



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

**AGENDA - SPECIAL MEETING
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
COWETA CITY HALL, 310 S. BROADWAY
IMMEDIATELY FOLLOWING THE SPECIAL MEETING
OF THE COWETA PUBLIC WORKS AUTHORITY
MONDAY, JUNE 29, 2020 6:00 P.M.**

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

I. CALL TO ORDER

II. ROLL CALL

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

III. OLD BUSINESS

1. RESOLUTION AMENDING THE FY19-20 BUDGET

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2020-20, A RESOLUTION OF THE TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY FOR COWETA, OKLAHOMA FOR THE FISCAL YEAR ENDING JUNE 30, 2020.
(JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[200629 STAFF REPORT SUPPLEMENTALS.PDF](#)
[200629 RESOLUTION ON BUDGET AMENDMENT.PDF](#)

2. UTILITY ASSISTANCE PROGRAM

DISCUSSION AND POSSIBLE ACTION ON THE FUNDING OF A UTILITY ASSISTANCE PROGRAM FOR COWETA RESIDENTS IN THE AMOUNT OF FIVE THOUSAND DOLLARS (\$5,000.00) TO BE ADMINISTERED BY COMMUNITY ACTION RESOURCE AND DEVELOPMENT, INC.
(ROGER KOLMAN, TRUST MANAGER)

Documents:

[200629 STAFF REPORT UTILITY ASSISTANCE PROGRAM.PDF](#)

3. SMALL BUSINESS ASSISTANCE PROGRAM

DISCUSSION AND POSSIBLE ACTION TO APPROVE AND FUND THE COWETA COMING TOGETHER FOR BUSINESS ECONOMIC RECOVERY PROGRAM IN THE AMOUNT OF THIRTY THOUSAND DOLLARS (\$30,000.00).

(ROGER KOLMAN, TRUST MANAGER)

Documents:

[200629 STAFF REPORT COWETA COMING TOGETHER PROGRAM.PDF](#)
[CCT BUSINESS GRANT GUIDELINES AND APPLICATION.PDF](#)

4. APPOINTMENT OF REVIEW COMMITTEE

DISCUSSION AND POSSIBLE ACTION TO APPOINT THE FOLLOWING COWETA BUSINESS LEADERS TO SERVE AS THE REVIEW COMMITTEE FOR THE COWETA COMING TOGETHER FOR BUSINESS ECONOMIC RECOVERY PROGRAM: JAKE DWYER, SARAH WELLS, MICHAEL LYLES, AND SHANNON BERG-LAWLEY.
(ROGER KOLMAN, TRUST MANAGER)

IV. ADJOURNMENT

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



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees

From: Julie Casteen, Assistant Trust Manager

Re: Supplemental Appropriations

Date: June 29, 2020

BACKGROUND

A transfer of \$38,000 from the City of Coweta General Fund is necessary to fund the following:

1. Funding for the Coweta Coming Together For Business grant program (\$30,000 increase in Economic Development, 40-5335.140).
2. Funding for the Utility Assistance Program to help citizens in Coweta with utility bills (\$5,000 increase in Economic Development, 40-5335.140).
3. Fireworks that were already purchased for the Patriotic Festival that was canceled due to the COVID-19 pandemic. The fireworks will instead be used at a future event (\$3,000 increase in expenditures in Special Event Supplies, 40-5222.140).

STAFF RECOMMENDATION

Staff recommends approval of supplemental appropriations per Resolution 2020-20.

Attachments:

Resolution 2020-20

RESOLUTION 2020-20

A RESOLUTION OF THE TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY ADOPTING AMENDMENTS TO THE ANNUAL REVENUES AND APPROPRIATIONS FOR THE BUDGET OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY FOR FISCAL YEAR ENDING JUNE 30, 2020.

