



AGENDA

TAHLEQUAH CITY COUNCIL - REGULAR MEETING

Date/Time of Meeting Monday, April 7, 2025 at 5:30 PM

Place of Meeting The meeting will be held at 111 Cherokee Ave. Tahlequah, OK 74464
(voting members of the public body will be present in person).

Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When the City Council desires more information on an item, the City Council may refer the matter to City staff or to a committee for further consideration. Under certain circumstances, items may be deferred to a specific date or stricken from the agenda entirely.

Join "Zoom" Meeting

Meeting ID: 876 1372 7547

Passcode: 4560651

1. MEETING CONVENED

- a) Meeting Called to Order
- b) Roll Call
- c) Invocation by Steve Parker, South College Church of Christ
- d) Flag Salute
- e) **Public Notice:** A Public Notice of meeting was provided on November 7, 2023, at 11:00 a.m. to the OK Secretary of State and an additional notice was provided on March 27, 2025, at 12:20 p.m. at 111 S. Cherokee Ave. Tahlequah, OK 74464.

2. PUBLIC INSTRUCTIONS

If you wish to receive a copy of any materials that are presented to the City Council, please submit your request to cityclerk@tahlequah.gov.

3. PUBLIC COMMENTS

Comments will be accepted from the public and individuals will be limited to 3 minutes of speaking time. The total of all comments should not exceed 15 minutes. Preference will be given to Tahlequah residents. In compliance with the Oklahoma Open Meeting Act, no action or discussion is permitted by the City Council on any issue or topic raised by a speaker during this public comment period.

4. ANNOUNCEMENTS AND PRESENTATIONS

- a) Anthis-Brennan Expansion Project update. [Special Projects Coordinator Ray Hammons](#)
- b) River City Park presentation by Dr. Reza Saeed Kandezy.

5. CONSENT AGENDA

These items are placed on the Consent Agenda so that members of the City Council, by unanimous consent, can designate routine items to be approved by one motion. Any item proposed on the Consent Agenda not meeting with the approval of all Council members will be removed and heard in Regular Session.

- a) Approve the minutes from the March 3, 2025, and March 27, 2025, City Council meetings.
- b) Acknowledge receipt of the February 2025 General Fund Executive Summary.
- c) Acknowledge receipt of the February 2025 Investment Schedule.
- d) Acknowledge receipt of the March 2025 Open PO report.
- e) Approve the March 2025 Tahlequah Area Chamber of Commerce Report.
- f) Approve the March 2025 Tourism Report.
- g) Approve the March 2025 Tahlequah Regional Development Authority Report.
- h) Acknowledge receipt of administrative award of competitive bid for the White Avenue Concrete Project to T&K Construction in the amount of \$64,256.00.
- i) Approve hangar lease transfer for hangar 29, from Sooner Cattle & Land Co. LLC, to Two Eight Investments LLC.
- j) Approve a 3-year lease for Tahlequah Municipal Airport, cutting and bailing of hay.
- k) Hire Wyatt Vinson as a Laborer/Operator in the Street Department at \$35,285.94 annually, effective March 17, 2025.
- l) Hire Tyronne McCree as a Driver in the Solid Waste Department at \$40,500 annually, effective March 19, 2025.
- m) Hire Davin Jorgensen as a Driver in the Solid Waste Department at \$40,500 annually, effective April 7, 2025.
- n) Hire Sylvie Kruczek, Emma Fields, Cristian Goins, Aliza Dietz, Meagan Bell, Jaime Perez, Tressa Disler, and Karsen Kruczek as PT Laborers/Concessions in the Parks and Recreation Department, at \$10.07 per hour, effective March 25, 2025.
- o) Demote Justin Leatherwood from Lieutenant to Patrolman, step 7, effective April 7, 2025.
- p) Accept the resignation of Forrest Miller, Driver in the Solid Waste Department, effective February 26, 2025.
- q) Accept the resignation of Robby Morgan, Collector in the Solid Waste Department, effective March 13, 2025.
- r) Accept the resignation of Eli Blackbird, Collector in the Solid Waste Department, effective March 28, 2025.
- s) Accept the resignation from Kewen Crabtree, Driver in the Solid Waste Department, effective March 21, 2025.

6. REGULAR SESSION

- a) Discussion and possible action on items removed from the consent agenda.
- b) Discussion and possible action to declare the 2005 Ford F-350 (VIN: 1FDSF35Y06EC11276) as surplus property and approve its transfer to the Peggs Fire Dept. for the sum of \$1.00,

with the condition that Tahlequah Fire Dept. retains the option to reclaim the vehicle if Peggs Fire Dept. decides to dispose of it. Fire Chief Casey Baker

- c) Discussion and possible action to approve or deny amending the FY 2024-2025 City Budget to allocate funding for the addition of one full-time firefighter/driver position in the Tahlequah Fire Department, including salary, benefits, and associated costs. Fire Chief Casey Baker
- d) Discussion and possible action to direct the Street Commissioner to make street improvements to Mill Road. Councilman Keith Baker
- e) Discussion and possible action approve or deny the Mayor authorization to sign offer letters and finalize right-of-way acquisitions for the E. Allen Road Project. City Administrator Taylor Tannehill/Mayor Suzanne Myers
- f) Discussion and possible action to approve or deny authorizing the Mayor to enter into an agreement for Architectural and Engineering Services with HSE Architects to design our Parking Garage, Retaining Wall, Ped Bridge and Sidewalks project for downtown. City Administrator Taylor Tannehill/Planning & Development Director Paige Harjo
- g) Discussion and possible action to approve, approve with modification, or deny the Tahlequah Transportation Safety Action Plan prepared by Kimley-Horn for the City of Tahlequah. City Administrator Taylor Tannehill/Planning & Development Director Paige Harjo
- h) Discussion and possible action to approve, approve with modifications, or deny a Zoning Change from RS-3 (Single-Family High Density) to RM-3 (Multi-Family High Density) located at 604 S. College Ave. Tahlequah, Oklahoma. A part of the NE/4 of the SE/4 of Section 32, T17N, R22E, more particularly described as a point of beginning at 70' S of the south borderline of the City of Tahlequah, Oklahoma, also being the South boundary of South Street, with the East line of the NE/4 of the SE/4 of said Section 32 thence W 210'; thence S 70'; thence E 210'; thence N 70' to the POB, Cherokee County, Oklahoma. Planning & Development Director Paige Harjo
- i) Discussion and possible action to approve, approve with modifications, or deny a Zoning Change from RS-2 (Single-Family Medium Density) to RM-3 (Multi-Family High Density) located at 1107 & 1109 W. 4th St. Tahlequah, Oklahoma. A part of land located in the 200' E of NW/C of E 25.01 AC of Lot 1 beginning E 90'; Thence S 108.5'; thence W 90'; thence N 108.5' to POB and a part of land located in the 200' E & 108.5' S of NW/C of E 25.01 AC of Lot 1 beginning E 90'; thence S 108.5'; thence W 90'; thence N 108.5' to POB, located in SEC 5, T6N, R22E in Tahlequah, Cherokee County, Oklahoma. Planning & Development Director Paige Harjo

7. EXECUTIVE SESSION

Motion to exit Regular Session and enter into Executive Session

- a) Pursuant to 25 § 307(B)(2), discussion related to negotiations with Fraternal Order of Police Lodge No. 201, and if necessary, take appropriate action in open session.
- b) Pursuant to 25 § 307(B)(2), discussion related to negotiations with International Association of FireFighters Local 4099, and if necessary, take appropriate action in open session.
- c) Pursuant to 25 § 307(B)(3), discussion related to the purchase or appraisal of real property located near the Tahlequah City Airport.

- d) Pursuant to 25 § 307(B)(3), discussion related to the purchase or appraisal of real property located near Guinn Avenue.
- e) Pursuant to 25 § 307(C)(11), discussion related to economic development to entice a business to remain or locate within the City of Tahlequah.
- f) Pursuant to 25 § 307(B)(4), confidential communications pertaining to case #CV-24-415, Cherokee County.
- g) Pursuant to 25 § 307(B)(4), confidential communications pertaining to case #CJ-24-64, Cherokee County.

8. RETURN FROM EXECUTIVE SESSION AND ENTER INTO OPEN SESSION

- a) Possible action related to negotiations with Fraternal Order of Police Lodge No. 201, as discussed in Executive Session.
- b) Possible action related to negotiations with the International Association of FireFighters Local 4099, as discussed in Executive Session.
- c) Possible action related to the purchase or appraisal of real property located near the Tahlequah City Airport, as discussed in Executive Session.
- d) Possible action related to economic development to entice a business to remain or locate within the City of Tahlequah, as discussed in Executive Session.
- e) Possible action related to the purchase or appraisal of real property located near Guinn Avenue, as discussed in Executive Session.
- f) Possible action related to communications regarding case #CV-24-415, as discussed in Executive Session.
- g) Possible action related to communications regarding case #CJ-24-64, as discussed in Executive Session.
- h) Adjourn.

NOTICE OF MEETING TAHLEQUAH CITY COUNCIL

REGULAR MEETING

Date/Time of Meeting: Monday, April 7, 2025, at 5:30 p.m.
Place of Meeting: The meeting will be held at 111 Cherokee Ave. Tahlequah, OK 74464

Official action can only be taken on items which appear on the agenda. The City Council may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When the City Council desires more information on an item, the City Council may refer the matter to City staff or to a committee for further consideration. Under certain circumstances, items may be deferred to a specific date or stricken from the agenda entirely.

Members of the public may attend the meeting in person or remotely by Zoom using the instructions for remote attendance, provided below. The remote attendance option is provided to the general public to encourage and facilitate an informed citizenry.

Join “Zoom” Meeting
Meeting ID: 876 1372 7547
Password: 4560651

Videoconference and/or teleconference access instructions for public attendance at the meeting: the Public and City Staff may remotely attend this meeting by joining the Zoom meeting via the web or the Zoom app (www.zoom.us) **Access Code: 876 1372 7547 Password: 4560651**. If you wish to receive a copy of any materials that are presented to the City Council, please submit your request to cityclerk@tahlequah.gov.

Filed in the office of the City Clerk at 12:20 p.m. on March 27, 2025.

Whitney Shaw



MINUTES
TAHLEQUAH CITY COUNCIL
REGULAR MEETING – MARCH 3, 2025 - 5:30 PM
111 Cherokee Ave. Tahlequah, OK 74464

1. MEETING CONVENED

- a. Meeting called to order by Mayor Suzanne Myers at 5:30 pm.
- b. City Clerk, Whitney Shaw, called the roll as follows:

Present:	Councilor Ward I	Danny Perry
	Councilor Ward II	Keith Baker
	Councilor Ward III	Stephen Highers
	Councilor Ward IV	Josh Allen

Others present: Mayor Suzanne Myers, City Attorney JT Hammons, City Administrator Taylor Tannehill, City Treasurer Marty Hainzinger, City Clerk Whitney Shaw, Deputy City Clerk Amber Payton, and IT Support Kendall Collins

- c. Invocation: Josh Allen
- d. Flag salute: Led by Mayor Suzanne Myers
- e. Public Notice: December 19, 2024 at 9:10 a.m. and February 24, 2025 at 12:48 p.m.

