



AGENDA

TAHLEQUAH CITY COUNCIL - REGULAR MEETING

Date/Time of Meeting Monday, April 6, 2026 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: 833 1099 5628

Passcode: 4560651

1. MEETING CONVENED

- a) Meeting Called to Order
- b) Roll Call
- c) Invocation by
- d) Flag Salute
- e) **Public Notice:** A Public Notice of meeting was provided on December 4, 2025, at 10:00 a.m. to the OK Secretary of State and an additional notice was provided on March 25, 2026, at 1:39 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 by the public and individuals will be limited to 3 minutes of speaking time. The total of all comments should not exceed 15 minutes. 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) Recognition for Years of Service Employees: John Sutton, 25 years, Parks & Recreation Dept.

5. CONSENT AGENDA

Items are placed on the Consent Agenda so that members of the City Council, by unanimous consent, can approve routine items 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 2, 2026, and March 16, 2026, City Council meetings.
- b) Acknowledge receipt of the February 2026 General Fund Executive Summaries.
- c) Acknowledge receipt of the February 2026 Investment Schedule.
- d) Acknowledge receipt of the February 2026 Check Register.
- e) Acknowledge receipt of the February 2026 Purchasing Card Statement.
- f) Acknowledge receipt of the February 2026 Open PO Report.
- g) Acknowledge receipt of the March 2026 Tahlequah Hospital Authority Board Report.
- h) Acknowledge receipt of the March 2026 Tahlequah Regional Development Authority report.
- i) Acknowledge receipt of the March 2026 Tourism report.
- j) Acknowledge receipt of the March 2026 Tahlequah Public Works Authority Board report.
- k) Accept the donation and Grant Award from PetCo for the Animal Shelter, amending the budget accordingly.
- l) Authorize the Mayor to enter into a memorandum of agreement between the City of Tahlequah and Cherokee County Health Services Council-SAMHSA FR-CARA for opioid use prevention.
- m) Promote Lieutenant Sean Valdez to Captain in the Fire Department and adjust pay according to the Collective Bargaining Agreement, effective March 29, 2026.
- n) Promote Firefighter Heath Pennington to Lieutenant in the Fire Department and adjust pay according to the Collective Bargaining Agreement, effective March 29, 2026.
- o) Promote Volunteer Firefighter Colton Cox to a Full-Time Firefighter in the Fire Department and adjust pay according to the Collective Bargaining Agreement, effective March 29, 2026.
- p) Promote Christopher Hetherington from Part-Time Laborer to Full-Time Laborer in the Parks and Recreation Department at \$15.00 per hour, effective March 15, 2026.
- q) Hire Levi Dusty Johnson as a Laborer/Operator in the Street Department at \$38,484.88 annually, effective April 2, 2026.
- r) Hire Caden Waits as a Part-Time Laborer in the Parks and Recreation Department at \$13.00 per hour, effective March 20, 2026.
- s) Hire Colby Morrison for Part-Time Laborer in the Parks and Recreation Department at \$12.00 per hour, effective March 26, 2026.
- t) Hire Antonio Nunez as a Part-Time Laborer in the Parks and Recreation Department at \$12.00 per hour, effective April 6, 2026.
- u) Hire Ryan Walker as a Laborer/Operator in the Street Department at \$38,484.88 annually, effective April 22, 2026.
- v) Accept the resignation of Ethan Monholland, Laborer/Operator in the Street Department, effective March 13, 2026.

6. REGULAR SESSION

- a) Discussion and possible action on items removed from the consent agenda.
- b) Discussion and possible action to approve or deny the appointment of Jon Asbill to the Tahlequah Regional Development Authority to replace the seat currently held by Paula Mutzig. Mayor Suzanne Myers
- c) Discussion and possible action to approve or deny **Resolution No. 04-06-2026A**, directing filing and notification of the publication of Municode Supplement No. 1 of the City of Tahlequah code. City Clerk Whitney Shaw
- d) Discussion and possible action to approve or deny **Resolution No. 04-06-2026B**, a resolution of the City of Tahlequah, amending the City of Tahlequah Open Records payment fee schedule. City Clerk Whitney Shaw
- e) Discussion and possible action to approve or deny **Resolution No. 04-06-2026C**, a resolution amending the appointment of custodians for the public records for the City of Tahlequah, Oklahoma, providing for designation of additional record custodians and providing for the maintenance, preservation, and protection of public records and amending procedures for accessing and copying open public records. City Clerk Whitney Shaw
- f) Discussion and possible action to approve or deny **Resolution No. 04-06-2026D**, a resolution of the City of Tahlequah, Oklahoma, to change zoning from RS-1 (Single Family Low Density) to AG (Agriculture) for use of animal husbandry, located at 1276 Amity Lane, Tahlequah, Oklahoma or more particularly described as a tract of land lying in the SE/4 of the SE/4 of Section 31, T17N, R22E, more particularly described as follows, to-wit: Beginning at the NW/C of said SE/4 of the SE/4; thence N89°55'30"E, along the North boundary of said SE/4 of SE/4, 702'; thence S0°11'00"E, 273.32', thence S63°30'00"W, 148.28'; thence S3°20'41"E, 304.14'; thence S89°20'51"E, 116.15'; thence S0°11'01"E, 253.57'; thence S89°55'30"W, 702' to a point on the West boundary of said SE/4 of the SE/4 thence N0°11'00"W, 898' to the POB, Cherokee County, Oklahoma. Planning & Development Director Paige Harjo
- g) Discussion and possible action to approve or deny **Resolution No. 04-06-2026E**, a resolution applying for grant and accepting a grant offer from the Oklahoma Department of Aerospace and Aeronautics (ODAA) for the construction of taxilane and relocate automated weather observing system (AWOS) ODAA Project No. TQH-26-2. Airport Director Brian Lambert
- h) Discussion and possible action to approve, approve with modifications, or deny authorizing the Mayor to enter into an agreement between the City of Tahlequah and LandPlan Consultants, Inc. for landscape architectural design services on SouthRidge Road in the amount \$64,598.00. Planning & Development Director Paige Harjo
- i) Discussion and possible action to approve, approve with modifications, or deny change order #1 in the amount of \$3,842.50 on the S. Muskogee Light Pole project, Project 2026-01. Special Projects Director Ray Hammons
- j) Discussion related to the E. 4th Street Improvement project. City Administrator Taylor Tannehill

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 O.S. §307(B)(3), discussion related to the sale, purchase, lease, acquisition or appraisal of real property located near the airport, and if necessary, take appropriate action in open session.

8. RECONVENE INTO REGULAR SESSION

Motion and second to Exit Executive Session

- a) Possible action related to negotiations with Fraternal Order of Police Lodge No. 201, and if necessary, take appropriate action in open session.
- b) Possible action related to negotiations with International Association of Firefighters Local 4099, and if necessary, take appropriate action in open session.
- c) Possible action related to the sale, purchase, lease, acquisition or appraisal of real property located near the airport, and if necessary, take appropriate action in open session.
- d) Adjournment.

NOTICE OF MEETING TAHLEQUAH CITY COUNCIL

REGULAR MEETING

Date/Time of Meeting: MONDAY, APRIL 6, 2026, at 5:30 p.m.
Place of Meeting: City Hall, 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 public to encourage and facilitate informed citizenry.

Join “Zoom” Meeting
Meeting ID: 833 1099 5628
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: 833 1099 5628 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 1:39 pm on March 25, 2026.

Signed Whitney L. Shaw
City Clerk





Tahlequah City Council AGENDA ITEM REPORT

Item No. 5a
Meeting Date 4/6/2026
Initiator Whitney Shaw, City Clerk
Office / Department Administration

Item Title

Approve the minutes from the March 2, 2026, and March 16, 2026, City Council meetings.

Background

Monthly consent item

Exhibits

1. 03.02.2026 Minutes-Unapproved
2. 03.16.2026 Minutes-Unapproved

Funding Source

Request

Approve minutes

MINUTES
TAHLEQUAH CITY COUNCIL
REGULAR MEETING – MARCH 2, 2026 - 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 BJ Baker, City Administrator Taylor Tannehill, City Clerk Whitney Shaw, City Treasurer Mary Hainzinger, and IT Support Caleb Wofford

- c. Invocation: Pastor Shana Dry, First United Methodist Church
- d. Flag salute: Led by Mayor Suzanne Myers
- e. Public Notice: December 4, 2025 at 10:00 a.m. and February 17, 2026, at 10:43 a.m.

2. PUBLIC INSTRUCTIONS

Access Code: [833 2863 2929](#) Password: [4560651](#)

3. PUBLIC COMMENTS:

Public comments by: Kathy Cott regarding Norris Park bathrooms and Darrin Chiaverini, NSU Head Football Coach regarding support for NSU Athletics.

4. ANNOUNCEMENTS AND PRESENTATIONS

- a) Richard Coffron-Compliance, 5 years of service certificate.

5. CONSENT AGENDA

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

- a) Approve the minutes from the February 2, 2026, City Council meeting.
- b) Acknowledge receipt the January 2026 General Fund Executive Summary.
- c) Acknowledge receipt of the January 2026 Investment Schedule.
- d) Acknowledge receipt of the January 2026 Check Register.
- e) Acknowledge receipt of the January 2026 Purchasing Card Statement.
- f) Acknowledge receipt of the January 2026 Open PO report.
- g) Acknowledge receipt of the Community Impact report from DOCServices, Inc. regarding the Sr. Citizen’s nutritional program.
- h) Acknowledge receipt of the February 2026 Tahlequah Hospital Authority report.
- i) Acknowledge receipt of the February 2026 Tourism report.
- j) Acknowledge receipt of the February 2026 Tahlequah Regional Development Authority report.
- k) Acknowledge receipt of the February 2026 Tahlequah Main Street report.

- l) Accept the donation from Tahlequah Animal Outreach for the Animal Shelter in the amount of \$454.68 and amend budget accordingly.
- m) Accept the grant award in the amount of \$9,000.00 from VCA Charities for the Animal Shelter.
- n) Approve construction lease for lot FH44, Tahlequah Municipal Airport to Jace Young.
- o) Approve amendment to contract for mowing, awarded to Kirk Lawn Care, to reflect bid packet specified end date of November 1, 2026.
- p) Adjust base salary for Mark Whittmore from \$80,000.00 to \$85,000.00 effective February 1, 2026.
- q) **Moved to Regular Session by Councilor Keith Baker.**
- r) Hire Christa Mankin, unbudgeted Secretary-Street Dept., at \$41,715.00 annually, effective February 12, 2026.
- s) Hire Brendan Lee, Laborer/Operator-Street Dept., at \$38,484.87 annually, effective February 17, 2026.
- t) Hire Weston Jenkins, Ethan Cacy, Nicholas Morgan, and Karsyn Shankle as unbudgeted PT Laborers/Concessions-Cherokee Fields at Anthis-Brennan at \$10.07 per hour, effective February 25, 2026.
- u) Accept the resignation (retirement) of William Buddy Harris, Superintendent-Street Dept., effective March 31, 2026.
- v) Accept the resignation (retirement) of Vicki Johnson, Secretary-Street Dept., effective March 31, 2026.
- w) Accept the resignation of Tiffany Coones, Laborer-Parks and Rec Dept., effective February 6, 2026.
- x) Accept the resignation of Justin Jackson, Dispatcher-Police Department, effective February 5, 2026.
- y) Accept the termination of Vincent Garuccio, Collector-Solid Waste Dept., effective March 2, 2026.

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

6. REGULAR SESSION

- a) Councilor Baker made a motion and Councilor Highers seconded to approve, in one motion, the following items from the consent agenda:
 - item (q)** Promote Kenny Barnes from Captain to Assistant Fire Chief in the Fire Department at \$74,000.00 annually, effective March 1, 2026.

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

- b) Councilor Allen made a motion and Councilor Baker seconded to approve Resolution No. 03-02-2026, a resolution to adopt amendments to the Schedule of Fees and Charges for the City of Tahlequah.

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

- c) Councilor Allen made a motion and Councilor Perry seconded to approve the placement of the old downtown light poles on surplus, with all proceeds from the auction, of City Administrator's choosing, to be placed in the General Fund.

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

- d) No action was taken on change order #1 in the amount of \$2500 on the S. Muskogee Light Pole project, Project #2026-01.

- e) Councilor Highers made a motion and Councilor Allen seconded to approve amendment #3 to the South Muskogee Inspection Services contract between the City of Tahlequah and Hudson Prince Engineering & Inspection Services, PLLC, in the amount of \$17,550.00.

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

- f) Councilor Highers made a motion and Councilor Allen seconded to award and enter into an agreement with the lowest responsible bidder, Paragon Contractors, for the Tahlequah Municipal Airport Rehabilitate Apron project, Project #23140-TO02.

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

- g) Councilor Allen made a motion and Councilor Perry seconded to award and enter into an agreement with the lowest responsible bidder, Paragon Contractors, for the Tahlequah Municipal Airport, Construct taxilane and new automated Weather Observation System or AWOS, ODAA Project #TQH-26-S, or reject all bids.

Vote: Ayes: Allen, Perry, Baker, Highers

Nays: none

Motion carried

7. EXECUTIVE SESSION

Councilor Allen made a motion and Councilor Highers seconded to exit the Regular Session and enter into an Executive Session at 5:55 pm.

Vote: Ayes: Allen, Highers, Baker, Perry

Nays: none

Motion carried

8. RECONVENE INTO REGULAR SESSION at 7:03 pm.

- a) No action was taken pertaining to economic development related to the River Center Project.

- b) Councilor Allen made a motion and Councilor Perry seconded to authorize the Mayor to negotiate the purchase or appraisal of real property located near the airport as discussed in the Executive Session.

Vote: Ayes: Allen, Perry, Baker, Highers

Nays: none

Motion carried

- c) Councilor Allen made a motion and Councilor Highers seconded to appoint City Administrator, Taylor Tannehill, as Chief Negotiator, in negotiations with Fraternal Order of Police Lodge No. 201.

Vote: Ayes: Allen, Highers, Baker, Perry

Nays: none

Motion carried

- d) Councilor Allen made a motion and Councilor Highers seconded to appoint City Administrator, Taylor Tannehill, as Chief Negotiator, in negotiations with International Association of Firefighters Local 4099.

Vote: Ayes: Allen, Highers, Baker, Perry

Nays: none

Motion carried

- e) No action was taken pertaining to the purchase or appraisal of real property located near Boone Street.

- f) Meeting adjourned at 7:06 pm.



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5b
Meeting Date 4/6/2026
Initiator _____
Office / Department Finance

Item Title

Acknowledge receipt of the February 2026 General Fund Executive Summaries.

Background

Exhibits

1. February Financial Summary

Funding Source

Request

FEBRUARY 2026 FINANCIAL SUMMARY

Cash Flow Overview	
Beginning Cash Balance	\$ 896,150
Total Revenue for the Month	\$ 1,149,157
Total Expenditure for the Month	\$ 892,173
Ending Cash Balance	\$ 1,153,134

Year to Date Performance	
Total Revenues	\$ 9,936,262
Total Expenditures	\$ 9,388,087
Net Surplus/Deficit	\$ 548,175

Revenue Summary							
	Sales Tax	Use Tax	TPWA Light & Water	Fines & Forfeitures	Licenses & Permits	Miscellaneous	Charges for Services
Budgeted Revenue	\$ 5,481,317	\$ 633,333	\$ 1,133,333	\$ 281,833	\$ 127,333	\$ 142,133	\$ 200,000
Actual Revenue	\$ 6,096,653	\$ 789,181	\$ 959,510	\$ 250,185	\$ 143,221	\$ 1,040,211	\$ 195,429
Total Variance	\$ 615,336	\$ 155,847	\$ (173,823)	\$ (31,649)	\$ 15,887	\$ 898,078	\$ (4,571)
Percentage Variance	11.23%	24.61%	-15.34%	-11.23%	12.48%	631.86%	-2.29%
Notes	<i>Strong holiday shopping season and local retail sales increases</i>	<i>Increased online shopping access and use</i>	<i>Not meeting revenue predictions made by TPWA</i>	<i>Revenue expected to pick up with renewal of Fresh Start Program</i>	<i>Annual city licensing increases</i>	<i>Unbudgeted litigation settlement check causing huge variance</i>	<i>Revenue expected to pick back up when the pool opens</i>

Expenditure Summary					
	Personnel Costs	Public Safety	Parks & Recreation	Government & Admin	Capital Improvement
Budgeted Expenditures	\$ 6,488,725	\$ 513,401	\$ 348,667	\$ 3,445,046	\$ 1,207,758
Actual Expenditures	\$ 6,873,059	\$ 267,811	\$ 265,295	\$ 1,981,921	\$ 925,033
Total Variance	\$ (384,334)	\$ 245,589	\$ 83,372	\$ 1,463,125	\$ 282,725
Percentage Variance	5.92%	-47.84%	-23.91%	-42.47%	-23.41%
Notes	<i>Closer to budgeted expectations as memberships and trainings slow down</i>	<i>Bigger projects and purchases not yet started</i>	<i>Many expenses are seasonal, so on target with anticipated expenses</i>	<i>On target with anticipated expenses</i>	<i>On target with anticipated expenses</i>

The City of Tahlequah remains financially steady as we continue on through the second half of the fiscal year. Revenues are above projections and expenses are in line with projections. We will keep monitoring expenses as the fiscal year goes on and Capital projects continue.



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5c
Meeting Date 4/6/2026
Initiator _____
Office / Department Finance

Item Title

Acknowledge receipt of the February 2026 Investment Schedule.

Background

Exhibits

1. Invest. Schedule Feb 2026

Funding Source

Request

City of Tahlequah
Working Fund Investments
As of
28-Feb-26

Bank	Amount	Percentage
<i>Bank Accounts</i>		
Reserve Operating Account Armstrong	\$ 1,667,798.51	4.25%
Reserve Operating Local	\$ 1,367,874.91	3.35%
Streets & Sidewalks Armstrong	\$ 7,345,076.30	4.25%
General Fund Sweep BancFirst	\$ 3,993,179.78	3.26%
Total	\$ 14,373,929.50	

Bank	Maturity Value	Percentage	Maturity Date
<i>Edward Jones</i>			
Cash	\$244,000.00		
Bank Amer Na Charlotte NC	\$ 124,000.00	4.80%	3/16/2026
Bank Amer Na Charlotte NC	\$ 121,000.00	3.60%	10/8/2027
Bmo Harris Bk Natl Assn	\$ 244,000.00	4.45%	5/24/2028
Bny Mellon N A Instl Ctf Dep	\$ 245,000.00	3.50%	9/24/2030
Capital One Natl Assn McLean	\$ 244,000.00	4.80%	8/24/2026
Citizens Bk & Tr Co of Ardmore	\$ 244,000.00	4.60%	9/21/2029
First Fed Svgs & Ln Assn Cent	\$ 245,000.00	3.95%	11/5/2027
Goldman Sachs Bk USA New York	\$ 200,000.00	4.10%	1/24/2028
Goldman Sachs Bk USA New York	\$ 45,000.00	3.60%	9/23/2030
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
Peoples Bk Altenburg MO	\$ 79,000.00	3.80%	9/30/2030
Pinnacle Bk Nashville	\$ 121,000.00	3.95%	5/7/2027
State Bk India Chicago Ill	\$ 245,000.00	3.65%	9/20/2027
Toyota FINL Svgs Bk Hend NV	\$ 150,000.00	4.60%	5/24/2029
UBS Bank USA Salt Lake City UT	\$ 249,000.00	4.10%	3/13/2028
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
Total	\$3,860,000.00		



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5d
Meeting Date 4/6/2026
Initiator _____
Office / Department Finance

Item Title

Acknowledge receipt of the February 2026 Check Register.

Background

Exhibits

1. 20260323_143624

Funding Source

Request

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/26	02/05/2026	61867	157988	Consolidated Communications	110202000	1,676.07
02/26	02/05/2026	61868	158721	HSEarchitects PLLC	110202000	12,000.00
02/26	02/05/2026	61869	9400	Lake Region Electric	110202000	2,096.77
02/26	02/05/2026	61870	157846	Lake Region Electric-Telecom	110202000	286.82
02/26	02/05/2026	61871	9437	Larry's Tires	110202000	25.00
02/26	02/05/2026	61872	158614	Network Enhancement Systems, Inc	110202000	470.73
02/26	02/05/2026	61873	158370	Oklahoma Precast Products	110202000	2,581.33
02/26	02/05/2026	61874	12310	Old Dominion Brush Company Inc.	110202000	1,463.00
02/26	02/05/2026	61875	12390	OTA	110202000	31.28
02/26	02/05/2026	61876	158160	Rachel Dallis	110202000	1,995.00
02/26	02/05/2026	61877	158604	Rebecca Reaume	110202000	150.00
02/26	02/05/2026	61878	15870	Tahlequah Main Street Assoc.	110202000	2,000.00
02/26	02/05/2026	61879	158719	Verdant Commercial Capital LLC	110202000	374.00
02/26	02/05/2026	61880	17480	Warren CAT	110202000	3,335.32
02/26	02/05/2026	61881	17510	Waste Management	110202000	21,177.06
02/26	02/05/2026	61882	17620	Weldon Truck Parts	110202000	1,851.25
02/26	02/11/2026	61891	510	Advanced Auto Parts	110202000	3,122.99
02/26	02/11/2026	61892	550	Advanced Workzone Services	110202000	960.72
02/26	02/11/2026	61893	158045	Ascentis Corporation (Prior- Novatime)	110202000	759.52
02/26	02/11/2026	61894	225	AT&T (Landline Bills)	110202000	307.38
02/26	02/11/2026	61895	157971	AT&T Mobility II LLC	110202000	1,864.05
02/26	02/11/2026	61896	158729	Aubrey Cagle	110202000	240.00
02/26	02/11/2026	61897	1480	Aviation Insurance Managers Inc	110202000	2,915.00
02/26	02/11/2026	61898	158635	Building & Earth Sciences Inc	110202000	841.50
02/26	02/11/2026	61899	2415	Bull Tuff Mud Company Ready Mix	110202000	2,679.00
02/26	02/11/2026	61900	2794	Chamber of Commerce	110202000	21,666.67
02/26	02/11/2026	61901	3020	Cherokee County Clerk	110202000	76.00
02/26	02/11/2026	61902	158083	City of Tahlequah-Street & Sidewalk Fund	110202000	226,960.27
02/26	02/11/2026	61903	3520	CLEET	110202000	3,731.56
02/26	02/11/2026	61904	158702	DLL Finance	110202000	1,790.97
02/26	02/11/2026	61905	158707	GreatAmerica Financial Services Corp	110202000	137.02
02/26	02/11/2026	61906	158567	HELLAS CONSTRUCTION, INC.	110202000	128,055.73
02/26	02/11/2026	61907	7530	Holloway, Updike & Bellen, Inc	110202000	6,150.00
02/26	02/11/2026	61908	158273	Johnny Freeze Cream Ice, LLC	110202000	1,250.00
02/26	02/11/2026	61909	9050	Kelly Engineering & Assoc, Inc	110202000	3,260.00
02/26	02/11/2026	61910	9437	Larry's Tires	110202000	75.00
02/26	02/11/2026	61911	158730	M&M Rentals LLC	110202000	150.00
02/26	02/11/2026	61912	157858	Nate King	110202000	500.00
02/26	02/11/2026	61913	11300	Northeast OK Public Facilities	110202000	37.57
02/26	02/11/2026	61914	12275	Ok Uniform Building Code Com	110202000	136.00
02/26	02/11/2026	61915	157851	One Source Water, LLC	110202000	291.87
02/26	02/11/2026	61916	12380	Osman Equipment	110202000	4,298.26
02/26	02/11/2026	61917	158604	Rebecca Reaume	110202000	150.00
02/26	02/11/2026	61918	158582	Rebecca White	110202000	200.00
02/26	02/11/2026	61919	158649	Stephanie Delano	110202000	200.00
02/26	02/11/2026	61920	15908	Tahlequah Public Facilities Auth	110202000	340,440.40
02/26	02/11/2026	61921	16370	TK Elevator	110202000	650.00
02/26	02/11/2026	61922	158719	Verdant Commercial Capital LLC	110202000	411.40
02/26	02/11/2026	61923	158022	VIP Voice Services LLC	110202000	2,984.00
02/26	02/11/2026	61924	18085	Zenith Construction Co	110202000	241,481.00
02/26	02/19/2026	61935	158728	3-D Traps	110202000	2,662.40
02/26	02/19/2026	61936	158606	A+ Pest Guard LLC	110202000	195.00
02/26	02/19/2026	61937	550	Advanced Workzone Services	110202000	2,103.36

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/26	02/19/2026	61938	240	AT&T Mobility II LLC (POLICE)	110202000	1,528.60
02/26	02/19/2026	61939	2020	Bill John Baker II	110202000	2,500.00
02/26	02/19/2026	61940	2355	Broken Arrow Electric Supply	110202000	3,052.16
02/26	02/19/2026	61941	158745	Bryce Rudek	110202000	1,000.00
02/26	02/19/2026	61942	158739	Daniel R Rogers	110202000	1,050.00
02/26	02/19/2026	61943	158740	Daniel Smith Campbell	110202000	875.00
02/26	02/19/2026	61944	158178	Enterprise Fleet Management, Inc.	110202000	54,703.54
02/26	02/19/2026	61945	158741	Gene W Pacas	110202000	1,283.00
02/26	02/19/2026	61946	158079	Glidewell Distributing Co, Inc.	110202000	4,308.68
02/26	02/19/2026	61947	158459	Hammons, Hamby, and Price PLLC	110202000	4,420.42
02/26	02/19/2026	61948	158721	HSEarchitects PLLC	110202000	12,000.00
02/26	02/19/2026	61949	158736	Jacob Cotter	110202000	1,458.00
02/26	02/19/2026	61950	158688	Johnson Brothers	110202000	1,563.30
02/26	02/19/2026	61951	9080	Kemp Stone Co, Inc	110202000	7,349.15
02/26	02/19/2026	61952	157846	Lake Region Electric-Telecom	110202000	259.17
02/26	02/19/2026	61953	158735	Landplan Consultants Inc.	110202000	14,875.00
02/26	02/19/2026	61954	9770	Love Bottling Company	110202000	5,139.00
02/26	02/19/2026	61955	158737	Manny Motto	110202000	1,458.00
02/26	02/19/2026	61956	158743	Mason Richardson	110202000	1,283.00
02/26	02/19/2026	61957	158742	Maxwell Kaeli Sinclair	110202000	1,283.00
02/26	02/19/2026	61958	158744	Michael L Wilson	110202000	1,200.00
02/26	02/19/2026	61959	10580	Mike Palmer	110202000	1,695.20
02/26	02/19/2026	61960	11920	Ok Municipal Assurance Group	110202000	82,099.25
02/26	02/19/2026	61961	12910	Pitney Bowes	110202000	171.30
02/26	02/19/2026	61962	158599	River City Hydraulics Inc	110202000	3,329.53
02/26	02/19/2026	61963	15595	System Scale Corp.	110202000	3,824.14
02/26	02/19/2026	61964	16039	T & K Construction	110202000	29,602.00
02/26	02/19/2026	61965	158109	Take Ten Tire	110202000	4,204.69
02/26	02/19/2026	61966	158738	Terrell Webb	110202000	1,458.00
02/26	02/19/2026	61967	158179	THA Hospitality, LLC	110202000	8,860.16
02/26	02/19/2026	61968	16870	Tulsa Winnelson	110202000	5,127.39
02/26	02/19/2026	61969	16985	UniFirst Holdings Inc	110202000	398.00
02/26	02/19/2026	61970	158550	Vann Construction	110202000	3,600.00
02/26	02/19/2026	61971	17510	Waste Management	110202000	22,822.64
02/26	02/25/2026	61972	158606	A+ Pest Guard LLC	110202000	100.00
02/26	02/25/2026	61973	158729	Aubrey Cagle	110202000	240.00
02/26	02/25/2026	61974	2415	Bull Tuff Mud Company Ready Mix	110202000	11,670.00
02/26	02/25/2026	61975	3380	Cintas Corp #2	110202000	2,582.17
02/26	02/25/2026	61976	158107	Double M Fence Co. LLC	110202000	6,667.00
02/26	02/25/2026	61977	158079	Glidewell Distributing Co, Inc.	110202000	802.88
02/26	02/25/2026	61978	9437	Larry's Tires	110202000	75.00
02/26	02/25/2026	61979	10580	Mike Palmer	110202000	1,695.20
02/26	02/25/2026	61980	10920	Muskogee Sand Company, Inc	110202000	2,142.72
02/26	02/25/2026	61981	11920	Ok Municipal Assurance Group	110202000	720.00
02/26	02/25/2026	61982	158604	Rebecca Reaume	110202000	150.00
02/26	02/25/2026	61983	14510	Scurlock Industries	110202000	14,212.50
02/26	02/25/2026	61984	158649	Stephanie Delano	110202000	200.00
02/26	02/25/2026	61985	15595	System Scale Corp.	110202000	2,015.66
02/26	02/25/2026	61986	16039	T & K Construction	110202000	6,500.00
02/26	02/25/2026	61987	158109	Take Ten Tire	110202000	4,716.99
02/26	02/25/2026	61988	15920	TPWA Utilities	110202000	9,889.99
02/26	02/06/2026	20250125	1650	BancFirst	110202000	46,879.45
02/26	02/23/2026	20260113	158647	Kimley-Horn and Associates Inc	110202000	2,625.00 M
02/26	02/23/2026	20260131	158647	Kimley-Horn and Associates Inc	110202000	21,700.00 M
02/26	02/26/2026	20260215	158659	Toast Inc	110202000	448.95 M
02/26	02/26/2026	20260217	158659	Toast Inc	110202000	69.00 M
02/26	02/26/2026	20260219	158486	ASAP Energy Inc.	110202000	20,508.40 M

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/26	02/26/2026	20260223	158577	WEX Bank	110202000	29,298.70 M
Grand Totals:						<u>1,530,939.20</u>

Grand Totals:	<u>1,566,117.90</u>	<u>1,566,117.90-</u>	<u>.00</u>
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Report Criteria:

Report type: Summary
Check.Type = {<>} "Adjustment"



Tahlequah City Council AGENDA ITEM REPORT

Item No. 5e
Meeting Date 4/6/2026
Initiator _____
Office / Department Finance

Item Title

Acknowledge receipt of the February 2026 Purchasing Card Statement.

