



P.O. BOX 850 | COWETA, OKLAHOMA 74429 | PH. (918) 486-2189 | FAX (918) 486-5366 | 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, NOVEMBER 06, 2023 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 consider, discuss, and may take action on, approve, adopt, amend, reject, deny, table, or not take action on any item listed on this agenda after comments from staff and the Trustees have been heard.

I. CALL TO ORDER

II. ROLL CALL

NAOMI HOGUE_____

LOGAN BROWN_____

HAROLD CHANCE_____

CAROLINE MARTIN_____

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. 2024 MEETING AND HOLIDAY SCHEDULES

AFFIRMATION OF THE ACTIONS TAKEN BY THE CITY COUNCIL AS IT PERTAINS TO THE APPROVAL OF THE CITY OF COWETA 2024 MEETING SCHEDULES AND 2024 HOLIDAY CALENDAR.

Documents:

[HOLIDAY SCHEDULE 2024.DOCX](#)
[MEETING SCHEDULE 2024.DOCX](#)

2. MINUTES OF THE REGULAR MEETING

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY HELD ON OCTOBER 2, 2023.

Documents:

3. MINUTES OF THE SPECIAL MEETING

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY HELD ON OCTOBER 6, 2023.

Documents:

[231006-CIDA MINUTES- SPECIAL MEETING.DOCX](#)

IV. CONSIDER ITEMS REMOVED FROM CONSENT

V. ADMINISTRATION

1. SEPARATION AGREEMENT

DISCUSSION AND APPROPRIATE ACTION RELATED TO A PROPOSED GENERAL RELEASE AND SEPARATION AGREEMENT BETWEEN THE CITY OF COWETA, THE COWETA PUBLIC WORKS AUTHORITY, THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY AND ROGER KOLMAN.

2. SHOP COWETA PROGRAM

DISCUSSION AND POSSIBLE ACTION TO APPROVE SHOP COWETA PROPOSAL FROM CROSSROADS COMMUNICATIONS, LLC, WITH A COST OF \$5,750 TO IMPLEMENT AND ADMINISTER THE TICKETLESS SHOP COWETA PROGRAM FOR 2023.

Documents:

[SHOP COWETA_TICKETLESS_2023 PROPOSAL.PDF](#)

VI. EXECUTIVE SESSION

(Pursuant to 25 O.S. Section 307 the Board of Trustees may enter into executive session for the purposes specifically provided in this section.)

VII. NEW BUSINESS

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

VIII. ADJOURNMENT

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

**CITY OF COWETA/COWETA PUBLIC WORKS AUTHORITY
2024 HOLIDAY SCHEDULE**

January 1, 2024 (Monday)	New Year's Day
February 19, 2024 (Monday)	President's Day
March 29, 2024 (Friday)	Good Friday
May 27, 2024 (Monday)	Memorial Day
July 4, 2024 (Thursday)	Independence Day
September 2, 2024 (Monday)	Labor Day
November 11, 2024 (Monday)	Veteran's Day
November 21, 2024 (Thursday)	Thanksgiving Day
November 22, 2024 (Friday)	Day after Thanksgiving
December 24, 2025 (Tuesday)	Christmas Eve
December 25, 2024 (Wednesday)	Christmas Day

THERE WILL BE NO TRASH SERVICE ON THE ABOVE DATES

**COWETA CITY COUNCIL • COWETA PUBLIC WORKS AUTHORITY
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
COWETA CITY HALL • 310 S BROADWAY, COWETA, OK**

1st Monday of Each Month • 6:00 p.m.

January 08, 2024 (2 nd Monday)	May 06, 2024	September 9, 2024 (2 nd Monday)
February 05, 2024	June 03, 2024	October 7, 2024
March 04, 2024	July 1, 2024	November 04, 2024
April 01, 2024	August 5, 2024	December 02, 2024

**COWETA PLANNING COMMISSION
COWETA CITY HALL • 310 S BROADWAY, COWETA, OK**

3rd Monday of Each Month • 6:00 p.m.

January 15, 2024	May 20, 2024	September 16, 2024
February 20, 2024 (3 rd Tuesday)	June 17, 2024	October 21, 2024
March 18, 2024	July 15, 2024	November 18, 2024
April 15, 2024	August 19, 2024	December 16, 2024

**COWETA BOARD OF ADJUSTMENT
COWETA CITY HALL • 310 S BROADWAY COWETA, OK**

In accordance with 11 O.S. 44-102 and Chapter 21 Section 2120 of the Coweta Zoning Code, meetings of the Coweta Board of Adjustment shall be held at the call of the chairman and at such other times as the board of adjustment may determine.

**COWETA LIBRARY BOARD
COWETA PUBLIC LIBRARY • 120 E SYCAMORE, COWETA, OK
TUESDAY, 6:00 p.m.**

January 30, 2024	April 30, 2024	September 24, 2024
February 27, 2024	May 28, 2024	October 29, 2024
March 26, 2024	June 25, 2024	November 26, 2024

**MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
REGULAR MEETING
OCTOBER 2, 2023, 6:30 P.M.**

The Trustees of the Coweta Industrial Development Authority met in regular session on Monday, October 2, 2023, at 6:30 p.m. following the meeting of the Coweta Public Works Authority at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

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

I. CALL TO ORDER

The meeting was called to order by Chairman Hogue.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. CONSENT

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

1. Minutes of the Coweta Industrial Development Authority Regular Meeting held on September 11, 2023.
2. Minutes of the Coweta Industrial Development Authority Special Meeting held on September 18, 2023.

Aye: Harold Chance
Logan Brown
Naomi Hogue
Caroline Martin

Nay: Randy Woodward

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

Chairman Hogue adjourned the meeting at 6:31 p.m.