2. PUBLIC INSTRUCTIONS

Access Code: [853 4047 4483](#) Password: [4560651](#)

3. NO PUBLIC COMMENTS

4. ANNOUNCEMENTS AND PRESENTATIONS

- a) Anthis-Brennan update-Special Projects Director Ray Hammons
- b) Senate Bill 701 Presentation by Dr. Rodney Hanley, NSU
- c) Tahlequah Farmer's Market presentation by Marla Saeger

5. CONSENT AGENDA

Councilor Baker made a motion and Councilor Allen seconded to approve the consent agenda as follows:

- a) Approve the minutes from the February 3, 2025, City Council meetings.
- b) Acknowledge receipt of the January 2025 General Fund Executive Summary.
- c) Acknowledge receipt of the January 2025 Investment Schedule.
- d) Acknowledge receipt of the February 2025 Check Register.
- e) Acknowledge receipt of the February 2025 Purchasing Card Statement.
- f) Acknowledge receipt of the February 2025 Open PO Report.

- g) Acknowledge receipt of the 2023-2024 Tahlequah Hospital Authority Board audit.
- h) Acknowledge receipt of the TRDA February 2025 report.
- i) Acknowledge receipt of the TACC February 2025 report.
- j) Acknowledge receipt of the Tourism February 2025 report.
- k) Accept the donation from Walmart in the amount of \$1000.00 for the Police Department and amend the budget accordingly.
- l) Accept the donation from PetCo Love in the amount of \$3,000 and amend the budget accordingly.
- m) Approve budget amendment for the 2024-2025 fiscal year for TRDA.
- n) Acknowledge receipt of the Purple Wave Surplus Auction proceeds dated 01.21.2025, resulting in deposit of \$17,860.00.
- o) Approve the withdrawal of hangar construction lease for Site FH23 to Tom Farmer.
- p) Approve construction lease for Young Farms Partnership for a 50' X 60' hangar on site FH23.
- q) **Removed to Regular Session by City Administrator Taylor Tannehill.**
- r) Reinstate/rehire Justin Jackson as a dispatcher in the police department at \$16.96 per hour, effective January 21, 2025.
- s) Promote Dustin Jackson for PT Laborer in the Parks and Recreation Department to FT Laborer in the Parks and Recreation Department at \$15.00 per hour, effective March 3, 2025, and amend the budget accordingly.
- t) Accept the resignation of Daniel Sosa and Noe Sosa, Lifeguards in the Parks and Recreation Department, effective February 24, 2025.
- u) Accept the resignation of Dulce Melo, PT Laborer/Concessions in the Parks and Recreation Department, effective February 24, 2025.

Vote: *Ayes: Baker, Allen, Highers, Perry*

Nays: None

Motion carried

6. REGULAR SESSION

- 6a) NO ACTION TAKEN. **Consent item (q): Hire Elianah Auguston, Madison Sherron, Kennedy Baker, and Libby Baker as Lifeguards in the Parks and Recreation Department at \$12.00 per hour, effective May 1, 2025.**

- 6b) Councilor Allen made a motion and Councilor Highers seconded to approve with the modification the authorization for the Mayor to enter into an agreement between the City of Tahlequah and the Tahlequah Farmer's Market for the use of the facilities for market seasons 2025 through 2026. Date on first page under "USE" to be changed from "2021 and 2022" to "2025 and 2026".

Vote: *Ayes: Allen, Highers, Baker, Perry*

Nays: none

Motion carried

- 6c) Councilor Highers made a motion and Councilor Perry seconded to approve Ordinance No. 1384-2025. An Ordinance establishing the 2025 Street Improvement Sales tax, assessing and levying an excise tax on one-half of one percent (.5%), commencing on January 1, 2026, through December 31, 2030.

Vote: *Ayes: Highers, Perry, Baker, Allen*

Nays: none

Motion carried

6d) Councilor Allen made a motion and Councilor Highers seconded to approve Resolution No. 02-03-2025. A resolution authorizing the calling and holding of a Special Election in the City of Tahlequah, Cherokee County, State of Oklahoma, on Tuesday, the 13th day of May 2025, for the purpose of submitting to the qualified electors of the City of Tahlequah, Cherokee County, State of Oklahoma, the question of their approval or rejection of the proposed 2025 Street Improvement Sales Tax Ordinance, and for other purposes.

Vote: *Ayes: Allen, Highers, Baker, Perry* *Nays: none* *Motion carried*

6e) Councilor Highers made a motion and Councilor Allen seconded to approve Ordinance No. 1385-2025. An ordinance detaching certain property from the City of Tahlequah city limits located south of West Fox Street, West of Highway 51.

Vote: *Ayes: Highers, Allen, Baker, Perry* *Nays: none* *Motion carried*

6f) Council Baker made a motion and Councilor Perry seconded to approve Council Member Josh Allen to represent the City of Tahlequah on a board to implement the Homelessness Study.

Vote: *Ayes: Baker, Perry, Highers* *Nays: none* *Motion carried*
Allen did not vote.

6g) Councilor Allen made a motion and Councilor Highers seconded to approve the appointment of Danny Perry to a vacant seat on the Municipal Utility Board/Tahlequah Public Works Authority, fulfilling a term expiring in March 2030.

Vote: *Ayes: Allen, Highers, Baker, Perry* *Nays: none* *Motion carried*

6h) Councilor Allen made a motion and Councilor Perry seconded to approve the appointment of Scott Wright to a vacant seat on the Municipal Utility Board/Tahlequah Public Works Authority, fulfilling a term expiring in March 2030.

Vote: *Ayes: Allen, Perry, Highers* *Nays: Baker* *Motion carried*

6i) Councilor Perry made a motion and Councilor Allen seconded to reject all bids for the Concession building project.

Vote: *Ayes: Perry, Allen, Highers, Baker* *Nays: none* *Motion carried*

6j) Councilor Highers made a motion and Council Perry seconded to approve Change Order #1 for the Woodard Bridge Project.

Vote: *Ayes: Highers, Perry, Baker, Allen* *Nays: none* *Motion carried*

6k) Councilor Allen made a motion and Councilor Perry seconded to approve the City Administrator authorization to award a competitive bid for concrete work related to the White Avenue Street project.

Vote: *Ayes: Allen, Perry, Baker, Highers* *Nays: none* *Motion carried*

- 6l) Councilor Highers made a motion and Councilor Allen seconded to approve Resolution No. 03-03-2025, a resolution to change the zoning from the hereinafter described real estate from RS-3 (Single Family High Density) to C-3 (Regional Commercial) located at 717 West Choctaw St., Tahlequah, OK, more particularly described as Lot 1 and the W 30' of Lot 2, Block 102, Tahlequah Lots, Cherokee County, Oklahoma.

Vote: Ayes: Highers, Allen, Baker, Perry Nays: none Motion carried

- 6m) NO ACTION TAKEN

7) EXECUTIVE SESSION

Councilor Allen made a motion and Councilor Perry seconded to Exit Regular Session and enter Executive Session at 6:46 pm.

Vote: Ayes: Allen, Perry, Baker, Highers Nays: None Motion carried

8) RETURN FROM EXECUTIVE SESSION at 8:06 p.m.

- a) Council voted to approve purchase of real property as discussed in Executive Session.

Vote: Ayes: Allen, Highers, Baker, Perry Nays: None Motion carried

- b) Council voted to designate the City Attorney as primary negotiating agent with the Fraternal Order of Police Lodge No. 201.

Vote: Ayes: Allen, Perry, Baker, Highers Nays: None Motion carried

- c) Council voted to designate the City Attorney as primary negotiating agent with International Association of FireFighters Local 4099.

Vote: Ayes: Allen, Perry, Baker, Highers Nays: None Motion carried

- d) No action required related to the purchase or appraisal of property located near the Tahlequah City Airport, as discussed in Executive Session.

- e) Meeting adjourned at 8:08 p.m.

MINUTES
TAHLEQUAH CITY COUNCIL - SPECIAL MEETING
THURSDAY, MARCH 27, 2025 - 4:15 PM
CITY HALL COUNCIL CHAMBERS – 111 S. CHEROKEE AVE.

1. MEETING CONVENED

- a) Meeting called to order by Mayor Myers at 4:15 pm.
b) City Clerk Whitney Shaw called the **Roll call as follows:**

Present:

Councilor Ward I	Danny Perry
Councilor Ward II	Keith Baker
Councilor Ward IV	Josh Allen

Others Present:

Mayor Suzanne Myers, City Administrator Taylor Tannehill, City Clerk Whitney Shaw, IT Support Kendall Collins

Absent: Councilor Ward III Stephen Highers, City Treasurer Marty Hainzinger, City Attorney JT Hammons

- c) **Public Notice** of meeting provided March 25, 2025, at 4:12 p.m. at 111 S. Cherokee Ave. Tahlequah, OK.
-

2. REGULAR SESSION

- a) Councilor Ra made a motion and Councilor Baker seconded to approve Change Order #4, in the amount of \$158,925.12 for the S. Muskogee Improvement Project.

Vote: Ayes: Allen, Baker, Perry Nays: None Motion carried

3. Meeting adjourned at 4:23 p.m.

Cash Flow Overview	
Beginning Cash Balance	\$ (536,149)
Total Revenue for the Month	\$ 1,078,555
Total Expenditure for the Month	\$ 1,015,226
Ending Cash Balance	\$ (472,820)

Year to Date Performance	
Total Revenues	\$ 10,053,457
Total Expenditures	\$ 8,750,492
Net Surplus/Deficit	\$ 1,302,965

Revenue Summary							
	Sales Tax	Use Tax	TPWA Light & Water	Fines & Forfeitures	Licenses & Permits	Miscellaneous	Charges for Services
Budgeted Revenue	\$ 5,321,667	\$ 516,667	\$ 933,333	\$ 203,500	\$ 127,333	\$ 340,333	\$ 176,867
Actual Revenue	\$ 5,758,938	\$ 744,586	\$ 1,012,461	\$ 364,517	\$ 158,284	\$ 271,968	\$ 220,332
Total Variance	\$ 437,271	\$ 227,920	\$ 79,128	\$ 161,017	\$ 30,951	\$ 68,365	\$ 43,465
Percentage Variance	+5.1%	+29.1%	+5.3%	+52.4%	+15.9	-13.7%	+16.1%
Notes	Strong holiday shopping season and local retail sales increases	Increased online shopping access and use	Colder weather showing a slight increase in revenue	Increased police patrols and Fresh Start program	Increased residential and commercial construction and permit enforcement	Some revenues in this category can vary widely and seasonally	Golf course improvements and increased membership

Expenditure Summary					
	Personnel Costs	Public Safety	Parks & Recreation	Government & Admin	Capital Improvement
Budgeted Expenditures	\$ 6,181,132	\$ 571,105	\$ 329,000	\$ 2,821,178	\$ 763,305
Actual Expenditures	\$ 5,949,956	\$ 545,945	\$ 254,757	\$ 2,009,150	\$ 686,643
Total Variance	\$ 231,176	\$ 25,160	\$ 74,243	\$ 812,037	\$ 76,662
Percentage Variance	-4%	-4.5%	-23%	-28.75%	-10.3%
Notes	This is related to employee turnover including retirement	On target with anticipated expenses	Many expenses are seasonal, so on target with anticipated expenses	On target with anticipated expenses	Some projects on hold due to weather and will be completed in Spring

The City of Tahlequah remains in strong financial health as of February 2025. Revenues are above projections and expenses are in line with projections. Continued monitoring of capital projects and revenue streams will be critical as we move into the fourth quarter of the fiscal year.