Background

Exhibits

1. Feb 26 Pcard Statement

Funding Source

Request

Account Number : [REDACTED]
 Unique ID: XXXX XXXX XXXX 1223
 City Of Tahlequah
 Statement Date : 02-25-2026



Corporate Account Summary	
Previous Balance	\$46,879.45
Purchases and Other Charges	\$67,538.78
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Payment Charges	\$0.00
Credits	\$428.06 CR
Payments	\$46,879.45 PY
New Balance	\$67,110.72
Disputed Amount	\$0.00

Payment Information	
Amount Due	\$67,110.72
Payment due in accordance with your agreement with Elan.	
QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-393-3526	
To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	

Corporate Account Activity

City Of Tahlequah Total Corporate Activity
 Account Number: [REDACTED] \$46,879.45 CR
 Unique ID: XXXX XXXX XXXX 1223

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-06	02-06	74715116037603700001517	PAYMENT-THANK YOU Q	46,879.45 PY

New Activity

Ricky Hicks	Purchases	\$89.83	Total Activity	\$89.83
Account Number: [REDACTED]	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0224	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-24	24231686025626535653869	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	17.98
02-02	01-30	24445006031400241084966	WM SUPERCENTER #10 TAHLEQUAH OK	7.47
02-04	02-02	24639236034900019600816	DATAMAX INC 314-6331730 MO	34.49
02-23	02-20	24445006052400240223585	WM SUPERCENTER #10 TAHLEQUAH OK	29.89

(transactions continued on next page)

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS
 P.O. BOX 6343
 FARGO, ND 58125-6343

Account Number: [REDACTED]
 Unique ID: XXXX XXXX XXXX 1223
 Amount Due: \$67,110.72

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

CORPORATE PAYMENT SYSTEMS
 P.O. BOX 790428
 ST. LOUIS, MO 63179-0428

106481753827919 S 2

 CITY OF TAHLEQUAH
 ATTN MARTY HAINZINGER
 111 S CHEROKEE AVE
 TAHLEQUAH OK 74464-3801

Account Number : ██████████
Unique ID: XXXX XXXX XXXX 1223
Statement Date : 02-25-2026

New Activity cont

Dexter K Scott	Purchases	\$3,998.41	Total Activity	\$3,977.73
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0211	Cash Advances Fees	\$0.00		
	Credits	\$20.68 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24431056024264518744870	O'REILLY 187 TAHLEQUAH OK	94.46
01-28	01-27	24137466027300615599257	TAKE TEN TIRE - TULSA 918-819-8473 OK	765.76
01-28	01-27	24431056028266079003378	O'REILLY 187 TAHLEQUAH OK	75.35
02-04	02-03	24024156034636558009141	H & H TIRE & AUTO TAHLEQUAH OK	40.00
02-04	02-03	24024156034636558009158	H & H TIRE & AUTO TAHLEQUAH OK	60.00
02-04	02-03	24024156034636558009166	H & H TIRE & AUTO TAHLEQUAH OK	75.00
02-04	02-03	24431056035268978182502	O'REILLY 187 TAHLEQUAH OK	210.99
02-04	02-03	24492516034900010022714	SAND TECH SCREENING TAHLEQUAH OK	129.78
02-05	02-04	24431056036269413259920	O'REILLY 187 TAHLEQUAH OK	167.99
02-13	02-12	24692166043105887963450	AMAZON MKTPL*F29YD6JT3 AMZN.COM/BILL WA	62.41
02-13	02-12	24692166043105888447586	AMAZON MKTPL*IB9LP0XA3 AMZN.COM/BILL WA	98.99
02-13	02-12	24692166043105919025781	IN *INDIAN CAPITAL TECH C 918-3487987 OK	55.00
02-16	02-13	74116416045647834876798	DAIRY QUEEN #10527 GROVE OK	20.68 CR
02-16	02-13	24116416045647834876777	DAIRY QUEEN #10527 GROVE OK	20.68
02-16	02-13	24431056045273128472033	O'REILLY 187 TAHLEQUAH OK	269.98
02-18	02-17	24431056049274695266127	O'REILLY 187 TAHLEQUAH OK	160.97
02-18	02-17	24431056049274695266135	O'REILLY 187 TAHLEQUAH OK	319.71
02-18	02-17	24692166048401667473553	AMAZON MKTPL*KN69W0N33 AMZN.COM/BILL WA	113.95
02-19	02-18	24692166049402597386443	AMAZON MKTPL*2Y9IZ13M3 AMZN.COM/BILL WA	1,065.43
02-20	02-19	24431056051275555331328	O'REILLY 187 TAHLEQUAH OK	22.94
02-23	02-22	24692166053107958278617	AMAZON MKTPL*3G7PF5DM3 AMZN.COM/BILL WA	189.02

Darryl D Deckard	Purchases	\$10,666.71	Total Activity	\$10,647.78
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0369	Cash Advances Fees	\$0.00		
	Credits	\$18.93 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24000976023143500248176	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	3,355.84

(transactions continued on next page)

New Activity cont				
01-26	01-23	24801976023625112694095	TAHLEQUAH LUMBER TAHLEQUAH OK	7.74
01-28	01-27	24000976027165500071239	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	1,291.69
01-29	01-28	24000976028170904037660	LOCKE SUPPLY TAHLEQUAH 918-4568839 OK	3,069.19
01-30	01-29	24024156029631318039329	H & H TIRE & AUTO TAHLEQUAH OK	158.74
01-30	01-28	24783796029017019177523	SADLER PAPER CO. MUSKOGEE OK	401.46
02-02	01-31	24011346031100045461998	AMAZON MARK* T63A629T3 AMAZON.COM/MA WA	79.95
02-02	01-30	24692166030107243107124	LOWES #01818* TAHLEQUAH OK	38.32
02-03	02-02	24055226033635650796062	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	4.89
02-03	02-02	24692166033109955727120	LOWES #01818* TAHLEQUAH OK	14.48
02-03	02-02	24692166033109972433801	SQ *MILWAUKEE ELECTRIC TO GOSQ.COM WI	166.35
02-04	02-03	24639236034900011877172	ADMIRAL EXPRESS, LLC 505-3414900 OK	889.80
02-04	02-03	24692166034100848117859	LOWES #01818* TAHLEQUAH OK	10.88
02-05	02-04	24412956035269368000217	TRUCK 1202 BATTERY 800-828-1629 MO	116.39
02-06	02-05	24431056037269848301155	O'REILLY 187 TAHLEQUAH OK	30.88
02-10	02-09	74000976040236400197685	LOCKE SUPPLY WE TAHLEQUAH TAHLEQUAH OK	18.93 CR
02-10	02-09	24000976040236402043684	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	0.43
02-10	02-09	24000976040236402043692	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	44.43
02-10	02-09	24000976040236402488491	LOCKE SUPPLY TAHLEQUAH 918-4568839 OK	1.23
02-12	02-11	24000976042247402517781	LOCKE SUPPLY TAHLEQUAH 918-4568839 OK	2.64
02-12	02-11	24000976042247402517849	LOCKE SUPPLY TAHLEQUAH 918-4568839 OK	2.70
02-12	02-11	24000976042247403827064	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	38.21
02-16	02-13	24000976044258300373159	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	4.24
02-16	02-13	24000976044258301151810	LOCKE SUPPLY TAHLEQUAH 918-4568839 OK	17.84
02-16	02-13	24692166044106684874451	LOWES #01818* TAHLEQUAH OK	96.00
02-19	02-18	24055226049653181716022	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	5.40
02-19	02-18	24055226049653181716048	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	19.28
02-20	02-19	24270746050900015694624	ADAMS HEAT AIR LLC 918-4561429 OK	105.00
02-20	02-19	24270746050900015695316	ADAMS HEAT AIR LLC 918-4561429 OK	190.00
02-20	02-19	24765016050654087073726	4G SERVICE & SUPPLY INC TAHLEQUAH OK	180.00
02-23	02-20	24431056052275991392826	O'REILLY 187 TAHLEQUAH OK	12.99
02-23	02-20	24692166051404388909347	LOWES #01818* TAHLEQUAH OK	133.38
02-24	02-23	24000976054312400604364	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	27.60
02-24	02-23	24000976054312400842006	LOCKE SUPPLY TAHLEQUAH 918-4568839 OK	75.78
02-25	02-24	24692166055100175008626	LOWES #01818* TAHLEQUAH OK	49.98
02-25	02-24	24692166055100265197305	LOWES #01818* TAHLEQUAH OK	22.98

Paige Harjo	Purchases	\$95.00	Total Activity	\$95.00
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0564	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-06	02-05	24801976036638931769415	OKLAHOMA MUNICIPAL LEAGU 405-528-7515 OK	95.00

Ryan D Young	Purchases	\$113.24	Total Activity	\$113.24
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0509	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24692166023101592142211	LOWES #01818* TAHLEQUAH OK	48.86
02-13	02-12	24226386044020325055561	WAL-MART #0010 TAHLEQUAH OK	52.42
02-13	02-12	24455016043141000031739	WAL-MART #0010 TAHLEQUAH OK	11.96

(transactions continued on next page)

Account Number : ██████████
Unique ID: XXXX XXXX XXXX 1223
Statement Date : 02-25-2026

New Activity cont

City Of D Tahlequah	Purchases	\$2,390.76	Total Activity	\$2,390.76
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0179	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-03	02-02	24445006033300590533373	LOY*NORTHEASTERNHEALTHSYS 918-453-2120 OK	711.75
02-03	02-02	24492166033100052596452	PELRA* IL WWW.NPELRA.OR IL	150.00
02-03	02-02	24492166033100052870998	PELRA* IL WWW.NPELRA.OR IL	400.00
02-03	02-02	24915076034636105109826	PLTPAYWEB 405-936-3600 OK	9.01
02-12	02-11	24431066043377011010536	QUALITY INN OK258 5722058288 OK 1030582920-GUES ARRIVAL:02-11-26	280.00
02-13	02-12	24431066044377592012777	QUALITY INN OK258 TAHLEQUAH OK 1030585821-GUES ARRIVAL:02-11-26	210.00
02-13	02-12	24431066044377592012793	QUALITY INN OK258 TAHLEQUAH OK 1030586077-GUES ARRIVAL:02-11-26	210.00
02-13	02-12	24431066044377592012801	QUALITY INN OK258 5722058288 OK 1030586286-GUES ARRIVAL:02-11-26	210.00
02-13	02-12	24431066044377592012819	QUALITY INN OK258 5722058288 OK 1030586535-GUES ARRIVAL:02-11-26	210.00

Casey Barnhart	Purchases	\$80.26	Total Activity	\$80.26
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0094	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-13	02-12	24692166043105832394553	LOWES #01818* TAHLEQUAH OK	27.28
02-19	02-18	24692166049402600511268	LOWES #01818* TAHLEQUAH OK	52.98

John N King	Purchases	\$9,571.20	Total Activity	\$9,571.20
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0210	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-27	01-26	24055236026627803504871	WALMART.COM 800-925-6278 AR	539.96
01-27	01-26	24055236026627803848336	WALMART.COM 800-925-6278 AR	989.94
01-30	01-30	24692166030106661880329	AMAZON MKTPL*FQ6AY1UW3 AMZN.COM/BILL WA	57.94
01-30	01-29	24755426029640294649854	COMBINED SYSTEMS INC 724-9322177 PA	895.00
01-30	01-29	24755426029640294649862	COMBINED SYSTEMS INC 724-9322177 PA	895.00
02-02	01-29	24445006030200207655648	WALMART.COM 8009256278 800-966-6546 AR	139.99
02-02	01-30	24445006030300665061782	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	105.37
02-03	02-02	24445006033200188698325	WALMART.COM 8009256278 800-966-6546 AR	244.99
02-05	02-04	24270746035900015984231	SGAMMO LLC 405-6141418 OK	4,907.70
02-06	02-05	24231686037639401501878	CHILI'S TAHLEQUAH TAHLEQUAH OK	175.31
02-06	02-05	24692166036102612212336	AMAZON MKTPL*OJ9OB3DR3 AMZN.COM/BILL WA	21.33
02-06	02-05	24692166036102625872753	AMAZON MKTPL*JS7KS2NW3 AMZN.COM/BILL WA	68.81
02-09	02-08	24692166039102407198309	AMAZON MKTPL*Q14O16M73 AMZN.COM/BILL WA	65.25
02-16	02-15	24692166046400080566318	AMAZON MKTPL*YV7NE9OR3 AMZN.COM/BILL WA	25.48
02-25	02-24	24011346055100133249546	AMAZON RETA* BE2IK9LI2 WWW.AMAZON.CO WA	439.13

(transactions continued on next page)

New Activity cont

Larry Blackman	Purchases	\$1,250.10	Total Activity	\$1,180.45
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0220	Cash Advances Fees	\$0.00		
	Credits	\$69.65 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-10	02-09	24326886041061248705156	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	385.72
02-11	02-09	24733096041110730131018	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	227.86
02-12	02-11	74326886043061458700841	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	17.30 CR
02-12	02-11	24326886043061458700853	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	25.23
02-16	02-13	24055226044647746770800	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	530.95
02-18	02-17	74431056049274695266155	O'REILLY 187 TAHLEQUAH OK	24.99 CR
02-18	02-17	74431056049274695266171	O'REILLY 187 TAHLEQUAH OK	27.36 CR
02-18	02-17	24431056049274695266143	O'REILLY 187 TAHLEQUAH OK	24.99
02-18	02-17	24431056049274695266168	O'REILLY 187 TAHLEQUAH OK	27.36
02-18	02-17	24431056049274695266184	O'REILLY 187 TAHLEQUAH OK	27.99

Jim M Perry	Purchases	\$22.98	Total Activity	\$22.98
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0101	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-19	02-17	24733096049112240139509	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	22.98

David Craig	Purchases	\$72.97	Total Activity	\$72.97
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0021	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-17	02-16	24801976047650977501393	TAHLEQUAH LUMBER TAHLEQUAH OK	72.97

Zach Frazier	Purchases	\$43.92	Total Activity	\$43.92
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0034	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-13	02-12	24692166043105944984721	LOWES #01818* TAHLEQUAH OK	43.92

Elliot Reif	Purchases	\$2,502.62	Total Activity	\$2,502.62
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1364	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24692166023101676684369	AMAZON.COM*Z00WB8YW3 AMZN.COM/BILL WA	328.40
01-28	01-27	24431066028368543876410	OK STATE DEPT OF HEALTH EGOV.COM OK	335.00
01-28	01-27	24692166027104337130752	AMAZON MKTPL*KH2WX1LW3 AMZN.COM/BILL WA	118.39
01-28	01-27	24692166027104641427555	AMAZON MKTPL*1T6U49S23 AMZN.COM/BILL WA	69.99
01-28	01-27	24692166027104643186118	AMAZON.COM*8W5DU60D3 AMZN.COM/BILL WA	83.16
01-28	01-27	24733096028108245090601	OK.GOV EGOV.COM OK	11.63
02-06	02-05	24445006036300614738617	PY *TAHLEQUAH AREA CHAMBE 918-456-3742 OK	35.00
02-09	02-06	24744006037900010657621	TAHLEQUAH DAILY PRESS 918-4568833 OK	441.00

(transactions continued on next page)

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New Activity cont				
02-12	02-10	24639236042900016600058	MIDCON DATA SERVICES 405-4781234 OK	105.00
02-13	02-12	24455016043141000031556	WAL-MART #0010 TAHLEQUAH OK	45.00
02-16	02-13	24692166044106692663458	AMAZON MKTPL*T35O03BE3 AMZN.COM/BILL WA	151.90
02-18	02-17	24011346048100143181523	CANVA* I04795-63342422 CANVA.COM DE	226.00
02-18	02-17	24011346048100143185755	CANVA* I04795-63413870 CANVA.COM DE	234.00
02-23	02-19	24226386051020621539854	SAMSClub.COM 888-746-7726 AR	54.90
02-23	02-20	24445006052400240239276	WM SUPERCENTER #10 TAHLEQUAH OK	20.94
02-23	02-21	24692166052107632718674	AMAZON MKTPL*B90K68Q42 AMZN.COM/BILL WA	29.06
02-25	02-24	24692166055100182665962	AMAZON MKTPL*BE7ZR4LW2 AMZN.COM/BILL WA	213.25

Karen D Murphy	Purchases	\$1,370.23	Total Activity	\$1,370.23
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0837	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-29	01-28	24445006028300540193820	PY *TAHLEQUAH AREA CHAMBE 918-456-3742 OK	35.00
02-02	01-29	24121576030000029290712	NEXT DAY DISPLAY 866-7186398 CA	104.64
02-02	01-30	24692166030107213493272	SQ *ALL DESIGNS GOSQ.COM OK	518.50
02-04	02-03	24226386035019970048880	WAL-MART #0010 TAHLEQUAH OK	174.76
02-09	02-07	24492166038100031253022	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	20.00
02-13	02-12	24692166043105901146793	SQ *CUSTOM MADE ENTERPRIS GOSQ.COM NY	239.95
02-24	02-23	24492516054900011113491	SAND TECH SCREENING 918-4580312 OK	277.38

Whitney G Shaw	Purchases	\$29.98	Total Activity	\$29.98
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1191	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-29	01-28	24064666029100005025974	TINYWOW.COM TINYWOW.COM TN	15.00
02-19	02-18	24011346049100132654257	ONLINE QR GENERATOR ONLINE-QR-GEN FL	14.98

Jennifer D Cruwell	Purchases	\$785.39	Total Activity	\$785.39
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1514	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24999896023900010700019	OSMAN EQUIPMENT LLC TAHLEQUAH OK	785.39

Larry M Underwood	Purchases	\$168.83	Total Activity	\$168.83
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0314	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-04	02-03	24326886035060698681931	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	168.83

Aaron D Garrett	Purchases	\$75.95	Total Activity	\$75.95
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1064	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-30	01-29	24692166029106433001074	LOWES #01818* TAHLEQUAH OK	35.96
02-09	02-07	24011346038100121127698	CLAUDE.AI SUBSCRIPTION ANTHROPIC.COM CA	20.00

(transactions continued on next page)

New Activity cont				
02-16	02-15	24793386046000724785092	ADOBE INC 800-8336687 CA	19.99

Kenneth D Barnes	Purchases	\$2,901.70	Total Activity	\$2,901.70
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1326	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-28	01-26	24733096027108079097004	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	324.75
02-05	02-04	24431056036269413259938	O'REILLY 187 TAHLEQUAH OK	12.07
02-05	02-04	24431056036269413259946	O'REILLY 187 TAHLEQUAH OK	122.47
02-05	02-04	24445006035300583619708	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	666.19
02-05	02-04	24445006035300583619880	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	358.20
02-05	02-04	24445006035300583619963	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	561.19
02-05	02-04	24445006035300583620029	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	616.85
02-09	02-07	24231686039641496528160	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	239.98

Sean Valdez	Purchases	\$1,238.05	Total Activity	\$1,238.05
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1430	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-06	02-05	24445006036300614740183	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	656.38
02-12	02-11	24692166042105002889060	IN *AIR CLEANING TECHNOLO 918-2518000 OK	581.67

Joe Enlow Jr	Purchases	\$194.76	Total Activity	\$194.76
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1663	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-09	02-06	24445006037300665110384	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	129.20
02-13	02-12	24055236043646507234147	DISHMACHINE TUBING AND P 816-790-3575 MO	65.56

Mark Whittmore	Purchases	\$1,073.44	Total Activity	\$1,073.44
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0996	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-04	02-03	24183106034900015700029	SPECIAL OPS UNIFORMS - TU TULSA OK	142.61
02-06	02-05	24447706036900644115216	CHEROKEE COUNTY TAG AGENC 918-4532889 OK	13.29
02-09	02-08	24692166039102023899462	AMAZON MKTPL*LC90T2ZH3 AMZN.COM/BILL WA	65.99
02-13	02-12	24231686044646923722578	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	34.99
02-13	02-12	24692166043105826325563	AMAZON MKTPL*7X5VM7493 AMZN.COM/BILL WA	21.84
02-13	02-12	24692166043105827944230	AMAZON.COM*L97L04R53 AMZN.COM/BILL WA	69.00
02-16	02-13	24692166044106839300063	AMAZON MKTPL*EH2BR81U3 AMZN.COM/BILL WA	298.00
02-18	02-17	24692166048401705237358	AMAZON MKTPL*ZG14V9OH3 AMZN.COM/BILL WA	201.68
02-23	02-20	24435656051159946004484	GALLS 859-266-7227 KY	135.61
02-23	02-21	24435656052160194006287	GALLS 859-266-7227 KY	62.62
02-25	02-24	24492516055900011236846	SAND TECH SCREENING TAHLEQUAH OK	27.81

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New Activity cont

Brian L Lambert	Purchases	\$825.00	Total Activity	\$825.00
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1606	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-28	01-27	24492166027100071124060	WWW.NATA.AERO WWW.NATA.AERO DC	325.00
02-05	02-04	24445006035300583623254	FSP*OK AIRPORT OPERATORS 713-839-0808 TX	500.00

Eric Lamons	Purchases	\$1,909.98	Total Activity	\$1,909.98
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1041	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-04	02-03	24453886035008075801791	RIVER CITY HYDRAULICS 501-7492218 AR	930.92
02-09	02-06	24453886038008088519387	RIVER CITY HYDRAULICS 501-7492218 AR	93.05
02-09	02-05	24733096037109997152176	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	3.79
02-18	02-17	24453886049008129777017	RIVER CITY HYDRAULICS 501-7492218 AR	604.84
02-19	02-18	24117636049001302821337	OKLAHOMA EQUIPMENT SOLUTI 918-6824222 OK	193.55
02-19	02-18	24801976049653150470210	TAHLEQUAH LUMBER TAHLEQUAH OK	39.98
02-23	02-19	24765196051030023652098	PATE INDUSTRIAL SUPPLY IN MUSKOGEE OK	43.85

Rick Dye	Purchases	\$4,795.95	Total Activity	\$4,783.95
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1162	Cash Advances Fees	\$0.00		
	Credits	\$12.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-02	01-30	24231686031632743218836	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	241.43
02-03	02-02	24431066034371887006836	PTG OF TULSA 918-445-5300 OK	198.36
02-05	02-04	24137466035300732770294	FASTENAL COMPANY 01OKTAH TAHLEQUAH OK	24.02
02-05	02-04	24332396036058893118080	J & R EQUIPMENT LLC 360-8397787 OK	351.42
02-10	02-09	24801976040643291440767	TAHLEQUAH LUMBER TAHLEQUAH OK	15.99
02-10	02-09	24941666040271276024535	DAVIS OIL CO., INC. TAHLEQUAH OK	827.70
02-12	02-11	24231686043645790455750	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	242.94
02-12	02-11	24231686043645790455768	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	4.99
02-16	02-12	24207856044037000636841	DICKSON EQUIPMENT COMPANY 214-7416337 TX	632.98
02-16	02-12	24207856044037000636858	DICKSON EQUIPMENT COMPANY 214-7416337 TX	433.27
02-16	02-13	24231686045648080581838	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	37.35
02-16	02-13	24431056045273128472041	O'REILLY 187 TAHLEQUAH OK	45.18
02-17	02-16	74431056048274270344568	O'REILLY 187 TAHLEQUAH OK	12.00 CR
02-17	02-16	24231686048651282396143	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	19.98
02-17	02-16	24431056048274270344571	O'REILLY 187 TAHLEQUAH OK	106.87
02-18	02-17	24690516048651939301507	ADRIAN FARM SUPPLY TAHLEQUAH OK	75.41
02-18	02-17	24690516048651939301531	ADRIAN FARM SUPPLY TAHLEQUAH OK	12.00
02-20	02-20	24692166051403700202332	SYSTEM SCALE CORP 317-876-9335 IN	1,373.06
02-23	02-22	24692166053108049084154	AMAZON MKTPL*B18W43U01 AMZN.COM/BILL WA	153.00

Chris L Armstrong	Purchases	\$3,278.55	Total Activity	\$3,278.55
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1622	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
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New Activity cont

01-29	01-28	24057816029000014200040	INLAND TRUCK PARTS TULSA OK	1,077.79
02-02	01-29	24765196030030023357140	PATE INDUSTRIAL SUPPLY IN MUSKOGEE OK	51.74
02-04	02-03	24431066035372488015670	PTG OF TULSA TULSA OK	429.02
02-05	02-04	24269796036001127662414	BUFF IT AUTO WASH 2 TAHLEQUAH OK	25.00
02-05	02-04	24801976035637803365071	OKLAHOMA MUNICIPAL LEAGU 405-528-7515 OK	95.00
02-11	02-09	24183106041040173389215	3 D TARPS 918-6364129 OK	1,600.00

Kevin Smith	Purchases	\$602.39	Total Activity	\$602.39
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0969	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-24	24431056025264905240366	O'REILLY 187 TAHLEQUAH OK	53.89
01-26	01-23	24707806023027019436452	FARMERS CO-OP TAHLEQUAH OK	548.50

William Harris	Purchases	\$4,690.47	Total Activity	\$4,624.66
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1524	Cash Advances Fees	\$0.00		
	Credits	\$65.81 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24017946023624954653494	HILBILT LUFKIN DISTR LLC BENTON AR	383.73
02-04	02-03	24801976034636716467355	TAHLEQUAH LUMBER TAHLEQUAH OK	35.10
02-05	02-04	24326886036060796661099	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	148.75
02-05	02-04	24326886036060796661107	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	150.99
02-06	02-05	24137466036300775165054	FASTENAL COMPANY 01OKTAH TAHLEQUAH OK	113.95
02-06	02-05	24326886037060899653638	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	112.72
02-09	02-06	24801976037640094616556	TAHLEQUAH LUMBER TAHLEQUAH OK	576.00
02-10	02-09	24801976040643291440635	TAHLEQUAH LUMBER TAHLEQUAH OK	32.99
02-10	02-09	24801976040643291440874	TAHLEQUAH LUMBER TAHLEQUAH OK	47.97
02-11	02-10	24801976041644365479391	TAHLEQUAH LUMBER TAHLEQUAH OK	95.96
02-12	02-11	74326886043061458700866	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	65.81 CR
02-16	02-13	24326886045061663745576	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	38.78
02-16	02-13	24801976044647723694350	TAHLEQUAH LUMBER TAHLEQUAH OK	2.99
02-18	02-17	24055236048652140008091	MAXWELL TULSA - CENPOS 800-365-3388 OK	1,266.43
02-18	02-17	24801976048652062471002	TAHLEQUAH LUMBER TAHLEQUAH OK	179.99
02-18	02-17	24801976048652062471051	TAHLEQUAH LUMBER TAHLEQUAH OK	14.58
02-20	02-19	24801976050654243525131	TAHLEQUAH LUMBER TAHLEQUAH OK	78.89
02-23	02-20	24692166051404475232181	IN *MABBCO MOTORS 903-5972441 TX	1,200.00
02-24	02-23	24326886055062580593880	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	34.99
02-25	02-24	24326886056062679679128	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	36.94
02-25	02-24	24326886056062679679136	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	138.72

Vicki Johnson	Purchases	\$411.67	Total Activity	\$411.67
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1646	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-28	01-27	24941666027265950024677	DAVIS OIL CO., INC. TAHLEQUAH OK	62.50
02-05	02-04	24412956035269368000225	TRUCK 1202 BATTERY 800-828-1629 MO	116.39
02-19	02-18	24412956049275078000284	TRUCK 1202 BATTERY 800-828-1629 MO	232.78

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New Activity cont

Tiffany D Sien	Purchases	\$530.75	Total Activity	\$530.75
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0893	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-06	02-05	24692166036102499234221	AMAZON MKTPL*0B7NY54L3 AMZN.COM/BILL WA	13.99
02-10	02-09	24226386041020210016770	SAMSClub #4808 SPRINGDALE AR	88.08
02-11	02-10	24692166041103997295733	AMAZON MKTPL*QQ7OG3HK3 AMZN.COM/BILL WA	38.98
02-11	02-10	24692166041103998895119	AMAZON MKTPL*1Y98Y6UX3 AMZN.COM/BILL WA	33.24
02-12	02-11	24445006043400237856175	WM SUPERCENTER #10 TAHLEQUAH OK	65.64
02-23	02-20	24011346051100147356786	AMAZON RETA* 021UQ9DS3 WWW.AMAZON.CO WA	155.52
02-23	02-20	24692166051404271612743	AMAZON MKTPL*1Q23G0Q73 AMZN.COM/BILL WA	135.30