Naomi Hogue, Chairman

Logan Brown, Trust Secretary

**MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
SPECIAL MEETING
OCTOBER 6, 2023, 1:32 P.M.**

The Trustees of the Coweta Industrial Development Authority met in special session on Friday, October 6, 2023, at 1:32 p.m. at the Coweta City Hall, 310 S Broadway, Coweta, Oklahoma.

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

I. CALL TO ORDER

The meeting was called to order by Chairman Hogue.

II. ROLL CALL

Roll call taken. Trustees were present as shown above.

III. EXECUTIVE SESSION

(Pursuant to 25 O.S. Section 307 the Board of Trustees may enter into executive session for the purposes specifically provided in this section.)

1. DISCUSSION

Discussion and appropriate action related to a proposed executive session for the purpose of interviewing candidates for the temporary position of Interim Trust Manager, including discussion of duties, compensation, payment of expenses, and other employment issues, pursuant to Section 25 O.S. Section 307(B)(1).

Motion by Harold Chance, second by Logan Brown to enter into Executive Session at 1:32 p.m.

Aye: Harold Chance
Logan Brown
Naomi Hogue
Caroline Martin
Randy Woodward

1. END EXECUTIVE SESSION

Vote to come out of Executive Session.

Motion by Logan Brown, second by Harold Chance to come out of Executive Session at 2:41 p.m.

Aye: Logan Brown
Harold Chance
Naomi Hogue
Caroline Martin

**MINUTES OF THE COWETA INDUSTRIAL DEVELOPMENT AUTHORITY
SPECIAL MEETING
OCTOBER 6, 2023, 1:32 P.M.**

Randy Woodward

2. DISCUSSION AND POSSIBLE ACTION

Discussion and appropriate action related to discussions held in Executive Session related to the possible appointment of an interim Trust Manager, as a temporary position, establishing a salary, and providing for payment of expenses, and authorization for the Chair to execute an employment agreement with the Interim Trust Manager, upon approval by the City Attorney.

Motion by Naomi Hogue, second by Logan Brown, to appoint Lisa Taylor as Interim Trust Manager, as a temporary position, at a salary of \$6,000.00 biweekly plus payment of reasonable expenses related to the position including lodging, and authorization for the Chair to execute an employment agreement upon approval by the City Attorney not to exceed six months.

Aye: Naomi Hogue
Logan Brown
Harold Chance
Caroline Martin
Randy Woodward

IV. ADJOURNMENT

Chairman Hogue adjourned the meeting at 2:43 p.m.

Naomi Hogue, Chairman

Logan Brown, Trust Secretary



Shop Coweta – Ticketless (Information presented to City Council 9/11/23)

What is the reason for making a change?

- Less expensive to produce: Tickets cost upwards of \$3,000
- Less complicated to administrate: one person at chamber managing thousands of tickets & numbers
- More fair: Businesses can't arbitrarily decide how many tickets to give out for a given purchase
- Record keeping: Electronic records will exist that show everybody that participated, and through what businesses. Easy to trace the impact back to the investments.

How would it work?

- Receipt-based for most entries
 - A QR code takes people to a simple Google form to capture their name, contact info, store, and an image of their receipt. One visit = one entry
 - Just looking around? Form will have an option for 'just visiting' with a photo of patron inside the business taking the place of a receipt Again one visit = one entry
 - Walk in/no phone entries available at city hall or other designated location(s). Manually enter those who take advantage of this option.
 - Legally, because this is city-funded, we must have a no-purchase-needed option.
 - Chamber member bonus? If desired, could choose to credit chamber member business visits at 2x per visit.

Advantages

- No cost of tickets -- can bolster prize money instead
- No admin of tickets
- Less rule-breaking or bending
- Taxpayer dollars spent with document trail



CROSSROADS

COMMUNICATIONS, LLC

- Form dumps to spreadsheet, random numbers = winners; quicker to close out/name winners
- We have their contact info! Can call them - no multiple rounds of drawings
- Could do the announcement at the Christmas parade, and bonus of \$500 if you are present to win (draw and keep a good crowd for the parade?)

Disadvantages

- Someone has to build the form & spreadsheet & do manual entry of any non-electronic entries
- Change is hard – we'll have to communicate effectively
- There will be people who will miss the joy of collecting hundreds of physical tickets and keeping track of those numbers. We'll hear about it.
- People who don't understand QR codes will need help. Business owners' staff will need to be prepared.

But what about...

- Non-retail businesses?
 - Banks can use deposit slips or withdrawal slips as a "receipt"
 - Insurance companies can use paid premium notices as a "receipt"
 - Visit-without-receipt still works as an entry
- Businesses not in city limits, but who are Chamber members?
 - Recommend not including any business outside Coweta city limits unless private funding is made available through chamber or businesses. Taxpayer dollars fund this.



Proposed Costs and Scope of Work, presented at the request of Council in the 9/11/23 meeting

Proposed Costs to Create and Administrate, Year 1

One-time fee to set up sign-up form for businesses to participate, including response emails explaining program details to business owners; plus necessary Google Forms, Sheets, and submission routing, including testing functionality of the entire system: **\$2,750**

Messaging, to include copywriting and poster art creation for use by participating businesses, graphics for use on social media, in upcoming newsletter, and on City website. Printing costs for posters or flyers are not included in this estimate. We anticipate much of this work will be re-purposable for subsequent years: **\$1,500**

Administration of the program, including responding to business questions, tracking submissions, and providing mechanism to choose random winners from submissions; notifying winners after drawing: **\$1,500**

Total, Year One: \$5,750
Expected Costs, subsequent years, subject to changes to the program: \$2,500