City of Tahlequah
Working Fund Investments
As of
February 28, 2025

BANK	AMOUNT	PERCENTAGE
<i>Bank Accounts</i>		
Reserve Operating Armstrong	\$3,018,490.18	4.25%
Streets & Sidewalks Armstrong	\$5,608,849.01	4.25%
General Fund Sweep Bank First	\$4,640,479.66	3.94%
Anthis-Brennan Local Bank	\$3,334,474.51	3.95%

BANK	MATURITY VALUE	PERCENTAGE	MATURITY DATE
<i>Edward Jones</i>			
CASH			
Bank Amer Na Charlotte NC	\$124,000.00	4.80%	3/16/2026
Bmo Harris Bk Natl Assn	\$244,000.00	4.45%	5/24/2028
BMW Bk North Amer Salt Lake	\$245,000.00	3.45%	9/9/2025
Cibc Bk USA Chicago IL	\$244,000.00	4.25%	2/24/2026
Citizens Bk & Tr Co of Ardmore	\$244,000.00	4.60%	9/21//2029
Discover Bk Greenwood Del	\$244,000.00	4.80%	8/24/2026
First Fed Svgs & Ln Assn Cent	\$245,000.00	3.95%	11/05/2027
Goldman Sachs Bk USA New York	\$200,000.00	4.10%	1/24/2028
Merchants Coml Bk St Thomas VI	\$128,000.00	4.60%	5/22/2028
Mizrahi Tefahot Bk Ltd Los	\$200,000.00	4.50%	3/7/2030

Morgan Stanley Bk N A Salt	\$245,000.00	3.60%	9/15/2026
Pacific Premier Bk Irvine	\$124,000.00	5.00%	9/15/2025
State Bk India Chicago Ill	\$245,000.00	3.65%	9/20/2027
Synchrony Bk Retail Ctf Dep	\$243,000.00	5.25%	9/22/2025
Toyota FINL Svgs Bk Hend NV	\$150,000.00	4.60%	5/24/2029
Univest Natl Bk Tr Souderton	\$249,000.00	4.50%	5/17/2027
Wells Fargo Bk N A Sioux Falls	\$238,000.00	5.05%	11/15/2027
Cash	\$249,000.00		
TOTAL	\$3,861,000.00		

PO Number	Vendor Name	Vendor Number	Req No	PO Date	PO Amount	Invoice Amount	Adjustments	Open Amount	Received
AIRPORT									
86073	William Marvin Johnson LLC	17803	500387	07/01/2024	3,600.00	1,800.00	.00	1,800.00	No
86784	Aviation Insurance Managers Inc	1480	501065	02/10/2025	2,844.00	.00	.00	2,844.00	No
86861	Springwater Fence LLC	15210	501133	03/17/2025	7,000.00	.00	.00	7,000.00	No
Total AIRPORT:					13,444.00	1,800.00	.00	11,644.00	
ANIMAL SHELTER									
83606	Vicky Green	157894	498038	10/24/2022	20.75	.00	.00	20.75	No
Total ANIMAL SHELTER:					20.75	.00	.00	20.75	
CEMETERY									
86051	Greg's Port-A-Potties	6740	500365	07/01/2024	900.00	675.00	.00	225.00	No
86058	Richard Smith	13880	500372	07/01/2024	35,000.00	17,500.00	.00	17,500.00	No
86374	GKC Construction Services LLC	6460	500683	08/27/2024	225.00	.00	.00	225.00	No
86698	Cintas Corp #2	3380	500987	01/06/2025	476.64	397.20	.00	79.44	No
86848	Cintas Corp #2	3380	501122	03/10/2025	476.64	.00	.00	476.64	No
86898	BancFirst	1650	501168	03/26/2025	5,000.00	.00	.00	5,000.00	No
Total CEMETERY:					42,078.28	18,572.20	.00	23,506.08	
CITY CLERK									
86554	BancFirst	1650	500855	10/28/2024	2,000.00	.00	.00	2,000.00	No
Total CITY CLERK:					2,000.00	.00	.00	2,000.00	
Compliance									
86066	County Records, Inc	3930	500380	07/01/2024	198.00	148.50	.00	49.50	No
86128	B&B Services	157967	500442	07/02/2024	100.00	.00	.00	100.00	No
86592	Junk Removal MD	158610	500890	11/06/2024	300.00	.00	.00	300.00	No
86799	Tim M Synar	158472	501077	02/13/2025	424.00	.00	.00	424.00	No
86816	BancFirst	1650	501094	02/26/2025	10,000.00	.00	.00	10,000.00	No
86872	Rhonda Norris RVT	158530	501144	03/19/2025	350.00	.00	.00	350.00	No
86873	Stephanie Delano	158649	501145	03/19/2025	200.00	.00	.00	200.00	No
86877	Tim M Synar	158472	501148	03/20/2025	1,540.00	.00	.00	1,540.00	No
86878	Rhonda Norris RVT	158530	501149	03/20/2025	1,450.00	.00	.00	1,450.00	No
86879	Elijah Spray VT	158596	501150	03/20/2025	600.00	.00	.00	600.00	No
86880	Stephanie Delano	158649	501151	03/20/2025	200.00	.00	.00	200.00	No
86881	Lori L Gossard	158593	501152	03/20/2025	2,000.00	.00	.00	2,000.00	No
Total Compliance:					17,362.00	148.50	.00	17,213.50	
EMERGENCY MANAGEMENT									
86088	BancFirst	1650	500402	07/01/2024	2,500.00	.00	.00	2,500.00	No
86571	Advance Auto Parts	510	500870	11/05/2024	171.50	.00	.00	171.50	No
Total EMERGENCY MANAGEMENT:					2,671.50	.00	.00	2,671.50	
FIRE									
86094	Lexipol LLC	158089	500408	07/01/2024	1,396.08	.00	.00	1,396.08	No
86095	Ok St Firefighters Assn	12080	500409	07/01/2024	2,240.00	.00	.00	2,240.00	No
86109	Structural Technology, Inc	15445	500423	07/02/2024	700.00	.00	.00	700.00	No
86156	Galls, Inc	6160	500470	07/08/2024	472.14	354.37	.00	117.77	No
86196	Galls, Inc	6160	500511	07/15/2024	450.00	320.91	.00	129.09	No
86215	Galls, Inc	6160	500529	07/16/2024	415.92	395.64	.00	20.28	No

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86236	Galls, Inc	6160	500550	07/19/2024	407.00	338.04	.00	68.96	No
86719	Motorola Solutions, Inc.	10742	501004	01/14/2025	31,842.60	.00	.00	31,842.60	No
86719	Motorola Solutions, Inc.	10742	501004	01/14/2025	9,601.90	.00	.00	9,601.90	No
86859	NAFECO	10990	501131	03/13/2025	3,800.00	.00	.00	3,800.00	No
86863	United Engines LLC	16995	501135	03/17/2025	1,000.00	.00	.00	1,000.00	No
86885	Pro Lawn & Landscape	13085	501156	03/20/2025	1,600.00	.00	.00	1,600.00	No
86900	BancFirst	1650	501170	03/26/2025	10,000.00	.00	.00	10,000.00	No
Total FIRE:					63,925.64	1,408.96	.00	62,516.68	
HOTEL MOTEL FUND									
86246	Chamber of Commerce	2794	500559	07/23/2024	79,916.00	53,277.37	.00	26,638.63	No
86246	Chamber of Commerce	2794	500559	07/23/2024	4,000.00	2,666.66	.00	1,333.34	No
86246	Chamber of Commerce	2794	500559	07/23/2024	7,000.00	4,666.66	.00	2,333.34	No
86246	Chamber of Commerce	2794	500559	07/23/2024	1,500.00	1,000.00	.00	500.00	No
86246	Chamber of Commerce	2794	500559	07/23/2024	108,774.00	72,516.00	.00	36,258.00	No
86246	Chamber of Commerce	2794	500559	07/23/2024	12,010.00	8,006.66	.00	4,003.34	No
86246	Chamber of Commerce	2794	500559	07/23/2024	4,800.00	3,200.00	.00	1,600.00	No
86246	Chamber of Commerce	2794	500559	07/23/2024	24,000.00	16,000.01	.00	7,999.99	No
Total HOTEL MOTEL FUND:					242,000.00	161,333.36	.00	80,666.64	
IT									
86118	Generator Supercenter	158418	500432	07/02/2024	325.00	.00	.00	325.00	No
86119	PDQ.com Corporation	157987	500433	07/02/2024	637.50	.00	.00	637.50	No
86897	BancFirst	1650	501167	03/26/2025	5,000.00	.00	.00	5,000.00	No
Total IT:					5,962.50	.00	.00	5,962.50	
LAW ENFORCEMENT									
86035	Galls, Inc	6160	500349	07/01/2024	880.00	.00	.00	880.00	No
86114	Cintas Corp #2	3380	500428	07/02/2024	1,032.00	688.00	.00	344.00	No
86121	Northwest Fire Protection, Inc.	158372	500435	07/02/2024	255.00	.00	.00	255.00	No
86249	Indian Capital Technology Center	7780	500562	07/23/2024	75.00	45.00	.00	30.00	No
86370	Bill's Body Shop	2010	500679	08/26/2024	9,645.15	.00	.00	9,645.15	No
86422	Bill's Body Shop	2010	500725	09/11/2024	2,525.40	.00	.00	2,525.40	No
86710	Ok Police Supply, LLC	11980	500997	01/07/2025	620.91	.00	.00	620.91	No
86815	BancFirst	1650	501093	02/26/2025	5,000.00	.00	.00	5,000.00	No
86815	BancFirst	1650	501093	02/26/2025	5,000.00	.00	.00	5,000.00	No
86823	Axon Enterprise Inc.	15940	501085	02/28/2025	25,407.00	.00	.00	25,407.00	No
86823	Axon Enterprise Inc.	15940	501085	02/28/2025	29,894.68	.00	.00	29,894.68	No
86826	Cherokee County Detention	3050	501102	02/28/2025	3,000.00	1,144.00	.00	1,856.00	No
Total LAW ENFORCEMENT:					83,335.14	1,877.00	.00	81,458.14	
MAINTENANCE									
86821	BancFirst	1650	501099	02/26/2025	10,000.00	.00	.00	10,000.00	No
86906	Adams Heat & Air, LLC	470	501176	03/31/2025	9,996.00	.00	.00	9,996.00	No
Total MAINTENANCE:					19,996.00	.00	.00	19,996.00	
MANAGERIAL									
86044	Ascentis Corporation (Prior- Novat	158045	500358	07/01/2024	9,696.00	7,607.64	.00	2,088.36	No
86048	Consolidated Communications	157988	500362	07/01/2024	14,015.40	10,620.77	.00	3,394.63	No
86055	Pitney Bowes	12910	500369	07/01/2024	685.20	513.90	.00	171.30	No
86062	Hammons, Hamby, and Price PLL	158459	500376	07/01/2024	51,500.04	34,333.36	.00	17,166.68	No