Rockie S Neugin	Purchases	\$496.26	Total Activity	\$496.26
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 0957	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-28	01-27	24055226027629152603726	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	29.17
02-04	02-03	24801976034636716467835	TAHLEQUAH LUMBER TAHLEQUAH OK	411.84
02-13	02-12	24801976043646570563545	TAHLEQUAH LUMBER TAHLEQUAH OK	39.96
02-20	02-19	24000976050290800099100	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	1.03
02-20	02-19	24000976050290804253471	LOCKE SUPPLY WE TAHLEQUAH 918-4567551 OK	14.26

Brian F Speake	Purchases	\$2,430.42	Total Activity	\$2,430.42
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1090	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-22	24055226023624985133664	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	513.50
01-26	01-23	24445006023300721520747	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	61.17
01-29	01-28	24231686029630495308494	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	159.98
02-02	01-30	24231686031632709711337	HARBOR FREIGHT TOOLS3160 TAHLEQUAH OK	139.98
02-02	01-30	24793386030002388095097	SHERWIN-WILLIAMS707450 TAHLEQUAH OK	1,057.36
02-04	02-03	24793386034002109883090	SHERWIN-WILLIAMS707450 TAHLEQUAH OK	91.47
02-05	02-04	24137466036001610477098	TRACTOR SUPPLY #1173 TAHLEQUAH OK	21.47
02-05	02-04	24692166035101631051403	LOWES #01818* TAHLEQUAH OK	179.92
02-19	02-18	24692166049402681753235	IN *SPRINGWATER FENCE LLC 918-4530115 OK	51.07
02-24	02-23	24492516054900011179005	SAND TECH SCREENING TAHLEQUAH OK	154.50

John W Sutton	Purchases	\$2,757.56	Total Activity	\$2,757.56
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1509	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24733096024107547167772	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	19.74
02-02	01-30	24326886031060350736498	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	99.95
02-03	02-02	24326886034060597691941	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	147.75
02-05	02-04	24024156035637873037386	H & H TIRE & AUTO TAHLEQUAH OK	903.93

(transactions continued on next page)

New Activity cont

02-05	02-04	24055226035637853681123	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	1,210.88
02-06	02-05	24055226036638989784368	X-PRESS EQUIPMENT RENTAL TAHLEQUAH OK	172.82
02-09	02-06	24733096038110191168793	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	95.97
02-13	02-12	24326886044061561688556	ADVANCE AUTO PARTS #8116 TAHLEQUAH OK	40.70
02-16	02-12	24733096044111318153587	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	59.99
02-19	02-17	24733096049112240138261	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	5.83

Randy Powell	Purchases	\$750.82	Total Activity	\$750.82
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1358	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-24	24011346024100005275635	AMAZON RETA* I374T61R3 WWW.AMAZON.CO WA	24.97
01-26	01-23	24639236025900018601253	DATAMAX INC 314-6331730 MO	170.00
01-27	01-26	24011346026100106020409	AMAZON MARK* HW1YC02R3 AMAZON.COM/MA WA	147.97
01-28	01-27	24011346027100069454727	AMAZON MARK* XH6SA16G3 AMAZON.COM/MA WA	71.24
01-28	01-27	24011346027100069684554	AMAZON MARK* RU81L4SI3 AMAZON.COM/MA WA	29.99
02-11	02-11	24011346042100065496236	AMAZON MARK* 9Z0N78LJ3 AMAZON.COM/MA WA	52.68
02-17	02-16	24011346047100107506583	AMAZON MARK* 219A02DI3 AMAZON.COM/MA WA	59.99
02-17	02-16	24011346047100128782700	AMAZON MARK* 8U7DA5DB3 AMAZON.COM/MA WA	49.99
02-17	02-16	24011346047100128831754	AMAZON MARK* B18AV4UY2 AMAZON.COM/MA WA	87.99
02-17	02-16	24692166047400662223246	AMAZON MKTPL*Y15L35H3 AMZN.COM/BILL WA	56.00

Richard S Coffron	Purchases	\$358.12	Total Activity	\$358.12
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1076	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-10	02-09	24692166040103233357769	LOWES #01818* TAHLEQUAH OK	3.13
02-18	02-17	24692166048401744380425	AMAZON MKTPL*B93SU1OC2 AMZN.COM/BILL WA	48.98
02-19	02-18	24445006049300585650838	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	65.02
02-19	02-18	24692166049402595719819	AMAZON MKTPL*9W5NW7HV3 AMZN.COM/BILL WA	239.99
02-20	02-19	24116416050714371100482	OKCOUNTYRECORDS.COM 580-255-5553 OK	1.00

Vicky E Green	Purchases	\$4,964.51	Total Activity	\$4,723.52
Account Number: ██████████	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1279	Cash Advances Fees	\$0.00		
	Credits	\$240.99 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-23	24692166023101547015488	AMAZON MKTPL*6J0Z20EY3 AMZN.COM/BILL WA	303.55
01-29	01-28	74701776028170200404383	WALNUT GROVE ANIMAL CLINI 918-7081430 OK	91.55 CR
02-02	01-30	74733096031108859162530	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	11.99 CR
02-02	01-30	24443466030249302934497	DRI*UPRINTING 888-8884211 CA	308.13
02-02	01-30	24445006031001115678303	COVETRUS NORTH AMERICA 614-761-9095 OH	886.64

(transactions continued on next page)

Account Number : XXXXXXXXXX
 Unique ID: XXXX XXXX XXXX 1223
 Statement Date : 02-25-2026

New Activity cont				
02-02	01-30	24733096031108859162527	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	11.99
02-02	01-30	24733096031108859162543	ATWOOD 40 TAHLEQUAH TAHLEQUAH OK	10.95
02-03	02-02	24445006034000999405384	COVETRUS NORTH AMERICA 614-761-9095 OH	111.50
02-03	02-02	24733096033109363000888	COVETRUS PHARMACY SERVIC 888-280-2221 OH	87.12
02-04	02-03	24055226034636319584054	MED VET INTERNATIONAL 800-544-7521 IL	134.34
02-11	02-11	24692166042104387825773	AMAZON MKTPL*B569N9ZL3 AMZN.COM/BILL WA	106.22
02-12	02-11	24445006042300598499162	FSP*CHRIS'S QUICK LUBE TAHLEQUAH OK	84.90
02-12	02-12	24692166043105141560803	AMAZON MKTPL*0C6O493K3 AMZN.COM/BILL WA	6.78
02-16	02-13	24692166045401451897465	LOWES #01818* TAHLEQUAH OK	99.90
02-20	02-19	24453886051008137275025	MARIOS TIRE SHOP TAHLEQUAH OK	740.41
02-23	02-20	24445006052001055668714	COVETRUS NORTH AMERICA 614-761-9095 OH	87.68
02-23	02-20	24445006052001055668896	COVETRUS NORTH AMERICA 614-761-9095 OH	645.69
02-24	02-23	24116416054716090017596	REVIVAL ANIMAL HEALTH LLC 712-737-5555 IA	1,254.40
02-25	02-24	74692166055109976866806	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	137.45 CR
02-25	02-23	24755426055170555365856	HILTON HOTELS 719-4180000 CO 17717161 ARRIVAL:02-22-26	84.31



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5f
Meeting Date 4/6/2026
Initiator _____
Office / Department Finance

Item Title

Acknowledge receipt of the February 2026 Open PO Report.

Background

Exhibits

1. 20260323_142818

Funding Source

Request

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
AIRPORT								
87162	BancFirst	07/01/2025	Pcard Transactions	117646300	10,000.00	.00	.00	10,000.00
87224	Aviation Insurance Manage	07/01/2025	Airport Liability Insurance	117647400	2,844.00	.00	.00	2,844.00
87764	Third Generation Electrical,	12/23/2025	Parts and labor to repair runway 35 PAPI	117646300	4,500.00	.00	.00	4,500.00
87840	Oklahoma Aeronautics Co	01/28/2026	Intergovernment Agreement with ODAA f	117647400	3,800.00	.00	.00	3,800.00
Total AIRPORT:					21,144.00	.00	.00	21,144.00
CAPITAL IMPROVEMENT FUND								
87233	DLL Finance	07/01/2025	Golf Cart and UTV Lease	210508503	19,131.60	9,782.99	.00	9,348.61
87233	DLL Finance	07/24/2025	Golf Cart Rental Cherokee Fields	210508494	4,720.80	2,753.80	.00	1,967.00
Total CAPITAL IMPROVEMENT FUND:					23,852.40	12,536.79	.00	11,315.61
CEMETERY								
87186	Chronicle Ltd.	07/01/2025	Yearly Support	110577200	2,786.00	.00	.00	2,786.00
87209	Richard Smith	07/01/2025	Grave Digging	110577200	17,500.00	11,550.00	.00	5,950.00
87843	M&M Rentals LLC	01/28/2026	Port-A-Potty Rental	110576300	525.00	150.00	.00	375.00
87922	BancFirst	02/26/2026	Pcard Transactions	110577200	8,000.00	.00	.00	8,000.00
Total CEMETERY:					28,811.00	11,700.00	.00	17,111.00
CITY CLERK								
87169	BancFirst	07/01/2025	Pcard Transactions	110526310	5,000.00	.00	.00	5,000.00
Total CITY CLERK:					5,000.00	.00	.00	5,000.00
Compliance								
87302	Rebecca Reaume	07/10/2025	7-13 Transfer animals to Colorado	425501003	650.00	371.35	.00	278.65
87397	Drys Lawn Services LLC	08/07/2025	Abatement Mowing	110737250	4,200.00	400.00	.00	3,800.00
87487	Rebecca Reaume	09/04/2025	Transfer Fuel to Colorado	425501003	250.00	.00	.00	250.00
87700	Larry's Tires	11/24/2025	Blanket PO	110736300	100.00	15.00	.00	85.00
87901	Tim M Synar	02/18/2026	3-1 (32) animals	425501003	200.00	.00	.00	200.00
87906	Sequoyah Animal Advocat	02/23/2026	(3) bottles of 200ml panacur, (2) bottles o	110738000	541.00	.00	.00	541.00
87916	Tim M Synar	02/26/2026	PFL S/N Clinic 2-26	425501003	2,490.00	.00	.00	2,490.00
87917	Rebecca Reaume	02/26/2026	PFL S/N Clinic 2-26	425501003	150.00	.00	.00	150.00
87918	Stephanie Delano	02/26/2026	PFL S/N Clinic 2-26	425501003	200.00	.00	.00	200.00
87925	BancFirst	02/26/2026	Pcard Transactions	110735400	5,000.00	.00	.00	5,000.00
87925	BancFirst	02/26/2026	Pcard Transactions	110737400	5,000.00	.00	.00	5,000.00
Total Compliance:					18,781.00	786.35	.00	17,994.65
EMERGENCY MANAGEMENT								
87455	BancFirst	08/26/2025	Pcard transactions	110606300	5,000.00	.00	.00	5,000.00
87464	Motorola Solutions, Inc.	08/27/2025	Portable Radios APX N30	210508314	14,472.42	.00	.00	14,472.42
87468	CDL Electric Co., Inc.	08/27/2025	New Siren - Budgeted Item	210508314	44,022.00	.00	.00	44,022.00
Total EMERGENCY MANAGEMENT:					63,494.42	.00	.00	63,494.42
FIRE								
87220	Ok Firefighters Pension	07/01/2025	Volunteer Contributions	110615320	1,000.00	.00	.00	1,000.00
87221	Ok St Firefighters Assn	07/01/2025	Memberships for all Firefighters	110615400	2,240.00	.00	.00	2,240.00
87414	Viking Life-Saving Equipme	08/12/2025	Five sets of bunker gear for firefighters (b	110618308	18,336.50	.00	.00	18,336.50
87582	Datamax Inc	10/06/2025	Task 5052	110617400	252.00	114.57	.00	137.43
87590	Halls Termite & Pest Contr	10/08/2025	Pest Control	110616300	500.00	.00	.00	500.00
87622	Conrad Fire Equipment	10/20/2025	Emergency Repair Call out	110616300	2,500.00	.00	.00	2,500.00
87719	Pro Lawn & Landscape	12/03/2025	Lawn Service	110617400	1,600.00	.00	.00	1,600.00

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
87824	Larry's Tires	01/20/2026	Blanket for Fixing Flats/Repairs	110616300	300.00	65.00	.00	235.00
87926	BancFirst	02/26/2026	Pcard Transactions	110616300	10,000.00	.00	.00	10,000.00
87927	AT&T Mobility II LLC (FIRE	02/26/2026	Phone Bill	110616320	647.61	.00	.00	647.61
Total FIRE:					37,376.11	179.57	.00	37,196.54
HOTEL MOTEL FUND								
87279	Chamber of Commerce	07/08/2025	Administration	112505400	97,705.00	65,136.67	.00	32,568.33
87279	Chamber of Commerce	07/08/2025	Membership, Training, & Travel	112505420	3,250.00	2,166.67	.00	1,083.33
87279	Chamber of Commerce	07/08/2025	Promotional tems	112506110	3,000.00	2,000.00	.00	1,000.00
87279	Chamber of Commerce	07/08/2025	Advertising & Sponsorship	112507100	145,545.00	97,030.00	.00	48,515.00
87279	Chamber of Commerce	07/08/2025	Equipment	112508100	10,500.00	7,000.02	.00	3,499.98
Total HOTEL MOTEL FUND:					260,000.00	173,333.36	.00	86,666.64
IT								
87227	Generator Supercenter	07/01/2025	Servicing of Annex Generator	110727400	333.00	.00	.00	333.00
87231	SHI Corp	07/01/2025	AntiVirus for Desktops	110727400	3,164.16	.00	.00	3,164.16
87834	BancFirst	01/27/2026	Pcard Transactions	110725400	5,000.00	.00	.00	5,000.00
Total IT:					8,497.16	.00	.00	8,497.16
LAW ENFORCEMENT								
87246	Ok Dept of Public Safety	07/01/2025	Access to OLETS	110627400	8,292.00	.00	.00	8,292.00
87343	GreatAmerica Financial Se	07/24/2025	Epson AM-C400 Lease	110627400	1,644.24	1,112.83	.00	531.41
87570	TYR Tactical LLC	09/30/2025	FREIGHT	110628210	5,055.00	.00	.00	5,055.00
87645	Cherokee County Detentio	11/03/2025	November Prisoner meals	110626210	1,500.00	.00	.00	1,500.00
87702	Cherokee County Detentio	11/25/2025	Prisoner meals	110626210	2,000.00	.00	.00	2,000.00
87732	Cherokee County Detentio	12/09/2025	Prisoner Meals	110626210	2,000.00	.00	.00	2,000.00
87786	Cherokee County Detentio	01/06/2026	Jail Meals	110626210	2,000.00	.00	.00	2,000.00
87856	GT Distributors - Austin	02/04/2026	CCI 62 gr .223 GDSP	110626500	4,562.80	.00	.00	4,562.80
87867	Cherokee County Detentio	02/10/2026	Prisoner Meals	110626210	2,000.00	.00	.00	2,000.00
87911	Cherokee County Detentio	02/23/2026	Prisoner meals	110626210	2,000.00	.00	.00	2,000.00
87921	BancFirst	02/26/2026	Pcard Transactions	110626300	10,000.00	.00	.00	10,000.00
Total LAW ENFORCEMENT:					41,054.04	1,112.83	.00	39,941.21
MAINTENANCE								
87920	BancFirst	02/26/2026	Pcard Transactions	110706300	10,000.00	.00	.00	10,000.00
Total MAINTENANCE:					10,000.00	.00	.00	10,000.00
MANAGERIAL								
87187	Consolidated Communicati	07/01/2025	Communications Service	110517400	20,632.56	12,803.58	.00	7,828.98
87189	Eide Bailly LLP	07/01/2025	FY 24-25 Compilation	110517200	45,701.00	.00	.00	45,701.00
87194	Hammons, Hamby, and Pri	07/01/2025	City Attorney	110517400	52,015.00	30,942.94	.00	21,072.06
87196	Local Government Testing	07/01/2025	Drug Screenings	110517200	14,000.00	6,000.00	.00	8,000.00
87197	Northeastern Health Syste	07/01/2025	Opiod Abatement Settlement Agreement	438501000	84,216.50	.00	.00	84,216.50
87205	Pitney Bowes	07/01/2025	Lease Payments for Postage Machine	110517400	685.20	513.90	.00	171.30
87206	Policy Confluence Inc	07/01/2025	Polling for Bond Project	110517200	9,000.00	.00	.00	9,000.00
87211	St. Pierre, Kimble, & Assoc	07/01/2025	Auditing Services	110517200	48,475.00	.00	.00	48,475.00
87213	VIP Technology Solutions	07/01/2025	Office 365	110517400	34,608.00	17,856.00	.00	16,752.00
87214	Your Health, LLC	07/01/2025	Fire Pension Physicals	110517200	2,300.00	500.00	.00	1,800.00
87286	Kelly Engineering & Assoc,	07/08/2025	Engineering/Construction Management	223507131	32,670.00	21,620.00	.00	11,050.00
87287	Tahlequah Main Street Ass	07/08/2025	Monthly Fee	110517200	24,000.00	16,000.00	.00	8,000.00
87289	Toast Inc	07/08/2025	6 Payments 07/21 - 09/29	118507200	1,807.02	517.95	.00	1,289.07
87298	Freeze and Nichols, Inc.	07/09/2025	Amendment approved by Council 1/6/25	432501000	202,500.00	67,103.05	.00	135,396.95

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
87306	Holloway, Updike & Bellen,	07/11/2025	Parhill Road Project - 22TAHLPHILL	223507110	46,590.00	6,560.00	.00	40,030.00
87316	Rebecca Reaume	07/15/2025	Animal Transfer - Iowa	425501003	500.00	.00	.00	500.00
87322	Toast Inc	07/16/2025	Toast Monthly Subscription	118507200	5,387.40	3,142.65	.00	2,244.75
87324	HELLAS CONSTRUCTION	07/17/2025	Anthis-Brennan Expansion	437501000	908,223.39	479,167.89	.00	429,055.50
87340	Crowe & Dunlevy	07/24/2025	Airport Litigation	110517200	10,000.00	8,923.62	.00	1,076.38
87353	Megan Stuart-Lopez	07/29/2025	(9) male dogs getting fixed 7/29	425501003	800.00	360.00	.00	440.00
87372	BenefitScape	07/30/2025	ACA Notifications	110517200	1,550.00	.00	.00	1,550.00
87395	Megan Stuart-Lopez	08/07/2025	HSCC Clinic 8/19	425501003	200.00	.00	.00	200.00
87402	Cherokee County Board of	08/08/2025	No Parking Signs Anthis	118506300	688.20	.00	.00	688.20
87415	BancFirst	08/12/2025	OML Conference Transactions	110515400	5,000.00	.00	.00	5,000.00
87427	Crowe & Dunlevy	08/14/2025	Federal Case Litigation	110517900	20,000.00	11,160.20	.00	8,839.80
87434	Cherokee County Collision	08/18/2025	216268-1 '25 Durango Repair	110290000	15,077.22	.00	.00	15,077.22
87435	APAC-Central, Inc	08/18/2025	S4 Asphalt	110517200	2,600.00	.00	.00	2,600.00
87471	Flock Group Inc	08/28/2025	Professional Services	425502000	3,900.00	.00	.00	3,900.00
87476	Compliance Resource Gro	09/02/2025	Police Physicals	110517200	1,860.00	1,240.00	.00	620.00
87559	Love Bottling Company	09/29/2025	Softball Concession	118506500	5,000.00	1,090.80	.00	3,909.20
87569	Ok Dept of Transportation	09/30/2025	Signal Modification Plans	440501000	17,000.00	.00	.00	17,000.00
87573	Muskogee Communication	10/01/2025	New Radios	210508314	14,472.42	.00	.00	14,472.42
87585	Ok Municipal Assurance Gr	10/08/2025	Deductible for Forensics Cyber Investigat	110517500	2,000.00	.00	.00	2,000.00
87603	Rebecca Reaume	10/09/2025	PFL Clinic	425501003	150.00	.00	.00	150.00
87607	Zenith Construction Co	10/10/2025	Baseball Concession	437502000	684,160.00	499,426.00	.00	184,734.00
87621	Tahlequah Public Works Au	10/20/2025	EagleView Imagery Partnership	110517200	10,000.00	.00	.00	10,000.00
87651	Kimley-Horn and Associate	11/04/2025	Beth Harrington Extension Design Plans	223507137	63,600.00	21,700.00	.00	41,900.00
87664	Building & Earth Sciences I	11/10/2025	Site Inspection	437504000	5,000.00	.00	.00	5,000.00
87666	HSEarchitects PLLC	11/10/2025	EDA Grant Parking Garage Architecture	430501400	449,495.00	156,580.69	.00	292,914.31
87673	Caselle, Inc	11/13/2025	On - site Training	110517200	6,000.00	.00	.00	6,000.00
87681	Rhonda Norris RVT	11/17/2025	PFL Clinic 11/20/25	425501003	300.00	.00	.00	300.00
87682	Rebecca Reaume	11/17/2025	PFL Clinic	425501003	100.00	.00	.00	100.00
87687	Michael Clay Davis	11/18/2025	Tournament Scheduling	118507200	15,000.00	2,150.00	.00	12,850.00
87689	Cherokee County Collision	11/18/2025	Claim #217649 (R. Berry)	110290000	1,722.94	.00	.00	1,722.94
87704	Cherokee County Collision	11/25/2025	B Swim Claim Number 217501-1	110290000	3,176.03	.00	.00	3,176.03
87717	T & K Construction	12/02/2025	White Ave Phase II	223507131	95,940.00	8,075.00	.00	87,865.00
87746	Bull Tuff Mud Company Re	12/15/2025	Concrete 3500 PSI S.S. - with Hot Water	223507131	49,250.25	5,453.00	.00	43,797.25
87747	Bull Tuff Mud Company Re	12/15/2025	3500 PSI Concrete with Hot Water & 2%	223507138	22,037.40	15,563.30	.00	6,474.10
87753	Bull Tuff Mud Company Re	12/16/2025	Anthis Brennan Curb & Gutter/Driveway	437507000	23,373.00	21,900.00	.00	1,473.00
87760	Scurlock Industries	12/19/2025	Freight	223507131	5,250.00	.00	.00	5,250.00
87766	James R Childers Architect	12/29/2025	Multiple Capital Improvement Project Pla	110517200	15,000.00	.00	.00	15,000.00
87767	Kimley-Horn and Associate	12/29/2025	Amphitheater Plans	110517200	7,500.00	2,625.00	.00	4,875.00
87768	Kelly Engineering & Assoc,	12/29/2025	Engineer Drawing for Street Cut Repair	210508502	500.00	.00	.00	500.00
87777	Bull Tuff Mud Company Re	12/29/2025	3500 PSI Concrete S.S w/ Hot Water	223508001	1,561.00	657.00	.00	904.00
87780	Axon Enterprise Inc.	12/30/2025	Body Cam Softwar, Licensing, & Acquisiti	110628311	35,000.00	.00	.00	35,000.00
87780	Axon Enterprise Inc.	12/30/2025	Taser 7 Certificate Bundle	110628312	20,301.68	.00	.00	20,301.68
87788	Stephanie Delano	01/06/2026	HSCC PFL Clinic 01/08/2025	425501003	200.00	.00	.00	200.00
87792	Cherokee County Collision	01/08/2026	Gowers Unit Claim 217916-1	110290000	13,930.15	.00	.00	13,930.15
87792	Cherokee County Collision	01/08/2026	Cover Deductible	110626300	500.00	.00	.00	500.00
87806	Aubrey Cagle	01/12/2026	Communications & Marketing Intern	110517200	3,120.00	897.00	.00	2,223.00
87816	Locke Supply	01/14/2026	Mechanical Supplies	210508446	10,000.00	.00	.00	10,000.00
87818	JD Carey, CPA	01/15/2026	Filing and Sending 1099s	110517200	660.00	620.00	.00	40.00
87819	Holloway, Updike & Bellen,	01/15/2026	Norris Park to NSU Pier Layout Plan	433501000	1,320.00	.00	.00	1,320.00
87831	Compliance Resource Gro	01/22/2026	Physicals for Guzman & Brown	110517200	1,240.00	.00	.00	1,240.00
87841	Pitney Bowes	01/28/2026	Refill Mail Postage	110516100	2,041.99	.00	.00	2,041.99
87846	Toast Inc	01/29/2026	Monthly Subscription	118507200	1,671.20	.00	.00	1,671.20
87850	M&M Rentals LLC	02/03/2026	Rental Port-A-Potty - 2 months	223507131	180.00	.00	.00	180.00
87865	Platinum Construction LLC	02/10/2026	Sidewalks at Cherokee Fields Concesssi	437509000	24,500.00	.00	.00	24,500.00
87872	Building & Earth Sciences I	02/10/2026	Site Testing	437504000	3,000.00	.00	.00	3,000.00
87878	Cherokee County Collision	02/10/2026	Claim # 218074-1 McClure Repair	110290000	6,647.61	.00	.00	6,647.61
87881	Landplan Consultants Inc.	02/13/2026	Traffic Signilization - Muskogee Ave	433501000	17,000.00	14,875.00	.00	2,125.00

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
87902	M&M Rentals LLC	02/20/2026	Porta Potty Rentals	118506500	4,250.00	.00	.00	4,250.00
87904	LED Lighting Solutions	02/20/2026	Push Button Beacon Systems	223507100	7,107.45	.00	.00	7,107.45
87905	Advanced Workzone Servi	02/23/2026	Pedleton - Crosswalk	223507120	3,895.00	.00	.00	3,895.00
87907	Bull Tuff Mud Company Re	02/23/2026	Sidewalks	437509000	10,710.00	.00	.00	10,710.00
87913	Advanced Workzone Servi	02/23/2026	Layout & stripe Double Yellow	223507120	4,500.00	.00	.00	4,500.00
87924	BancFirst	02/26/2026	Pcard Transactions	110516300	5,000.00	.00	.00	5,000.00
87924	BancFirst	02/26/2026	Pcard Transactions	110517200	5,000.00	.00	.00	5,000.00
Total MANAGERIAL:					3,274,349.	1,436,024.57	.00	1,838,325.04

Multi-Departmental

87158	A+ Pest Guard LLC	07/01/2025	Managerial	110517200	780.00	520.00	.00	260.00
87158	A+ Pest Guard LLC	07/01/2025	PD	110627400	780.00	455.00	.00	325.00
87158	A+ Pest Guard LLC	07/01/2025	Library	110687400	780.00	520.00	.00	260.00
87158	A+ Pest Guard LLC	07/01/2025	Solid Waste	115656300	600.00	300.00	.00	300.00
87159	Cherokee County Clerk	07/01/2025	Filing for Cemetery	110261000	1,782.00	342.00	.00	1,440.00
87159	Cherokee County Clerk	07/01/2025	Filing for City Clerk	110527200	1,000.00	382.00	.00	618.00
87168	Network Enhancement Sys	07/01/2025	Managerial	110517200	6,000.00	2,445.20	.00	3,554.80
87168	Network Enhancement Sys	07/01/2025	City Clerk	110527200	120.00	82.47	.00	37.53
87168	Network Enhancement Sys	07/01/2025	Court Clerk	110557200	540.00	236.59	.00	303.41
87168	Network Enhancement Sys	07/01/2025	Compliance	110737200	420.00	240.50	.00	179.50
87171	Northeast OK Public Faciliti	07/01/2025	Compliance	110736400	300.00	188.88	.00	111.12
87171	Northeast OK Public Faciliti	07/01/2025	Solid Waste	115656400	6,000.00	208.50	.00	5,791.50
87171	Northeast OK Public Faciliti	07/01/2025	Cemetery	110576400	300.00	.00	.00	300.00
87183	Ok Municipal Assurance Gr	07/01/2025	Property Insurance	110517500	107,171.00	96,361.00	.00	10,810.00
87198	OTA	07/01/2025	Managerial	110515400	60.00	21.71	.00	38.29
87198	OTA	07/01/2025	EOC	110605400	60.00	5.66	.00	54.34
87198	OTA	07/01/2025	Fire	110615400	300.00	42.91	.00	257.09
87198	OTA	07/01/2025	PD	110625400	300.00	44.20	.00	255.80
87198	OTA	07/01/2025	Street	110665400	180.00	75.52	.00	104.48
87198	OTA	07/01/2025	Maintenance	110705400	60.00	.00	.00	60.00
87198	OTA	07/01/2025	Rec	110715400	120.00	4.84	.00	115.16
87198	OTA	07/01/2025	Compliance	110735400	180.00	23.95	.00	156.05
87198	OTA	07/01/2025	Solid Waste	115655400	480.00	83.66	.00	396.34
87200	Ok Dept of Labor	07/01/2025	Elevator Inspection	110686300	225.00	.00	.00	225.00
87200	Ok Dept of Labor	07/01/2025	Elevator Inspection	110516300	225.00	.00	.00	225.00
87202	TK Elevator	07/01/2025	County 2/3	110517400	4,832.72	3,709.12	.00	1,123.60
87202	TK Elevator	07/01/2025	Library	110687400	5,930.28	4,551.49	.00	1,378.79
87208	VIP Voice Services LLC	07/01/2025	Managerial	110517300	10,072.92	6,768.06	.00	3,304.86
87208	VIP Voice Services LLC	07/01/2025	Cemetery	110577300	249.00	215.17	.00	33.83
87208	VIP Voice Services LLC	07/01/2025	Fire	110617300	5,616.00	3,793.17	.00	1,822.83
87208	VIP Voice Services LLC	07/01/2025	PD	110627300	9,782.76	6,593.29	.00	3,189.47
87208	VIP Voice Services LLC	07/01/2025	Air	117647300	624.96	465.81	.00	159.15
87208	VIP Voice Services LLC	07/01/2025	Rec	110717300	2,217.00	1,527.17	.00	689.83
87208	VIP Voice Services LLC	07/01/2025	Street	110667300	1,485.00	1,039.17	.00	445.83
87208	VIP Voice Services LLC	07/01/2025	Solid Waste	115657300	1,917.00	1,327.17	.00	589.83
87208	VIP Voice Services LLC	07/01/2025	EOC	110606320	2,781.00	1,903.17	.00	877.83
87208	VIP Voice Services LLC	07/01/2025	IT	110727300	1,053.00	751.84	.00	301.16
87210	Wight Office Machines	07/01/2025	Task 5052	110617400	420.00	94.50	.00	325.50
87325	Ok Municipal Assurance Gr	07/18/2025	Managerial	110515350	644.01	429.34	.00	214.67
87325	Ok Municipal Assurance Gr	07/18/2025	Stormwater	116505350	772.83	515.22	.00	257.61
87325	Ok Municipal Assurance Gr	07/18/2025	Compliance	110735350	4,044.45	2,696.30	.00	1,348.15
87325	Ok Municipal Assurance Gr	07/18/2025	Treasurer	110535350	25.77	17.18	.00	8.59
87325	Ok Municipal Assurance Gr	07/18/2025	Court	110555350	51.51	34.34	.00	17.17
87325	Ok Municipal Assurance Gr	07/18/2025	Cemetery	110575350	4,018.68	2,679.12	.00	1,339.56
87325	Ok Municipal Assurance Gr	07/18/2025	IT	110725350	180.33	120.22	.00	60.11
87325	Ok Municipal Assurance Gr	07/18/2025	Civil Defense	110605350	3,194.34	2,129.56	.00	1,064.78

