to the Coweta Library Board for a term expiring on May 1, 2017.
12. The purchase of one (1) new 2015 Branson 5520R tractor, from Coweta Tractor Yard at a cost not to exceed \$25,000.00.00.

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13. Resolution No. 2015-03, a resolution proclaiming April as Fair Housing month.
14. Authorization for the Mayor to sign a Community Development Block Grant (CDBG) 2015 Water and Wastewater Construction Program Citizen Participation Plan.
15. Resolution No. 2015-04, a resolution relating to a Community Development Block Grant (CDBG) application for water main line improvements, committing up to \$150,000 as leverage from the City of Coweta, Oklahoma/Coweta Public Works Authority and authorizing the Mayor/Chairman and the City/Trust Manager to sign all appropriate documents on the CDBG program for the water main line improvements within the City of Coweta, Oklahoma.
16. Resolution No. 2015-07, a resolution related to the Community Development Block Grant (CDBG) 2015 Water and Wastewater Construction Program Citizen Participation Plan.
17. Approval with conditions, on a request by Allison Family, LCC, Developer; JR Donelson, Engineer/Surveyor; for Final Plat approval of Ashleigh Park Phase I, a subdivision of approximately 816 acres with 24 lots bounded on the south by a boundary described by metes and bounds, and on the north by East 146<sup>th</sup> Street South, which is located in Section 13, Township 17 North, Range 15 East, of the Indian Base and Meridian, Wagoner County, State of Oklahoma (Ashleigh Park Phase I will be located on Block 1 and 2 and 3, that abuts East 146<sup>th</sup> Street South and on Block 4, 5 and 6 that abuts East 147<sup>th</sup> Street South).
18. Approval with conditions along with variances/modifications of the Coweta Subdivision Regulations, on a request by Woods Management Enterprises, LLC, Developer; and JR Donelson, Inc., Engineer for Final Plat approval of Coweta Crossing North20, a Planned Unit Development (PUD-R 13-02) for an area of approximately 20 acres located on the east side of State Highway 51 and East 111<sup>th</sup> Street South, more particularly described as located within the N/2 of the NE/4 of Section 35, Township 18 North, Range 15 East of the Indian Base and Meridian, Wagoner County, State of Oklahoma.

Coweta Public Works Authority

1. Minutes of the Coweta Public Works Authority regular meeting held March 2, 2015.
2. The March 2015 payroll figures for the Coweta Public Works Authority in the amount of \$88,696.83 and the Ambulance Fund in the amount of \$49,884.03.

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3. The purchase of three (3) totes of MIEX® Resin, from a sole source provider, at a cost not to exceed \$40,000.00.
4. Resolution No. 2015-04, a resolution relating to a Community Development Block Grant (CDBG) application for water main line improvements, committing up to \$150,000 as leverage from the City of Coweta, Oklahoma/Coweta Public Works Authority and authorizing the Mayor/Chairman and the City/Trust Manager to sign all appropriate documents on the CDBG program for the water main line improvements within the City of Coweta, Oklahoma.

Coweta Industrial Development Authority

1. Minutes of the Coweta Industrial Development Authority regular meeting held on January 5, 2015.
2. The Planned Unit Development overlay (PUD-C: 15-01) which was approved by the Coweta City Council on March 2, 2015.

Aye: Steve Garman  
Roy Dale  
Timothy Kelley  
Robert Morton

Vice-Mayor Embrey returned to the meeting at 9:11 a.m.

IV. OLD BUSINESS

City Manager Steve Whitlock welcomed everyone to the retreat, and mentioned that there has been a litany of projects that have been started in these retreats. Mr. Whitlock also introduced Mr. Bill Tackett, who works for the Oklahoma Municipal Assurance Group (OMAG).

Councilmember Garman asked how many other cities have retreats, and City Attorney David Weatherford responded that not a lot of cities are doing retreats, but they are seeing that until basic problems are solved, that their city cannot move onto bigger and better things.

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City Manager Steve Whitlock presented the proposed FY 2015-2016 Capital/Operating Budget for all funds. Mr. Whitlock advised that a six percent (6%) utility rate increase is being proposed to meet the revenue bond requirements that utility revenues equal 75% of the bond debt requirements for each fiscal year. He went on to advise that the CPI rate increase previously approved by Council/Trustees would begin next year again. Mr. Whitlock also advised that with this budget, the General Fund reserves that been attained at 20% as required by the Council resolution; the reserve amount equals \$991,315.00.

Vice-Mayor Embrey stated that he would like to look at flat rate utility bills for senior citizens. City Attorney David Weatherford mentioned that Coweta does not include a stormwater fee on utility bills as most other cities do. Councilmember Garman asked if the firefighters contract goes to an election and their pay request is approved, will that amount be funded by citizens on their utility bills. Councilmember Dale stated that we are working with a balanced budget as some other cities are not at this time.

Mr. Whitlock reviewed proposed fee schedule changes, and increasing the purchasing authority of the City/Trust Manager to \$15,000. He used the cost of the MIEX® Resin as an example of materials needed at the water plant that currently exceeds this purchasing authority, and Council/Trustee approval would be needed each time before an order could be placed. Mr. Whitlock also stated that chemicals would be added to the purchasing resolution along with insurance, utility bills, and other routine services and supplies that he can approve without Council/Trustee action. Also mentioned were possible increases to sewer flat rate for sewer only customers living outside the City limits. He also is proposing changes to fee resolution that would give the City/Trust Manager authority to approve change orders for projects if the cost is within his purchasing authority; the change order would be brought back to Council/Trustees for ratification at a later date. This proposed change would allow work to continue without having to wait for a meeting.

Short break between 10:53 a.m. and 11:10 a.m.

Mr. Whitlock had handouts for the SWOT analysis and asked each Councilmember and staff member to complete the handouts and return to him to get feedback and information on the strengths, weaknesses, opportunities and threats each of us perceive.

City Attorney David Weatherford advised that he, along with Bill Tackett who works for OMAG, have been doing training sessions around the state with City Councils, and two of the main topics they review is the Open Meeting Act and the Open Records Act.

Lunch break at 12:00 noon, and Mr. Tackett showed an OMAG training video on emergency vehicle operations.

Councilmembers Kelley and Dale talked about their terms as Councilmembers/Trustees as this is their last official meeting.

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Mayor Morton, Councilmember Kelley, and Administrative Assistant Brittany Long left the meeting at 1:00 p.m.

Councilmembers and staff talked about what we do for the City of Coweta is important, and “looking past the pot holes and how we can make things better.” Learning to work together to get things done, learning from our mistakes, the need to do some things that give back to the citizens; developing the old Cottonwood Subdivision into a park would be one example, making a list and prioritizing based on funding, making Coweta a “destination” are some of the topics discussed. The low voter turnout for the past Council election was also discussed.

V. ADJOURNMENT

Vice-Mayor Embrey adjourned the meeting at 1:45 p.m.

Robert Morton, Mayor/Chairman

Billy Embrey, Secretary for CIDA

Joyce Terry, City Clerk/Secretary for PWA

