

**BOARD OF CITY COMMISSIONERS
REGULAR MEETING**

May 12, 2025

6:00 P.M.

**COUNCIL CHAMBERS
113 N ELM ST
SALLISAW, OK 74955**

A G E N D A

“POSSIBLE ACTION” INCLUDES, BUT IS NOT LIMITED TO, APPROVAL, AUTHORIZATION, ADOPTION, REJECTION, DENIAL, AMENDMENT, TAKING NO ACTION, OR TAKING THE ITEM FOR DISPOSITION AT A LATER DATE OR TIME.

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Pledge of Allegiance**
- 4. Discussion and possible action on removal of any item from the consent agenda**
- 5. Consent agenda**
 - (a) Possible action on regular minutes of April 14, 2025, and special minutes of April 30, 2025
 - (b) Possible action on Invoice paid report for April 2025
- 6. Discussion and possible action on any item removed from the consent agenda**
- 7. Discussion and possible action concerning naming the dog park "Baylee Coachman Memorial Dog Park"**
- 8. Discussion and possible action on staff's request to declare one (1) 1997 Ford Fire Truck with equipment as surplus, VIN 1FDKF38GXVEA86871; and**

possible direction to staff to solicit sealed bids from fire departments only for sale of equipment

- 9. Discussion and possible action on Purchase Order No. 105222, issued to Sequoyah County Sheriff's Office, in the amount of \$25,000.00 for the purchase of one (1) used 2023 Chevrolet Truck for the Police Department**
- 10. Discussion and possible action on Ordinance 2025-09; An Ordinance Repealing and Striking Chapter 2, Article V, Section 2-242 of the Sallisaw Code of Ordinances and Substituting a New Chapter 2, Article V, Section 2-242 of the Sallisaw Code of Ordinance; Including a Severability Clause; Repealing all Conflicting Ordinances; Providing for Codification; and Declaring an Emergency (emergency purchases)**
- 11. Discussion and possible action on City of Sallisaw Administrative Policy Number: 2.004.00, Revision 5, Purchasing Manual**
- 12. Discussion and possible action on exchange of properties by Quit Claim Deed between the City of Sallisaw and Brian Sinyard; both properties are in the vicinity of the fire training center on Eppler**
- 13. Discussion and possible action on City of Sallisaw Administrative Policy Number 1.017.00, Special Event Permits**
- 14. Discussion and possible action regarding the Council's desire to continue to offer the Community Calendar, which would require replacing the equipment**
- 15. Discussion on extending the stay of condemnation on the below Case Numbers in order to allow for the sale of properties and appropriate action taken by new owners**
 - (a) Possible action to extend stay on Case #02-25-2C, Condemnation of Dilapidated Structure for 2412 East Cherokee Avenue (Old Ed's Truck Stop)**
 - (b) Possible action to extend stay on Case #02-25-3C; Condemnation of Dilapidated Structure for 2550 East Cherokee Avenue (Old Golf Course)**
- 16. Conduct public hearing to determine if property located at 805 South Walnut Street is a public nuisance; Possible action on Case #5-25-1C, condemnation of dilapidated structure and direction to abate nuisance**

- 17. Conduct public hearing to determine if the property located at 613 West Choctaw Avenue is a public nuisance; Possible action on Case #5-25-2C, condemnation of dilapidated structure and direction to abate nuisance**
- 18. Conduct public hearing to determine if the property located at 411 South Locust Street is a public nuisance; Possible action on Case #5-25-3C, condemnation of dilapidated structure and direction to abate nuisance**
- 19. Receive update on economic development and grant activities**
- 20. Receive update on current and future projects**
- 21. Receive update on the financial status of the city and activities of the finance department**
- 22. Administrative reports**
- 23. Adjourn**

Posted: May 8, 2025

Time: 5:30 p.m.