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
87325	Ok Municipal Assurance Gr	07/18/2025	Fire	110615350	43,922.13	29,281.42	.00	14,640.71
87325	Ok Municipal Assurance Gr	07/18/2025	Police	110625350	72,748.44	48,498.96	.00	24,249.48
87325	Ok Municipal Assurance Gr	07/18/2025	Police-SRO	347565350	14,992.77	9,995.18	.00	4,997.59
87325	Ok Municipal Assurance Gr	07/18/2025	Airport	117645350	798.57	532.38	.00	266.19
87325	Ok Municipal Assurance Gr	07/18/2025	Solid Waste	115565350	46,961.88	31,307.92	.00	15,653.96
87325	Ok Municipal Assurance Gr	07/18/2025	Streets	110665350	47,580.15	31,720.10	.00	15,860.05
87325	Ok Municipal Assurance Gr	07/18/2025	Maintenance	110705350	3,529.23	2,352.82	.00	1,176.41
87325	Ok Municipal Assurance Gr	07/18/2025	Rec	110715350	14,142.66	9,428.44	.00	4,714.22
87365	Hustler Turf Equipment, Inc	07/29/2025	Super z Kawasaki Mower	210508318	13,333.00	.00	.00	13,333.00
87365	Hustler Turf Equipment, Inc	07/29/2025	Additional Costs	110576300	583.00	.00	.00	583.00
87467	Kirk Lawn Care, LLC	08/27/2025	Rec	110717200	67,080.00	7,925.00	.00	59,155.00
87467	Kirk Lawn Care, LLC	08/27/2025	Solid Waste	115657200	12,000.00	1,000.00	.00	11,000.00
87595	Enterprise Fleet Managem	10/08/2025	Maintenance	210508446	8,867.10	5,955.74	.00	2,911.36
87595	Enterprise Fleet Managem	10/08/2025	Fire	210508305	12,411.66	5,923.14	.00	18,334.80
87595	Enterprise Fleet Managem	10/08/2025	PD	210508309	66,000.00	41,457.74	.00	24,542.26
87595	Enterprise Fleet Managem	10/08/2025	EOC	210508314	3,880.05	2,606.10	.00	1,273.95
87595	Enterprise Fleet Managem	10/08/2025	Parks & Rec	210508503	12,887.16	8,655.87	.00	4,231.29
87595	Enterprise Fleet Managem	10/08/2025	IT	210508601	2,905.05	1,951.23	.00	953.82
87597	Enterprise Fleet Managem	10/08/2025	Maintenance	210508446	8,867.10	.00	.00	8,867.10
87597	Enterprise Fleet Managem	10/08/2025	Fire	210508305	12,411.66	.00	.00	12,411.66
87597	Enterprise Fleet Managem	10/08/2025	PD	210508309	66,000.00	.00	.00	66,000.00
87597	Enterprise Fleet Managem	10/08/2025	EOC	210508314	3,880.05	.00	.00	3,880.05
87597	Enterprise Fleet Managem	10/08/2025	Parks & Rec	210508503	12,887.16	.00	.00	12,887.16
87597	Enterprise Fleet Managem	10/08/2025	IT	210508601	2,905.05	.00	.00	2,905.05
87653	Verdant Commercial Capit	11/04/2025	Maagerial	110517400	2,687.04	1,717.06	.00	969.98
87653	Verdant Commercial Capit	11/04/2025	Cemetery	110577200	152.48	95.30	.00	57.18
87653	Verdant Commercial Capit	11/04/2025	Court	110557200	152.00	95.04	.00	56.96
87670	WEX Bank	11/12/2025	Managerial	110516400	1,000.00	690.98	.00	309.02
87670	WEX Bank	11/12/2025	Fire	110616400	5,200.00	3,111.77	.00	2,088.23
87670	WEX Bank	11/12/2025	PD	110626400	36,000.00	23,998.53	.00	12,001.47
87670	WEX Bank	11/12/2025	Air	117646400	100.00	.00	.00	100.00
87670	WEX Bank	11/12/2025	Street	110666400	24,000.00	14,815.93	.00	9,184.07
87670	WEX Bank	11/12/2025	Maint	110706400	800.00	498.85	.00	301.15
87670	WEX Bank	11/12/2025	Rec	110716400	8,400.00	3,030.34	.00	5,369.66
87670	WEX Bank	11/12/2025	IT	110726400	200.00	55.56	.00	144.44
87670	WEX Bank	11/12/2025	Compliance	110736400	1,800.00	1,243.26	.00	556.74
87670	WEX Bank	11/12/2025	Cemetery	110576400	1,600.00	704.87	.00	895.13
87670	WEX Bank	11/12/2025	EOC	110606400	600.00	101.30	.00	498.70
87670	WEX Bank	11/12/2025	Solid Waste	115656400	60,000.00	39,853.73	.00	20,146.27
87670	WEX Bank	11/12/2025	Cherokee Fields	118506400	200.00	.00	.00	200.00
87745	UniFirst Holdings Inc	12/12/2025	Managerial	110516300	560.52	376.46	.00	184.06
87745	UniFirst Holdings Inc	12/12/2025	PD	110626300	320.16	216.18	.00	103.98
87745	UniFirst Holdings Inc	12/12/2025	Airport	117646300	164.16	112.18	.00	51.98
87745	UniFirst Holdings Inc	12/12/2025	Rec - Riverlinks	110716300	116.16	80.18	.00	35.98
87789	One Source Water, LLC	01/08/2026	Managerial	110516300	492.00	44.19	.00	447.81
87789	One Source Water, LLC	01/08/2026	Cemetery	110576300	210.00	22.46	.00	187.54
87789	One Source Water, LLC	01/08/2026	Solid Waste	115656300	276.00	29.23	.00	246.77
87789	One Source Water, LLC	01/08/2026	Fire	110616300	840.00	184.76	.00	655.24
87789	One Source Water, LLC	01/08/2026	Rec	110716300	120.00	11.23	.00	108.77
87828	SHI Corp	01/22/2026	Acrobat Pro - Ashtin, Ryan, Richard, Vick	110737200	448.52	.00	.00	448.52
87828	SHI Corp	01/22/2026	Acrobat Pro - Ray & Paige	110517200	224.26	.00	.00	224.26
87828	SHI Corp	01/22/2026	All Apps - Scott Pettus	110607400	1,040.30	.00	.00	1,040.30
87833	Lake Region Electric-Telec	01/26/2026	Managerial	110517300	326.82	223.33	.00	103.49
87833	Lake Region Electric-Telec	01/26/2026	Baseball	110717300	620.46	351.60	.00	268.86
87833	Lake Region Electric-Telec	01/26/2026	PD	110627300	326.82	108.94	.00	217.88
87833	Lake Region Electric-Telec	01/26/2026	Fire	110617300	326.82	108.94	.00	217.88
87835	BancFirst	01/27/2026	Pcard Transactions	110726300	7,500.00	.00	.00	7,500.00

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
87835	BancFirst	01/27/2026	Pcard Transactions	118506300	7,500.00	.00	.00	7,500.00
87847	Cintas Corp #2	01/29/2026	Cemetery	110575700	448.32	224.16	.00	224.16
87847	Cintas Corp #2	01/29/2026	Parks & Rec	110715700	1,268.64	600.32	.00	668.32
87847	Cintas Corp #2	01/29/2026	Solid Waste	115655700	3,150.40	1,671.69	.00	1,478.71
87847	Cintas Corp #2	01/29/2026	PD AED	110627400	258.00	86.00	.00	172.00
87919	WEX Bank	02/26/2026	Managerial	110516400	750.00	.00	.00	750.00
87919	WEX Bank	02/26/2026	Fire	110616400	3,900.00	.00	.00	3,900.00
87919	WEX Bank	02/26/2026	PD	110626400	27,000.00	.00	.00	27,000.00
87919	WEX Bank	02/26/2026	Air	117646400	75.00	.00	.00	75.00
87919	WEX Bank	02/26/2026	Street	110666400	18,000.00	.00	.00	18,000.00
87919	WEX Bank	02/26/2026	Maint	110706400	600.00	.00	.00	600.00
87919	WEX Bank	02/26/2026	Rec	110716400	6,300.00	.00	.00	6,300.00
87919	WEX Bank	02/26/2026	IT	110726400	150.00	.00	.00	150.00
87919	WEX Bank	02/26/2026	Compliance	110736400	1,350.00	.00	.00	1,350.00
87919	WEX Bank	02/26/2026	Cemetery	110576400	1,200.00	.00	.00	1,200.00
87919	WEX Bank	02/26/2026	EOC	110606400	450.00	.00	.00	450.00
87919	WEX Bank	02/26/2026	Solid Waste	115656400	45,000.00	.00	.00	45,000.00
Total Multi-Departmental:					1,014,455.	465,155.13	.00	549,300.18
MUNICIPAL JUDGE								
87172	BancFirst	07/01/2025	Pcard Transactions	110555400	3,000.00	.00	.00	3,000.00
87207	Rachel Dallis	07/01/2025	Legal Services as Judge	110557200	35,000.00	12,870.00	.00	22,130.00
87294	Bill John Baker II	07/09/2025	Annual Contract City Attorney	110557200	30,000.00	17,500.00	.00	12,500.00
Total MUNICIPAL JUDGE:					68,000.00	30,370.00	.00	37,630.00
PARKS & RECREATION								
87676	Burton Pools and Spas, LL	11/14/2025	New Pumps for Pool	110716300	30,188.31	.00	.00	30,188.31
87677	Burton Pools and Spas, LL	11/14/2025	Diving Boards for Tahlequatics	110716300	19,114.98	.00	.00	19,114.98
87779	Mike Palmer	12/29/2025	Golf Course Greens Maintenance	110717200	20,342.40	6,780.80	.00	13,561.60
87801	Springwater Fence LLC	01/12/2026	parts for dug outs	110716300	51.07	.00	.00	51.07
87908	Love Bottling Company	02/23/2026	Restock Supplies	110716200	750.00	.00	.00	750.00
87910	Simplot Turf & Horticulture	02/23/2026	Greens Maintenance Chemicals	110716410	2,015.59	.00	.00	2,015.59
Total PARKS & RECREATION:					72,462.35	6,780.80	.00	65,681.55
SOLID WASTE SERVICES								
87228	Ok Production Ctr, Inc	07/01/2025	Recycling Services	115657400	57,240.00	28,620.00	.00	28,620.00
87347	Danny's Muffler & Tire, Inc	07/24/2025	Blanket PO	115656300	2,000.00	30.00	.00	1,970.00
87368	Osman Equipment	07/30/2025	Loader repair. pressure gasket ring.	115656300	3,500.00	.00	.00	3,500.00
87500	Springwater Fence LLC	09/11/2025	Repairs on the entry gate	115658417	5,000.00	.00	.00	5,000.00
87759	Waste Management	12/19/2025	Land Fill Fees	115657400	168,000.00	43,999.70	.00	124,000.30
87808	River City Hydraulics Inc	01/12/2026	FREIGHT	115656300	1,325.00	.00	.00	1,325.00
87849	Weldon Truck Parts	02/02/2026	Parts for Fleet	115656300	3,500.00	1,851.25	.00	1,648.75
87912	Fleet Fuels LLC	02/23/2026	Mega flow Aw Hydraulic oil 46	115656410	4,191.96	.00	.00	4,191.96
87923	BancFirst	02/26/2026	Pcard Transactions	115656300	20,000.00	.00	.00	20,000.00
Total SOLID WASTE SERVICES:					264,756.96	74,500.95	.00	190,256.01
STORMWATER MANAGEMENT FUND								
87216	Accurate Environmental LL	07/01/2025	E Coli Sample Testeing	116507200	3,480.00	490.00	.00	2,990.00
87223	Ok Dept of Labor	07/01/2025	Water Heater Inspection	116506300	800.00	.00	.00	800.00
87261	Oklahoma Precast Product	07/02/2025	Wilcox Circle Inlet	116508405	3,174.33	.00	.00	3,174.33
87262	DP Supply Company, Inc	07/02/2025	Wilcox Circle Inlet	116508405	865.20	.00	.00	865.20
87852	D & B Rodgers Constructio	02/03/2026	Repair Storm Ditch behind 703 May Ave	116508405	4,288.00	.00	.00	4,288.00

PO #	Vendor Name	PO Date	Description	GL Account	PO Amount	Invoice Amount	Adjustments	Open Amount
Total STORMWATER MANAGEMENT FUND:					12,607.53	490.00	.00	12,117.53
STREET								
87277	Sand Tech Screening LLC	07/08/2025	Blanket P.O. - shirts for employees	110665700	500.00	138.00	.00	362.00
87426	P&K Equipment	08/14/2025	Service Call, Diagnose, & Repair - # 566	110666300	2,500.00	584.25	.00	1,915.75
87484	Osman Equipment	09/03/2025	Blanket P.O. - parts, supplies, & repairs a	110666300	2,000.00	1,772.73	.00	227.27
87493	David's Discount Tires, Inc	09/04/2025	All Terrain Tires - # 211	110666300	246.00	245.10	.00	.90
87554	Adrian Farm Supply LLC	09/29/2025	Blanket P.O. - parts & supplies as neede	110666300	1,000.00	540.38	.00	459.62
87733	Osman Equipment	12/09/2025	Blanket P.O. - parts, supplies, repairs as	110666300	3,000.00	2,528.65	.00	471.35
87811	Osman Equipment	01/14/2026	Blanket P.O. - parts, supplies, & repairs a	110666300	2,000.00	1,221.00	.00	779.00
87842	Larry's Tires	01/28/2026	Blanket P.O. - fix flats, repairs, supplies,	110666300	300.00	175.00	.00	125.00
87915	BancFirst	02/26/2026	Pcard Transactions - Feb. 26, 2026 throu	110666300	6,000.00	.00	.00	6,000.00
Total STREET:					17,546.00	7,205.11	.00	10,340.89
STREET & ALLEY FUND								
87369	Arkholia Sand & Gravel	07/30/2025	Asphalt Type B Rap - tons	111506201	28,200.00	13,649.40	.00	14,550.60
87408	Cherokee County Board of	08/12/2025	Blanket P.O. - signs as needed	111506210	1,000.00	323.36	.00	676.64
87626	Bull Tuff Mud Company Re	10/21/2025	Concrete - General Use Street Repairs	111506260	2,500.00	1,940.00	.00	560.00
87812	Hutchens Construction Co.	01/14/2026	Bulk Cold Patch (delivered) - tons	111506208	2,990.00	.00	.00	2,990.00
87866	Williams Diversified Materi	02/10/2026	Bulk Rock Salt - Winter Use - Tons	111506205	1,275.00	.00	.00	1,275.00
87869	Bull Tuff Mud Company Re	02/10/2026	4000 PSI HE Concrete with Fly Ash - yar	111506260	2,475.00	.00	.00	2,475.00
87903	Bull Tuff Mud Company Re	02/20/2026	Hot Water	111506260	2,266.50	.00	.00	2,266.50
Total STREET & ALLEY FUND:					40,706.50	15,912.76	.00	24,793.74
STREETS & SIDEWALKS								
87274	Kelly Engineering & Assoc,	07/07/2025	ODOT Revisions on 4th Street	223507126	13,500.00	.00	.00	13,500.00
87641	Chaffin Surveying, LLC	10/30/2025	White Ave Phase II Surveying	223507131	200.00	.00	.00	200.00
87873	Holloway, Updike & Bellen,	02/10/2026	Engineering 4th St Muskogee to Graham	223507127	60,000.00	6,150.00	.00	53,850.00
Total STREETS & SIDEWALKS:					73,700.00	6,150.00	.00	67,550.00
Grand Totals:					5,356,594.	2,242,238.22	.00	3,114,356.17



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5g
Meeting Date 4/6/2026
Initiator _____
Office / Department City of Tahlequah Authorities or Boards

Item Title

Acknowledge receipt of the March 2026 Tahlequah Hospital Authority Board Report.

Background

Exhibits

1. 26.03 Hospital Report


Funding Source

Request

MEMORANDUM

DATE: MARCH 9, 2026

TO: THA BOARD OF TRUSTEES AND MEDICAL STAFF

FROM: JIM BERRY, HOSPITAL CEO 

RE: HOSPITAL MONTHLY REPORT – MARCH 2026

I. PEOPLE

A. MEDICAL STAFF

1. Renewal

- a. Ryan Pitts, D.O. – Family Medicine & Pain Mgmt. – Ft. Gibson Clinic – Dr. Pitts has agreed to a four-year independent contractor agreement to continue his practice with NHS.
- b. Prashant Kaushik, M.D. – Rheumatology – Dr. Kaushik will continue his practice in Tahlequah for five years.
- c. Jana Baker, D.O. – Hospitalist – Adding Assistant Program Director duties to her contract. Dr. Baker has been a Program Director at NHS in the past, prior to Dr. Afif tenure and will assist Dr. Mosteller in guiding the program.
- d. Integral Anesthesia – A one year extension addendum to the anesthesia contract.

2. Residency

- a. Amy Pham, D.O. has been selected as the 2027 Chief Resident for the Internal Medicine Residency Program. Congratulations Dr. Pham!
- b. Tanmay Bangale, D.O. (PGY2) has earned a scholarship for a month-long Allergy Workshop in New York. Congratulations Dr. Bangale!
- c. 2027 Intern Match – The names of 28 medical students were listed with ACGME on March 6th as choices for the Tahlequah Medical Group Internal Medicine Residency Program. NHS will know how many choices matched on March 16th and the names of the Interns for 2027 on March 20th. All of the matched candidates were interviewed in person at NHS and produced the following demographics:

Home State	#	Medical School	Location	#
Oklahoma	8	OSUCOM	Tahlequah/Tulsa	7
Texas	10	Arkansas COM	Ft. Smith, AR	8
Kansas	4	Kansas City Univ. COM	Kansas City, MO	4
Arkansas	2	New York Institute COM	Westbury, NY	2
Nevada	1	Kansas Health Science Univ.	Wichita, KS	4
Missouri	1	A.T. Still University	Kirksville, MO	1
Illinois	1	Nova Southeastern University	Davie, FL	1
California	1	Chicago COM	Downers Grove, IL	1
Total	28		Total	28

B. HOSPITAL STAFF

1. Recruitment

- a. February Contact Statistics
 - 27 via Indeed (8 PT, 19 RN)
 - 302 via email/phone/text (RN, LPN, CST, Paramedic, MLT/MLS, Ultrasound)
 - 12 New Hires (1 RN)
- b. Attended Student Recruitment Events
 - CASC Sallisaw – 4th Semester RN Students
 - Tulsa Tech Mock Interviews – LPN and MA
 - U of A Healthcare Career Fair
 - Momentum
 - Career Tech Fair
- c. February Nursing Contract Count
 - 6 Agency Contracts
 - 9 Internal Contracts

2. Retention

- a. 2026 Momentum – Momentum is an employee retention event which presents information and opportunities for career advancement to current NHS staff. Human Resources arranges and holds the event annually. 2026 marks the fourth year. 5 universities or technical schools were on and approximately 30 scholarship applications were handed out to employees.
- b. HR Check-Ins – Human Resources has added an additional connection opportunity for staff. HR Check-Ins are a half-days spent in various common locations in the hospital with the sole purpose of collecting feedback from staff.

3. Recognition

- a. February Employee of the Month – **Luz Moreno, Lab Assistant, Laboratory**. Dr. Frank shared that he is very thankful and impressed with Luz. Her communication is phenomenal. She always contacts him when there are complications or concerns to work through a plan “B”. He is very impressed with her help in the coordination of care for patients.
- b. February Rookie of the Month – **Jett Boyd, Medical Assistant, Neurology**. Jett’s nominator had the following to say, “Jett has been employed for 3 months and is a prime example of the NHS Way. His attention to patient detail and provider direction is unmatched. He ensures that patients are and feel heard and ensures prompt communication to appropriate providers. Neurology is complex in the way that providers rotate for each clinic date of service but he handles this well.”
- c. February Director of Awesomeness– **Kristen Lemasters, Director of Clinic Operations**
- d. Leadership Change – Megan Roberts, RN, is the new Obstetrics Dept. Director. Megan has a long tenure with NHS; ample experience in OB; and has the respect of her peers. She will split her time between staffing role and management of the department, 60%/40% respectively. Congratulation Megan.
- e. Certification
 - i. Michael Haddock – Central Sterile – Michael completed the education requirements and passed the exam to become a Certified Central Sterile Tech. He is the first graduate from the in-house 580 program. Congratulations Michael!
 - ii. Michael Stith – Revenue Cycle – Michael satisfied the requirements for CSBI – Certified Specialist Business Intelligence. Congratulations Michael!
 - iii.

II. HOSPITAL OPERATIONS (QUALITY, SERVICE & FINANCE)

A. Clinical Project Updates

1. Complex Lab & COLA Inspection – The complex lab at NHS passed the required, bi-annual COLA inspection for quality standards.
2. Hospital Lab & CLIA Inspection – The hospital lab at NHS passed the required, bi-annual CLIA inspection for quality standards. The inspection was scheduled for five days. The inspectors left during day 4 and praised the hospital lab as exemplary. They commented on the size of the lab workspace versus the volume of specimen had no impact on the quality of test results.
3. Med-Line Urinary Catheter – Med-Line, a supply vendor, clinical education personnel were invited on Feb. 26th to NHS to observe urinary catheter placement and offer real-time standardizing critiques of insertion techniques. The education opportunity is targeted at reducing CAUTI, a hospital acquired condition. A formal report will be provided to NHS for future education of staff.
4. ARC Wagoner – The struggle to open an OTP (Opioid Treatment Program) is real. A number of certifying organizations, local, state, and federal with numerous regulatory requirements, must be satisfied prior to opening. Finally, Medicaid and other payors must add the location to networks which requires additional time and prevents billing and collection for services. NHS appealed to the Secretary Clay Bullard who waived the processing time for insurance credentialing period.
5. Rural Health Clinic – Eastside Clinic has been approved as a Rural Health Clinic.

B. Plant Ops Project Updates

1. Oklahoma State Dept. of Health Life Safety Inspection
 - a. Emergency Preparedness Plan – The OSDH inspector praised NHS for its effort toward preparedness and diligence in drilling for different scenarios. The inspector went on to say that the EPP was a model for other hospitals to follow.
 - b. Identified Corrective Actions – The inspector found no serious violations of the life safety code. A corrective action report for all identified violations has been sent to NHS; NHS has responded to the report with its action plan; and returned the corrective action plan to OSDH. Among the corrective actions required by the inspection are:
 - Placing a remote kill switch for the hospital generator
 - Increasing the inspection of the kitchen vent hood from annually to semi-annual.
 - Securing loosely chained gas cylinders
 - Increasing the inspection of the fire suppression inspection from semi-annual to quarterly.

C. Finance Project Updates

1. Contract Changes:
 - a. OSU Emergency Medicine Contract – On February 27th, a contractually appropriate notice was given to NHS by OSU Emergency Physicians regarding ED provider staffing. OSU will no longer serve NHS-Tahlequah after August 28th. In response, NHS has made inquiries to Green Country Physicians, US Acute Care Solutions, and OU Emergency Physicians.
 - b. Restorix Wound Care Contract – Restorix has provided notice to terminate the agreement with NHS effective March 31st. NHS will continue to provide wound care services via the TMG surgical clinic and hyperbaric center.
2. LifeCare Purchasing Agreement – The decision to move group purchasing from NHS – Captis/Vizient to LifeCare – Captis/Vizient has produced beneficial savings. Conversion sacrifices local choice for LifeCare choice and demands compliance among providers.

Savings has been realized and leveraged. The group has negotiated spine implants costs through Medtronic. We have been leveraged these negotiated prices and forced compliance by other vendors or NHS will purchase implants from Medtronic.

III. GROWTH

A. Marketing

February 5th – March 4th

Views: 49,169 Views

Engagement: 3,393

Facebook Ads:

- Dr. Smith- Rater8 Patient Testimonial Text- February 12th – 2,278
- Hearts of Gold Gala- February 13th – 3,553
- Dr. Hsu- Rater8 Patient Testimonial Text- February 19th – 2,094
- ER Rater8 Patient Testimonial Text- February 26th – 1,907
- Hiring Ad- Rad Techs- March 3rd- 6,667
- Press Release- Hearts of Gold Gala- March 3rd- 12,986
- Hiring Ad- GI Nurse- March 4th – 4,008
- Hiring Ad- Rheumatology Physician Assistant- March 5th – 959
- Celeste Bidwell- Rater8 Patient Testimonial Text- March 5th – 701

B. Website:

Site Sessions: 12,144

Unique Visitors: 7,603

C. Geofencing:

Views- 132746

Clicks- 16

- Provider at NEO + NHS = Your Best Birth Experience
Target: Women under 40 in Stilwell, Sallisaw, Jay, Wagoner, Prior, Tahlequah

D. Upcoming:

- Patient Safety Awareness Week- March 8-14
- Healthcare HR Professionals Week- March 16-22
- Oklahoma Blood Institute Blood Drive at NHS – March 23
- National Doctors Day- March 30th



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5h
Meeting Date 4/6/2026
Initiator Nathan Reed, President/CEO
Office / Department City of Tahlequah Authorities or Boards

Item Title

Acknowledge receipt of the March 2026 Tahlequah Regional Development Authority report.

Background

Exhibits

1. TRDA March 2026 Report

Funding Source

Request

HAMMRC

1. HAMMRC is working on next years planning and budgeting; couple members have dropped as of 12/31/2026; executive meeting on February 27th to finish 2026 and future planning.
2. After a recent Executive team meeting, HAMMRC is drafting a new grant program that would allow members, investors, or potential businesses to apply for a grant for qualified expenses. Working through what that looks like, the rules for it, and what it could possibly fund.

Provalus

1. Bids are complete and bid package is back from Petree Construction. Final project cost currently sits at \$1,659,620. This has been sent to Provalus to approve the landlord and tenant finish out amounts. Will be considered at the March TRDA meeting for approval.

Business and Technology Park

1. Prep Grant for roads and Woodard Bridge complete, Wastewater project complete, looking at a change in scope for the stormwater grant, but will be a better alternative from engineering plans; extension for grants approved, change in scope approved as well so we can purchase land now for an offsite detention pond. Money left over from the roads grant and the wastewater grant was approved to spend as part of the Stormwater grant giving over \$1.1 million available for land purchase, detention design and engineering, and construction of needed items.

Other items

1. Ferguson Property – 4 meetings of TIF Review committee complete, committee approved moving forward with specific proposals to consider; Committee is very close to putting a decision forward; presentation went well, also been asked to provide data and presentations to a few people/groups since then so they can understand what Tahlequah needs; LOI with a hospital and another were discussed at the last committee meeting; been able to connect Glenn Ferguson with multiple local trades companies so that he will use local companies on the development.
2. Marketing Contract with Retail Strategies moving forward; they provided a very good leakage report for the TIF presentation and other data that is needed for the area; they went to Red River for us and have a large retailer looking for a space; more to continue.
3. Nathan working with Josh A on housing opportunities with Tahlequah Cares; Housing Summit in June that Nathan and Josh are considering, should fit into current budget to attend if we go.
4. Multiple prospects considering and some meetings with them; multiple companies have reached out about locations that specific companies are interested in.