WHEREAS, the Coweta Industrial Development Authority has need for unexpected expenditures that were not appropriated in the adopted budget for fiscal year 2019-2020; and

WHEREAS, the Coweta Public Works Authority desires to make supplemental appropriations for revenue sources and expenditures not appropriated in the budget.

NOW THEREFORE BE IT RESOLVED BY THE TRUSTEES FOR THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY that the following supplemental appropriations be made:

COWETA INDUSTRIAL DEVELOPMENT AUTHORITY FUND

Revenue: Transfer from General Fund (40-04.03.05)	\$38,000
Expenditure: Special Event Supplies (40-5222.140)	\$3,000
Expenditure: Economic Development (40-5335.140)	\$35,000

PASSED BY THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY FOR COWETA, OKLAHOMA, and signed by the Chairman this 29th Day of June 2020.

Evette Morris, Chairman

Attest:

Approved as to form:

Harold Chance, CIDA Secretary

Ronald D. Cates, Trust Attorney



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees
From: Roger Kolman, City Manager
Re: Coweta Coming Together Utility Assistance Program
Date: 6/29/2020

BACKGROUND

Utility Assistance Program

A program to assist Coweta residents struggling to pay utilities during this national emergency was also discussed at the June 1st City Council meeting. Staff has had the opportunity to discuss this proposed program with local partners and proposes a program with the following general parameters:

- The program will be funded by a transfer from the General Fund (City) to the Coweta Industrial Development Authority (CIDA)
- CIDA will partner with the the local Community Action Resource and Development, Inc. (CARD) office to administer the utility assistance program
- Individual utility account holders, that are residents of the City of Coweta, can apply for up to \$100/month to help pay the costs of necessary utilities, i.e. electricity, natural gas/propane, water, sanitary sewer and solid waste collection
- The utility service location must be a residential property owned or leased by the applicant and be within the city limits of Coweta
- CARD will retain all records and provide a report of expenditures to CIDA
- Program is limited to \$5,000 in total

STAFF RECOMMENDATION

Staff recommends approval of the Coweta Coming Together Utility Assistance Program as discussed.

ATTACHMENTS

N/A



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Memorandum

To: Honorable Chairman and Members of the Board of Trustees
From: Roger Kolman, City Manager
Re: Coweta Coming Together for Business
Date: 6/29/2020

BACKGROUND

Coweta Coming Together for Business

At the June 1st meeting of the Coweta City Council, a program to assist local small businesses in recovering and reopening following the Covid-19 pandemic was discussed. Staff has had the opportunity to review what other cities have done to help their business communities recover and proposes a program with the following general parameters:

- The program will be funded by a transfer from the General Fund (City) to the Coweta Industrial Development Authority (CIDA)
- CIDA will appoint a committee of local business leaders to review the applications received and make recommendations regarding the amount of the grant
- Eligible costs would include costs incurred during the shutdown, i.e. rent, payroll, utilities and/or costs incurred to reopen, i.e. PPE, cleaning supplies
- Individual business grants would be limited to 1 cent of the 3 cents of sale taxes remitted by that business to the City of Coweta in April, May and June of 2019, with a maximum of \$3,000.
- Applicants will need to be current with the State of Oklahoma and the City of Coweta for taxes and utilities
- Program is limited to \$30,000 in total

The draft application for Coweta Coming Together for Business is attached to this staff report for further background information.

Staff recommends that the CIDA Trust Authority Trustees appoint the following local business leaders to the review committee for this program: Sarah Wells (Chamber of Commerce), Michael Lyles (First National Bank of Coweta), Jake Dwyer (RCB Bank), and Shannon Berg-Lawley (BancFirst).

STAFF RECOMMENDATION

Staff recommends approval of Coweta Coming Together for Business Program as discussed.