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86071	Your Health, LLC	158277	500385	07/01/2024	1,300.00	500.00	.00	800.00	No
86079	ECA-AST, LLC	5270	500393	07/01/2024	175.00	.00	.00	175.00	No
86079	ECA-AST, LLC	5270	500393	07/01/2024	660.00	.00	.00	660.00	No
86100	Tahlequah Main Street Assoc.	15870	500414	07/01/2024	36,000.00	21,000.00	.00	15,000.00	No
86101	Chamber of Commerce	2795	500415	07/01/2024	7,500.00	5,625.00	.00	1,875.00	No
86200	Cook Construction	3880	500515	07/15/2024	10,891.45	.00	.00	10,891.45	No
86227	Freese and Nichols, Inc.	158489	500541	07/17/2024	439,964.21	302,807.28	.00	137,156.93	No
86229	Guy Engineering Services, Inc.	6840	500543	07/17/2024	19,440.45	12,865.56	.00	6,574.89	No
86263	Local Government Testing Consor	158595	500573	07/29/2024	4,000.00	715.00	.00	3,285.00	No
86402	Broken Arrow Electric Supply	2355	500709	09/04/2024	789.18	.00	.00	789.18	No
86452	Arledge & Associates	1235	500757	09/20/2024	10,000.00	.00	.00	10,000.00	No
86505	Matt Cloud	158631	500810	10/09/2024	11,250.00	6,250.00	.00	5,000.00	No
86508	Kelly Engineering & Assoc, Inc	9050	500813	10/09/2024	82,460.00	18,565.00	.00	63,895.00	No
86570	Cook & Associates Engineering In	3879	500869	11/05/2024	2,500.00	951.00	.00	1,549.00	No
86600	Sunny Golloway	158639	500900	11/12/2024	11,250.00	6,250.00	.00	5,000.00	No
86616	Kimley-Horn and Associates Inc	158647	500914	11/20/2024	200,000.00	130,000.00	.00	70,000.00	No
86624	HELLAS CONSTRUCTION, INC.	158567	500921	11/21/2024	10,054,351	6,562,880.81	.00	3,491,470.19	No
86649	Bull Tuff Mud Company Ready Mi	2415	500943	12/04/2024	31,230.00	20,801.85	.00	10,428.15	No
86709	Freese and Nichols, Inc.	158489	500996	01/07/2025	202,500.00	.00	.00	202,500.00	No
86716	Oklahoma Roofing & Sheet Metal	158651	501001	01/13/2025	122,177.43	.00	.00	122,177.43	No
86727	Building & Earth Sciences Inc	158635	501011	01/21/2025	10,000.00	7,128.00	.00	2,872.00	No
86741	Warren CAT	17480		02/25/2025	3,600.00	.00	.00	3,600.00	No
86748	Oklahoma Precast Products	158370	501030	01/28/2025	12,585.07	.00	.00	12,585.07	No
86752	Tim M Synar	158472	501034	01/30/2025	35.00	.00	.00	35.00	No
86757	Kemp Stone Co, Inc	9080	501039	01/30/2025	2,100.00	853.44	.00	1,246.56	No
86762	Rebecca Reaume	158604	501044	01/30/2025	250.00	.00	.00	250.00	No
86777	Susan Niehus LLC	158622	501058	02/06/2025	6,000.00	.00	.00	6,000.00	No
86790	Bull Tuff Mud Company Ready Mi	2415	501069	02/10/2025	3,525.00	.00	.00	3,525.00	No
86802	Crowe & Dunlevy	158573	501080	02/13/2025	30,000.00	13,217.54	.00	16,782.46	No
86820	BancFirst	1650	501098	02/26/2025	10,000.00	.00	.00	10,000.00	No
86822	Holloway, Updike & Bellen, Inc	7530	501091	02/26/2025	48,520.00	1,930.00	.00	46,590.00	No
86852	Kemp Stone Co, Inc	9080	501125	03/11/2025	1,065.00	.00	.00	1,065.00	No
86860	Kemp Stone Co, Inc	9080	501132	03/17/2025	2,100.00	.00	.00	2,100.00	No
86862	Kemp Stone Co, Inc	9080	501134	03/17/2025	2,100.00	.00	.00	2,100.00	No
86866	James R Childers Architect Inc	158629	501138	03/17/2025	6,900.00	.00	.00	6,900.00	No
86869	Double M Fence Co. LLC	158107	501141	03/17/2025	1,765.00	.00	.00	1,765.00	No
86884	Eide Bailly LLP	158660	501155	03/20/2025	52,185.00	.00	.00	52,185.00	No
86902	Wheeler Metals, Inc	17720	501172	03/27/2025	20,000.00	.00	.00	20,000.00	No
86905	Warren CAT	17480	501175	03/31/2025	2,035.80	.00	.00	2,035.80	No
Total MANAGERIAL:					11,539,101	7,165,416.15	.00	4,373,685.08	
Multi-Departmental									
86060	Northeast OK Public Facilities	11300	500374	07/01/2024	25,000.00	3,888.36	.00	21,111.64	No
86060	Northeast OK Public Facilities	11300	500374	07/01/2024	300.00	.00	.00	300.00	No
86060	Northeast OK Public Facilities	11300	500374	07/01/2024	400.00	141.32	.00	258.68	No
86061	A & C Fire Extinguisher, Inc	170	500375	07/01/2024	100.00	.00	.00	100.00	No
86061	A & C Fire Extinguisher, Inc	170	500375	07/01/2024	366.00	.00	.00	366.00	No
86064	Macquarie Equipment Capital Inc.	158383	500378	07/01/2024	3,801.72	2,903.29	.00	898.43	No
86064	Macquarie Equipment Capital Inc.	158383	500378	07/01/2024	228.72	223.52	.00	5.20	No
86064	Macquarie Equipment Capital Inc.	158383	500378	07/01/2024	228.72	223.52	.00	5.20	No
86064	Macquarie Equipment Capital Inc.	158383	500378	07/01/2024	228.84	223.57	.00	5.27	No
86078	Ok Dept of Labor	11740	500392	07/01/2024	225.00	.00	.00	225.00	No
86078	Ok Dept of Labor	11740	500392	07/01/2024	225.00	.00	.00	225.00	No
86102	Wight Office Machines	17750	500416	07/01/2024	500.00	302.74	.00	197.26	No
86102	Wight Office Machines	17750	500416	07/01/2024	500.00	229.08	.00	270.92	No

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86104	VIP Voice Services LLC	158022	500418	07/01/2024	10,188.00	7,669.77	.00	2,518.23	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	360.00	297.75	.00	62.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	5,736.00	4,329.75	.00	1,406.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	8,640.00	6,519.75	.00	2,120.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	732.00	575.75	.00	156.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	2,328.00	1,773.75	.00	554.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	1,596.00	1,224.75	.00	371.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	2,028.00	1,548.75	.00	479.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	2,892.00	2,196.75	.00	695.25	No
86104	VIP Voice Services LLC	158022	500418	07/01/2024	1,164.00	900.75	.00	263.25	No
86110	TK Elevator	16370	500424	07/02/2024	6,838.80	5,231.68	.00	1,607.12	No
86110	TK Elevator	16370	500424	07/02/2024	650.00	.00	.00	650.00	No
86110	TK Elevator	16370	500424	07/02/2024	5,594.64	4,279.90	.00	1,314.74	No
86110	TK Elevator	16370	500424	07/02/2024	650.00	.00	.00	650.00	No
86111	EPIC Office Solutions	158436	500425	07/02/2024	1,500.00	.00	.00	1,500.00	No
86111	EPIC Office Solutions	158436	500425	07/02/2024	75.00	.00	.00	75.00	No
86111	EPIC Office Solutions	158436	500425	07/02/2024	500.00	.00	.00	500.00	No
86111	EPIC Office Solutions	158436	500425	07/02/2024	360.00	.00	.00	360.00	No
86113	A+ Pest Guard LLC	158606	500427	07/02/2024	780.00	585.00	.00	195.00	No
86113	A+ Pest Guard LLC	158606	500427	07/02/2024	780.00	585.00	.00	195.00	No
86113	A+ Pest Guard LLC	158606	500427	07/02/2024	1,200.00	500.00	.00	700.00	No
86113	A+ Pest Guard LLC	158606	500427	07/02/2024	1,200.00	195.00	.00	1,005.00	No
86267	Network Enhancement Systems, I	158614	500578	07/29/2024	2,700.00	2,686.92	.00	13.08	No
86267	Network Enhancement Systems, I	158614	500578	07/29/2024	60.00	41.56	.00	18.44	No
86267	Network Enhancement Systems, I	158614	500578	07/29/2024	270.00	252.89	.00	17.11	No
86532	UniFirst Holdings Inc	16985	500834	10/22/2024	2,400.00	890.12	.00	1,509.88	No
86532	UniFirst Holdings Inc	16985	500834	10/22/2024	600.00	426.88	.00	173.12	No
86532	UniFirst Holdings Inc	16985	500834	10/22/2024	576.00	213.63	.00	362.37	No
86532	UniFirst Holdings Inc	16985	500834	10/22/2024	240.00	185.02	.00	54.98	No
86566	Enterprise Fleet Management, Inc	158178	500866	11/01/2024	8,962.08	2,955.70	.00	6,006.38	No
86566	Enterprise Fleet Management, Inc	158178	500866	11/01/2024	22,869.54	4,137.22	.00	18,732.32	No
86566	Enterprise Fleet Management, Inc	158178	500866	11/01/2024	52,500.00	19,689.55	.00	32,810.45	No
86566	Enterprise Fleet Management, Inc	158178	500866	11/01/2024	3,880.05	1,293.35	.00	2,586.70	No
86566	Enterprise Fleet Management, Inc	158178	500866	11/01/2024	12,909.57	4,295.72	.00	8,613.85	No
86566	Enterprise Fleet Management, Inc	158178	500866	11/01/2024	2,905.05	968.35	.00	1,936.70	No
86584	One Source Water, LLC	157851	500882	11/06/2024	600.00	284.60	.00	315.40	No
86584	One Source Water, LLC	157851	500882	11/06/2024	180.00	52.89	.00	127.11	No
86584	One Source Water, LLC	157851	500882	11/06/2024	120.00	18.97	.00	101.03	No
86584	One Source Water, LLC	157851	500882	11/06/2024	270.00	93.93	.00	176.07	No
86584	One Source Water, LLC	157851	500882	11/06/2024	720.00	468.39	.00	251.61	No
86694	Network Enhancement Systems, I	158614	500983	01/06/2025	2,700.00	286.02	.00	2,413.98	No
86694	Network Enhancement Systems, I	158614	500983	01/06/2025	60.00	8.19	.00	51.81	No
86694	Network Enhancement Systems, I	158614	500983	01/06/2025	270.00	30.74	.00	239.26	No
86694	Network Enhancement Systems, I	158614	500983	01/06/2025	240.00	31.81	.00	208.19	No
86725	Lake Region Electric-Telecom	157846		01/21/2025	1,240.92	551.52	.00	689.40	No
86725	Lake Region Electric-Telecom	157846		01/21/2025	653.64	217.88	.00	435.76	No
86725	Lake Region Electric-Telecom	157846		01/21/2025	653.64	217.88	.00	435.76	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	300.00	254.21	.00	45.79	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	3,000.00	1,363.72	.00	1,636.28	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	20,000.00	9,413.80	.00	10,586.20	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	120.00	.00	.00	120.00	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	18,000.00	5,818.69	.00	12,181.31	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	500.00	186.15	.00	313.85	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	5,000.00	973.37	.00	4,026.63	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	200.00	24.39	.00	175.61	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	1,200.00	307.65	.00	892.35	No