Chamber Partnership

1. Startup Bootcamp close to completion; last night is the 10th and then pitch contest on the 31st of March; April 21 is next Business Essentials class over Financial Literacy for Businesses; Classes are now a quarterly event program instead of standalones, will be the third Tuesday of the 1st quarter of each month and will have topics that provide resources and deep dives for businesses to gain needed skills.
2. Working with CN Innovation Hub on a Healthcare Accelerator/Incubator; would be a great opportunity if we can find everything we need to pull it off.
3. Presenting at Workshop Wednesday the last Wednesday of each month; development committee has topics that could be used.
4. One pagers ready for use, let me know if you need one!
5. Social media plan in place and being implemented.



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5i
Meeting Date 4/6/2026
Initiator Alex McBride, Tourism Director
Office / Department City of Tahlequah Authorities or Boards

Item Title

Acknowledge receipt of the March 2026 Tourism report.

Background

Exhibits

1. Tourism March 2026 Report

Funding Source

Request

Tourism Report

Highlights:

- State of the Community
- Adventure's in Bloom – Spring Campaign
- Crawfish + Redfern Advertising Buildout
- Tourism Council Strategic Planning
- Continued Website Build Out (Goes Live March 31st)
- February Social Media Reach: 731,200

Advertising:

- Google Banner Ads (Green Country)
- Radio Ads 92.9 Tulsa (Griffin)
- Radio Ads 99.5 Tulsa (Griffin)
- Green Country Visitor's Guide 2025
- Annual Billboard – Tulsa
- Travel OK State Guide 2026
- Travel OK Website ad
- Instagram + Facebook Sponsored Route 66 Campaign
- Instagram + Facebook Sponsored Events
- ITI Events Calendar
- ITI Business Pages
- Centennial Celebrations ½ Hour Special News On 6

Upcoming Sponsored Events:

- Crawfish Festival April 17th & 18th
- Redfern Festival April 24th & 25th
- Fiesta De Mayo May 2nd
- Midwest Travel Mama May 8th – 11th
- Route 66 Capital Cruise – May 28-30th



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5j
Meeting Date 4/6/2026
Initiator _____
Office / Department City of Tahlequah Authorities or Boards

Item Title

Acknowledge receipt of the March 2026 Tahlequah Public Works Authority Board report.

Background

Exhibits

1. TPWA Report 3-27-26

Funding Source

Request

TPWA Report

March 27th, 2026

Administration- Kim Dorr, David Lindsey, Derek Gibson, And Dale Young went to the OMAG Severe Weather Expo this week to participate in severe weather scenarios.

Electric- Work on Sub # 1 is progressing nicely, the mobile sub is now online. The street light install has started on Muskogee Ave. Mid America should finish working on the Park Hill Rd/Cherokee Nation 477 reconductoring project this week or early next week.

Water- The water line replacement on York St. is complete. Inspections on the water towers were done this week to prioritize water tower rehabs. Crews are working on locating and finding depths on the 12-inch waterline for the Grand Ave project.

Water Treatment

Teehee- The plant is running well. Drilling for the geological survey began this week for the new pump station and filter rehab.

Tenkiller- Sediment removal for the decant ponds is scheduled to begin next week.

Wastewater- Crews continue to clean lines and do TV inspections throughout the city. The bid opening for an 18 inch trunk line expansion project across from the Cherokee Nation complex is scheduled sometime soon.

Wastewater Treatment- The plant is running well, and the new ultraviolet light disinfection system is working exceptionally well. This system had not been upgraded since the early 2000's.



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5k
Meeting Date 4/6/2026
Initiator Rebecca White, Finance Support
Office / Department Finance

Item Title

Accept the donation and Grant Award from PetCo for the Animal Shelter, amending the budget accordingly.

Background

Monthly Agenda Item.

Exhibits

1. Budget Amendment

Funding Source

Request



THE CITY OF
TAHLEQUAH
 OKLAHOMA

BUDGET AMENDMENT FORM

REQUESTED BY: Becka

DEPARTMENT: Finance

AMENDMENT #: 04-001

FISCAL YEAR: FY 2025 - 2026

Account #	Account Name	Increase	Decrease
425-46-1002	Restricted Donations - Animal Shelter	\$3,000.00	
TOTALS		\$3,000.00	

Reason for Budget Amendment:

Accept the donation and the Grant Award from PetCo for the Animal Shelter, amending
the budget accordingly.

City Administrator Signature

Date Signed

Governing Body Signature

Date Signed



**Memorandum of Agreement (MOA) Between
Cherokee County Health Services Council – SAMHSA FR-CARA
and
City of Tahlequah**

The Cherokee County Health Services Council (CCHSC) was awarded funds through the SAMHSA First Responders - Comprehensive Addiction & Recovery Act (FR-CARA) to provide programming to address prevention, treatment, and recovery of Opioid Use Disorder, including promoting social support services, public awareness, and offering various prevention resources at no cost.

This agreement serves as a partnership between the two parties stated above, from the date signed, to 9/30/2027 in working towards a common goal: To reduce opioid overdose deaths, provide awareness to the community regarding prevention efforts and resources, and facilitate or assist CCHSC with facilitation of Narcan administration training presentations and Narcan distribution efforts.

In partnership CCHSC agrees to provide the following:

- Provide Narcan supply, Narcan distribution repositories following CCHSC’s resource request procedures
- Provide Deterra, RX locking pouches, syringe disposal containers and destruction, prevention education literature, and other relevant resources
- C.L.E.E.T. certified Narcan administration training, following CCHSC’s training request procedures, and access to Narcan policies and procedures template for law enforcement implementation
- Provide community Narcan administration training and other prevention related educational presentations following CCHSC’s training request procedures
- Aid in Technical Assistance requests towards prevention efforts
- Education over and assistance with local law enforcement agencies enrolling in ODMAP (Overdose Detection Mapping Application Program) software, and provide organizations with up-to-date overdose numbers via ODMAP, per request

The City of Tahlequah agrees to work in partnership with CCHSC with the following:

- In exchange for Narcan supply, and housing of Narcan distribution repositories (if applicable) the organization will share any data collected from Narcan distribution, administration training events or presentations with CCHSC
- The organization will attend, or send a representative to quarterly network consortium meetings
- The organization will notify CCHSC of any outreach events relating to prevention, treatment, and recovery within the organization’s service area
- When applicable, assist CCHSC in building relationships with local first responder and law enforcement agencies
- Provide public awareness of available overdose prevention resources, opioid treatment and recovery services
- Aid in promoting local first responder and law enforcement agencies in utilizing the ODMAP software

Signed _____

Date _____

Marcus Buchanan, CCHC, Program Director

Signed _____

Date _____

Suzanne Myers, Mayor



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5m
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Promote Lieutenant Sean Valdez to Captain in the Fire Department and adjust pay according to the Collective Bargaining Agreement, effective March 29, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5n
Meeting Date 4/6/2026
Initiator _____
Office / Department Human Resources

Item Title

Promote Firefighter Heath Pennington to Lieutenant in the Fire Department and adjust pay according to the Collective Bargaining Agreement, effective March 29, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 50
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Promote Volunteer Firefighter Colton Cox to a Full-Time Firefighter in the Fire Department and adjust pay according to the Collective Bargaining Agreement, effective March 29, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5p
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Promote Christopher Hetherington from Part-Time Laborer to Full-Time Laborer in the Parks and Recreation Department at \$15.00 per hour, effective March 15, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5q
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Hire Levi Dusty Johnson as a Laborer/Operator in the Street Department at \$38,484.88 annually, effective April 2, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5r
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Hire Caden Waits as a Part-Time Laborer in the Parks and Recreation Department at \$13.00 per hour, effective March 20, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5s
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Hire Colby Morrison for Part-Time Laborer in the Parks and Recreation Department at \$12.00 per hour, effective March 26, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5t
Meeting Date 4/6/2026
Initiator _____
Office / Department Human Resources

Item Title

Hire Antonio Nunez as a Part-Time Laborer in the Parks and Recreation Department at \$12.00 per hour, effective April 6, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5u
Meeting Date 4/6/2026
Initiator M'Lynn Pape, Director
Office / Department Human Resources

Item Title

Hire Ryan Walker as a Laborer/Operator in the Street Department at \$38,484.88 annually, effective April 22, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 5v
Meeting Date 4/6/2026
Initiator _____
Office / Department Human Resources

Item Title

Accept the resignation of Ethan Monholland, Laborer/Operator in the Street Department, effective March 13, 2026.

Background

Exhibits

None

Funding Source

Request



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 6b
Meeting Date 4/6/2026
Initiator Suzanne Myers, Mayor
Office / Department Administration

Item Title

Discussion and possible action to approve or deny the appointment of Jon Asbill to the Tahlequah Regional Development Authority to replace the seat currently held by Paula Mutzig. Mayor Suzanne Myers

Background

Seat is currently held by Paula Mutzig. Her term expired in...

Exhibits

None

Funding Source

N/A

Request

To approve the appointment.



Tahlequah City Council AGENDA ITEM REPORT

Item No. 6c
Meeting Date 4/6/2026
Initiator Whitney Shaw, City Clerk
Office / Department Administration

Item Title

Discussion and possible action to approve or deny **Resolution No. 04-06-2026A**, directing filing and notification of the publication of Municode Supplement No. 1 of the City of Tahlequah code. City Clerk Whitney Shaw

Background

Supplement to the City Code book based on codified ordinances through November 2025.

Exhibits

1. supplemental new for municode 1
2. Supplement No. 1 Code of Ordinances

Funding Source

NA

Request

Approve resolution.

RESOLUTION NO. 04-06-2026

**A RESOLUTION DIRECTING FILING AND NOTIFICATION OF
THE PUBLICATION OF SUPPLEMENT OF THE
CITY OF TAHLEQUAH CODE.**

WHEREAS, the City Of Tahlequah has contracted with Municode to prepare Supplement No. 1 to the City's Code of Ordinances containing all ordinances adopted by the City to the date of such supplement; and

WHEREAS, the City is required to publish its supplement and code of compiled penal ordinances and to deposit a copy with the county law library pursuant to Sections 14-109 and 14-110 of Title 11 of the Oklahoma Statutes; and

WHEREAS, the City is required to adopt a resolution notifying the public of the publication of its supplements to the code pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes and to file a copy of the resolution in the office of the County Clerk.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
TAHLEQUAH;**

THAT the public is hereby notified of the publication of Municode Supplement No. 1 to the City's Code of Ordinances and that copies of the code as supplemented are available for review in the office of the City Clerk; and

THAT the City Clerk shall cause to be filed one copy of this resolution with the office of the County Clerk of Cherokee County; and

THAT the City Clerk shall keep at least one copy of the City Code of Ordinances as supplemented in the office of the City Clerk for public use, inspection and examination.

ADOPTED by the City Council of the City of Tahlequah this 6th day of April, 2026.

Mayor, Suzanne Myers

Attest:

Approved as to form and legality:

City Clerk, Whitney Shaw

City Attorney, JT Hammons

CODE OF ORDINANCES

City of

TAHLEQUAH, OKLAHOMA

This Supplement contains all ordinances deemed advisable to be included at this time through:

Ordinance No. 1394-2025, enacted November 3, 2025.

See the Code Comparative Table for further information.

Remove Old Pages

xiii—xvii

1:29—1:32

2:13—2:24

2:97, 2:98

2:205, 2:206

2:283—2:286

2:349—2:352

2:377—2:380

CCT:1

Insert New Pages

xiii—xvii

Checklist of up-to-date pages
(following Table of Contents)

SH:1 (following Checklist of up-to-date
pages)

1:29—1:32.1

2:13—2:24

2:97, 2:98

2:205—2:206.1

2:283

2:349—2:352.1

2:377—2:380

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Insert and maintain this instruction sheet in front of this publication. File removed pages for reference.

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Checklist of Up-to-Date Pages

(This checklist will be updated with the
printing of each Supplement)

From our experience in publishing Looseleaf Supplements on a page-for-page substitution basis, it has become evident that through usage and supplementation many pages can be inserted and removed in error.

The following listing is included in this Code as a ready guide for the user to determine whether the Code volume properly reflects the latest printing of each page.

In the first column all page numbers are listed in sequence. The second column reflects the latest printing of the pages as they should appear in an up-to-date volume. The letters "OC" indicate the pages have not been reprinted in the Supplement Service and appear as published for the original Code. When a page has been reprinted or printed in the Supplement Service, this column reflects the identification number or Supplement Number printed on the bottom of the page.

In addition to assisting existing holders of the Code, this list may be used in compiling an up-to-date copy from the original Code and subsequent Supplements.

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Supplement No. 1

SUPPLEMENT HISTORY TABLE

The table below allows users of this Code to quickly and accurately determine what ordinances have been considered for codification in each supplement. Ordinances that are of a general and permanent nature are codified in the Code Book and are considered "Includes." Ordinances that are not of a general and permanent nature are not codified in the Code Book and are considered "Omits."

In addition, by adding to this table with each supplement, users of this Code of Ordinances will be able to gain a more complete picture of the Code's historical evolution.

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1393-2025	10- 6-2025	Omitted	1
1394-2025	11- 3-2025	Included	1

STATE OF TEXAS

County of _____

Know all men by these presents, that _____ of the County of _____ State of Texas, for and in consideration of the sum of _____ Dollars, to _____ in hand paid by _____ the receipt of which is hereby acknowledged, have granted, sold and conveyed, and by these presents do grant, sell and convey unto the said _____ of the County of _____ State of Texas, all that certain _____

Acres	Original Grantor	Original Grantee	Original Date
1.00	John Doe	Jane Smith	1/1/1900
2.00	John Doe	Jane Smith	1/1/1900
3.00	John Doe	Jane Smith	1/1/1900
4.00	John Doe	Jane Smith	1/1/1900
5.00	John Doe	Jane Smith	1/1/1900
6.00	John Doe	Jane Smith	1/1/1900
7.00	John Doe	Jane Smith	1/1/1900
8.00	John Doe	Jane Smith	1/1/1900
9.00	John Doe	Jane Smith	1/1/1900
10.00	John Doe	Jane Smith	1/1/1900

§ 42-12. Financial reporting.

- A. The City Treasurer shall prepare or cause to be prepared a monthly budget status report in accordance with the detail for budgetary accounts in the annual fiscal year budgets. Following the close of the month the report will be available on or before the 15th of the following month and will be placed on the agenda of the next regular meeting of the Council, following availability, for City Council approval. The report shall reveal expenditure and budgetary amounts in such form, but not limited to, the following:

BUDGET STATUS REPORT

FUND _____ MONTH ENDING _____

EXPENDITURE PERIOD YEAR TO DATE

CATEGORY ACTUAL ENCUMBRANCES

BUDGET UNEXPENDED PERCENTAGE

- B. The officer or employee charged with keeping the appropriation and expenditure records shall prepare and submit a monthly report of purchase orders or contracts outstanding at the end of each month. Following the close of the month the report will be available on or before the 15th of the following month and will be placed on the agenda of the next regular meeting of the Council, following availability, for City Council approval. The report shall reveal such purchase order or contract information as, but not limited to, the following:

OPEN PURCHASE ORDERS

AS OF _____

PURCHASE INVOICE

DATE ORDER NO. VENDOR REQUISITION NO. AMOUNT

ADJUSTMENTS OPEN AMOUNT

[Added 3-4-1996 by Ord. No. 848; amended 6-7-2004 by Ord. No. 1040-2004]**§ 42-13. Applicability to public trusts.**

- A. For all public trusts created pursuant to 60 O.S. §§ 176 to 180, for which the City is beneficiary and for which the trust's governing body is comprised entirely of members of the City Council, the requirements of §§ 42-6 through 42-12 of this chapter shall apply.
- B. For the purposes of the public trusts, as used above, the terms "governing body" shall mean Board of Trustees of the trust, "chief executive officer" shall mean Trust Manager as appointed by the trustees, "City Treasurer" shall mean trust Treasurer as appointed by the trustees or required by the trust indenture.

[Added 3-4-1996 by Ord. No. 848]

§ 42-14. Reserve funds.

- A. Purpose. This article creates reserve funds for the general purposes of ensuring the ongoing operations of the City of Tahlequah's general fund in times of extraordinary expenses or revenue shortfalls; addressing emergency expenditure requirements; and/or addressing unforeseen major capital facility maintenance needs.
- B. Reserves established. The City's general fund budget shall have an operating reserve line item balance of at least 8% of annually budgeted expenditures. The City shall also have and there is hereby established a net revenue stabilization fund ("rainy day fund"). When the operating reserve requirement is met, the city of Tahlequah shall budget for and/or make transfer appropriations to the net revenue stabilization fund from the general fund or other City of Tahlequah governmental funds until the fund balance of the net revenue stabilization fund reaches an amount not less than 5% but not more than 15% of annually budgeted general fund expenditures in the then-current budget year.
- C. Net revenue stabilization fund deposits. On November 1 of each year, the Finance Director shall report prior fiscal year revenues and expenditures to the Mayor. Any such revenues that remain in the general fund after expenses are paid shall be deemed excess revenue and shall be utilized and accounted for as follows:
- (1) If the operating reserve line item balance is below the 8% for the current fiscal year, excess revenues will be placed in the operating reserve to meet the minimum balance.
 - (2) If the net revenue stabilization fund balance is less than 15% of the budgeted general fund expenditures for the current fiscal year, then 50% of the excess revenues, after operating reserve minimum is met, shall be placed in the net revenue stabilization account. The remaining 50% of excess revenues shall be placed in the general fund.
 - (3) If the net revenue stabilization fund is at 15% of the budgeted general fund expenditures the remainder of the 50% and all excess revenues shall be placed in the City's general fund.
- D. Use of Net Revenue Stabilization Fund balances; requirements to maintain Net Revenue Stabilization Fund balances.
- (1) Definitions. Unless otherwise stated in this article, the terms defined in the most recently-amended Oklahoma Municipal Budget Act (11 O.S., Section 17-201 et seq.) apply herein. The Net Revenue Stabilization Fund may also be known as or titled the "Rainy Day fund."
 - (2) Appropriation of Net Revenue Stabilization Fund balances.
 - (a) The City Council cannot appropriate Net Revenue Stabilization ("Rainy Day") Fund balances without the affirmative majority vote of the City Council Members.
 - (b) Net Revenue Stabilization Fund balances can only be appropriated in instances in which:
 - i. unexpected expenses are incurred within the City of Tahlequah General Fund due to natural or man-made disasters, as declared by the President of United

States or the Governor of Oklahoma, and the Mayor of Tahlequah; and the General Fund Operating Reserve appropriation has been expended or obligated for expenditure; or

- ii. the General Fund Operating Reserve is projected to be drawn down to a level below one (1) percent of annually budgeted expenditures, due to sustained revenue fluctuations or unexpected expenditures; or
 - iii. critical, non-programmed one-time capital expenditures are required for the maintenance, replacement, construction or improvement of City of Tahlequah buildings or infrastructure.
- (c) Maintenance of Net Revenue Stabilization Fund balance. At any time that the Net Revenue Stabilization Fund balance is below the required five percent (5%) of annually budgeted General Fund expenditure level, the Council shall take action to restore the fund balance to its required level within three years of the occurrence of the shortfall.
- (d) In conjunction with the council's required acceptance of the Comprehensive Annual Financial Report, the Finance Director shall reconcile any revenue or expenditure projections that resulted in transfers into or withdrawals from the Net Revenue Stabilization Fund with actual stated budgetary year-end results and shall, to the extent practicable, rebalance the allocations accordingly.
- (e) The Assistant City Administrator or her/his designee is authorized and directed to establish procedures and policies to implement this article.

[Added 4-18-2016 by Ord. No. 1234-2016; Ord. No. 1389-2025, § 1, 6-3-2025]

¹**Editor's note**—See 11 O.S. § 17-201 et seq.

CHAPTER 63 MUNICIPAL COURT*

§ 63-1. Organization of municipal court.

This chapter shall govern the organization and operation of the municipal criminal court of the City as put into operation by resolution duly passed and filed in accordance with law as authorized by 11 O.S. §§ 27-101 and 27-102. To the extent of conflict between any provisions of this chapter and the provisions of any ordinance of this City, the provisions of this chapter shall control.

§ 63-2. Definitions.

As used in this chapter, unless the context requires a different meaning, the following words shall have the meanings ascribed to them in this section:

CHIEF OF POLICE — The peace officer in charge of the police force of the municipality.

***[HISTORY: Adopted by the City Council of the City of Tahlequah as Part 6 of the Prior Code. Amendments noted where applicable.]**

CLERK — The chief municipal court officer as authorized by the City Council, including any assistant or member of the office staff of the chief municipal court officer while performing duties of the municipal court officer.

COURT — The municipal criminal court of the City of Tahlequah.

GOVERNING BODY — The City Council of the City.

JUDGE — The Judge of the municipal criminal court, including any acting judge or alternate judge thereof as provided for by the statutes of this state and this chapter.

MUNICIPALITY or THIS MUNICIPALITY — The City of Tahlequah.

THIS JUDICIAL DISTRICT — The district court judicial district of the State of Oklahoma wherein the government of this municipality is situated.

[Amended 6-22-2000 by Ord. No. 924-2000]

§ 63-3. Jurisdiction of court

The court shall exercise original jurisdiction to hear and determine all prosecutions wherein a violation of any ordinance of this municipality is charged, including any such prosecutions transferred to the court in accordance with applicable law.

§ 63-4. Judge.

- A. Qualifications. There shall be one Judge of the Court. A Judge must be duly licensed to practice law in the state. The Judge may engage in the practice of law in other courts, but the Judge shall not accept employment inconsistent with their duties as Judge, or arising out of facts which give rise to or are connected with cases within the jurisdiction of the Court, pending therein or which might become the subject of proceedings therein. The Judge must be a resident of this municipality or maintain a law office therein. The Judge may serve as judge of other municipal courts, if such service may be accomplished consistently with their duties as Judge of this Court, with the consent of the Mayor and Council. If all licensed attorneys residing within Cherokee County certify to the Clerk that they are not willing to accept appointment as Judge, a resident of this municipality of the age of at least 25 years, otherwise qualified as the Mayor and City Council agree, may be appointed as Judge.
- B. Term. The official term of the Judge shall be two years expiring on the first Monday in May, in each odd-numbered year. Each Judge, unless sooner removed for proper cause, shall serve until the Judge's successor is appointed and qualified.
- C. Acting judge. If at any time there is no Judge or Alternate Judge, duly appointed and qualified, available to sit as Judge, the Mayor shall appoint some person, possessing the qualifications required by this chapter for the Judge, who shall preside as Acting Judge over the Court in the disposition of pending matters until such time as a judge or alternate judge shall be available.
- D. Appointment. Judges shall be appointed by the Mayor with the consent of City Council. A proposed appointment shall be submitted in writing to City Council at the next to the last regularly scheduled meeting prior to the day upon which the appointment is to take effect, and

shall be acted upon at the next regularly scheduled meeting. The City Council may decide upon the proposed appointment by a majority vote of a quorum present and acting. Failure of decision upon a proposed appointment shall not prevent action thereon at a later regularly scheduled meeting of the City Council unless the Mayor, in writing, withdraws the proposed appointment.

- E. Salary and payments. The Judge shall receive a salary as set by the City Council by motion or resolution, paid in the same manner as the salaries of other officials of this municipality.



GENERAL LEGISLATION

- § 210-54. Unlawful to sell or furnish tobacco, nicotine or vapor products to persons under 21 years of age.
- § 210-55. Unlawful for person under 21 years of age to purchase, receive or possess tobacco, nicotine or vapor products.
- § 210-56. Distribution of tobacco product and vapor product samples.
- § 210-57. Public access to displayed tobacco products.
- § 210-58. Enforcement.
- § 210-59. Smoking in public.

Article V Offenses Against Persons

- § 210-60. Assault and battery prohibited.

Article VI Offenses Against Public Authority

- § 210-61. Resisting officer.
- § 210-62. Refusing or failing to assist officer.
- § 210-63. Assault or battery upon police or other law officer.
- § 210-64. Rescuing prisoners.
- § 210-65. Escape of prisoners.
- § 210-66. Impersonating officer or employee.
- § 210-67. False alarms.
- § 210-68. False representation to officer.
- § 210-69. Removal of barricades.
- § 210-70. Resisting public officials.
- § 210-71. Jail loitering, talking to prisoner, articles of escape.

Article VII Penalties

- § 210-72. Violations and penalties.

CHAPTER 215 OPEN BURNING

- § 215-1. Definitions.
- § 215-2. Permit application.
- § 215-3. Notification of Fire Department; approval of Fire Chief.
- § 215-4. Prohibited material.
- § 215-5. Location.
- § 215-6. Burn to be attended.
- § 215-7. Violations and penalties.
- § 215-8. Liability; compliance with laws.

CHAPTER 222 PARKLETS, OUTDOOR

- § 222-1. Statement of purpose.
- § 222-2. Definitions.
- § 222-3. Applicability.
- § 222-4. License required.
- § 222-5. Application.
- § 222-6. Restrictions and limitations.
- § 222-7. Effective date.

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§ 222-8. Statutory construction and severability.

CHAPTER 227 PARKS AND RECREATION AREAS

- § 227-1. Council to make rules for recreational facilities.
- § 227-2. Fees to be determined.
- § 227-3. Overnight camping prohibited without consent; fine.
- § 227-4. Unlawful use of motor vehicles in park.
- § 227-5. Violations and penalties.
- § 227-6. Parks closure established.
- § 227-7. Trespass.

CHAPTER 232 PAWNBROKERS

- § 232-1. Pawnbroker defined.
- § 232-2. License required.
- § 232-3. Bond.
- § 232-4. Register required of property purchased or received.
- § 232-5. Register to be open for inspection.
- § 232-6. Inspection of property purchased or received.
- § 232-7. Purchases or pledges from minors or of stolen property.
- § 232-8. Violations and penalties.

CHAPTER 237 PEDDLERS, SOLICITORS AND ITINERANT VENDORS

- § 237-1. Definitions.
- § 237-2. License required.
- § 237-3. Fees.
- § 237-4. Application for license.
- § 237-5. Sale of perishable foods or merchandise.
- § 237-6. Identification tag or badge, display.
- § 237-7. Prohibited acts.
- § 237-8. Exceptions.
- § 237-9. Enforcement.
- § 237-10. Violations and penalties.

CHAPTER 245 PROPERTY MAINTENANCE

Article I Weeds and Trash

- § 245-1. Legislative intent.
- § 245-2. Definitions.
- § 245-3. Accumulation of weeds and trash.
- § 245-4. Reporting.
- § 245-5. Notice to owner.
- § 245-6. Abatement plan.
- § 245-7. Consent by owner.
- § 245-8. City right to summarily abate.
- § 245-9. Hearing by Abatement Board.
- § 245-10. Appeals to City Council.

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- § 245-11. Work to be done by City forces or contract.
- § 245-12. Statement of cost to be sent.
- § 245-13. Cost to be determined.
- § 245-14. Service of notice.
- § 245-15. Agricultural property.
- § 245-16. Unlawful to deposit rubbish.
- § 245-17. Removal of refuse.
- § 245-18. Removal of dead animals.
- § 245-19. Unlawful to litter.
- § 245-20. Litter not to accumulate on property.
- § 245-21. Enforcement.
- § 245-22. Violations and penalties.
- § 245-23. Administrative fees.

Article II Dilapidated Buildings

- § 245-24. Legislative intent.
- § 245-25. Definitions.
- § 245-26. Reporting.
- § 245-27. Hearing by Abatement Board.
- § 245-28. Notice to owner and mortgage holder.
- § 245-29. Consent by owner.
- § 245-30. Initial hearing by Abatement Board.
- § 245-31. Notice of dilapidation and lien.
- § 245-32. Appeals to City Council.
- § 245-33. Work to be done by City forces or contract.
- § 245-34. Cost to be determined.
- § 245-35. Service of notice.
- § 245-36. Agricultural property.
- § 245-37. Nuisance abatement
- § 245-38. Liability.
- § 245-39. Enforcement.
- § 245-40. Violations and penalties.

Article III Abandoned Property

- § 245-41. Definitions.
- § 245-42. Enforcement.
- § 245-43. Abandoned property and related acts prohibited.
- § 245-44. Notice of abandoned property.
- § 245-45. Removal notice.
- § 245-46. Violations and penalties.

Article IV Graffiti

- § 245-47. Legislative intent.
- § 245-48. Definitions.
- § 245-49. Declaration of nuisance.
- § 245-50. Graffiti prohibited.
- § 245-51. Graffiti removal standards.
- § 245-52. Notice to owner.

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- § 245-53. Abatement plan.
- § 245-54. Consent by owner.
- § 245-55. Hearings.
- § 245-56. Appeals to City Council.
- § 245-57. Statement of cost to be sent.
- § 245-58. Service of notice.
- § 245-59. Enforcement.
- § 245-60. Administrative fees.
- § 245-61. Violations and penalties.