KIM JAMISON

MINUTES
BOARD OF CITY COMMISSIONERS
REGULAR MEETING
APRIL 14, 2025

The Board of City Commissioners met in a regular meeting on April 14, 2025, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; emailing KXXMX; by posting at city hall on April 11, 2025, at 11:50 a.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens, Kenny Moody, Josh Bailey, Julian Mendiola, Brad Hamilton,	Mayor Member, Ward 1 Member, Ward 2 Member, Ward 3 Member, Ward 4
Members absent:	None	
Staff present:	Brian Heverly, Jordan Pace, Kim Jamison, Robin Haggard, Kayle Griffin, Keith Miller, George Bormann, Ben Spyres, Chris Carter, Travis Buchanan, Blakley Smith,	City Manager City Attorney City Clerk Director of Finance Chief Accountant Building Development Director Economic Development Director Computer Technician Senior Code Inspector Code Enforcement Officer Superintendent - Electric
Others present:	Lynn Adams; Stephanie Six; Stephen Sullivan, Stephanie Sullivan; Polly Lackey; Michael M. Hogan; J.W. Fleetwood; Jacob Robinette; Pamela Gay; Philip Gay; Ray Jacobs; Jeannie Richardson; Others Unidentified.	

1. Meeting called to order

Mayor Martens called the meeting to order. The meeting began at 6:00 p.m.

2. Declaration of a quorum

A quorum was declared present.

3. Pledge of Allegiance

City Manager Heverly led everyone in the Pledge of Allegiance.

4. Presentation of Proclamation declaring April 14, 2025, as Polly Lackey Day in the City of Sallisaw, Oklahoma

Mayor Martens read the Proclamation for Polly Lackey Day.

5. Discussion and possible action on removal of any item from the consent agenda

None.

6. Possible action on consent agenda

a Possible action on the regular minutes of March 10, 2025

b Possible Action on Invoice paid report for March 2025

c Possible action to Cast Official Ballot for Lindsey Grigg-Moak, City Clerk, El Reno and Julie Casteen, City Manger, Coweta, for two (2) Positions on the Board of Trustees of the Oklahoma Municipal Assurance Group (OMAG); Each for Three (3) Year Terms Commencing on July 1, 2025

Motion was made by Moody, seconded by Hamilton, for approval of consent agenda.
Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

7. Discussion and possible action on any item removed from the consent agenda

None.

- 8. Receive follow-up presentation from Mr. Jacob Robinette concerning placement of proposed sign, as well as a mock-up of the sign for the rodeo grounds, and possible action or direction from Council**

Mr. Robinette updated council on the status of his project. He showed an example of the signage. He requested to place the sign at the NW corner of Elm and Redwood. Motion was made by Bailey, seconded by Hamilton, for approval of Mr. Robinette's rodeo sign.

Vote: Bailey aye; Hamilton aye; Moody aye; Mendiola aye; Martens aye. Motion carried 5-0.

- 9. Discussion and possible action on appointment of a City of Sallisaw Representative to the Eastern Oklahoma Development District (EODD) Board of Directors for a 3-year term expiring June 30, 2028**

- a Appoint representative**

Motion was made by Mendiola, seconded by Bailey, to appoint Kenny Moody as EODD representative. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

- b Appoint Alternate Representative**

Motion was made by Mendiola, seconded by Moody, to appoint Josh Bailey as alternate representative. Vote: Mendiola aye; Moody aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0.

- 10. Discussion and possible action on Ordinance 2025-05; An Ordinance Amending Chapter 66, Article III, Section 66-71, to the Sallisaw Code of Ordinances, Repealing Section 66-71 and Adopting and Enacting the Following New Section 66-71 to the Sallisaw Code of Ordinances; and declaring an emergency**

Motion was made by Bailey, seconded by Moody, to strike Ordinance 2025-05. Vote: Bailey aye; Moody aye; Mendiola aye; Hamilton aye; Martens aye. Motion carried 5-0.

- 11. Discussion and possible action on Ordinances 2025-06; An Ordinance Appealing Article V, Sections 22-131 Thru 22-180 of Chapter 22 of the Code of Ordinances of the City of Sallisaw and Adding a New Article V, Sections 22-131 Thru 22-180 to Chapter 22 of the City of Sallisaw Code of Ordinances; and Declaring an Emergency (Itinerant Vendor License)**

Motion was made by Bailey, seconded by Mendiola, for approval of Ordinance 2025-06. Vote: Bailey aye; Mendiola aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0. Motion was made by Moody, seconded by Mendiola, for approval of emergency clause. Vote: Moody aye; Mendiola aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0.

12. Discussion and possible action on Ordinance 2025-07; An Ordinance Repealing Article III, Section 22-72, of Chapter 22, to the Sallisaw Code of Ordinances (Coin-Operated Amusement Devices)

Motion was made by Hamilton, seconded by Moody, for approval of Ordinance 2025-07. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

13. Discussion and Possible Action on Change Order #1 in the amount of \$17,450.00 for the Water System Improvements-Drake/Lenington Water Loop Project; Patriot Utilities

Motion was made by Bailey, seconded by Moody, for approval of Change Order #1 in the amount of \$17,450.00. Vote: Bailey aye; Moody aye; Mendiola aye; Hamilton aye; Martens aye. Motion carried 5-0.