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86735	Fuelman of Oklahoma	6080	501018	01/23/2025	1,200.00	310.53	.00	889.47	No
86735	Fuelman of Oklahoma	6080	501018	01/23/2025	400.00	30.58	.00	369.42	No
86776	OTA	12390	501057	02/06/2025	60.00	12.60	.00	47.40	No
86776	OTA	12390	501057	02/06/2025	20.00	.00	.00	20.00	No
86776	OTA	12390	501057	02/06/2025	60.00	.66	.00	59.34	No
86776	OTA	12390	501057	02/06/2025	60.00	12.06	.00	47.94	No
86776	OTA	12390	501057	02/06/2025	60.00	3.46	.00	56.54	No
86776	OTA	12390	501057	02/06/2025	20.00	.00	.00	20.00	No
86776	OTA	12390	501057	02/06/2025	60.00	.00	.00	60.00	No
86776	OTA	12390	501057	02/06/2025	40.00	1.68	.00	38.32	No
86776	OTA	12390	501057	02/06/2025	80.00	28.55	.00	51.45	No
86778	UniFirst Holdings Inc	16985	501059	02/06/2025	1,313.04	164.13	.00	1,148.91	No
86778	UniFirst Holdings Inc	16985	501059	02/06/2025	640.32	80.04	.00	560.28	No
86778	UniFirst Holdings Inc	16985	501059	02/06/2025	328.32	41.04	.00	287.28	No
86778	UniFirst Holdings Inc	16985	501059	02/06/2025	232.32	29.04	.00	203.28	No
86795	Cherokee County Clerk	3020	501074	02/11/2025	1,332.00	126.00	.00	1,206.00	No
86795	Cherokee County Clerk	3020	501074	02/11/2025	664.00	38.00	.00	626.00	No
86836	Macquarie Equipment Capital Inc.	158383	501111	03/10/2025	950.46	.00	.00	950.46	No
86836	Macquarie Equipment Capital Inc.	158383	501111	03/10/2025	57.18	.00	.00	57.18	No
86836	Macquarie Equipment Capital Inc.	158383	501111	03/10/2025	57.18	.00	.00	57.18	No
86836	Macquarie Equipment Capital Inc.	158383	501111	03/10/2025	57.18	.00	.00	57.18	No
86837	Ok Municipal Assurance Group	11920	501112	03/10/2025	3,000.00	.00	.00	3,000.00	No
86837	Ok Municipal Assurance Group	11920	501112	03/10/2025	5,000.00	711.00	.00	4,289.00	No
86839	One Source Water, LLC	157851	501114	03/10/2025	200.00	.00	.00	200.00	No
86839	One Source Water, LLC	157851	501114	03/10/2025	60.00	.00	.00	60.00	No
86839	One Source Water, LLC	157851	501114	03/10/2025	40.00	.00	.00	40.00	No
86839	One Source Water, LLC	157851	501114	03/10/2025	90.00	.00	.00	90.00	No
86839	One Source Water, LLC	157851	501114	03/10/2025	240.00	.00	.00	240.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	300.00	.00	.00	300.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	3,000.00	.00	.00	3,000.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	20,000.00	.00	.00	20,000.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	120.00	.00	.00	120.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	18,000.00	.00	.00	18,000.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	500.00	.00	.00	500.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	5,000.00	.00	.00	5,000.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	200.00	.00	.00	200.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	1,200.00	.00	.00	1,200.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	1,200.00	.00	.00	1,200.00	No
86882	Fuelman of Oklahoma	6080	501153	03/20/2025	400.00	.00	.00	400.00	No
86888	A+ Pest Guard LLC	158606	501158	03/24/2025	260.00	.00	.00	260.00	No
86888	A+ Pest Guard LLC	158606	501158	03/24/2025	260.00	.00	.00	260.00	No
86888	A+ Pest Guard LLC	158606	501158	03/24/2025	400.00	.00	.00	400.00	No
86888	A+ Pest Guard LLC	158606	501158	03/24/2025	260.00	.00	.00	260.00	No
Total Multi-Departmental:					322,218.93	106,780.58	.00	215,438.35	
MUNICIPAL JUDGE									
86046	Bill John Baker II	2020	500360	07/01/2024	32,000.00	22,610.00	.00	9,390.00	No
86057	Rachel Dallis	158160	500371	07/01/2024	35,000.00	18,590.00	.00	16,410.00	No
86691	BancFirst	1650	500980	01/02/2025	2,000.00	.00	.00	2,000.00	No
Total MUNICIPAL JUDGE:					69,000.00	41,200.00	.00	27,800.00	
PARKS & RECREATION									
86068	Mike Palmer	10580	500382	07/01/2024	40,684.80	28,818.40	.00	11,866.40	No
86117	A & C Fire Extinguisher, Inc	170	500431	07/02/2024	645.15	.00	.00	645.15	No

PO Number	Vendor Name	Vendor Number	Req No	PO Date	PO Amount	Invoice Amount	Adjustments	Open Amount	Received
86127	Burton Pools and Spas, LLC	2436	500441	07/02/2024	2,343.68	.00	.00	2,343.68	No
86310	Clyde's Tire & Muffler	3570	500620	08/07/2024	200.00	.00	.00	200.00	No
86542	Cintas Corp #2	3380	500843	10/24/2024	1,860.00	1,279.80	.00	580.20	No
86756	Cheryl Ann Leeds	158587	501038	01/30/2025	900.00	297.60	.00	602.40	No
86768	Kirk Lawn Care, LLC	158065	501049	02/04/2025	59,310.00	.00	.00	59,310.00	No
86801	Muskogee Sand Company, Inc	10920	501079	02/13/2025	4,200.00	1,227.94	.00	2,972.06	No
86814	BancFirst	1650	501092	02/26/2025	10,000.00	.00	.00	10,000.00	No
86827	Clear Creek Golf Car & Vehicles L	158633	501103	02/28/2025	1,440.00	480.00	.00	960.00	No
86858	American Lock Shop	1020	501130	03/13/2025	4,674.68	.00	.00	4,674.68	No
86874	Toast Inc	158659	501146	03/19/2025	4,285.52	.00	.00	4,285.52	No
86890	Glidewell Distributing Co, Inc.	158079	501160	03/24/2025	4,000.00	3,160.65	.00	839.35	No
Total PARKS & RECREATION:					134,543.83	35,264.39	.00	99,279.44	
SOLID WASTE SERVICES									
86306	KNL Holdings, LLC	9285	500617	08/06/2024	102,781.00	10,278.10	.00	92,502.90	No
86483	Ok Production Ctr, Inc	12000	500788	09/30/2024	42,107.94	23,393.30	.00	18,714.64	No
86608	Fleet Fuels LLC	158609	500906	11/18/2024	2,903.15	.00	.00	2,903.15	No
86652	Mahaney Excavation	158350	500946	12/06/2024	23,838.00	.00	.00	23,838.00	No
86668	Fleet Fuels LLC	158609	500961	12/12/2024	2,930.15	.00	.00	2,930.15	No
86678	N E O Fab	10970	500969	12/18/2024	16,200.00	.00	.00	16,200.00	No
86726	Penske Commercial Vehicles US	1350	501010	01/21/2025	1,000.00	.00	.00	1,000.00	No
86759	Associated Supply Co Inc	158503	501041	01/30/2025	2,300.00	.00	.00	2,300.00	No
86780	Cintas Corp #2	3380	501061	02/06/2025	7,059.20	1,915.94	.00	5,143.26	No
86803	Rush Truck Center, Tulsa	158574	501081	02/20/2025	6,189.36	.00	.00	6,189.36	No
86809	Osman Equipment	12380	501088	02/25/2025	2,000.00	.00	.00	2,000.00	No
86832	Waste Management	17510	501108	03/05/2025	295,000.00	27,465.30	.00	267,534.70	No
86838	River City Hydraulics Inc	158599	501113	03/10/2025	3,122.00	.00	.00	3,122.00	No
86840	Penske Commercial Vehicles US	1350	501115	03/10/2025	27,372.89	.00	.00	27,372.89	No
86871	WEX Bank	158577	501143	03/19/2025	15,000.00	.00	.00	15,000.00	No
86899	BancFirst	1650	501169	03/26/2025	15,000.00	.00	.00	15,000.00	No
Total SOLID WASTE SERVICES:					564,803.69	63,052.64	.00	501,751.05	
STORMWATER MANAGEMENT FUND									
86065	Accurate Environmental LLC	389	500379	07/01/2024	3,300.00	1,665.00	.00	1,635.00	No
86810	Oklahoma Precast Products	158370	501089	02/25/2025	5,185.33	.00	.00	5,185.33	No
Total STORMWATER MANAGEMENT FUND:					8,485.33	1,665.00	.00	6,820.33	
STREET									
86482	Larry's Tires	9437	500787	09/30/2024	300.00	165.00	.00	135.00	No
86628	Osman Equipment	12380	500924	11/22/2024	2,000.00	1,337.35	.00	662.65	No
86685	Greg's Port-A-Potties	6740	500976	12/20/2024	450.00	.00	.00	450.00	No
86844	Adrian Farm Supply LLC	500	501119	03/10/2025	300.00	.00	.00	300.00	No
86883	J & R Equipment, LLC	8040	501154	03/20/2025	156.29	.00	.00	156.29	No
86892	BancFirst	1650	501162	03/25/2025	5,000.00	.00	.00	5,000.00	No
Total STREET:					8,206.29	1,502.35	.00	6,703.94	
STREET & ALLEY FUND									
86126	Bull Tuff Mud Company Ready Mi	2415	500440	07/02/2024	2,000.00	1,011.00	.00	989.00	No
86242	Cherokee County Board of Comm	3010	500555	07/22/2024	1,500.00	939.15	.00	560.85	No
86432	Bull Tuff Mud Company Ready Mi	2415	500738	09/11/2024	3,400.00	2,204.00	.00	1,196.00	No
86503	Bull Tuff Mud Company Ready Mi	2415	500808	10/08/2024	3,525.00	2,563.50	.00	961.50	No

Purchase Order Report
Summary Report - Open Purchase Orders
Report Dates: All - 03/25

PO Number	Vendor Name	Vendor Number	Req No	PO Date	PO Amount	Invoice Amount	Adjustments	Open Amount	Received
Total STREET & ALLEY FUND:					10,425.00	6,717.65	.00	3,707.35	
STREETS & SIDEWALKS									
86903	Core & Main LP.	158433	501173	03/27/2025	2,844.00	.00	.00	2,844.00	No
Total STREETS & SIDEWALKS:					2,844.00	.00	.00	2,844.00	
Grand Totals:					13,152,424	7,606,738.78	.00	5,545,685.33	

HAMMRC

1. Working with CN on marketing and storytelling videos for website and other areas to market; estimate with CN Film office approved, final numbers will be put together based on specific needs.
2. HAMMRC approved up to \$7000 reimbursement for Cross Industries for additional land needs.

Provalus

1. Work on Foundry site to begin soon, TRDA and CN working on lease for remaining building, subgrantee paperwork for construction/reno grant, and plans from Provalus to begin work.