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- § 260-1. Legislative intent; definitions.
- § 260-2. Frequency of collections.
- § 260-3. Limitations on type and amount of materials.
- § 260-4. Placement and arrangement of yard waste for collection by Street Department.
- § 260-5. Fees for additional collections or collection of excessive yard waste.

Article II Collection and Disposal of Solid Waste

- § 260-6. Definitions.
- § 260-7. Solid Waste Department established.
- § 260-8. Disposal of garbage and other waste materials.
- § 260-9. Collection service provision and fees.
- § 260-10. Restriction on collection and transportation of garbage.
- § 260-11. Carts and commercial dumpsters.
- § 260-12. Junk load collection.
- § 260-13. Burning or incineration of solid waste.
- § 260-14. Inspections and enforcement.
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CHAPTER 265 SPECIAL EVENTS

- § 265-1. Definitions.
- § 265-2. Permit required.
- § 265-3. Form for application.
- § 265-4. Criteria for permit.
- § 265-5. Bond required.
- § 265-6. Decision.
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CHAPTER 270 STORMWATER MANAGEMENT

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- § 270-2. Definitions.

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- § 270-3. Applicability; right of entry.
- § 270-4. Responsibility for administration.
- § 270-5. Disclaimer.
- § 270-6. Monitoring of discharges.
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Article II Watercourse Protection

- § 270-8. Watercourse protection and maintenance.
- § 270-9. Aquatic protection buffer zones.

Article III Illicit Discharges, Connections and Illegal Dumping

- § 270-10. Illicit discharge prohibitions.
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Article IV Construction Site Stormwater Runoff Controls

- § 270-13. General performance standards.
- § 270-14. Responsible person.
- § 270-15. Recordkeeping.
- § 270-16. Permitting purpose.
- § 270-17. Land disturbance permits.
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Article V Post-Construction Stormwater After Runoff Controls

- § 270-19. Post-construction activities.

Article VI Administrative Remedies and Penalties

- § 270-20. Notice of violation.
- § 270-21. Violations and penalties.
- § 270-22. Violations deemed public nuisance.
- § 270-23. Abatement, remediation and restoration.
- § 270-24. Demand for payment, liens, and certified statements of cost.
- § 270-25. Suspension of MS4 access.
- § 270-26. Restoration of lands.
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- § 275-1. Purpose and intent.
- § 275-2. Definitions.
- § 275-3. Rules and regulations.
- § 275-4. Exclusion of public areas.
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CHAPTER 280 STREETS AND SIDEWALKS

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- § 280-1. Trees permitted on residential streets.
- § 280-2. Decayed trees to be removed.
- § 280-3. Trees and shrubbery to be trimmed.
- § 280-4. Violations and penalties.
- § 280-5. Unlawful to injure trees and shrubbery.
- § 280-6. Unlawful to obstruct sidewalks and streets with merchandise.
- § 280-7. Unlawful to obstruct unduly sidewalks and streets.
- § 280-8. Unlawful to deposit trash upon streets or sidewalks.
- § 280-9. Unlawful to congregate on streets and sidewalks.
- § 280-10. No street obstruction to interfere with drainage.
- § 280-11. Drainage tiles, size, permit.
- § 280-12. Unlawful to play on sidewalks and in streets.
- § 280-13. Vehicles not to be washed on street.
- § 280-14. Water, mud from vehicles not to drain onto street.
- § 280-15. Water from filling stations and other businesses.
- § 280-16. Driving on newly paved streets.
- § 280-17. Excavations in streets, permit.
- § 280-18. Fees; penalty.
- § 280-19. Replacing street surface.
- § 280-20. Guardrails.
- § 280-21. Duty of Street Department.
- § 280-22. Bridge for pedestrians required.
- § 280-23. Red or amber lights to be placed along ditch.
- § 280-24. Duty to keep sidewalk in repair.
- § 280-25. Additional violations and penalties.
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- § 280-27. Incorporation of specification figures by reference.
- § 280-28. Basic guidelines.
- § 280-29. New annexed land to conform to specifications.
- § 280-30. Building permits not to be issued until compliance.

Article III Curb Cuts

- § 280-31. Purpose.
- § 280-32. Scope.
- § 280-33. Definitions.
- § 280-34. Responsibility for safe work.
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- § 280-36. Enforcement.
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- § 280-38. Installation requirements.
- § 280-39. Alignment.
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- § 280-42. Obstructions.
- § 280-43. Retaining walls.
- § 280-44. Drainage devices.
- § 280-45. Standards regulating access and facilities, access to premises.
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- § 280-47. Lots with double frontage.
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- § 280-56. When standard street curbs shall be installed.
- § 280-57. Maintain in good and safe condition.
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- § 285-2. Interpretation of purpose.
- § 285-3. Scope.
- § 285-4. Administration.
- § 285-5. Definitions.
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- § 285-14. Introduction plat.
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- § 285-17. Form.
- § 285-18. Plat map contents.
- § 285-19. Other information.
- § 285-20. Construction plans.
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- § 285-22. Form.
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- § 285-28. Easements.
- § 285-29. Lots.

Article VI Lot Splits, Exceptions, and Limits of Access

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- § 285-32. Undue hardship.
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- § 285-35. Engineering specifications.
- § 285-36. Street and sidewalk system standards.
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- § 285-57. Maintenance bond required in advance.
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- § 285-60. Fees.

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- § 295-1. Citation and codification.
- § 295-2. Definitions.
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- § 295-4. Classification of taxpayers.
- § 295-5. Subsisting state permits.
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- § 295-7. Purpose of revenues.
- § 295-8. Tax rate; sales subject to tax.
- § 295-9. Exemptions; sales subject to other tax.
- § 295-10. Exemptions; governmental and nonprofit entities.
- § 295-11. Exemptions; general.
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- § 295-14. Exemptions; corporations and partnerships.
- § 295-15. Tax due when; returns; records.
- § 295-16. Payment of tax; brackets.
- § 295-17. Tax constitutes debt
- § 295-18. Vendor's duty to collect tax; penalties.
- § 295-19. Returns and remittances; discounts.
- § 295-20. Interest and penalties; delinquency.
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- § 295-22. Erroneous payments; claim for refund.
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- § 295-26. Provisions cumulative.

Article II Telephone Fee

- § 295-27. Fee levied on telephone exchanges.
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Article III Use Tax

- § 295-29. Citation and codification.
- § 295-30. Definitions.
- § 295-31. Excise tax on storage, use or other consumption of intangible, personal property levied.
- § 295-32. Purpose of revenues.
- § 295-33. Exemptions.
- § 295-34. Time when due; returns; payment.
- § 295-35. Tax constitutes debt.
- § 295-36. Collection of tax by retailer or vendor.
- § 295-37. Collection of tax by retailer or vendor not maintaining a place of business within state or both within and without state, permits.
- § 295-38. Revoking permits.
- § 295-39. Remunerative deductions allowed vendors or retailers of other states.
- § 295-40. Interest and penalties, delinquency.
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- § 295-48. Citation.
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- § 295-50. Tax levied.
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- § 295-52. Exemptions.
- § 295-53. Certificate of exemption required.
- § 295-54. Operator responsible for collection.
- § 295-55. Records.
- § 295-56. Returns.
- § 295-57. Payment of tax.
- § 295-58. Tax to be designated.
- § 295-59. Bond required.
- § 295-60. Assessment and determination of tax.
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- § 295-62. Notices.
- § 295-63. Remedies exclusive.
- § 295-64. General powers of City Clerk.
- § 295-65. Certificates of registration.
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- § 295-67. Fraudulent returns.
- § 295-68. Amendments.
- § 295-69. Administration.
- § 295-70. Interest.
- § 295-71. Payment of legal fees.
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Article V Utility Tax

- § 295-73. Tax levied.
- § 295-74. Not to apply to franchises.
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- § 295-79. Citation.
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- § 295-81. Tax additional to all other excise taxes.
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- § 295-83. Subsisting state permits.
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Article VII Substantial Hotel Tax

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- § 295-91. Use of funds.
- § 295-92. Exemptions.
- § 295-93. Certificate of exemption required.
- § 295-94. Substantial hotel operator responsible for collection.
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- § 295-96. Returns.
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- § 295-98. Tax to be designated.
- § 295-99. Bond required.
- § 295-100. Assessment and determination of tax.
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- § 299-3. Operator's license and fee.
- § 299-4. Drivers.
- § 299-5. Insurance.
- § 299-6. Traffic rules.
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CHAPTER 305 TREES

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CHAPTER 312 UTILITIES

- § 312-1. Superintendent of Public Utilities.

less than six inches (6") in diameter is used it shall be schedule 40. When PVC pipe six inches (6") or larger is used in an engineered system, designed, sealed and signed by an engineer registered in the State of Oklahoma, it may be schedule 35. Lines less than six inches (6") in diameter shall not exceed three hundred feet (300') in length. Lines six inches (6") in diameter in an engineered system, designed, sealed and signed by an engineer registered in the State of Oklahoma shall have manholes installed and spaced no further apart than three hundred feet (300'). Lines larger than six inches (6") in diameter shall have manholes installed and spaced no further apart than three hundred feet (300').

- (5) Subsection E3406.3, Minimum size of conductors, is amended to state: The minimum size of conductors for feeders and branch circuits shall be 12 AWG copper. The minimum size of service conductors shall be as specified in Chapter 36. The minimum size of Class 2 remote control, signaling and power-limited circuit conductors shall be as specified in Chapter 43.

H. The following sections are hereby deleted from the International Building Code in their entirety:

- (1) Section R313, Automatic Fire Sprinkler Systems.
- (2) Section R313.2, One- and Two-Family Dwellings Automatic Fire Sprinkler Systems.
- (3) Section R313.2.1, Design and Installation.

[Added 9-5-2023 by Ord. No. 1367-2023; Ord. No. 1390-2025, § 1, 7-7-2025]

¹Editor's note—So in original.

§ 128-74. Nonliability of City.

This article shall not be construed as imposing upon the City any liability or responsibility for damages to any person injured by any defect in any house or other habitable dwelling mentioned herein. Nor shall the City or any official be held as assuming any such liability or responsibility by reason of the inspection authorized hereunder or by lack of such inspections.

§ 128-75. Site layout.

Prior to start of construction, all lots or parcels of land platted or unplatted shall have all property lines, easements, rights-of-way, and building lines clearly marked by a registered land surveyor.

[Amended 1-6-2003 by Ord. No. 992-2002]

§ 128-76. Footing reinforcement.

- A. Concrete footings shall have a minimum of two No. 4 (1/2 inch) bar at the top and bottom of the footing. Bottom reinforcement shall be located a minimum of three inches clear from the bottom of the footing by using approved dobies.

- B. Where a construction joint is created between a concrete footing and concrete or masonry stem wall, a minimum of one No. 4 bar shall be provided at not more than four feet on center. The vertical bar shall extend to three inches clear of the bottom of the footing, have a standard hook and extend a minimum of 14 inches into the stem wall.

[Amended 1-6-2003 by Ord. No. 992-2002; 9-5-2023 by Ord. No. 1367-2023]

§ 128-77. Existing structures.

Existing structures shall comply with the latest edition of the International Property Maintenance Code adopted by the City and all referenced codes that may apply.

[Amended 4-17-2006 by Ord. No. 1091-2006]

Article VIII Fair Housing

§ 128-78. Policy.

It is the policy of the City to provide, within constitutional limitations, for fair housing throughout the City.

§ 128-79. Definitions.

DISCRIMINATORY HOUSING PRACTICE — An act that is unlawful under §§ 128-81, 128-82 and 128-83 of this article.

DWELLING — Any building, structure or portion thereof which is occupied as or designed or intended for occupancy as a residence by one or more families and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure or portion thereof.

FAMILY — Includes a single individual.

HOUSING FOR OLDER PERSONS — Housing: **[Added at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]**

- A. That the Attorney General's Office of Civil Rights Enforcement determines is specifically designed and operated to assist elderly persons pursuant to a federal or state program;
- B. Intended for, and solely occupied by, persons 62 years of age or older; or
- C. Intended and operated for occupancy by at least one person 55 years of age or older per unit as determined by rules of the Attorney General's Office of Civil Rights Enforcement.

PERSON — Includes one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated organizations, trustees in bankruptcy, receivers and fiduciaries.

TO RENT — Includes to lease, to sublease, to let and otherwise to grant for a consideration the right to occupy premises not owned by the occupant. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]**

- (13) The licensee shall not be permitted to use or operate any public address system, or similar device.
- (14) The licensee shall be allowed to provide amplified or piped-in music within the licensed property during the hours of operation, but no earlier than 11:00 a.m. and no later than 11:00 p.m.
- (15) No advertising shall be permitted on or in any outdoor parklet except a sandwich board portable sign. Such sign shall not be located in the traveled roadway or block pedestrian traffic and shall be moved indoors daily at the end of business hours. Such sign shall not exceed eight square feet in area and four feet in height. If applicable, a scale drawing of the sign shall be included as part of the license agreement.
- (16) Should the licensee breach any section of the agreement, the City may perform such cleaning or removal as it considers in its best interests, and the licensee shall reimburse the City for the cost thereof.

§ 222-7. Effective date.

This chapter shall be effective 30 days after its passage by the City Council, its approval by the Mayor, and its publication as provided by law.

§ 222-8. Statutory construction and severability.

It is the intent of the City Council of the City of Tahlequah to supplement applicable state and federal law and not to duplicate or contradict such law. The provisions of this chapter are severable, and the invalidity of any provision of this chapter shall not affect other provisions of this chapter, which can be given effect without the invalid provision. All ordinances or parts of ordinances in conflict with this chapter are repealed insofar as they conflict.

CHAPTER 227 PARKS AND RECREATION AREAS*

§ 227-1. Council to make rules for recreational facilities.

The City Council shall promulgate, invoke, create, amend and enforce such rules, regulations, and other requirements as it deems necessary or expedient in connection with fishing and fishing privileges, hunting and hunting privileges, boating and boating privileges, and swimming, and the use of all other recreational facilities owned or operated by the City.

§ 227-2. Fees to be determined.

The City shall provide by rules, from time to time, the fees charged for any such recreational privileges on any property or facility for recreational purpose owned or operated by the City.

***[HISTORY: Adopted by the City Council of the City of Tahlequah as Ch. 11-1 of the Prior Code. Amendments noted where applicable.]**

§ 227-3. Camping prohibited without consent; fine.

- A. The use of the parks and public areas within the corporate limits of the City for camping is prohibited without the consent of the Mayor and Council of this City.
- B. The installation or erection of any tent or shelter in any parks and public areas within the corporate limits of the City of Tahlequah shall constitute presumptive evidence of the breach of this Code.

[Ord. No. 1394-2025, § 1, 11-3-2025]

§ 227-4. Unlawful use of motor vehicles in park.

It is unlawful for any person to drive any truck, automobile, motorcycle, motorized scooter, or other motor vehicle or to ride any horse, pony or other animal in or upon the public parks within the limits of the City except upon clearly defined public roadways or public parking areas in such parks or except in cases of public necessity when authorized and directed to do so by public officials of this City.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I); Ord. No. 1394-2025, § 1, 11-3-2025]

§ 227-5. Violations and penalties.

It is unlawful for any person to use any of such recreational facilities or to hunt, fish, swim or use any boat in connection with any of the recreational facilities owned or operated by this City without having complied with the rules and regulations promulgated by the City Council of this City in connection therewith. Anyone violating any of the rules and regulations, or failing to comply with such, shall be guilty of an offense and, on conviction thereof, shall be fined as provided in § 1-9 of this Code.

§ 227-6. Parks closure established.

- A. No person shall enter into or remain upon nor shall any vehicle be left unattended in any park areas or facility between the hours of 11:30 p.m. and 5:30 a.m. unless an earlier or later closure is approved by council and is posted at the park area or facility; provided that use of such park areas or facilities may be allowed during closure hours when a permit has been issued by the City Council or the Mayor. Any person violating this section shall, upon conviction, be guilty of a misdemeanor offense, punished by a fine as provided in Section 1-108 of this Code.

[Ord. No. 1394-2025, § 2, 11-3-2025]

§ 227-7 Trespass.

Any individual found guilty of violating any provision of this Code including the rules established by City Council while in any park may be subject to a prohibition of reentry to any park up to 120 days from the date of conviction.

[Ord. No. 1394-2025, § 2, 11-3-2025]

CHAPTER 232 PAWNBROKERS***§ 232-1. Pawnbroker defined.**

- A. The following is hereby declared to be a pawnbroker for the purpose of this chapter:
- (1) Any person who loans money on deposit of personal property;
 - (2) Any person who deals in the purchase of personal property on condition of selling the same back again at a stipulated price;
 - (3) Any person who purchases items of personal property from an individual not ordinarily engaged in the sale of personal property as a business;
 - (4) Any person who makes a public display at their place of business of the sign used by pawnbrokers to denote their business, such as three gilt or yellow balls; or

***[HISTORY: Adopted by the City Council of the City of Tahlequah 3-2-1981 by Ord. No. 601 (Ch. 9-2 of the Prior Code). Amendments noted where applicable.]**

The following information is for your information only. It is not intended to be used as a substitute for professional advice. The information is provided for your information only and is not intended to be used as a substitute for professional advice. The information is provided for your information only and is not intended to be used as a substitute for professional advice.

§ 280-60. Abandoned driveway approaches.

- A. Whenever the use of any driveway approach is abandoned and not used for ingress and egress to the property, the street commissioner may require the owner of such abutting property to restore the curb according to the standards provided in this article after written notification by the street commissioner within a period of 60 days.
- B. Drives serving property which changes use (e.g., service station to neighborhood convenience store, or ice dock to office, or residential to commercial) and does not meet the requirements of this article shall be closed and reconstructed to conform.
- C. Curb cuts permitted for parking behind the curbline on street rights-of-way shall also be closed when building changes use or is abandoned.

§ 280-61. Violation and penalties.

Any person who shall violate any provision of this article or who shall fail to comply with the requirements of this article shall be deemed guilty of a misdemeanor and shall be punishable by fines as determined by the municipal judge of up to \$200 for the first violation and up to \$500 for repeat violations. Each day that a violation exists shall constitute another violation.

Article IV Complete Streets*

§ 280-62. Creation of review body for the complete streets policy.

- A. The City of Tahlequah Planning Commission shall review, at least once per year, the City of Tahlequah Complete Streets Policy adopted by Resolution. A review of the policy by the Commission shall be reviewed at the Commission's regularly scheduled January meeting.
- B. Upon review, if any amendments to the policy are recommended by the Planning Commission, the Planning Commission shall forward any recommendations to the City Council for consideration.

[Ord. No. 1388-2025, § 1, 6-3-2025]

§ 280-63. through § 280-65. (Reserved)

CHAPTER 285 SUBDIVISION OF LAND†

Article I General Provisions

§ 285-1. Title and codification.

This chapter and all amendments thereto shall be known and may be cited as the "Land Subdivision Code of the City of Tahlequah, Amended."

***Editor's note**—Ord. No. 1388-2025, § 1, adopted June 3, 2025, repealed the former Art. IV, §§ 280-62—280-65, and enacted a new Art. IV as set out herein. The former Art. IV pertained to similar subject matter. See the Code Comparative Table for full derivation.

†**[HISTORY: Adopted by the City Council of the City of Tahlequah 10-10-2003 by Ord. No. 1020-2003 (Ch. 12-4 of the Prior Code). Amendments noted where applicable.]**

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- B. Upon the issuance of a building permit, the City shall collect a fee from each property owner as set forth in the fee schedule established by the City Council. The total fee shall be added to the building permit fees. **[Amended 4-5-2021 by Ord. No. 1320-2021; at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]**
[Amended 8-7-2006 by Ord. No. 1101-2006]

Article XIII Penalties

§ 285-62. Violations and penalties.

The violation of any of the provisions of this chapter or any amendments thereto by the owner, the contractor, or any of their employees or persons under their control shall be a Class B offense unless otherwise specified. Each day upon which a violation occurs or continues is a separate offense, and each act which in fact violates two or more provisions of this chapter is a separate offense under each provision violated.

[Amended 8-7-2006 by Ord. No. 1101-2006]

CHAPTER 295 TAXATION*

Article I Sales Tax†

§ 295-1. Citation and codification.

This article shall be known and may be cited as "City of Tahlequah Sales Tax Ordinance."

§ 295-2. Definitions.

The definitions of words, terms and phrases contained in the Oklahoma Sales Tax Code, 68 O.S. § 1352, are hereby adopted by reference and made a part of this article.

§ 295-3. Tax Collector defined.

The term "Tax Collector" as used in this article means the department of the City or the official agency of the state duly designated according to law or contract, and authorized by law to administer the collection of the tax levied in this article.

§ 295-4. Classification of taxpayers.

For the purpose of this article the classification of taxpayers hereunder shall be as prescribed by state law for purposes of the Oklahoma Sales Tax Code.

***[HISTORY: Adopted by the City Council of the City of Tahlequah as indicated in article histories. Amendments noted where applicable.]**

†[Adopted 6-30-1975 by Ord. No. 561 (Ch. 7-2 of the Prior Code)]

§ 295-5. Subsisting state permits.

All valid and subsisting permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purpose of this article, hereby ratified, confirmed and adopted in lieu of any requirement for an additional City permit for the same purpose.

§ 295-6. Effective date.

In accordance with 11 O.S. § 299-11, the following rates are in effect:

- A. As to the first \$0.01 tax, this article became effective July 1, 1967.
- B. As to the second cent tax, this article became effective on August 1, 1974.
- C. As to the first half cent tax, this article became effective June 1, 2004.
- D. The next half cent tax is effective on October 1, 2009, and shall end on or before September 30, 2019, or at such time as the indebtedness issued pursuant to the tax is paid, whichever occurs earlier.
- E. As the 3/4% tax to replace the 3/4% tax which has expired, is effective on and after April 1, 2013, and remain in effect until April 1, 2028, or at such time as the indebtedness issued pursuant to the tax is paid, whichever occurs first, or until lawfully repealed.

[Amended 2-24-2004 by Ord. No. 1023-2003; 2-2-2009 by Ord. No. 1143-2009; 11-5-2012 by Ord. No. 1198-2012]

§ 295-7. Purpose of revenues.

- A. The following ordinances were approved by a vote of the citizens of the City of Tahlequah on the dates, for the purposes, rates, and durations indicated. These ordinances were adopted prior to January 1, 2020. If specific questions arise about the provisions of an ordinance adopted prior to January 1, 2020, the actual ordinance should be reviewed and shall control over the provisions hereof. The summary set out in Subsection B below is for information purposes only. For all sales tax ordinances adopted after January 1, 2020, the summary set out in Subsection B below will be updated.
- B. Ordinances adopted prior to February 3, 2025, are as follows:
 - (1) Ordinance No. 561.
 - (a) Effective: August 1, 1974.
 - (b) Purpose: Support the functions of the municipal government.
 - (c) Effective rate: 2%.
 - (d) Duration: permanent.
 - (2) Ordinance No. 917-2000.
 - (a) Effective: October 1, 2000.
 - (b) Purpose: Maintenance and operations of Tahlequah City Hospital.
 - (c) Effective rate: 1%.

- (d) Duration: September 20, 2005.
- (3) Ordinance No. 965-2001.
 - (a) Effective: January 1, 2002.
 - (b) Purpose: Capital improvements to Gable Field.
 - (c) Effective rate: 0.5%.
 - (d) Duration: December 31, 2003.
- (4) Ordinance No. 1023-2003.
 - (a) Effective: June 1, 2004.
 - (b) Purpose: Capital improvements for public schools.
 - (c) Effective rate: 0.5%.
 - (d) Duration: May 31, 2009.
- (5) Ordinance No. 1143-2009.
 - (a) Effective: October 1, 2009.
 - (b) Purpose: Capital improvements.
 - (c) Effective rate: 0.5%.
 - (d) Duration: September 30, 2019.
- (6) Ordinance No. 1198-2012.
 - (a) Effective: April 1, 2013.
 - (b) Purpose: Capital improvements.
 - (c) Effective rate: 0.75%.
 - (d) Duration: March 31, 2028.
- (7) Ordinance No. 1287-2019.
 - (a) Effective: January 1, 2020.
 - (b) Purpose: Street and sidewalk improvements.
 - (c) Effective rate: 0.5%.
 - (d) Duration: December 31, 2025.
- (8) Ordinance Number 1384-2025.
 - (a) Effective: January 1, 2026.
 - (b) Purpose: Street improvements.
 - (c) Effective Rate: 0.5%.
 - (d) Duration: December 31, 2036.

C. The cumulative sales tax levy imposed within this municipality is 3.25% as of January 1, 2026. [Amended 2-24-2004 by Ord. No. 1023-2003; 2-2-2009 by Ord. No. 1143-2009; 11-5-2012 by Ord. No. 1198-2012; 8-7-2023 by Ord. No. 1362-2023; Ord. No. 1384-2025, § 2, 3-3-2025]

§ 295-8. Tax rate; sales subject to tax.¹

A. There is hereby levied an excise tax of 3% upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code including, but not exclusive of, the following:

- (1) Tangible personal property;
- (2) Natural or artificial gas, electricity, ice, steam, or any other utility or public service except water and those specifically exempt by this part;
- (3) Transportation for hire of persons by common carriers, including railroads, both steam and electric, motor transportation companies, taxicab companies, pullman car companies, airlines and all other means of transportation for hire;
- (4) Service by telephone and telegraph companies to subscribers or users, including transmission of messages, whether local or long distance. This shall include all services and rental charges having any connection with transmission of any message;
- (5) Printing or printed matter of all types, kinds, and characters and the service of printing or overprinting, including the copying of information by mimeograph or multigraph or by otherwise duplicating written or printed matter in any manner, or the production of microfiche containing information on magnetic tapes furnished by customers;
- (6) Service of furnishing rooms by hotel, apartment hotel, public rooming house, motel, public lodging house or tourist camps;
- (7) Service of furnishing storage or parking privileges by auto hotels and parking lots;
- (8) Selling, renting or otherwise furnishing computer hardware or software or coding sheets, cards or magnetic tapes on which prewritten programs have been coded, punched or otherwise recorded;
- (9) Food, confections and all drinks sold or dispensed by hotels, restaurants, or other dispensers, and sold for immediate consumption upon the premises or delivered or carried away from the premises for consumption elsewhere;
- (10) Advertising of all kinds, types and character, including any and all devices used for advertising purposes and the servicing of any advertising devices, except those specifically exempt by this article;
- (11) Dues or fees to clubs including free or complimentary dues or fees which shall have the value equivalent to the charge that would have otherwise been made, including any fees paid for the use of facilities or services rendered at a health spa or club or any similar facility or business;

- (12) Sales of tickets, fees or other charges made for admission to or voluntary contributions made to places of amusement, sports, entertainment, exhibition, display or other recreational events or activities, including free or complimentary admissions which shall have the value equivalent to the charge that would have otherwise been made;

§ 295-74. Not to apply to franchises.

The tax levied under this article shall, when levied, apply to all persons, firms, associations or corporations engaged in the business of furnishing power, light, heat, gas, electricity or water within the City Municipal limits, except it shall not apply to any person, firm, association or corporation operating under a valid franchise from the City granted pursuant to Article XVIII, Section 5(a) of the Oklahoma Constitution, nor shall it apply to that portion of gross receipts received by the entities upon which this tax is levied from customers of such utilities that are exempt from taxation under applicable provisions of Oklahoma sales tax law.

§ 295-75. Payment of tax.

The tax levied under this article shall be levied for a term of not less than one year, and shall be continuing thereafter and shall be payable monthly, on or prior to the tenth day of each month, as applicable, and the proceeds thereof shall be placed in the general revenue fund of the City.

§ 295-76. Failure to pay tax.

Any person, firm, association or corporation failing or refusing to pay such tax when levied shall be regarded as a trespasser and may be ousted from such City and in addition thereto, an action may be maintained against such person, firm, association or corporation for the amount of the tax, and all expenses of collecting same, including reasonable attorney fees.

§ 295-77. Tax constitutes lien.

The tax so imposed shall constitute a first and prior lien on all the assets located within the City of any person, firm, association or corporation engaged in the business of selling utility services within the Municipal limits of the City.

§ 295-78. Record of sales.

It shall be the duty of any person, firm, association or corporation subject to the tax levied hereunder to keep and maintain records as to the amount of gross receipts of sales of power, light, heat, gas, electricity or water within the City, and such records shall be subject to review and audit by the City upon reasonable request. In addition, a summary of such sales for the preceding calendar month, including the number of customers served, the number of customers exempt from taxation under applicable Oklahoma sales tax laws, the number of units of gas, electricity or water (cubic feet, kilowatt hours, or gallons, respectively) sold to exempt and nonexempt customers, the gross receipts from sales to exempt and nonexempt customers, and the amount of sales tax charged and collected with respect to such sales, shall be provided unto the City at the time of payment of the tax pursuant to Section 295-76 of this article.

Article VI 2025 Street Improvement Sales Tax*

§ 295-79. Citation.

This article shall be known as, and may be cited as, the "2025 Street Improvement Sales Tax Ordinance."

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-80. Tax rate and levy.