14. Discussion and possible action on donation of steel building from Millison Casting Technology LLC to be utilized to expand the capacity of the Animal Care Facility

Motion was made by Moody, seconded by Hamilton, to accept the donation of the building. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

15. Discussion and possible action on items related to the Street Improvements - 2025 Milling and Overlay Project

a Possible Action on acceptance of bids

Motion was made by Mendiola, seconded by Moody, to accept the bids. Vote: Mendiola aye; Moody aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0.

b Possible Action to awarding contract to McKenzie Asphalt, LLC of Muldrow,

Oklahoma, in the amount of \$487,657.56

Motion was made by Mendiola, seconded by Moody, to award a contract to McKenzie Asphalt in the amount of \$487,657.56. Vote: Mendiola aye; Moody aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0.

- c Possible action on Resolution 2025-02; A Resolution Authorizing the City Manager to Approve Change Orders on the Street Improvements - 2025 Milling and Overlay Project up to \$40,000.00 in the City of Sallisaw, Oklahoma**

Motion was made by Mendiola, seconded by Moody, for approval of Resolution 2025-02. Vote: Mendiola aye; Moody aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0.

- 16. Discussion and Possible action on the Request for Proposals/Qualifications for the development of a City-wide Comprehensive Master Plan.**

- a Possible action on selecting Olsson (Oklahoma City) as the firm of record for this project and authorize the City Manager to engage with them to begin the project for the quoted price of \$122,018.00**

Motion was made by Moody, seconded by Hamilton, to approve Olsson as the firm of record for this project and authorize the City Manager to engage to begin the project. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

- 17. Discussion and possible action on the settlement offer, in the amount of \$6,000.00, from ESIS/Managed Claims Services, acting on behalf of XL Ins America, Inc. (Altice), for damages to City property on August 22, 2024**

Motion was made by Hamilton, seconded by Mendiola, to accept the settlement offer in the amount of \$6,000.00 from ESIS/Managed Claims Services. Vote: Hamilton aye; Mendiola aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0.

- 18. Discussion and possible action on a Master Services Agreement between City of Sallisaw and Rent Fun, LLC of Northville, Michigan for the placement of a kiosk for kayacks at Brushy Park**

Motion was made by Moody, seconded by Bailey, for approval of Master Services Agreement with Rent Fun, LLC. Vote: Moody aye; Bailey aye; Mendiola aye; Hamilton

aye; Martens aye. Motion carried 5-0.

19. Discussion and possible action on Purchase Order No. 104928, issued to Techline, Inc. of Cleveland, Oklahoma, in the amount of \$20,150.00 for wire for the Electric system

Motion was made by Mendiola, seconded by Hamilton, for approval of Purchase Order No. 104928 in the amount of \$20,150.00. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0.

20. Discussion and possible action on Purchase Order No. 104935, issued to Traffic and Lighting Group, Inc. of Oklahoma City, Oklahoma, in the amount of \$35,000.00 in order to upgrade the stop light at McGee Street and Cherokee Avenue

Motion was made by Mendiola, seconded by Hamilton, for approval of Purchase Order No. 104935 in the amount of \$35,000.00. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0.

21. Discussion and possible action on Purchase Order No. 104937, issued to River City Hydraulics, of Sherwood, Arkansas, in the amount of \$90,289.50 for a new ECO Ram Sewer Jetter on Trailer for the Water/Sewer Department

Motion was made by Hamilton, seconded by Moody, for approval of Purchase Order No. 104937, issued to River City Hydraulics of Sherwood, Arkansas, in the amount of \$90,289.50. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

22. Discussion and possible action on staff's request to invest the Sallisaw Reserve Certificate of Deposit with National Bank for 182 Days at 4.59% Interest

Motion was made by Moody, seconded by Hamilton, for approval of request to invest the Sallisaw Reserve Certificate of Deposit with National Bank for 182 days at 4.59% interest. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

23. Discussion and possible action on extending the stay of condemnation of the below Case Numbers in order to allow for the sale of properties and appropriate action taken by new owners