Business and Technology Park

1. Prep Grant for roads and Woodard Bridge almost complete, Wastewater engineering underway, looking at a change in scope for the stormwater grant, but will be a better alternative from engineering plans; working through final budget and scope shifts to send to DOC for final approval; extension for 90 days approved on wastewater and roads grants to shift scope.

Other items

1. After Planning Session in November, Board requested short and long term goals surrounding certain opportunities that may exist for TRDA including housing, spec buildings, build to suit options at the Park, land purchase and prepare for development, and small business support (including possible grants/loans). Will be working on those and vetting them for plans over the next couple months and taking to the Board for consideration and approval.
2. Startup Bootcamp finishes tonight! Pitch Contest on March 27th from 5-7 pm at Emery's Grill, please try to be in attendance if possible; Starting conversations on an AI Seminar in the near future.
3. Cross Industries closed in the B&T Park, HAMMRC approved funding for more land, Jasen working on contract to bring to board; hoping to be in by April and starting manufacturing close to that time.
4. Housing discussions within the community and needs continuing; no recent movement but still looking for opportunities.
5. Downtown hotel development continues to move forward; purchase contract approved by City Council.
6. Anthis Brennan continues to take shape, on track for spring finish date.
7. Prime Craftsman Homes came to Summit and is looking at B&T Park for expansion.
8. Multiple meetings recently on the Ferguson property to move it forward; continuing to follow up and make sure this one gets over the hump to get started.
9. Scholarship awarded for IEDC courses so will be looking to get certified as a CECD in the next few months.
10. TRDA website under a full revamp with new company; will be much more usable and "pretty" when rolled out; also changing to www.choosetahlequah.com as the URL; New website out, but in the process of moving to the new URL, looks great!
11. Jaiden doing great work with our social media and driving interactions.
12. Developer and Investor came to town and did a tour with Taylor and I, has since come back and we are working on a partnership to create space for businesses looking to move/expand to our B&T Park.
13. Chamber working on Bluegrass Festival recruitment for new event in town in September that would bring 30-40 thousand people to town!

Tourism Report

Highlights:

- Crawfish Festival Marketing
- Tahlequah Trails Press Release
- Chamber Board Strategic Planning
- Solidified OK Free Wheel Details
- February Social Media Reach: 204,900

Advertising:

- Google Banner Ads (Green Country)
- Geotargeting (Tahlequah Daily Press)
- YouTube Ads (Griffin)
- Streaming Ads (Griffin)
- Radio Ads 92.9 Tulsa (Griffin)
- Green Country website banner and footer ads
- Green Country Shop, Dine, Fun Guide
- Green Country Group Tours Guide
- Green Country Visitor's Guide 2025
- Green Country Attractions Map
- Road Runner Spring Issue 2025
- Travel OK State Guide 2025
- Travel OK Fishing Guide (ECC)
- OK Today March/Apr 2025
- Travel OK Website ad
- Greater Tenkiller Area Association Guide
- Crawfish / Redfern Billboards
- Crawfish Social Media Boost

Upcoming:

- Crawfish Festival April 4th and 5th
- Redfern Festival April 25th and 26th
- OK Freewheel – Arrive May 31st & return June 5th

1. Current Accounting contract runs through June 30 so will be starting the RFP process within the next month to have a cost for the budget for next fiscal year.
2. Chamber building needs maintenance on several issues, Exterior needs has 3 quotes and ready to move forward with a vote in the March meeting.
3. The strategic plan continues to make progress; this plan will be complete in June 2025 and is well underway to being exceeded in completion.
4. Tourism strategic session went well, Victoria doing a great job!
5. Policies and Procedures approved and being implemented; at March Chamber meeting and April Tourism meeting.
6. The Nominating Committee has a timeline ready for this year's Board election Process; all call out on the 14th, deadline is March 7th and will then go through processes with Nominating Committee, Bilal, Rachel, and Lisa; interviews have started, should finish on the 26th.
7. Govt Affairs Committee has Tahlequah Area Roundtable coming up and is working with State elected officials to come to Tahlequah for town hall type meetings throughout the year.
8. Bluegrass Festival MOU ready for discussion; City completing MOU/Contract for funding in their budget for July 1, 2025; festival planning underway!
9. Coop updates underway – looking at changing up events and adding new ones, working to maximize value for our members/sponsors while not increasing prices, despite the rising costs of everything; will have a final updated plan at the April Board meeting.
10. Budget updates will begin in March to plan for next FY for Chamber and Tourism.
11. Looking at outside the box marketing ideas for members that are not social media; billboard and radio meetings to discuss options.

Upcoming Events

- a) Business After Hours – March 27th at 5 pm at Emery's Grill; Pitch Contest!
- b) Legislative Breakfast – March 28th cancelled!
- c) Monthly Mingle – April 4th at CN Innovation Hub at 8 am
- d) MyTahlequah – April 12th 8:30 am at the Chamber
- e) Tahlequah Area Roundtable – April 15th at 5 pm; Location TBD, Go Ye not available

BID OPENING

Bid #2025-2 White Ave Concrete

Meeting Date: 3/28/2025
Start Time: 10:00 AM

Facilitator: Elliot Reif (Purchasing Agent),

Place/Room:

Council Chambers

Company Name	Received Required Documents	Base Bid
The Inspired Group	✓ -Bid Form -Business Relationship Affidavit -Agreement -Vendor Packet -Bid Bond	\$ 91,790.06
T & K Construction	✓ -Bid Form -Business Relationship Affidavit -Agreement -Vendor Packet -Bid Bond	\$ 64,256.00
Koehn Construction	✓ -Bid Form -Business Relationship Affidavit -Agreement -Vendor Packet -Bid Bond	\$ 72,756.96
		\$

MINUTES
TAHLEQUAH CITY AIRPORT BOARD MEETING
Regular Meeting

Date: Thursday, March 20, 2025 Time: 5:30 p.m.

Held at 2100 Airport Parkway, Tahlequah, OK 74464

Agenda for the meeting was posted Wednesday March 19, 2025 at 9:30 a.m.

1. Meeting called **to order** by James Mahaney at 5:35 p.m.

2. **Roll call.**

Present:

Ward II Mark Hodson
Ward III James Mahaney
Ward IV Louis White

Absent:

Ward I Matt Cochran
At Large Dower Combs

Others present:

Brian Lambert

3. Approval of February minutes.

Board Member Louis White made a motion to approve, Board Member Mark Hodson seconded the motion.

Vote Ayes: Mahaney, White, and Hodson Motion passed

4. Airport Manager`s monthly report.
Fuel Sales for the month of February

Fuel Type	Gallons	Sale
100LL	280	\$1,372
Jet A	933	\$3,893
Total	1,213	\$5,197

- Airport Manager Brian Lambert said as of March 20 there 2,175 gallons of Jet A
- fuel on hand and 3,893 gallons of 100LL on hand.

5. Hangar 29 lease transfer request from Sooner Cattle & Land Co, LLC to Two Eight Investments, LLC.

James Mahaney made a motion to approve the transfer, Louis White seconded.

Vote: Ayes: Mahaney, White and Hodson Motion passed

6. Louis White made a motion to adjourn, 2nd by Mark Hodson adjourn meeting at 5:45p.m.

Vote: Ayes: Mahaney, White, and Hodson

Nays: None Motion passed



TRANSFER/ASSIGNMENT OF HANGAR LEASE AT TAHLEQUAH REGIONAL AIRPORT

(To be attached to Existing Lease Document)

This is to serve as a request to the City of Tahlequah for approval of the transfer or assignment between the parties named below of an existing lease for a Hangar site located at Tahlequah Regional Airport:

- Hangar Lease Site # 29
- From (current lessee) (Name{s}) Sooner Cattle & Land Co., LLC
(Street) PO Box 2038
(City/State/Zip) Tahlequah, OK 74465
(Signature) [Signature]
- To (new lessee) (Name{s}) Two Eight Investments, LLC
(Street) 4611 S. Muskogee
(City/State/Zip) Tahlequah, OK 74464
(Signature) [Signature]

The new lessee by signature above, confirms that they have read and understood the Tahlequah Regional Airport Hangar lease agreement, and agrees to abide fully with all terms and conditions of the lease.

This document, upon execution by the City, will serve as acknowledgement by the City of Tahlequah of the transfer or assignment of the above aircraft hangar site lease on the date below and this record will be made a permanent addendum to said lease.

Approved by action of the Tahlequah City Council, this ____ day of _____

By: _____
Mayor

Attest: _____
City Clerk

Instructions for Hay Bid

The bid for cutting and bailing for the Tahlequah Municipal Airport will be for the period May 1, 2025 through April 30, 2028. This bid form must be returned (in person or mail) to the City Clerk in a sealed envelope and received by end of business on March 25, 2025. The bids will be opened in Council Chambers at City Hall on March 26, 2025 at 10:00am. The City of Tahlequah reserves the right to reject any and all bids. The attached map shows the boundaries for the extents of the land available at the Airport. The following are the rules for operating on the Airport property.

1. All equipment will remain clear of any asphalt paving, there will be times that crossing asphalt is required but it is to be kept to a minimum. If equipment is operated on the asphalt a check must be made immediately to ensure no debris was left on the pavement.
2. All hay bales within 200' of the pavement must be removed the same day they are bailed. At no time will any bails within 200' of the pavement be left overnight.
3. Any damage to any airport property is to be reported immediately, any damage caused by contractor will be the sole responsibility of the contractor. Damage to any airport property is to be reported to the airport manager, it is not to be repaired by the contractor until approval of the airport manager.
4. The contractor will notify the airport manager at least 24 hours prior to the contractor operating at the airport. This will allow the airport manager time to make all required notifications.
5. After the end of hay season the airport will be left in a condition acceptable to the airport manager, this could require the area to be brush hogged if needed.
6. No contractor equipment will be stored at the airport without the airport manager's approval.
7. The contractor will provide the airport manager with contact information for all contractor personnel working at the airport.

The payment for this bid will be submitted to the City of Tahlequah prior to March 1st of each year, the City of Tahlequah reserves the right to cancel this agreement at any time.

I agree to pay \$ 2650.00 per year to the City of Tahlequah for the right to cut and bale hay at the Tahlequah Municipal Airport as described in this document. I acknowledge that I have read and will abide by the terms of this document.

City of Tahlequah:

Signature: _____
Print Name: _____
Title: _____
Date: _____

Contractor:

Signature: 
Print Name: Larry Goner
Title: Partner
Date: 3/22/25

BID FORM

City of Tahlequah

Bid Name: Tahlequah Airport Hay

Date and Time Bidding Period Closing: March 25, 2025 at 5:30 pm

Date and Time of Opening: March 26, 2025 at 10:00 am

The undersigned, hereinafter referred to as the "Bidder" declares that before preparing their Bid they have familiarized themselves with all factors affecting the cost of the work and carefully examined the Bid Packet for the City of Tahlequah hereinafter referred to as the "Owner".

BASE BID

Bidder hereby proposes to furnish all necessary labor, materials, tools and equipment, together with all other items of cost including insurance, and supervision, required for the work called for in the Bid Packet.

BASE BID sum of: Seven Thousand Nine Hundred Fifty Dollars \$ 7950.00

To be signed by the individual(s) with authority to submit bids and execute contracts and agreements on behalf of the bidder. By executing below the bidder agrees to honor this bid if selected and fully comply with all the terms and specifications of the City of Tahlequah Agreement.