There is hereby assessed and levied a city excise tax of 0.5%, in addition to all other excise taxes assessed and levied by the City of Tahlequah, Oklahoma, and all other taxing authority, upon the gross proceeds or gross receipts derived from all sales to any person taxable under the provisions of the Oklahoma Sales Tax Code, 68 OS § 1350 et seq., as amended. The terms and provisions of said Oklahoma Sales Tax Code, where applicable and not in conflict, are incorporated herein by reference thereto.

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-81. Tax additional to all other excise taxes.

The excise tax levied pursuant to the provisions of this chapter is in addition to any and all other excise taxes levied or assessed by the City of any other taxing authority. Particularly, the tax levied under this article shall be above, and in addition to, the excise taxes assessed and levied by this Article VI.

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-82. Purpose.

- A. It is hereby declared to be the purpose of this chapter to provide revenues for financing and implementing the construction, improvement, maintenance, and repair of the streets, alleys, roadways, bridges, and other similar and related public infrastructure of the City.
- B. All revenues and proceeds derived from the tax levied by this chapter, including any interest thereupon earned from the proceeds, shall be deposited and credited into the special fund of the City to known as the "street improvement fund" as authorized by 11 OS § 17-109, as amended, for the payment of the purposes of this chapter.

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-83. Subsisting state permits.

All valid and subsisting permits to do business issued by the Oklahoma Tax Commission pursuant to the Oklahoma Sales Tax Code are, for the purposes of this article, hereby ratified and confirmed and adopted in lieu of any requirement for an additional City permit for the same purpose.

[Ord. No. 1384-2025, § 1, 3-3-2025]

***Editor's note**—Ord. No. 1384-2025, § 1, adopted March 3, 2025, amended Art. VI in its entirety to read as herein set out. Former Art. VI, §§ 295-79—295-87, pertained to 2019 Streets and Sidewalks Improvements Sales Tax, and derived from Ord. No. 1287-2019 (Ch. 7-7 of the Prior Code), 7-9-2019; Ord. No. 1362-2023, 8-7-2023.

§ 295-84. Administration and collection procedures.

For purposes of administration and collection, the provisions of this Article VI shall apply to the excise tax assessed and levied by this chapter, and the provisions of Article VI applicable to administration and collection procedures are incorporated herein by reference as if fully set out herein.

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-85. Provisions cumulative.

The provisions of this article shall be cumulative and in addition to any and all other taxing provisions of any city ordinances.

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-86. Amendment to chapter.

The City Council is authorized, by ordinance duly enacted, to make such administrative and technical changes or additions in the method of administration and enforcement of this chapter as may be necessary or proper for efficiency and fairness, except that the tax rate and the limitation of time for the collection of the tax herein shall not be changed without approval of the qualified electors of the City as provided by law.

[Ord. No. 1384-2025, § 1, 3-3-2025]

§ 295-87. Duration of tax.

The excise tax levied and imposed by this chapter shall remain in effect for a period commencing on January 1, 2026, and ending on December 31, 2030, and shall be collected on all taxable sales occurring within the City on and between those dates.

[Ord. No. 1384-2025, § 1, 3-3-2025]

Article VII Substantial Hotel Tax*

§ 295-88. Citation.

This article shall be known and cited as the "City of Tahlequah Substantial Hotel Tax."

§ 295-89. Definitions.

As used in this article, the following words and phrases shall have the meanings hereinafter set forth:

DIRECTOR — The Director of Finance of the City.

OCCUPANCY — The use or possession, or the right to the use or possession of any room or rooms in a substantial hotel, or the right to the use or possession of the furnishings or to the services and accommodations accompanying the use and possession of the room or rooms.

***[Adopted 8-28-2018 by Ord. No. 1263-2018 (Ch. 7-8 of the Prior Code)]**

OCCUPANT — A person, who for a consideration, uses, possesses, or has the right to the use or possession of any room or rooms in a substantial hotel under any lease, concession, permit, right of access, license to use, or other agreement.

PERMANENT RESIDENT — Any occupant who has or shall have the right of occupancy of any room or rooms in a substantial hotel for at least 30 consecutive days during the current calendar year or preceding year.

RENT — The consideration received for occupancy valued in money, whether received in money or otherwise, including all receipts, cash, credits, and property or services of any kind or nature, and also any amount for which credit is allowed by the substantial hotel operator to the occupant, without any deductions therefrom whatsoever.

RETURN — Any return filed or required to be filed as herein provided.

ROOM — Any room or rooms of any kind in any part or portion of a substantial hotel which is available for or let out for use or possessed for any purpose other than a place of assembly. As used herein, place of assembly means a room or space which is used for educational, recreational or amusement purposes and shall include:

- A. Dance halls;
- B. Cabarets;
- C. Nightclubs;
- D. Restaurants;
- E. Any room or space for public or private banquets, feasts, socials, card parties or weddings;
- F. Lodge and meeting halls or rooms;
- G. Skating rinks;
- H. Gymnasiums;
- I. Swimming pools;
- J. Billiards, bowling and table tennis rooms;
- K. Halls or rooms used for public or private catering purposes;
- L. Funeral parlors;
- M. Markets;
- N. Recreational rooms;
- O. Concert halls;
- P. Broadcasting studios; and
- Q. All other places of similar type of occupancy.

SUBSTANTIAL HOTEL — Any newly-constructed building or buildings, structures or other facility in which the public may, for consideration, obtain sleeping accommodations in which 81 or more rooms

CODE COMPARATIVE TABLE

This table gives the location within this Code of those ordinances which are included herein. Ordinances not listed herein have been omitted as repealed, superseded or not of a general and permanent nature.

Legislation Number	Date	Section	Section this Code
1374-2024	02-05-2024		84-3
1375-2024	03-04-2024		173-2 173-6
1376-2024	04-01-2024		270-7
1378-2024	04-01-2024		280-17
1379-2024	05-20-2024		5-3
1381-2024	11-04-2024		69-4
1382-2024	12-02-2024		Rpld 138-3
1383-2024	12-02-2024		69-19.5
1384-2025	03-03-2025	1	Rpld 295-79—295-87 Added 295-79—205-87
		2	295-7
1388-2025	06-03-2025	1	Rpld 280-62—280-65 Added 280-62
1389-2025	06-03-2025	1	42-14
1390-2025	07-07-2025	1	128-73
1394-2025	11-03-2025	1	227-3
		2	Added 227-6, 227-7

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical tools employed.

3. The third part of the document presents the results of the study, including a comparison of the different methods and a discussion of the implications of the findings. It also includes a table of the data collected during the experiment.

4. The fourth part of the document discusses the limitations of the study and suggests areas for future research. It also includes a conclusion and a list of references.

5. The fifth part of the document provides a summary of the key findings and a final conclusion. It also includes a list of the authors and their affiliations.



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 6d
Meeting Date 4/6/2026
Initiator Whitney Shaw, City Clerk
Office / Department Administration

Item Title

Discussion and possible action to approve or deny **Resolution No. 04-06-2026B**, a resolution of the City of Tahlequah, amending the City of Tahlequah Open Records payment fee schedule. City Clerk Whitney Shaw

Background

Resolution amendment to include electronic records and to allow records fees to be entered onto the Schedule of Fees and Charges for the City of Tahlequah.

Exhibits

1. Amending Fees for Copying

Funding Source

Request

Approve resolution.

RESOLUTION NO. 04.06.2026

A RESOLUTION OF THE CITY OF TAHLEQUAH, OKLAHOMA, AMENDING THE CITY OF
TAHLEQUAH OPEN RECORDS PAYMENT FEE SCHEDULE.

WHEREAS, the Oklahoma Open Records Act was established to ensure and facilitate the public's right of access to and review of government records; and

WHEREAS, the City of Tahlequah is committed to making available to any person for inspection, copying, or mechanical and/or electronic reproduction of these records, during regular business hours, as allowed by the Oklahoma Open Records Act; and

WHEREAS, state law allows a public body to charge a fee for the recovery of the reasonable, direct costs of record copying or mechanical and/or electronic reproduction and a fee schedule has been adopted by Resolution 12-2-85C by the City Council of Tahlequah; and

WHEREAS, state law allows record custodians to require a requestor of governmental records provide certain information to allow the public body to specifically identify the documents or records being requested for public access; and

WHEREAS, the City shall post a written schedule of said fees at its principal office, specifically, 111 S. Cherokee Ave., Tahlequah, OK, and with the Cherokee County Clerk.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
TAHLEQUAH, OKLAHOMA:**

**SECTION I. THE SCHEDULE OF FEES AND CHARGES IS HEREBY AMENDED AS
FOLLOWS:**

Copying (including Electronic Provision of Same)

Copies per page, 8.5 x 14 or smaller	\$0.25 per page
Certified Copies per page, 8.5 x 14 or smaller	\$1.00 per page

Audio or Video Footage, per disc, flash drive, or other media \$5.00

Search Fee

The hourly wage, including hidden costs (pension, state unemployment, insurance, workers comp, FICA, etc.), of the employee(s) conducting the search, multiplied by the number of hours, or any fraction thereof, worked

Prepayment

The custodian may demand prepayment of a fee whenever the estimated amount exceeds \$75.00.

SECTION II: The City Clerk is hereby directed to make any amendments necessary to the City’s Open Records Request Form to require the provision of information specified by 51 O.S. §24A.5(4).

PASSED AND ADOPTED by the City Council of the City of Tahlequah on this 6th day of April, 2026, after full compliance with the Oklahoma Open Meeting Act.

CITY OF TAHLEQUAH

Suzanne Myers, Mayor

ATTEST:

Whitney Shaw, City Clerk

[Seal]



Tahlequah City Council AGENDA ITEM REPORT

Item No. 6e
Meeting Date 4/6/2026
Initiator Whitney Shaw, City Clerk
Office / Department Administration

Item Title

Discussion and possible action to approve or deny **Resolution No. 04-06-2026C**, a resolution amending the appointment of custodians for the public records for the City of Tahlequah, Oklahoma, providing for designation of additional record custodians and providing for the maintenance, preservation, and protection of public records and amending procedures for accessing and copying open public records. City Clerk Whitney Shaw

Background

Updating language to include measures passed by the State of OK in November of 2025. This resolution combines previously passed resolutions 12--2-85A and 12-2-85B and includes language used by the Oklahoma Municipal League to satisfy the Open Records Act.

Exhibits

1. Procedures for Records

Funding Source

Request

Approve Resolution.

RESOLUTION NO. 04-06-2026A

A RESOLUTION OF THE TAHLEQUAH CITY COUNCIL, AMENDING THE APPOINTMENT OF CUSTODIANS FOR THE PUBLIC RECORDS OF THE CITY OF TAHLEQUAH, OKLAHOAMA, PROVIDING FOR DESIGNATION OF ADDITIONAL RECORD CUSTODIANS AND PROVIDING FOR THE MAINTENANCE, PRESERVATION, AND PROTECTION OF PUBLIC RECORDS AND AMENDING PROCEDURES FOR ACCESSING AND COPYING OPEN PUBLIC RECORDS

WHEREAS 51 O.S. §24A.5 (7) requires public bodies to designate certain persons who are authorized to release records of the public body for inspection, copying, or mechanical reproduction;

BE IT RESOLVED by the City Council of the City of Tahlequah, Oklahoma as follows:

Section I. Appointment of Official Custodians

The following City officials are hereby appointed as official custodians of record for purposes of the Oklahoma Open Records Act and are, hereby, charged with responsibility for compliance with that act with respect to public records:

- A) City Clerk-All public records kept and maintained in the City of Tahlequah City Clerk's Department and all other public records not provided for elsewhere in this section.
- B) Municipal Court Clerk-All public records not on file in the office of the City Clerk and kept and maintained in the Municipal Court.
- C) Finance Director-All public records not on file in the office of the City Clerk and kept and maintained in the Finance Department.
- D) Police Chief-All public records not on file in the office of the City Clerk and kept and maintained in the City of Tahlequah Police Department.
- E) Fire Chief-All public records not on file in the office of the City Clerk and kept and maintained in the City of Tahlequah Fire Department.
- F) City Attorney-All public records not on file in the office of the City Clerk and kept and maintained in the City Attorney's office.

Section II. Designation of Additional Record Custodians

- A) Each official custodian appointed in Section I is hereby authorized to designate any subordinate officers or employees to serve as record custodian. Such record custodians shall have such duties and powers as are set out in the Oklahoma Open Records Act.
- B) Whenever an official custodian appoints another person as a record custodian, he or she shall notify the City Clerk of such designation, and the City Clerk shall maintain a register of such designations.

All city officials and employees appointed or designated as Official Custodian or Deputy Custodian shall:

- Protect public records from damage and disorganization;
- Prevent excessive disruption of essential functions of the city; 51 O.S. §24A.5v1.(4) (b)
- Provide assistance and information upon request;
- Insure efficient and timely action and response to all applications for inspection of public records.

Section III. Procedures Regarding Inspection and Copying of Open Public Records

- A) All persons requesting the inspection of or a copy of open public records shall be make such a request in writing or through the City of Tahlequah website prior to the request being honored, except that no form shall be required for requests made for records which have been reproduced for free public distribution.
- B) All record request forms are to be completed by the person requesting the record. Written requests shall be made on the form provided by the record custodian. The record custodian may demand reasonable identification of any person requesting a record.
- C) Any fees for record inspection of copying are due at the time the records, or copies thereof, are provided to the requester, unless the record custodian has demanded that prepayment of all or part of such fees be made. Full or partial payment shall be required of fees whenever the estimate of such fees exceeds \$75.00. Fees are to be paid to the City Cashier.
- D) No record search or copying fee shall be assessed against officers or employees of the City who make requests which are reasonably necessary to the performance of their official duties.
- E) Hours for making requests for inspection or copying of records shall be all regular working hours for each day the office maintains regular office hours.
- F) The removal of open public records from the office where they are kept and maintained shall not be permitted.
- G) The above procedures as well as any other inspection and copying procedures shall be posted in a conspicuous place in the office of the record custodian.

PASSED AND ADOPTED by the City Council of the City of Tahlequah on this 6th day of April 2026, after full compliance with the Oklahoma Open Meeting Act.

CITY OF TAHLEQUAH

Suzanne Myers, Mayor

ATTEST:

Whitney Shaw, City Clerk



Tahlequah City Council AGENDA ITEM REPORT

Item No. 6f
Meeting Date 4/6/2026
Initiator Paige Harjo, Planning & Development Director
Office / Department Planning & Development

Item Title

Discussion and possible action to approve or deny **Resolution No. 04-06-2026D**, a resolution of the City of Tahlequah, Oklahoma, to change zoning from RS-1 (Single Family Low Density) to AG (Agriculture) for use of animal husbandry, located at 1276 Amity Lane, Tahlequah, Oklahoma or more particularly described as a tract of land lying in the SE/4 of the SE/4 of Section 31, T17N, R22E, more particularly described as follows, to-wit: Beginning at the NW/C of said SE/4 of the SE/4; thence N89°55'30"E, along the North boundary of said SE/4 of SE/4, 702'; thence S0°11'00"E, 273.32', thence S63°30'00"W, 148.28'; thence S3°20'41"E, 304.14'; thence S89°20'51"E, 116.15'; thence S0°11'01"E, 253.57'; thence S89°55'30"W, 702' to a point on the West boundary of said SE/4 of the SE/4 thence N0°11'00"W, 898' to the POB, Cherokee County, Oklahoma. Planning & Development Director Paige Harjo

Background

Zoning Change Request for 1276 Amity Lane

Exhibits

1. CC_Zoning_Staff_Report_1276 Amity Ln
2. Scanned maps of 1276 Amity Lane
3. Resolution for 1276 Amity Lane

Funding Source

N/A

Request

City of Tahlequah

PLANNING & DEVELOPMENT STAFF REPORT

TO: City of Tahlequah City Council
FROM: Paige Harjo, Tahlequah Planning & Development Director
DATE: April 6, 2026
RE: City Council 1276 Amity Lane Zoning Change

Recommendation: Staff Recommends approval of Resolution # . Changing the reference property's zoning from RS-1 to AG.

Background

Subject Property Address: 1276 Amity Ln. Tahlequah, OK
Current Zoning: RS-1 Single Family Low Density
Proposed Zoning: AG Agriculture
Property Owner: Mohamed Bassime
Owner Representative: Mohamed Bassime

Attachments

Zoning/Vicinity Map
Comprehensive Plan Figure 7.1 Existing Land Use Map
Comprehensive Plan Figure 7.3 Future Land Use Plan Map
Comprehensive Plan Figure 7.10 Housing Plan Map
Connect Explorer Map with Utilities
Google Map

Project Summary

The applicant is requesting a zoning change to use the property for animal husbandry.

Existing Context

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

<i>Existing Land Use</i>	<i>Existing Zoning</i>
Single Family Low Density	RS-1
<i>Proposed Land Use</i>	<i>Proposed Zoning</i>
Agriculture	AG
<i>Surrounding Land Use</i>	<i>Surrounding Zoning</i>
North: Single Family High Density	North: RS-3
South: Single Family Low Density/Industrial Moderate	South: RS-1/I-2
East: Single Family Low Density	East: RS-1
West: Single Family Medium Density	West: RS-2

Historic Context

The subject property was zoned R1 during an annexation project in 1998. The subject property was designated RS-1 upon the adoption of the updated zoning ordinance and map in 2022.

Relationship with Comprehensive Plan

Within City of Tahlequah's Comprehensive Plan, the subject property is located within the Rural Residential Area according to the Existing Land Use Map. The subject property is also located in the Residential Reserve Area according to both the Housing Plan Map and the Future Land Use Map. The Comprehensive Plan states within the Element 1: Land Use Section, that the Residential Reserve area, "Indicates areas that may be infilled with proposed residential development at varying densities at some point in the future." The Plan continues stating, "Priority should be given to infill parcels over outlying developments that require the extension of city services."

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.

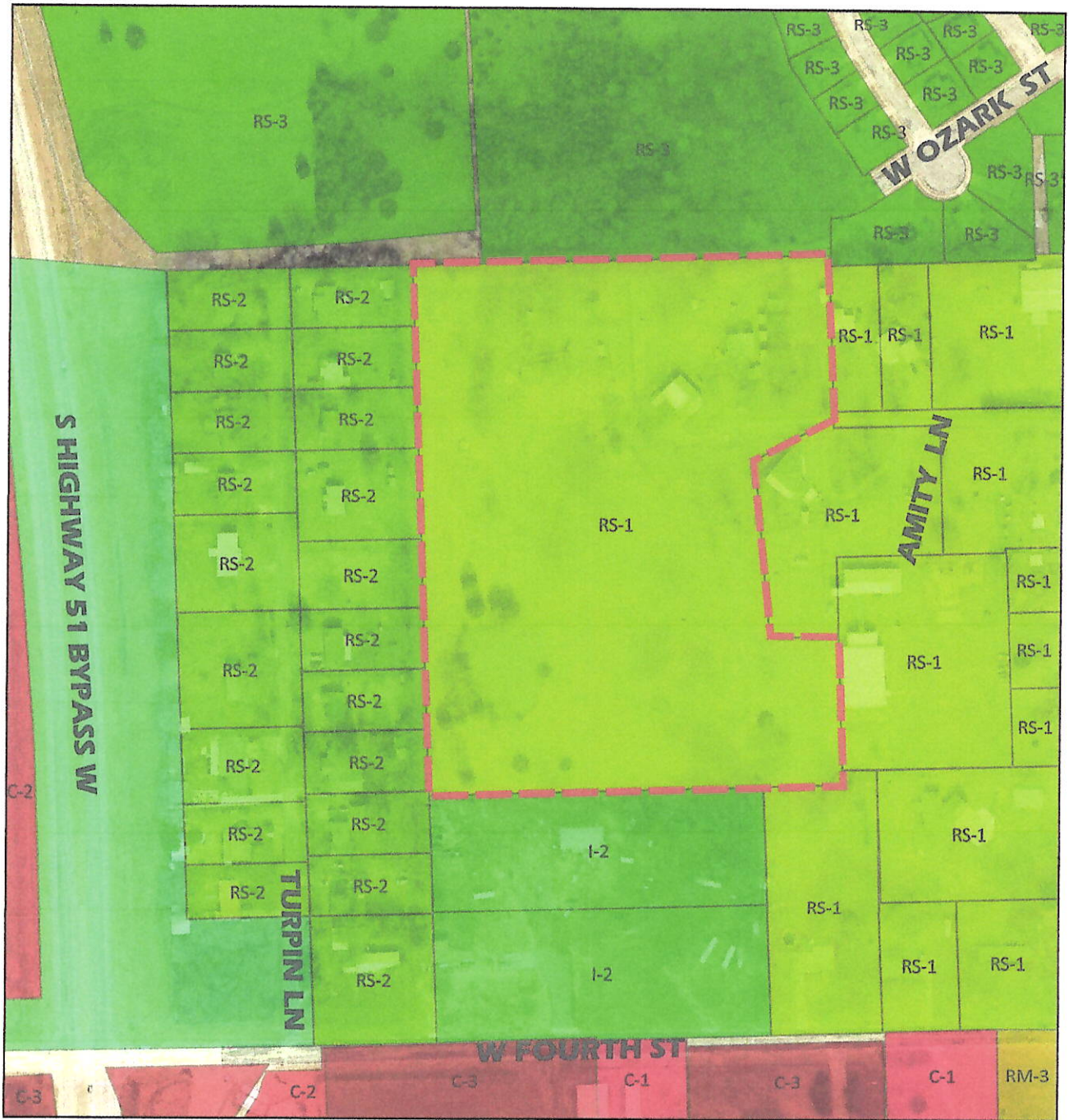
Staff Comments

- a. *The subject property is located in a Rural Residential Area according to the Existing Land Use Map, Housing Plan map and the Future Land Use Map.*
- b. *The subject property is located in a Residential Reserve Area according to the Housing Plan Map and the Future Land Use Map.*
- c. *The subject property is located next to various zoning districts including RS-1 (Single Family Low Density), RS-2 (Single Family Medium Density), RS-3 (Single Family High Density), and I-2 (Industrial Moderate) according to the zoning map.*
- d. *The owner/owner representative is requesting a zoning change to use the property for animal husbandry in order to raise livestock for private and/or commercial purposes.*
- e. *Similar to other comparable communities, Zoning Districts for Agriculture is located next to or near Single Family Low Density or Industrial zoning districts.*
- f. *The owner/owner representative understands they will meet all the required city zoning ordinances.*
- g. *Staff recommends approval for the zoning change of 1276 Amity Lane from RS-1 (Single Family Low Density) to AG (Agriculture)*

Planning Commission Discussion & Recommendation

The applicant had received calls from several surrounding residents but they were all in approval of the zoning change. There was 1 attendee in opposition who voiced concern regarding stormwater runoff.

Given the amount of livestock, amount of land, and the agricultural history, there was no argument from the planning commission after much discussion. The vote passed by all planning commission members, 5-0.