- a Possible action to extend stay until next regularly scheduled meeting on Case #02-**

25-2C, Condemnation of Dilapidated Structure for 2412 East Cherokee Avenue (Old Ed's Truck Stop)

Motion was made by Moody, seconded by Bailey, to extend stay until the May 12th meeting. Vote: Moody aye; Bailey aye; Menidola aye; Hamilton aye; Martens aye. Motion carried 5-0.

b Possible action to extend stay until the next regularly scheduled meeting on Case #02-25-3C; Condemnation of Dilapidated Structure for 2550 East Cherokee Avenue (Old Golf Course)

Motion was made by Moody, seconded by Hamilton, to extend the stay until the May 12th meeting. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

24. Discussion and possible action on Planning Commission Case No. PC 2025-001; rezoning request from One-Family Residence District (R-1) to Multi-Family Residence District (R-3) by Sallisaw Apartment Partners, LLC, and Ordinance 2025-08; and declaring an emergency

Motion was made by Moody, seconded by Hamilton, for approval of Planning Commission Case No. PC2025-01 and Ordinance 2025-08. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0. Motion was made by Moody, seconded by Hamilton, for approval of emergency clause. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

25. Receive update on economic development and grant activities

Update given; for informational purposes only.

26. Receive update on current and future projects

Update given, for informational purposes only.

27. Receive update on the financial status of the city and activities of the finance department

Update given, for informational purposes.

28. Administrative reports

The City Manger gave an update on AMI, soccer fields, animal ordinances, McGee fields, landfill, budget, and spruce of Sallisaw. The Mayor made comments concerning growth and how growing pains are expensive and that we are blessed to have smooth operations. He encouraged everyone to continue to be positive.

29. Adjourn

Motion was made by Moody, seconded by Hamilton, to adjourn the meeting. Vote: Moody aye; Hamilton aye; Bailey aye; Meniola aye; Martens aye. Motion carried 5-0. The meeting ended at 7:22 p.m.

Approved this 12th day of May 2025.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

MINUTES
BOARD OF CITY COMMISSIONERS
SPECIAL MEETING
APRIL 30, 2025

The Board of City Commissioners met in a special meeting on April 30, 2025, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; emailing KXXMX; by posting at city hall on April 25, 2025, at 1:45 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens, Josh Bailey, Julian Mendiola, Brad Hamilton,	Mayor Member, Ward 2 Member, Ward 3 Member, Ward 4
Members absent:	Kenny Moody,	Member, Ward 1
Staff present:	Brian Heverly, Jordan Pace, Kim Jamison, Robin Haggard, Gene Martin, Kenny Shakingbush, Bryan Hyler,	City Manager City Attorney City Clerk Director of Finance Superintendent - Equipment Services Superintendent - Street Crew Leader - Street
Others present:	Lynn Adams; Others Unidentified.	

1. Meeting called to order

Mayor Martens called the meeting to order. The meeting began at 4:00 p.m.

2. Declaration of a quorum

A quorum was declared present.

3. Discussion and possible action on Purchase Order No. 105115, issued to TLS Group, Inc of Oklahoma City, Oklahoma, in the amount of \$55,500.00 for replacement of the traffic signal controller cabinet located on Cherokee Avenue at Maple Street

Motion was made by Bailey, seconded by Hamilton, for approval of Purchase Order No. 105115 in the amount of \$55,500.00. Vote: Bailey aye; Hamilton aye; Mendiola aye; Martens aye. Motion carried 4-0.

4. Discussion and possible action on Purchase Order No. 105118, issued to Kirby Smith Machinery, Inc. of Tulsa, Oklahoma, in the amount of \$29,542.45 for repair of the Street Departments Komatsu Loader

Motion was made by Bailey, seconded by Hamilton, for approval of Purchase Order No. 105118 in the amount of \$29,542.45. Vote: Bailey aye; Hamilton aye; Mendiola aye; Martens aye. Motion carried 4-0.

5. Adjourn

Motion was made by Hamilton, seconded by Bailey, to adjourn the meeting. Vote: Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 4-0. The meeting ended at 4:06 p.m.

Approved this 12th day of May, 2025.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Naming Dog Park

ITEM TITLE: Discussion and possible action concerning naming the dog park "Baylee Coachman Memorial Dog Park"

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager

BACKGROUND: With the naming alternative being the "McGee Dog Park," we thought it would be fitting to reach out to the family and see if they would mind or have any issues with us naming the dog park after Baylee. Her father responded that she loved animals and would be honored.

