



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 INDUSTRIAL DEVELOPMENT AUTHORITY  
COWETA CITY HALL, 310 S. BROADWAY  
IMMEDIATELY FOLLOWING THE MEETING  
OF THE COWETA PUBLIC WORKS AUTHORITY  
MONDAY, JUNE 1, 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. CONSENT

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

1. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY  
REGULAR MEETING HELD ON MAY 4, 2020.

Documents:

[200504 MINUTES OF THE IDA BOARD.PDF](#)

IV. OLD BUSINESS

1. 2020 COWETA PATRIOTIC FESTIVAL

DISCUSSION AND POSSIBLE ACTION ON THE CANCELLATION OF THE 2020 COWETA  
PATRIOTIC FESTIVAL AND THE RESCHEDULING OF THE FIREWORKS DISPLAY DURING THE  
COWETA FALL FESTIVAL.  
(ROGER KOLMAN, TRUST MANAGER)

Documents:

[200601 STAFF REPORT PATRIOTIC FESTIVAL.PDF](#)

2. RESOLUTION 2020-16 ON FY 2020-2021 BUDGET ADOPTION

DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF RESOLUTION 2020-16, A  
RESOLUTION OF THE TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY,  
COWETA, OKLAHOMA, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020  
AND ENDING JUNE 30, 2021, AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.  
(JULIE CASTEEN, ASSISTANT TRUST MANAGER)

Documents:

[200601 RESOLUTION 2020 16 ADOPTING THE BUDGET.PDF](#)

V. NEW BUSINESS

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

VI. 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.**

**MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY  
REGULAR MEETING  
May 4, 2020 6:00 P.M.**

The Trustees of the Coweta Industrial Development Authority met in regular session on Monday, May 4, 2020 at 6:13 p.m. following the meeting of the Coweta Public Works Authority at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

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

**TRUSTEES ABSENT:** None.

**I. CALL TO ORDER**

The meeting was called to order by Chairman Morris.

**II. ROLL CALL**

Roll call taken. Trustees were present and absent as shown above.

**III. CONSENT**

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

1. Minutes of the Coweta Industrial Development Authority Regular Meeting held on February 3, 2020.
2. Minutes of the Coweta City Council/Public Works Authority/Coweta Industrial Development Joint Special Meeting held on April 29, 2020.

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

**IV. OLD BUSINESS**

There was no old business.

**V. NEW BUSINESS**

There was no new business.

**VI. ADJOURNMENT**

Chairman Morris adjourned the meeting at 6:13 p.m.

**MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY  
REGULAR MEETING  
May 4, 2020 6:00 P.M.**

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Evette Morris, Chairman

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Harold Chance, Secretary



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## Memorandum

To: Honorable Chairman and Members of the Board of Trustees  
From: Roger Kolman, City Manager  
Re: 2020 Patriotic Festival  
Date: 6/1/2020

### **BACKGROUND**

The citizens of the City of Coweta, along with the citizens of almost the entire world, have been through very troubling times these last several months due to the Covid-19 pandemic. Thankfully, as of the date of this report, there has been limited community spread of the virus inside of Coweta. Sadly though, at least twelve of our citizens have fallen victim to the deadly effects of this virus. The lack of significant community spread inside of Coweta may at least be partially attributable to the directives of federal, state and local agencies promoting social distancing and more stringent sanitation practices.

At the end of April 2020, the State of Oklahoma issued a plan providing guidance for the reopening of our economy with June 1 targeted as the beginning of “Phase 3”. However, as of the date of this report, guidelines related to Phase 3 have not been issued so it is unclear what will be expected for large capacity outdoor events like the Patriotic Festival. Current guidance from the State of Oklahoma requires enhanced sanitation practices, maintenance of social distancing, and limits events to crowds of no more than fifty. It is reasonable to assume that the guidance for Phase 3 will create opportunities for larger scale events to occur while continuing to maintain expectations for enhanced sanitation practices and social distancing norms.

After meeting with the staff primarily responsible for planning and putting on this annual event, we have determined that it would be very difficult to provide enough staff and volunteers to adequately maintain the recommended sanitation practices while encouraging attendees to maintain social distancing. The City of Tulsa and other surrounding municipalities have begun cancelling large scale events because of these issues and Staff would advise the cancellation of the 2020 Coweta Patriotic Festival as well. Following the lead of the City of Tulsa, Staff would further recommend that the fireworks display planned for the Patriotic Festival be moved to September 19<sup>th</sup> to coincide with the annual Coweta Fall Festival event.

### **STAFF RECOMMENDATION**

Staff recommends the cancellation of the 2020 Patriotic Festival event scheduled for June 27, 2020 and the rescheduling of the fireworks display to coincide with Coweta Fall Festival.