Name of Signatory: Larry Conner
Signature: [Signature]
Company: C & D Company LLC
Address: 19245 W. Dojaro Rd. Pahrump NV 74451
Phone #: 918 772 7205



February 24, 2025

Taylor Tannehill
City Administrator
City of Tahlequah
111 Cherokee Avenue
Tahlequah, OK 74464

**RE: Parking Garage, Retaining Wall, Pedestrian Bridge and Sidewalks, and
Stormwater Detention**

Dear Taylor,

We are thrilled to have this opportunity to submit this proposal for architectural and engineering service to the City of Tahlequah. This proposal will help to clarify our scope of services along with the attached Summary of Services. It is our understanding that you were recently awarded a grant from the Economic Development Administration for the construction of a new parking garage, retaining wall, pedestrian bridge and sidewalks, and stormwater detention. The Project will consist of Construction of a 2-story parking garage on an approximately 15,000 sf lot. Construction of a Pedestrian bridge over Downing Street connecting the proposed parking structure to downtown businesses. Sidewalks in the alleyway from bridge to parking garage to create a safe and attractive environment in one block of downtown. Construction of retaining walls to provide resiliency for the proposed improvements. Constructing a detention pond or other ways to divert flow for stormwater management. All these items will meet ADA requirements. The architectural and engineering services will include all engineering & surveying services required for construction of the project including the following:

- Civil, structural, and MEP engineering
- Survey services
- Geotechnical testing
- Environmental Assessment
- Preliminary and final design plans and specifications
- Preparation of the bid packet
- Conduct all field testing and inspections (interim and final)
- Designs for utility relocation & coordination

The budget for the project is \$2,340,000. Our proposed fee for the scope of work described above will be a flat fee of \$449,495. The proposed fee would be billed monthly based on the work completed plus reimbursable expenses (printing & travel).

We are delighted to have the opportunity to work with you and look forward to hearing from you soon regarding this exciting project. We are prepared to begin work immediately. Upon your approval of this letter of agreement and attached Summary of Services we will provide you with an AIA Agreement Between Owner and Architect for your review and signature. Should you have any questions regarding any of the above, please do not hesitate to call.

Signature: _____

Date: _____

Sincerely,

A handwritten signature in blue ink that reads "Todd R. Edmonds". The signature is stylized with a large, sweeping initial "T" and a series of horizontal strokes at the end.

Todd Edmonds



March 27, 2025

The below fee breakdown is to accompany the proposal letter dated 2-24-25 for the parking garage, retaining wall, pedestrian bridge and sidewalks, and stormwater detention project.

Fee Breakdown		
HSEarchitects		\$90,000
Olsson		\$325,945
Civil	\$48,500	
Structural	\$58,800	
MEP	\$69,650	
Survey	\$36,700	
Geotech	\$16,900	
Environmental Assessment	\$95,395	
HFSD landscape architecture		\$25,550
PCSI cost estimating		\$8,000
Total Fee		\$449,495

This is an exhibit attached to and made a part of the letter of agreement-dated **2-24-2025** Between **Taylor Tannehill, City Administrator** for **The City of Tahlequah**, and **HSEarchitects**. **Services of the Architect for this proposal are summarized below.** Upon request, Architect may provide additional services at hourly rates (unless negotiated otherwise).

PRELIMINARY PHASE

Services	Included	Not Included
1. Define Scope of Architectural Services	☒	☐
2. Assist in Development of Functional Space Program	☒	☐
3. Assist in Determining Responsibility for Other Consultants	☒	☐
4. Attend Meetings Max.of 2 meeting	☒	☐
5. Existing Facilities Survey & As-built measurements	☐	☒
6. Conceptual Site Planning & Site Analysis	☒	☐
7. Conceptual Floor Plans	☒	☐
8. Conceptual Building Exterior Sketches	☒	☐
9. Land Survey Services	☒	☐
10. GeoTechnical Services (provided by Owner)	☒	☐
11. Other: (describe below - some may require additional consultants as advised) <u>Conceptual Renderings</u>	☒	☐

SCHEMATIC DESIGN PHASE

Services	Included	Not Included
1. Space Schematics / Flow Diagram	☐	☒
2. Develop Schematic Drawings from approved Conceptual Plans & Sketches of Preliminary Phase	☒	☐
3. Establish Building Type of Construction & Structural System Concept	☒	☐
4. Assist in Establishing Preliminary Building Budget	☒	☐
5. Prepare Studies of Alternative Building Systems – Value Engineering	☐	☒
6. Provide Architectural Criteria for Geotechnical Consultant	☒	☐
7. Assist in Determining Need for Special Studies	☒	☐
8. Architectural Rendering Sketches	☒	☐
9. Conceptual Mass Model / Computer Mass Modeling	☐	☒
10. Preliminary Master Planning	☒	☐
11. Schematic Design Review Max.of 2 meetings.	☒	☐

DESIGN DEVELOPMENT PHASE

Services	Included	Not Included
1. Revise Schematic Drawings per client Schematic Design Review comments (refer #11 above)	☒	☐
2. Rough Draft of Outline Specifications	☒	☐
4. Civil Design	☒	☐
5. Landscape Design	☒	☐
6. Interior Design (Basic Finishes)	☒	☐
7. Building Systems Design	☒	☐
8. Value Analysis (may require additional consultants as advised)	☐	☒
9. Conceptual Architectural Renderings	☒	☐

Services (DESIGN DEVELOPMENT PHASE continued)		Included	Not Included
10.	3-Dimensional Model	☐	☒
11.	Computer Modeling	☒	☐
12.	Final Master Planning	☒	☐
13.	Design Development Review	☒	☐
14.	Other: (describe below)	☐	☒

CONSTRUCTION DOCUMENT PHASE

TYPE OF DOCUMENTS:

Tenant ☐Design Build ☐Bid Construction ☒☐

Services		Included	Not Included
1.	Develop Drawings per client Design Development Review comments (refer #13 above) to arrive at Construction Documents as listed below:		
a)	Site Plan	☒	☐
b)	Floor Plan(s)	☒	☐
c)	Room Finish Schedule	☒	☐
d)	Door Schedule	☒	☐
e)	Millwork Elevations Basic ☒ Custom Detailed ☐	☒	☐
f)	Reflected Ceiling Plan	☒	☐
g)	Electrical Layout Basic ☒ Custom Detailed ☐	☒	☐
h)	Typical Wall Sections	☒	☐
i)	Exterior Elevations	☒	☐
j)	Building Sections	☒	☐
k)	Details Basic ☒ Custom ☐	☒	☐
l)	Roof Plan	☒	☐
m)	Foundation Plan	☒	☐
n)	Framing Plan	☒	☐
2.	Outline Specifications (included on plans)	☐	☒
3.	Complete Specifications	☒	☒
4.	Structural Design	☒	☐
5.	Civil Design	☒	☐
6.	Landscape Design	☒	☐
7.	Mechanical Design	☒	☐
8.	Electrical Design	☒	☐
9.	Interior Design (Basic Finishes)	☒	☐

CONSTRUCTION ADMINISTRATION PHASE

Services		Included	Not Included
1.	Special Bidding or Negotiation	☐	☒
2.	Value Analysis (may require additional consultants as advised)	☐	☒
3.	Construction Progress Meetings	☒	☐
4.	Punch List Inspection	☒	☐
5.	Record Drawings	☐	☒
6.	Other: (describe below)	☐	☒

DUE TO SIZE, CONSENT
ITEM 6g IS AVAILABLE IN
DIGITAL FORMAT ON THE
CITY WEBSITE UNDER

“Agendas & Minutes”

“City Council”

“April 7, 2025 Council Meeting”

“Other”

City of Tahlequah

PLANNING & DEVELOPMENT STAFF REPORT

TO: City of Tahlequah City Council
FROM: Paige Harjo, Tahlequah Planning & Development Director
DATE: April 7, 2025
RE: Resolution #

Recommendation: Staff Recommends approval of Case #2-2025-Zoning, Resolution #
Changing the reference property's zoning from RS-3 to RM-3.

Background

Subject Property Address: 604 S. College Ave. Tahlequah, OK
Current Zoning: RS-3 Single Family High Density
Proposed Zoning: RM-3 Multi-Family High Density
Property Owner: Logan Pleasant
Owner Representative: Logan Pleasant/Michael Corn

Attachments

Zoning Map
Comprehensive Plan Figure 7.10 Housing Plan Map
Comprehensive Plan Figure 7.3 Future Land Use Plan Map
Google Map

Project Summary

The applicant is requesting a zoning change to use the property for new construction of a duplex unit.

Existing Context

The table below summarizes the existing content proximate to the subject site:

Single Family High Density	RS-3
Multi-Family High Density	RM-3
North: Single Family High Density	North: RS-3
South: Single Family High Density/Community	South: RS-3/C-2
Commercial	
East: Single Family High Density	East: RS-3
West: Single Family High Density	West: RS-3

Historic Context

The subject property was zoned R1 during an annexation project in 1998. The subject property was designated RS-3 upon the adoption of the updated zoning ordinance and map in 2022.

Relationship with Comprehensive Plan

Within the Comprehensive Plan, the subject property is located within the Urban Transitional Neighborhood Area. In the City of Tahlequah's Comprehensive Plan, there is a map that indicates this. It also states, "In the Urban Transitional Neighborhood, multi-family and single family uses can be located directly next to each other as long as the architectural character of the new project adequately reflects the character of the existing neighborhood." Another mention in the plan outcomes section of the Urban Transitional Neighborhoods states "Permit mixed density and mixed income neighborhoods."

Further explanation within the Comprehensive Plan, there is a Future Land Use Map and it shows the subject property continually being located in Urban Transitional Neighborhood. The Comprehensive Plan continues under the topic of Residential Land Use that "Existing neighborhoods that show signs of deterioration may not be able to be renovated and repurposed. Many homes built after WWII are no longer marketable and should be torn down and repurposed into new housing."

Relationship with Zoning Ordinance

If the zoning change is approved the owner will be required to meet all regulations in the zoning ordinance and the proposed use would be allowed by right.

Staff Comments

- a. The subject property is in an Urban Transitional Neighborhood according to the current Housing & Neighborhoods map and the Future Land Use Map.*
- b. The definition of an Urban Transitional Neighborhood within the Comprehensive Plan, explains encouragement of mixed housing development.*
- c. The subject property is located next to Single Family High Density (RS-3) and near an area of Community Commercial (C-2) in the zoning map.*
- d. The subject property was a duplex unit before the new 2022 zoning ordinance was implemented and stayed in Single-Family Zoning.*
- e. The owner/owner representative understands they will meet all of the required city zoning ordinances.*
- f. Staff recommends approval for the zoning change of 604 S. College Ave. to RM-3 (Multi-Family High Density)*

Planning Commission Discussion & Recommendation

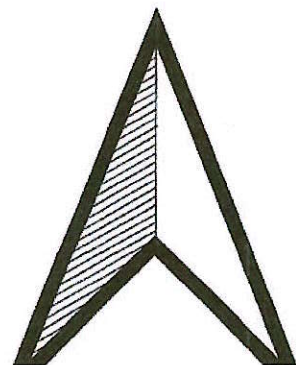
The case was presented to Planning Commission on 3/25/25. Owner introduced project and answered questions about the history of the property and what the project will look like. Mentioned the property was a former triplex but too bad to salvage which resulted in tearing down the property. There were no opposers.