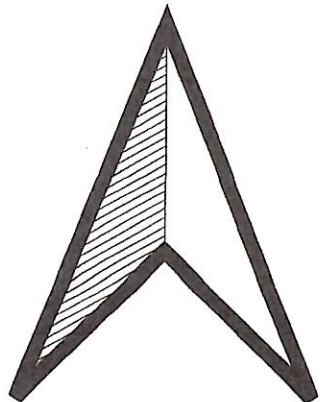


Subject Property

Zoning/Vacinity Map

1276 Amity Lane

Tahlequah, OK



PLAN ELEMENTS

ELEMENT 1: LAND USE

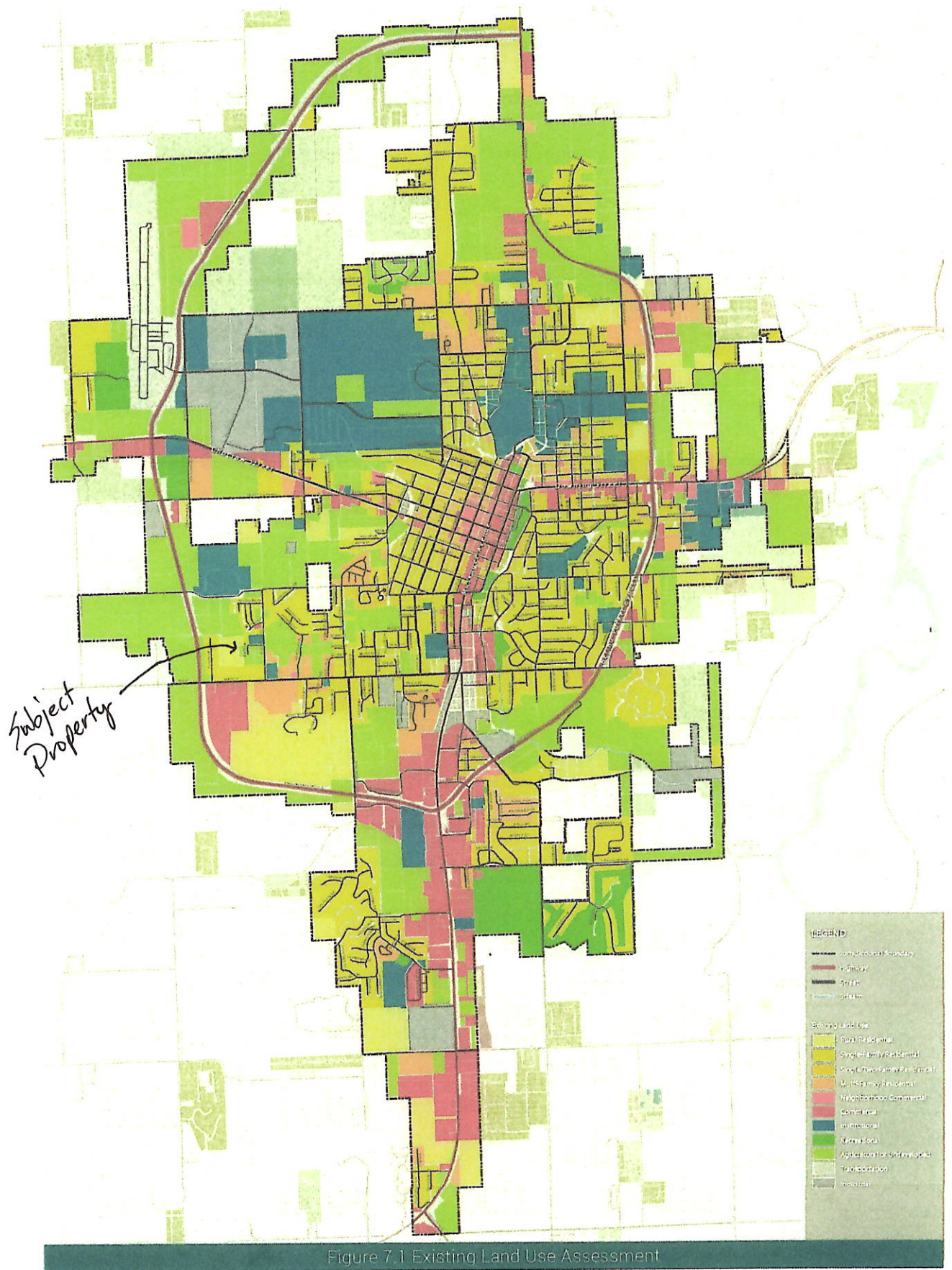


Figure 7.1 Existing Land Use Assessment

PLAN ELEMENTS

ELEMENT 1: LAND USE

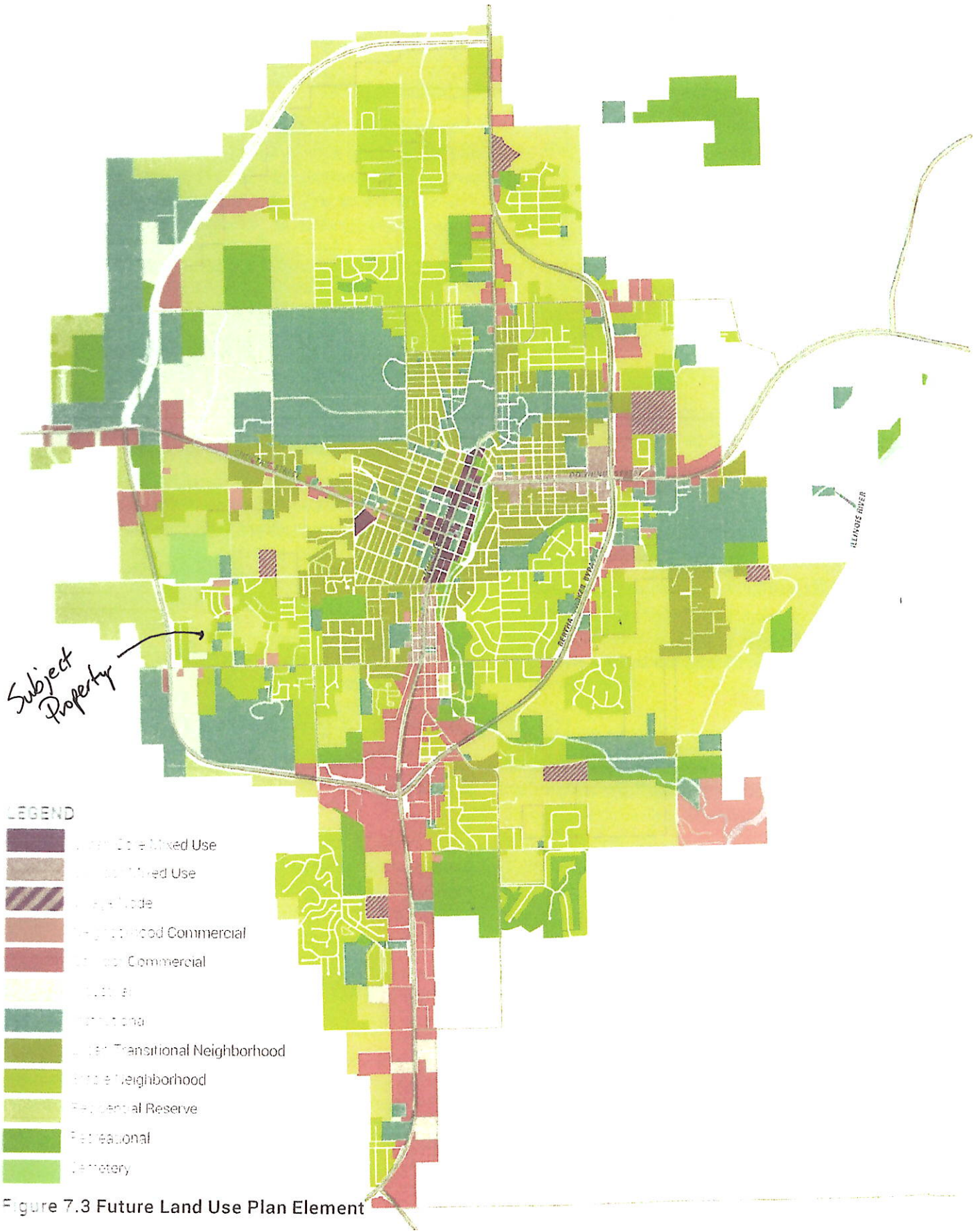


Figure 7.3 Future Land Use Plan Element

PLAN ELEMENTS

ELEMENT 4: HOUSING & NEIGHBORHOODS

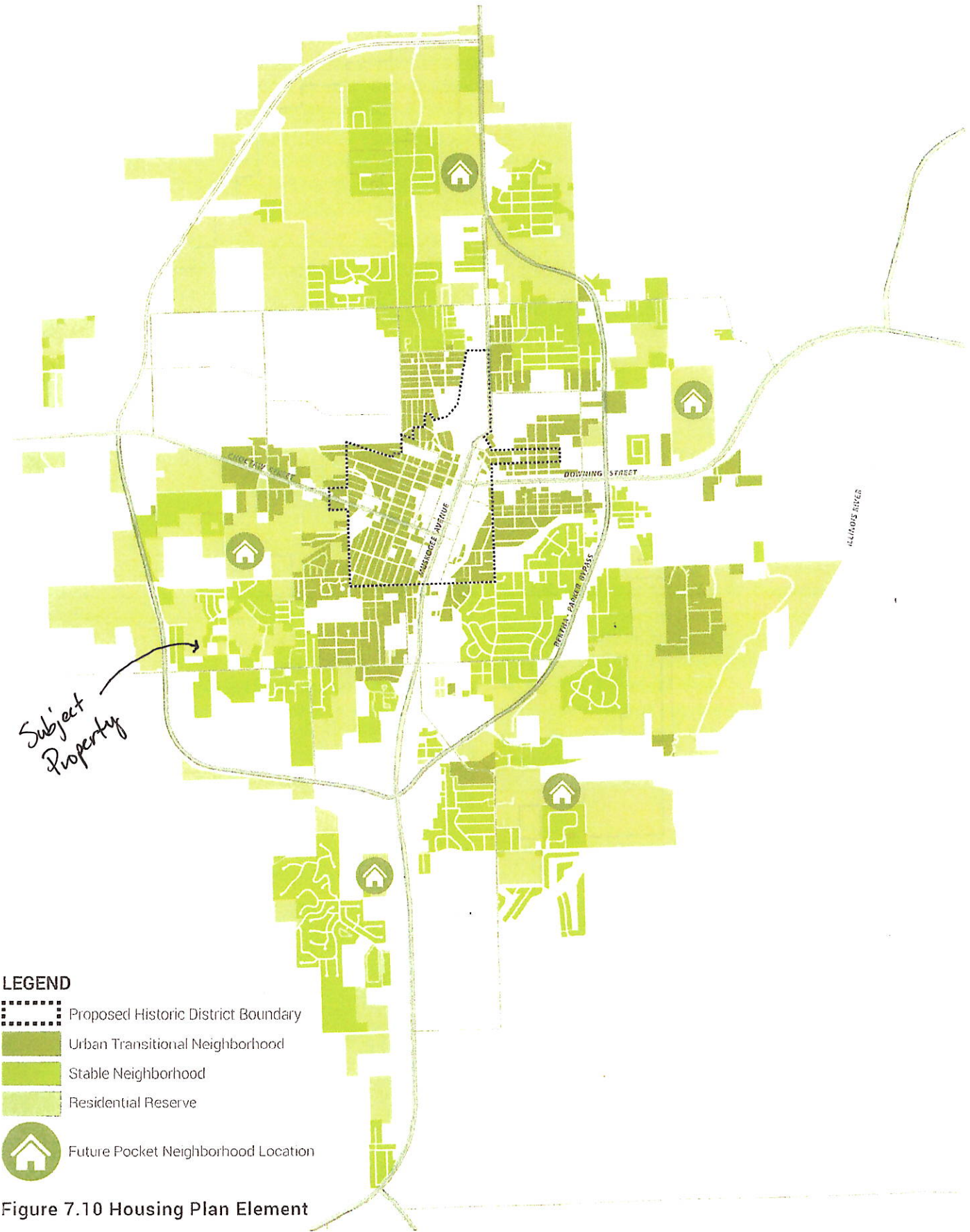
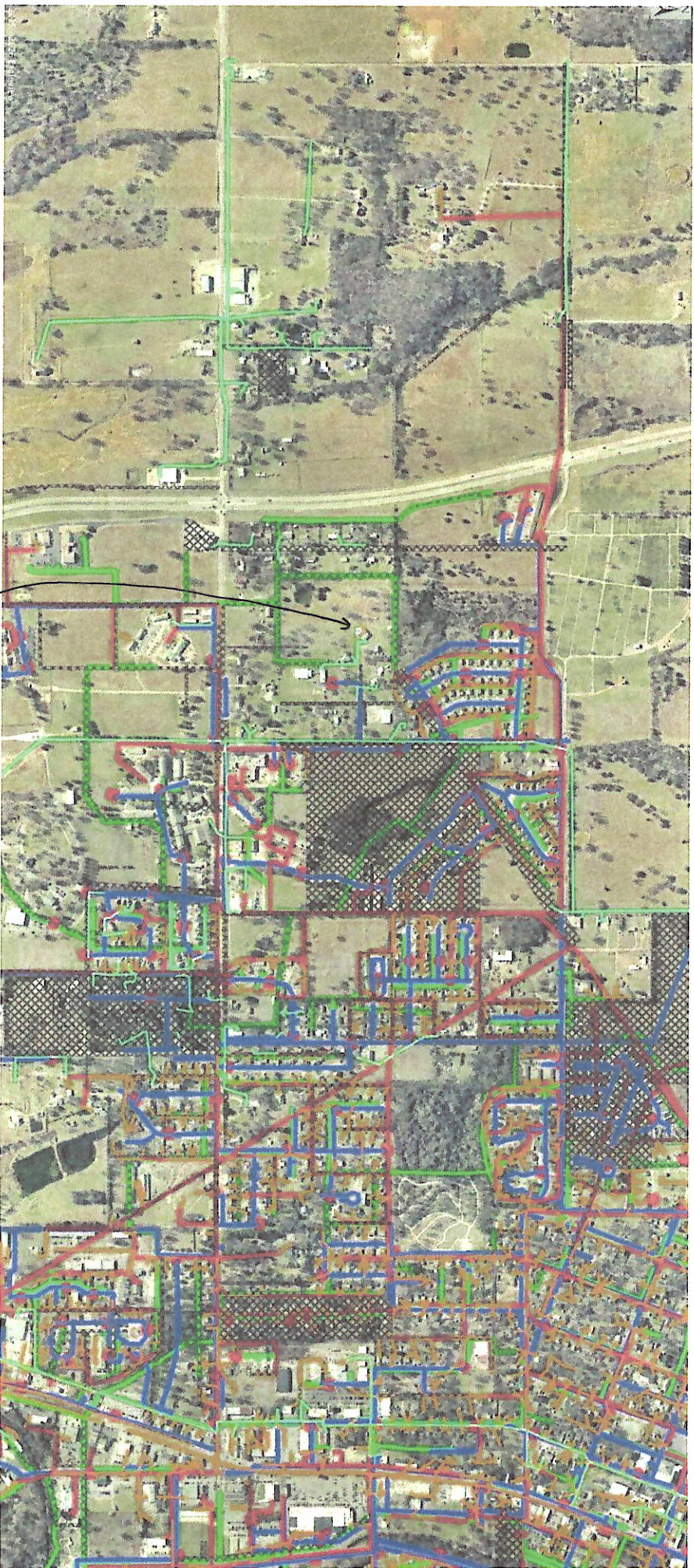


Figure 7.10 Housing Plan Element

1276 Amity Lane



Subject Property

12/14/2025 - 01/05/2026

RESOLUTION NO. 04-06-2026D

A RESOLUTION TO CHANGE THE ZONING OF THE HEREINAFTER DESCRIBED REAL ESTATE, 1276 AMITY LANE.

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 5-0 to approve Case #2-2026-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 tract of land lying in the SE/4 of the SE/4 of Section 31, T17N, R22E, more particularly described as follows, to-wit: Beginning at the NW/C of said SE/4 of the SE/4; thence N89°55'30"E, along the North boundary of said SE/4 of SE/4, 702'; thence S0°11'00"E, 273.32', thence S63°30'00"W, 148.28'; thence S3°20'41"E, 304.14'; thence S89°20'51"E, 116.15'; thence S0°11'01"E, 253.57'; thence S89°55'30"W, 702' to a point on the West boundary of said SE/4 of the SE/4 thence N0°11'00"W, 898' to the POB, Cherokee County, Oklahoma.

Shall be, and the same is, hereby changed from Single Family Low Density (RS-1) to Agriculture (AG).

PASSED AND ADOPTED by the City Council of the City of Tahlequah on this 6th day of April 2026, after full compliance with the Oklahoma Open Meeting Act.

CITY OF TAHLEQUAH

Suzanne Myers, Mayor

ATTEST:

Whitney Shaw, City Clerk
[Seal]



Tahlequah City Council AGENDA ITEM REPORT

Item No. 6g
Meeting Date 4/6/2026
Initiator Brian Lambert, Director
Office / Department Administration

Item Title

Discussion and possible action to approve or deny **Resolution No. 04-06-2026E**, a resolution applying for grant and accepting a grant offer from the Oklahoma Department of Aerospace and Aeronautics (ODAA) for the construction of taxilane and relocate automated weather observing system (AWOS) ODAA Project No. TQH-26-2. Airport Director Brian Lambert

Background

Exhibits

1. RESOLUTION TQH-26-S Grant (1)

Funding Source

Request

RESOLUTION NO. 04-06-2026E

A RESOLUTION APPLYING FOR GRANT AND ACCEPTING GRANT OFFER FROM THE OKLAHOMA DEPARTMENT OF AEROSPACE AND AERONAUTICS (ODAA) FOR THE CONSTRUCTION OF TAXILANE AND RELOCATE AUTOMATED WEATHER OBSERVING SYSTEM (AWOS)
ODAA PROJECT NO. TQH-26-S
FOR THE
TAHLEQUAH MUNICIPAL AIRPORT

WHEREAS, the Oklahoma Department of Aerospace and Aeronautics (ODAA) offers assistance to airports through State Grants; and

WHEREAS, the City of Tahlequah (“Sponsor”) agrees to apply for and submit one State Grant Application, based on bids, for the Construction of a Taxilane and Relocated Automated Weather Observing System (AWOS) Project (“Project”) for the Tahlequah Municipal Airport (“Airport”); and

WHEREAS, the ODAA will provide up to \$1,070,904.00 in State Grant funds which represents ninety-five percent (95%) of the project through the State Grant; and

WHEREAS, the Sponsor will provide five percent (5%) through the Tahlequah Municipal Airport fund in the amount of up to \$56,364.40 for the project funded by the ODAA State Grant; and

WHEREAS, the ODAA has approved the scope for the Project for the Airport, in accordance with ODAA rules and regulations by way of Grant Agreement No. TQH-26-S; and

WHEREAS, the Sponsor agrees to accept funds as provided by ODAA; and

WHEREAS, the Sponsor has procured an Engineering firm H.W. Lochner, Inc., in accordance with ODAA terms; and

WHEREAS, H.W. Lochner, Inc., will provide engineering construction and closeout phase services for the Project for the Airport, in accordance with ODAA rules and regulations; and

WHEREAS, the Sponsor has granted authority to the City Administrator to sign the ODAA grant application and all documents necessary and appropriate to apply for and administer the grant and to sign and accept any Grant Offer or Grant Related Documentation from ODAA in the Mayor’s absence; and

NOW, THEREFORE, Be It Resolved by the City of Tahlequah City Council, A Municipal Corporation of the State of Oklahoma, Cherokee County, that the Grant Application and supporting documents for the ODAA Grant and Grant Offer and Grant Related Documentation from ODAA be hereby accepted.

Approved this 6th day of April 2026 by the City Council of the City of Tahlequah.

CITY OF TAHLEQUAH, OKLAHOMA
A MUNICIPAL CORPORATION

By: _____
Mayor

ATTEST:

City Clerk



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 6h
Meeting Date 4/6/2026
Initiator Paige Harjo, Planning & Development Director
Office / Department Administration

Item Title

Discussion and possible action to approve, approve with modifications, or deny authorizing the Mayor to enter into an agreement between the City of Tahlequah and LandPlan Consultants, Inc. for landscape architectural design services on SouthRidge Road in the amount \$64,598.00. Planning & Development Director Paige Harjo

Background

The services are to design a sidewalk along South Ridge Road from S. Muskogee to Heritage Elementary. This project was in the original design and construction for the TAP project along S. Muskogee but was removed for budgeting purposes through ODOT and TAP.

Exhibits

1. AGREEMENT

Funding Source

Street and Sidewalk Fund

Request

To authorize the mayor to sign.

**AGREEMENT
FOR
PROFESSIONAL LANDSCAPE ARCHITECTURAL DESIGN SERVICES**

This Agreement (“Agreement”) is made effective March 31st, 2026 between the

“Client”

Name: City of Tahlequah

Address: 111 S Cherokee Ave, Tahlequah, OK 74464

and the “Design Professional”

LandPlan Consultants, Inc., 1110 West 23rd Street, Tulsa, OK 74107

And concerns the Design Professional’s services as set forth below with respect to the following Project:

South Ridge Road Sidewalk Extension

The following attachments are incorporated by reference as part of this Agreement:

- Exhibit A-Scope of Project
- Exhibit B-Scope of Professional Design Services
- Exhibit C-Client Responsibilities
- Exhibit D-Compensation

Duration: This Agreement shall remain in effect until December, 2026, unless terminated as provided herein or extended by mutual agreement memorialized in writing by both parties.

Standard of Care: Design Professional’s services are intended to be performed consistent with the industry accepted standard of care applicable to such services, *i.e.*, the professional skill and care ordinarily provided by Design Professionals practicing in the same or similar locality under the same or similar circumstances. Client accepts that Design Professional makes no warranty or guarantee unless otherwise expressly provided in a separate written document..

Warranties and Guarantees: Design Professional represents that it is properly licensed to perform the services under this Agreement. No other expressed or implied warranties or guarantees are created related to this Agreement or the professional services to be provided.

Limitations of Responsibility: Design Professional shall not at any time supervise, direct, or have control over any contractor’s work, nor shall Design Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor or subcontractor. Design Professional likewise shall not be responsible for quality of, enforcement of or approval of work performed by any contractor, subcontractor, Owner, third party vendor, independent contractor or any agent, servant, or employee of any General Contractor, subcontractor, Owner, third party vendor or independent

contractor

Opinions of Cost and Schedule: Evaluations of the Client's budget for the Project, the preliminary estimate of the Cost of the Work, and any updated estimates of the Cost of the Work prepared by the Design Professional represent the Design Professional's judgment as a Design Professional familiar with the construction industry. It is recognized, however, that neither the Design Professional nor the Client has control over the cost of labor, materials, or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Design Professional does not warrant or represent that bids or negotiated prices will not vary from the Client's budget for the Project, or from any estimate of the cost prepared or agreed to by the Design Professional.

Liability and Indemnification: Design Professional and Client, to the extent permitted by applicable law, shall each indemnify the other with respect to any demand, claim, liability, costs, expenses, fines, or penalties to the extent caused by such other Party's negligent act, error, or omission in any way related to the Project or this Agreement. In the event of any claim, allegation, or demand by any third party involving the negligent performance of the scope of services or responsibilities of either Party, such Party shall promptly assume responsibility for the investigation and response of Design Professional to such issues.

Waiver: To the fullest extent permitted by law, Client and Design Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Design Professional's total liability to Client under this Agreement shall be limited to the total amount of compensation received by Design Professional.

Client and Design Professional agree that the applicable Oklahoma state law will govern the time limits for bringing all claims arising out of this Agreement. Client and Design Professional further agree that for purposes of calculating the applicable statutes of limitations and repose in any claim arising out of this Agreement or the services Design Professional provides pursuant to the Agreement shall be deemed to have accrued no later than the issuance of Design Professional's final invoice for services under the contract, and the applicable statutes of limitations or repose will begin to run upon issuance of Design Professional's final invoice.

Compliance with Laws: Design Professional shall obtain all professional licenses, permits and approvals required for the Design Professional to legally provide the services required under this Agreement and shall assist the Client in securing those licenses, permits and approvals customarily required for the completion of the Project.

Insurance: During the performance of the Professional Design Services under this Agreement, Design Professional shall maintain the following insurance during the time it performs Design Services on the Project:

Professional Liability Insurance with limits of no less than \$1,000,000 per occurrence and not less than \$1,000,000 in the aggregate.

General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 in the aggregate, and with property damage limits of not less than \$100,000 for each occurrence and not less than \$100,000 in the aggregate.

Automobile Liability Insurance with bodily injury limits of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident and with property damage limits of not less than \$100,000 for each accident.

Worker's Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with limits of not less than \$100,000 for each occurrence.

Design Professional shall furnish Client certificates of insurance if requested.

Ownership and Reuse of Documents: Instruments of Service are drawings, specifications, models, etc., including those in electronic form, prepared by the Design Professional with respect to this Project. Upon execution of this Agreement, Design Professional grants to Client a nonexclusive license to use Design Professional's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that Client substantially performs its obligations, including prompt payment of all sums when due, under this Agreement.

To the extent Client allows unauthorized use of the Instruments of Service, Client assumes full responsibility for any unauthorized use of Design Professional's Instruments of Service and shall indemnify and defend the Design Professional for any claims that may arise from such unauthorized use.

Termination of Agreement: In the event of a material failure to perform, this Agreement may be terminated by either party by provision of seven (7) days' written notice. If terminated by Design Professional for Client's material failure to perform, which includes but is not limited to failure to pay for work performed within ninety (90) days of receipt of an invoice, Client shall pay Design Professional for work completed up to the date of termination.

Design Professional may terminate this Agreement for convenience if Client cancels, abandons or suspends the Project or for any other business reason. In the event of such termination, Client shall pay Design Professional for the work completed up to the date of termination.

Client shall have the right to terminate this Agreement for convenience.

In the event of termination for Client's convenience, Client shall pay Design Professional for all Design Services performed up through the date of termination.

If mutually agreed, Client may suspend Design Professional's performance under this Agreement. Upon restart of a suspended Project, payment for restart shall be negotiated and made to Design Professional.

If the Project is suspended or terminated for any reason outside the exclusive control of Design Professional, Design Professional shall have no liability to Client or any other Party for any associated delay or damage caused to Client or others because of such suspension of services, and Client shall indemnify Design Professional for any claims associated with such suspension.

Uncontrollable Forces: Neither Client nor Design Professional shall be considered to be in default of this Agreement if delays in or failure of performance are due to forces beyond the control of the parties including, but not limited to: fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage; inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either Client or Design Professional under this Agreement; strikes, work slowdowns or other labor disturbances, and judicial restraint.

Severability: If any portion of this Agreement is construed by a court of competent jurisdiction as unenforceable, such portion shall be severed herefrom, and the balance of this Agreement shall remain in full force and effect.

Integration and Modification: This Agreement includes Exhibits A, B, C, D and represents the entire and integrated Agreement between the Parties; and supersedes all prior negotiations, representations, or agreements, either written or oral. Only a written instrument signed by each of the Parties may amend this Agreement.

Dispute Resolution Procedure: In the event of a dispute between Design Professional and the Client over the interpretation or application of the terms of this Agreement, the Client's and Design Professional's management shall discuss the matter thoroughly in an effort to amicably resolve the dispute. In the event that informal discussions do not resolve the dispute, both parties to the Agreement agree to participate in non-binding mediation facilitated by a mediator who is knowledgeable of the construction industry, with each party to pay their own respective fees and expenses and one-half of the mediator's fee.

Only if informal discussions and informal mediation fail can a party to this Agreement initiate litigation in the District Court of Tulsa County, State of Oklahoma.

Assignment: Design Professional shall not assign its obligations undertaken pursuant to this

Agreement, provided that nothing contained in this paragraph shall prevent Design Professional from employing such independent consultants, associates and design professionals as Design Professional may deem appropriate to assist Design Professional in the performance of the Professional Design Services hereunder.

EXECUTED

Client

Printed Name: _____
Title: _____

Date

Design Professional



Julie Graff, President
LandPlan Consultants, Inc.

3/31/26
Date

EXHIBIT A

SCOPE OF PROJECT

The PROJECT is to develop construction documents for a sidewalk beginning at the at the southwest corner of the Southridge Road and Muskogee Avenue intersection heading west to make a connection to Heritage Elementary School and Southridge City Park. The sidewalk will be 5' wide concrete and will be approximately 1,586 feet in length along the south side of Southridge Road. Survey and Geotech for this sidewalk were included with a previous ODOT project for Muskogee Avenue.

Phase 1 30% Design

Tasks for this phase are listed below:

1. Prepare a base map from the existing survey and existing aerial photographs.
2. Coordinate additional traffic control and civil design.
3. Prepare 30% plans including:
 - Title sheet
 - Typical details/sections
 - Pay items and notes
 - Key map
 - Site plans
 - Draft profile sheets
 - Evaluation of existing drainage structures
4. Prepare a preliminary cost estimate.
5. Review 30% plans with Client via Teams.

Phase 2 60% Design

Tasks for this phase are listed below:

6. Revise the plans based on 30% comments by CLIENT.
7. Add the following sheets to the plan set:
 - Demo plans
 - General construction notes
 - Summary schedules
 - Signage/stripping plans
 - Sign summary and assemblies
 - Construction access plans
 - Cross sections
 - SWP3 plans
8. Revise the cost estimate.
9. Meet with CLIENT to review the cost estimate and 60% plans via Teams.

Phase 3 Final Design

Tasks for this phase are listed below:

10. Prepare layout/geometric plans.
11. Revise plans based on 60% comments.

12. Coordinate traffic control plans.
13. Include erosion control plan sheets.
14. Revise cost estimate based on final plans.
15. Submit final plans to CLIENT as PDFs.
16. Meeting via Teams to review final plans.

Assumptions and Exclusions

- All meetings are assumed to be virtual online meetings via Microsoft Teams.
- All deliverables are to be provided in digital PDF format and transmitted electronically. LandPlan can provide hard copy prints upon request at additional charge.
- This proposal is for the extension of a 5' wide sidewalk from the SW corner of Muskogee Ave. and Southridge Road to the parking lot at the parking lot at Southridge Park. Here are some assumptions:
- Tahlequah will use their own project manual or front-end documents as the agreement for the project.
- LPC will utilize ODOT specifications where possible and include any additional specifications to be added to the project manual as needed.
- NEPA will not be required since this is not an ODOT project and is not federally funded.
- It is anticipated that ROW plans will not be required and that the project can be designed within existing ROW.

EXHIBIT B

SCOPE OF PROFESSIONAL DESIGN SERVICES

Design Professional's Services shall be limited to those expressly set forth in Exhibit A. Design Professional shall have no other obligations or responsibilities for the Design Services except as agreed to in writing. All of Design Professional's actions and communications relative to the Design Services shall be subject to this Agreement.

Additional Services: Additional Services will be subject to review and authorization by both Parties prior to the start of additional services. Where Design Professional believes additional services are appropriate, it shall notify Client. Client shall respond within three (3) business days to such notification. If Client does not respond within such time period, at its option and based on its professional opinion, Design Professional may proceed with such services on a time-and-material basis to be paid by Client or decline to proceed with such services based on a lack of authorization.

Construction Services Contingency: Should the contractor fail to complete the Project in the contracted construction period (as identified herein and in the bid documents of the Project), Design Professional shall provide continuing construction services. The services to be provided shall be identical in nature to the Professional Design Services identified in previous sections of this detailed Scope of Services and shall be paid by the Client as additional Design Professional Services to compensate Design Professional for all duties performed.

EXHIBIT C

RESPONSIBILITIES OF THE CLIENT - The Client agrees:

Design Professional is entitled to rely on information supplied by the Client and other consultants retained directly by the Client. Design Professional has no obligation to check the accuracy or completeness of Client-supplied information, but will bring to the Client's attention any discovered discrepancies.

Reports, Records, Information, Etc.: To furnish, as required by design services, and at no expense to the Design Professional:

- Records, reports, studies, plans, drawings, digital engineering plans in ACAD format and other data available in the files of the Client that may be useful in design services involved under this Agreement.
- Standard drawings and standard specifications.
- Other plat maps showing property lines, utilities, etc.

Access: To provide access to property when required in performance of Design Professional's services.

Staff Assistance: Designate in writing a person to act as its representative in respect to design services to be performed under this Agreement, and such person shall have complete authority to transmit instructions, receive information, interpret, and define Client's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this Agreement.

Furnish technical and/or legal assistance as required in the preparation, review and approval of construction documents, if needed.

Review: Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by Design Professional and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of Design Professional.

Bid Advertisement: Advertise the Project to bid as required.

EXHIBIT D

COMPENSATION

Project Fee: Work tasks iterated in the scope of services will be provided for a total fee of **\$64,598**. Billing will be monthly based on the percentage of work completed during the billing cycle. Design Professional shall not exceed the total fee shown above without written authorization by the Client. The total fee includes normal reimbursable expenses which are defined as costs of reproduction and mileage.

Invoicing and Payments: Design Professional shall issue monthly invoices for services provided and reimbursable costs incurred. Client's payment shall be due within thirty (30) days of the invoice date. Client shall promptly review Design Professional's invoice upon receipt and shall notify Design Professional of any dispute of any portion of such invoice within 30 days of the invoice date.

Any dispute identified thereafter shall not be a basis for withholding any payment except as agreed by the Parties or as determined by audit or other investigation at the end of the Project. In the event that Client disputes any portion of an invoice, Client shall pay all undisputed portions of such invoice as required by this Agreement. Client shall not withhold any payment or portion thereof as an offset to any current or prospective claim related to the Project or any other contracted-for Project. Client may withhold payment as to those specific services that Client claims were improperly performed.

If Client fails to make payments to Design Professional as set forth above, such failure shall be cause for termination or, at the Design Professional's option, cause for suspension of performance of services under this Agreement. Before resuming services, the Design Professional shall be paid all sums due prior to suspension and any expenses incurred in the resumption of Design Professional's services. The Design Professional's fees for the remaining services and the time schedules shall be equitably adjusted.



Tahlequah City Council AGENDA ITEM REPORT

Item No. 6i
Meeting Date 4/6/2026
Initiator _____
Office / Department Administration

Item Title

Discussion and possible action to approve, approve with modifications, or deny change order #1 in the amount of \$3,842.50 on the S. Muskogee Light Pole project, Project 2026-01. Special Projects Director Ray Hammons

Background

Exhibits

1. 147821303

Funding Source

Request



H&H Construction

770 West Rock Creek Road | Suite #115 | Norman, Oklahoma 73069
405-863-7295 | bryan@hhbuildok.com | www.hhbuildok.com

RECIPIENT:

City of Tahlequah
111 South Cherokee Avenue
Tahlequah, Oklahoma 74464

Invoice #5	
Issued	Not sent yet
Due	Net 30 days
Total	\$3,842.50
Account Balance	\$3,842.50

Change Order Request

Product/Service	Description	Qty.	Unit Price	Total
Feb 24, 2026				
Hydro Excavation	In order to clear out area where lines were under the marked and specified areas to dig. Unable to move holes per City so we had to order a Hydro Vac to accommodate.	1	\$3,842.50	\$3,842.50

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	\$3,842.50
Account balance	\$3,842.50



Tahlequah City Council
AGENDA ITEM REPORT

Item No. 6j
Meeting Date 4/6/2026
Initiator _____
Office / Department Administration

Item Title

Discussion related to the E. 4th Street Improvement project. *City Administrator Taylor Tannehill*

Background

Exhibits

None

Funding Source

Request