### **ATTACHMENTS**

Oklahoma Official Guidance on Outdoor Concerts  
City of Coweta Covid-19 Cases

# Employer Guidance for Oklahoma's Open Up and Recover Safely Plan

*Please note this guidance is not comprehensive, it is intended to serve as a tool to help businesses and local officials establish general protocols encountered in various situations. We have identified some foreseeable health risks associated with Covid-19 and have provided suggestions to mitigate those risks. Effective safety measures that protect employees and citizens are critical to a successful reopening of our great state. There are unique situations not covered here, and we rely on collaboration with our local officials, businesses and citizens using their best judgement during this unprecedented time. We must all take responsibility to protect those in our community. Thank you for doing your part to ensure the safety of all Oklahomans.*

## Outdoor Concerts

- **May resume beginning May 1, 2020**
- Should adhere to sanitation and disinfecting protocols and social distancing guidelines from the CDC.
  - If food is served please review employer guidance for restaurants for additional sanitation and disinfecting guidelines.

### **Recommended Guidelines for Temperature Checks & Employer Policies**

Those organizing outdoor concerts should consider use of a touchless infrared thermometer to check the temperature of employees and volunteers each day during the event. Employees or volunteers with a temperature above 100.4°F are recommended to be sent home until they have no fever and no evidence of COVID-19 symptoms.

### **Sanitation & Disinfecting Guidelines**

- You are encouraged to develop, implement, and maintain and revise a cleaning and disinfecting plan for your workplace or organized event.

### **Developing Your Plan**

- Evaluate your venue to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches, doorknobs, tables, chairs, and benches should be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.
  - First, clean the surface or object with soap and water.
  - Then, disinfect using an [EPA-approved disinfectant](#).
  - If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together.

### **Determine What Needs to be Cleaned**

- If your business or venue has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
- If the area is outdoors: outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public.
- You should maintain existing cleaning and hygiene practices for outdoor areas. The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.

### **Determine What Needs to be Disinfected**

- Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from EPA's list of approved products that are effective against COVID-19.
- If you are cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic, consult [EPA's list of approved products for use against COVID-19](#). Examples of high-touch areas that need to be disinfected are:
  - Tables, chairs doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, touch screens, and ATM machines.
  - Bleachers, public restrooms, water fountains, and event booths.
- If you are cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas, these soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials.
  - Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting.

### **Implement Your Plan**

- Clean visibly dirty surfaces with soap and water. Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting.

### **Maintain and Revise Your Plan**

- Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.
- Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily.
- More frequent cleaning and disinfection may be required based on level of use.

### **Additional Cleaning and Sanitation Practices**

- When offering public restrooms, consider cleaning and sanitizing the restrooms frequently.

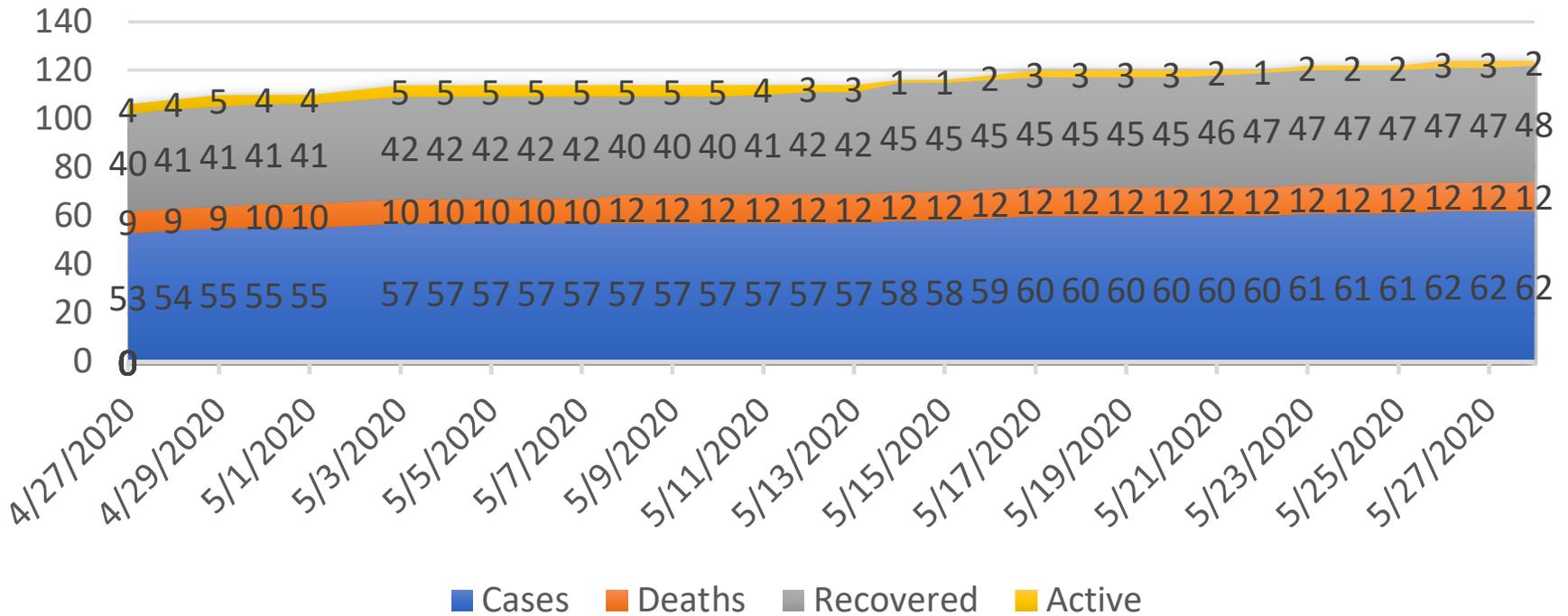
- Strategic placement of approved hand sanitizers for employees, volunteers, and visitors in communal spaces and touch points. If hand sanitizer is not available, encourage employees and visitors to frequently wash hands with soap and water.
- Employees are encouraged to use proper handwashing, observe respiratory etiquette, and avoid using other employees' phones, pens, notepads, or other work tools.
- Employees and volunteers are encouraged to wear gloves and a mask.
- Consider postponing offering concession stand food and drink. If you do offer food and drink at your event, please review the guidelines for restaurants to ensure sanitation best practices.