 Subject Property

Vicinity/Zoning Map

604 S. College Ave.
Tahlequah, OK



RESOLUTION NO. 04-07-2025(A)
A RESOLUTION TO CHANGE THE ZONING OF THE HEREINAFTER DESCRIBED REAL ESTATE.

WHEREAS, the Tahlequah City Council adopted Ordinance No. 1329-2021 on October 16, 2022. Ordinance No. 1329-2021 established Part 12, Chapter 1 – City of Tahlequah Zoning Ordinance.

WHEREAS, Section 7.D.2.f of the City of Tahlequah Zoning Ordinance authorizes zoning map amendments to be approved by City Council by Resolution.

WHEREAS, the applicant has met all notification requirements for a public hearing held by the Planning Commission of the City of Tahlequah

WHEREAS, the Planning Commission of the City of Tahlequah recommended unanimously by a vote of 4-0 to approve Case #2-2025-Zoning.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAHLEQUAH, OKLAHOMA, THAT the following described real in Cherokee County, Oklahoma, to-wit:

LEGAL DESCRIPTION

A piece of land located in and being a part of the NE/4 of SE/4 of SEC 32, T17N, R22E, and being particularly described as follows, BEG at a point 70'S of the South boundary of South Street, with the E line of the NE/4 of SE/4 of said SEC 32 thence W210'; thence S70'; thence N70' to the POB, Tahlequah, Cherokee County, Oklahoma

Shall be, and the same is, hereby changed from Single Family High Density (RS-3) to Multi-Family High Density (RM-3).

PASSED AND ADOPTED by the City Council of the City of Tahlequah on this 7th day of April, 2025, after full compliance with the Oklahoma Open Meeting Act.

CITY OF TAHLEQUAH

Suzanne Myers, Mayor

ATTEST:

Whitney Shaw, City Clerk
[Seal]

City of Tahlequah

PLANNING & DEVELOPMENT STAFF REPORT

TO: City of Tahlequah City Council
FROM: Paige Harjo, Tahlequah Planning & Development Director
DATE: April 7, 2025
RE: Resolution #

Recommendation: Staff Recommends approval of Case #3-2025-Zoning, Resolution #
Changing the reference property's zoning from RS-2 to RM-3.

Background

Subject Property Address: 1107 and 1109 W. 4th St. Tahlequah, OK
Current Zoning: RS-2 Single Family Medium Density
Proposed Zoning: RM-3 Multi-Family High Density
Property Owner: Charlotte Wood
Owner Representative: Justin Smith

Attachments

Zoning Map
Comprehensive Plan Figure 7.10 Housing Plan Map
Comprehensive Plan Figure 7.3 Future Land Use Plan Map
Google Map

Project Summary

The applicant is requesting a zoning change to use the property for new development of up to 3 single-family units.

Existing Context

The table below summarizes the existing content proximate to the subject site:

Single Family Medium Density	RS-2
Multi-Family High Density	RM-3
North: Single Family Medium Density	North: RS-2
South: Single Family Medium Density	South: RS-2
East: Single Family Medium Density/Multi-Family Low Density	East: RS-2/RM-1
West: Single Family Medium Density/Multi-Family High Density	West: RS-2/RM-3

Historic Context

The subject property was zoned R1 during an annexation project in 1998. The subject property was designated RS-2 upon the adoption of the updated zoning ordinance and map in 2022.

Relationship with Comprehensive Plan

Within the Comprehensive Plan, the subject property is located within the Stable Neighborhood Area on both the Housing Plan Map and the Future Land Use Map. The Future Land Use Map shows the subject property continually being in a Stable Neighborhood which states, "A Stable Neighborhood is characterized as slightly newer residential neighborhoods typically developed in a single-use, suburban format." The Comprehensive Plan continues under the topic of residential land use, that "Mixed income and mixed density neighborhoods will provide diversity in housing choice and can maintain a larger percentage of homeowner occupied structures."

Relationship with Zoning Ordinance

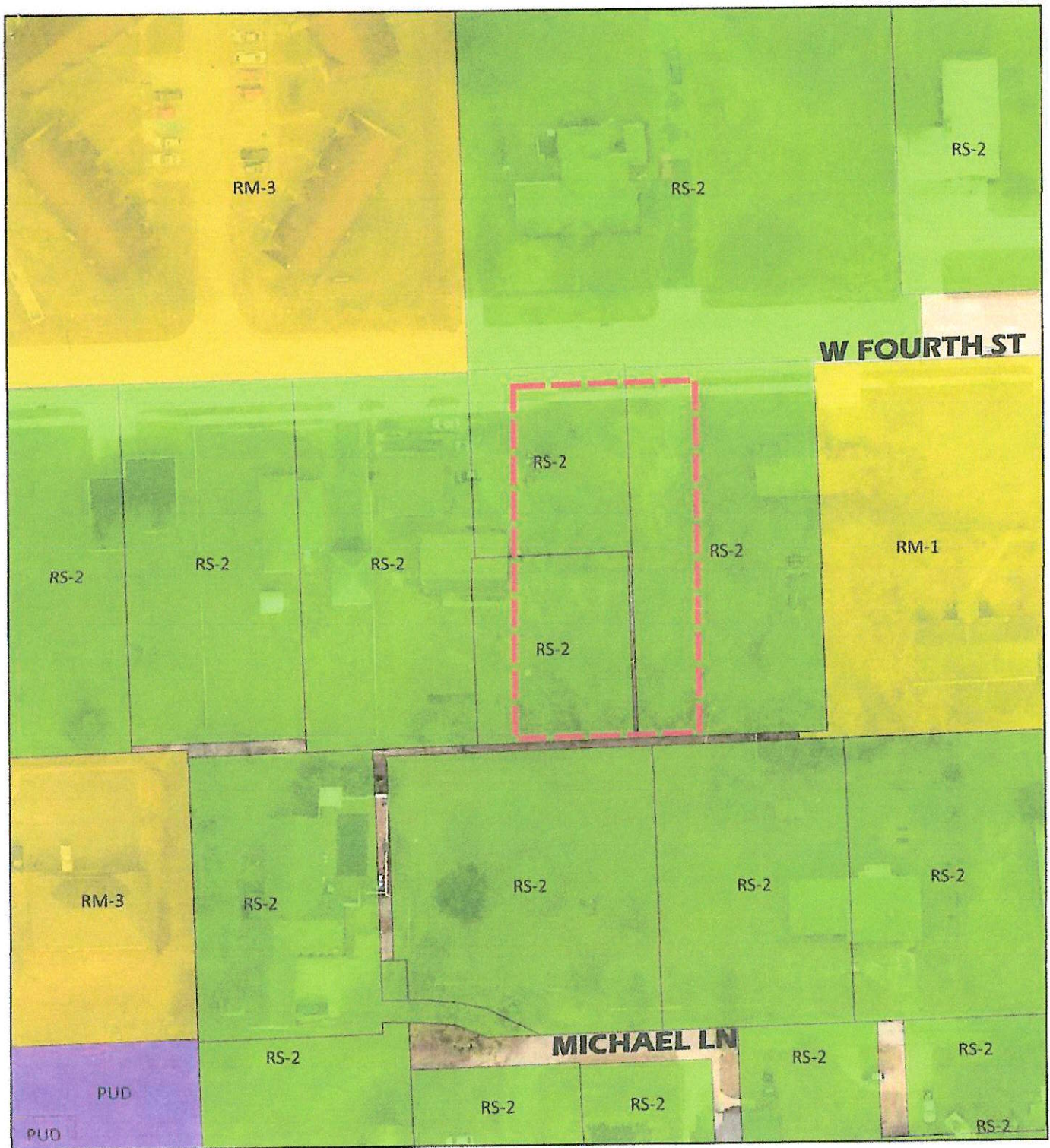
If the zoning change is approved the owner will be required to meet all regulations in the zoning ordinance and the proposed use would be allowed by right.

Staff Comments

- a. *The subject property is in a Stable Neighborhood according to the current Housing Plan map and the Future Land Use Map.*
- b. *The definition of a Stable Neighborhood within the Comprehensive Plan mentions being slightly newer neighborhoods.*
- c. *The subject property is located next to Single Family Medium Density (RS-2) and near a couple of areas of Low and High Density Multi-Family zonings (RM-1 and RM-3) in the zoning map.*
- d. *The subject property is in a residential area that promotes mixed income and mixed density neighborhoods.*
- e. *The owner/owner representative understands they will meet all of the required city zoning ordinances.*
- f. *Staff recommends approval for the zoning change of 1107 and 1109 W. 4th St. to RM-3 (Multi-Family High Density)*

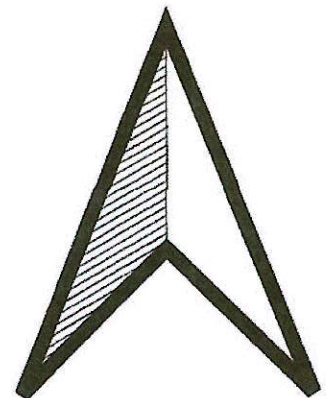
Planning Commission Discussion & Recommendation

The case was presented to the Planning Commission on 3/25/25. Potential property owner introduced the future project and answered questions about the history of the property and what it will be used for. Mentioned the property used to have 2 single family homes on it, the last one was torn down in 2020. There was 1 opposer who spoke and mentioned being worried about the growth of the area.



 Subject Property

Zoning/Vicinity Map 1107 & 1109 W. 4th St. Tahlequah, OK



RESOLUTION NO. 04-07-2025(B)
A RESOLUTION TO CHANGE THE ZONING OF THE HEREINAFTER DESCRIBED REAL ESTATE.

WHEREAS, the Tahlequah City Council adopted Ordinance No. 1329-2021 on October 16, 2022. Ordinance No. 1329-2021 established Part 12, Chapter 1 – City of Tahlequah Zoning Ordinance.

WHEREAS, Section 7.D.2.f of the City of Tahlequah Zoning Ordinance authorizes zoning map amendments to be approved by City Council by Resolution.

WHEREAS, the applicant has met all notification requirements for a public hearing held by the Planning Commission of the City of Tahlequah

WHEREAS, the Planning Commission of the City of Tahlequah recommended unanimously by a vote of 4-0 to approve Case #3-2025-Zoning.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAHLEQUAH, OKLAHOMA, THAT the following described real in Cherokee County, Oklahoma, to-wit:
LEGAL DESCRIPTION

T16N R22E SEC 5 BEG 200' E of NW/C of E 25.01 ACS of LT 1 E90' S108.5' W90' N108.5'
to POB & T16N R22E SEC 5 BEG 200' E & 108.5'S of NW/C E25.01 ACS of LT 1 E90'
S108.5' W90' N108.5' to POB, Tahlequah, Cherokee County, Oklahoma

Shall be, and the same is, hereby changed from Single Family Medium Density (RS-2) to Multi-Family High Density (RM-3).

PASSED AND ADOPTED by the City Council of the City of Tahlequah on this 7th day of April, 2025, after full compliance with the Oklahoma Open Meeting Act.

CITY OF TAHLEQUAH

Suzanne Myers, Mayor

ATTEST:

Whitney Shaw, City Clerk
[Seal]