ATTACHMENTS

CCT Guidelines and Application

Coweta Coming Together For Business Economic Recovery Program

The Coweta Industrial Development Authority (CIDA) is launching a Small Business Economic Recovery Program. *Coweta Coming Together for Business* will assist small businesses that have been negatively impacted as a result of the COVID-19 Pandemic through a grant based on a portion of the sales tax generated by that business from **April 1 through June 30, 2019**. Applicants will be notified by email informing them if they have been approved or denied, and the amount granted. Funding is capped at a total program amount of \$30,000 and grant amount of \$3,000 per business. Grants will consist of one cent of the three cents of sales tax the City collects. **The program is open to all businesses that meet the following criteria:**

1. Business must be located within Coweta city limits.
2. Must be a non-home-based, for-profit business, not owned by a larger corporation.
3. Employ less than 20 Full Time Employees or FTE nationwide, whether direct or affiliated.
4. Must generate sales tax in the City of Coweta. The grant amount will be limited to 1 penny of the sales taxes generated by the business in April, May, June of 2019.
5. Be an official Oklahoma business registered with the State of Oklahoma in some capacity.
6. Be in good standing with the City of Coweta and State of Oklahoma regarding sales tax, utilities, etc.
7. Pledge to provide proof of paid allowed expenses within 30 days of grant award.
8. Certify that grant funds will be utilized for allowed expenses for businesses in the city limits.
9. Agree that if a business that is awarded a grant does NOT generate sales tax in each of the months of July, Aug. and Sept., 2020, the grant becomes a loan and must be paid back within 12 months of award.

The Program is NOT open to the following businesses:

1. Businesses that have prospered or benefited directly from COVID-19.
2. Businesses recognized by **federal** guidelines to be engaged in illegal activities.
3. Non-Profits.
4. Agriculture businesses.
5. Non-sales-tax producing businesses. A separate program is being considered to assist those businesses, if funding becomes available at the state or federal level.

Selection Process: Program recipients will be selected based on the above eligibility requirements, their answers on the application, whether they have provided required attachments, and whether funding is still available. The grant is intended to help defray expenses related to the closure and/or reopening (PPE, cleaning supplies, protection equipment, remodeling to achieve social distancing, etc.), fixed overhead costs such as rent or mortgage and utilities, and payroll due to the statewide emergency.

Grants will be made in the form of one lump sum distribution to the recipient. The maximum grant amount is \$3,000 for any individual business, but funding levels will be based on sales tax historically generated, needs as defined on the application, and available funding in the program.

The program is being funded by the City of Coweta through the CIDA. City of Coweta elected officials, and City employees or their spouses are not eligible to apply. Applications will be reviewed in the order they are received by a board of local business persons to be appointed by CIDA. Not all applicants are guaranteed to be funded. Funds must be used to defray/reimburse allowable expenses outlined in the application, and a failure to do so will require a repayment of the rebate amount to CIDA. Additional information may be requested by the committee during the review process.

Coweta Coming Together For Business Economic Recovery Program

Applicants Full Name: _____ Title: _____

Business Name: _____

Email Address: _____ Phone: _____

Year Business Started: _____

Is business registered with the State of Oklahoma: Yes No

Business Tax Identification Number: _____

Business Address: _____

City/State/Zip: _____

Type of Business: _____

Principle Product or Service: _____

Was your business listed as an Essential Business: Yes No

Application Questions:

1. What are the impacts to your business caused specifically from COVID-19? Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Business closure (From _____ to _____) | <input type="checkbox"/> Increased Operating Costs |
| <input type="checkbox"/> Reduced hours of operation | <input type="checkbox"/> Inability to serve customers |
| <input type="checkbox"/> Inability to respond to curbside or delivery requests | <input type="checkbox"/> Decreased number of customers |
| <input type="checkbox"/> Revenue decline year-to-date (Mark percent below.) | <input type="checkbox"/> Decreased number of employees |
| <input type="checkbox"/> 1-25% <input type="checkbox"/> 26-50% <input type="checkbox"/> 51+% | |

2. Please provide us a narrative on how this money will be utilized by your business to help you get through the COVID - 19 National Emergency and how will it help ensure you continue in business. (Use additional paper & enclose with application if additional space is needed.)