### **Maintain Social Distancing At All Times**

Organizers, employees, volunteers, and visitors are encouraged to follow social distancing guidelines including maintaining a physical distance of at least 6 feet between individuals.

- Groups are limited to 50 people. There should be social distancing of six feet between groups and individuals.
- Consider designating areas of the outdoor venue that offer guidance on how to appropriately space seating, lawn chairs, blankets, etc. so that social distancing may be practiced.
- Encourage visitors to bring their own food and supplies when possible.
- Consider designated entrances and exits to minimize face-to-face exposure of patrons entering and exiting the establishment.
- Consider the use of facial coverings or masks.
- Consider displaying posters and signs around the venue to frequently remind patrons to take steps to prevent the spread of COVID-19. These messages may include information about:
  - Staying home if you are sick or do not feel well, and what to do if you're sick or feel ill.
  - Using social distancing and maintaining at least six feet between individuals.
  - Covering coughs and sneezes with a tissue, then throwing the tissue in the trash.
  - Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
  - Avoiding touching eyes, nose, and mouth with unwashed hands.

# City of Coweta Covid-19 Cases



## **RESOLUTION 2020-16**

### **A RESOLUTION OF THE TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY, COWETA, OKLAHOMA, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.**

**WHEREAS**, the Coweta Industrial Development Authority is required to submit a budget to its beneficiary, the City of Coweta, pursuant to Title 60 O.S. § 176; and

**WHEREAS**, the Trust Manager has submitted the budget for the Coweta Industrial Development Authority for the fiscal year ending June 30, 2021 (FY2020-2021) to the City Council of the Coweta City consistent with the statutory requirements; and

**WHEREAS**, the budget has been formally presented to the Trustees; and

**WHEREAS**, a public hearing on the proposed budget was duly held at the time and place as provided for in the notice of such public hearing and all interested persons were given opportunities to be heard on said budget; 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 Industrial Development Authority has need throughout the fiscal year to amend its annual budget through supplemental appropriations, decreases in appropriations or appropriation transfers; and

**WHEREAS**, the Trustees have reviewed the proposed budget and are aware of the operations and projects planned for FY2020-2021.

### **NOW THEREFORE BE IT RESOLVED BY THE TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY 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 Trust 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 Coweta Industrial Development Authority may amend its 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 Trustees prior to implementation. Such proposed amendments shall be submitted to the Trustees, for action, on a properly completed Budget Amendment Form.

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

SECTION 5: The Trust 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 the Coweta Industrial Development Authority Fund. All investments shall be in accordance with the law.

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

ATTEST:

\_\_\_\_\_  
Harold Chance, CIDA Secretary

\_\_\_\_\_  
Evette Morris, CIDA Chairman

APPROVED AS TO FORM:

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

**EXHIBIT A**

**COWETA INDUSTRIAL DEVELOPMENT AUTHORITY  
FY2020-2021 PROPOSED BUDGET**

<b>REVENUES</b>		
Investment Income	\$	10
Transfers In		124,000
<b>Total Revenues</b>	\$	124,010
<b>EXPENDITURES</b>		
Economic Development	\$	105,950
Transfer to Fund Balance		18,060
<b>Total Expenditures</b>	\$	124,010
Net Change in Fund Balance	\$	18,060
Beginning Net Assets	\$	54,035
<b>Ending Net Assets</b>	\$	72,095