3. What changes have you already made, or do you plan to make, to help your business survive this national emergency? (Use additional paper & enclose with additional space is needed.)

4. Indicate what assistance program you have applied for and the outcome:

	Applied	Accepted	Denied by Provider	Amount funded	Received Money
SBA EIDL -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
SBA PPP -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Unemployment for owners -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Unemployment for employees --	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Other grants or assistance -----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____

Please explain other grants or assistance if you have applied:

Please explain if you have applied, but have not received follow up information:

5. Financials:

What costs will you be utilizing the funds for: (Select all that apply)

PPE Rent/Mortgage Utilities Cleaning/Sanitation Payroll Remodel/

Other - Specify: _____

Please provide proof of payment(s) made/expenses incurred or quote for the expense you would like covered by this grant.

6. What Personal Protection Equipment (PPE) resources does your business need:

Describe: _____

7. What Cleaning & Sanitization Services and Supplies resources does your business need:

Describe: _____

8. Other expenses related to protecting customers and employees:

Describe needed: _____

9. Rent or Mortgage:

Do you rent or own your business location: Rent Own

If you own and have an outstanding mortgage, provide bank contact.

Bank Name: _____

Contact Person: _____ Phone: _____

If you rent, please provide contact information for landlord.

Landlord Name: _____

Email: _____ Phone: _____

Monthly rent or mortgage amount: _____

If behind, provide amount of delinquency: _____

Please provide a copy of your rent invoice.

10. Utilities:

Description of Utilities: _____ Monthly Utility Amount: _____

Description of Utilities: _____ Monthly Utility Amount: _____

Description of Utilities: _____ Monthly Utility Amount: _____

Please provide a copy of the statement(s) for utilities you would utilize this grant to cover.

11. Other Cost(s):

Description: _____

Amount: _____

Please provide quotes or proof of other cost(s) incurred or expenses expected.

12. Any additional information that should be considered:

13. Total Amount Requested from Coweta Coming Together for Business:

\$ _____

14. Checklist:

Please check each statement and acknowledge that have read the criteria and affirm the information submitted:

- Signed Application is enclosed.
- 2019 Sales Tax Returns for months of April, May, and June 2019 are enclosed.
- Outlined documentation proving proof of expense for rebate utilization is enclosed.
- Narrative Question Responses are enclosed (if additional space needed).
- Business is in good standing with the City of Coweta.
- Business is harmed by COVID19.
- The business has less than 20 full time employees or FTE.
- Business will provide the CIDA proof of allowable expenses within 30 days of rebate award.
- I guarantee rebate funding will be utilized to address allowable expenses for a business located within the city limits of Coweta.
- Enclosed a W-9 in the event that CIDA must send out a Form-1099 at the end of year.

Deadline and Submission Instructions:

Applications must be submitted for review by July 20th, 2020, at 5:00pm CST. Applications will be begin being reviewed by August 3rd, 2020.

Completed applications should be submitted to CIDA by sending completed and scanned documents to **CCTgrant@CityofCoweta-ok.gov**.

Certification:

I understand that any information disclosed will be held in strict confidence and used only to help me succeed in my business endeavors. I understand that all boards, staff and associated professionals will hold all information, and disclosed business information in strict confidence. I grant the CIDA and the Coweta Coming Together for Business review committee permission to contact the businesses listed in my application in order to verify the information provided in this application. I understand that not all applicants are guaranteed to be funded. I guarantee awarded funding will be utilized to defray or reimburse allowable expenses for a business with a physical address in the city limits of Coweta, by providing CIDA proof of payment for those expenses within 30 days of award. I further understand that CIDA reserves the right to seek full repayment if not in compliance and agree to repayment if non-compliance is determined and repayment is requested. In signing this form, I attest that I have read or had someone read to me its contents and understand its requirements.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____