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE: N/A

RECOMMENDATION: Approval to name dog park "Baylee Coachman Memorial Dog Park"

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Surplus Fire Truck

ITEM TITLE: Discussion and possible action on staff's request to declare one (1) 1997 Ford Fire Truck with equipment as surplus, VIN 1FDKF38GXVEA86871; and possible direction to staff to solicit sealed bids from fire departments only for sale of equipment

INITIATOR: Superintendent- Equipment Services

STAFF INFORMATION SOURCE: Superintendent-Equipment Services

BACKGROUND: As this vehicle is currently configured as a Brush Truck, we would like to have it declared surplus and open bids to any interested fire departments. If the bids don't reach the minimum, then it would be remanded into the larger auction we are planning for early this fall/ late summer.

EXHIBITS: 1. PICTS FIRE TRUCK

KEY ISSUES:

FUNDING SOURCE: N/A

RECOMMENDATION:

1. Declare one (1) 1997 Ford F35 Fire Truck as surplus.
2. Direct staff to solicit sealed bids for sale of equipment.



AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: '23 Chevrolet Truck

ITEM TITLE: Discussion and possible action on Purchase Order No. 105222, issued to Sequoyah County Sheriff's Office, in the amount of \$25,000.00 for the purchase of one (1) used 2023 Chevrolet Truck for the Police Department

INITIATOR: Police Department
Purchasing Agent

STAFF INFORMATION SOURCE: Police Department

BACKGROUND: Approval will allow the SPD to purchase a used 2023 Chevrolet Truck from the Sequoyah County Sheriff's Department. The vehicle comes fully outfitted with emergency equipment and will be utilized as an unmarked unit within our Investigations Division.

EXHIBITS: 1. SPD - SCSD Truck Agenda Item

KEY ISSUES:

FUNDING SOURCE: #023-201-52206 Vehicle Items - Cherokee Nation Funding will be utilized for purchase.

RECOMMENDATION: Approval of Purchase Order No.105222 in the amount of \$25,000.00 issued to Sequoyah County Sheriff's Department.

CITY OF SALLISAW
PURCHASE REQUISITION / PURCHASE ORDER
 NOT VALID UNLESS PURCHASE ORDER NUMBER HAS BEEN ISSUED

PO Number **105222 5/1**

PO Date

Vendor # _____ Department: Police

Vendor Name: Sequoyah County Sheriff Office

Address: 119 S Oak

City: Sallisaw State: Ok Zip: 74955

Merchant, Mail Invoices to:

City of Sallisaw
 PO Box 525
 Sallisaw, OK 74955
 Attn: Purchasing

NOTE PO NUMBER ON INVOICE

Ph: (918) 775-6241 x 305
 Fax: (918) 775-4194
 Email: purchasing@sallisawok.org
 www.sallisawok.org

88Contact:		Phone/Cell	
Email		Fax	Grant Funds Y N

Item #	Item Description/Catalog #	GL Acct	Quant	Unit Cost	Total Est. Cost
4/30/2025	Chevy 2023 already upfitted	023-201-52206	1		25,000.00
7,872⁰⁰ CN 50,000⁰⁰ CN - Bal Fwd 023-201-52206 Vehicle ITEMS					

Comments, Note grant information if applicable:

Freight/Other	
Total Cost	\$25,000.00

Requestor: _____

Date: **4/30/25**

Purchasing Approval: _____

Date: **4/30/25**

PRIORITY: HIGH MED LOW

Dept Need Date: _____

Order Date/By: _____/_____

Est. Delivery: _____

The Sallisaw Police Department is requesting approval to purchase a used 2023 Chevrolet truck from the Sequoyah County Sheriff's Office in the amount of \$25,000. This vehicle comes fully outfitted with emergency equipment and will be utilized as an unmarked unit within our Investigations Division.

This vehicle, originally purchased for approximately \$52,000 and equipped with \$12,000 worth of emergency and law enforcement-grade equipment, represents significant cost savings for the City. It was previously assigned to the Undersheriff and has been well maintained during its use. The Sheriff's Office has extended this opportunity as part of a cooperative effort to support our department's mission and help expand our investigative capabilities.

Our Investigations Division currently operates with three unmarked units. However, with the addition of a third detective and reaching full staffing in the division, our current fleet is no longer adequate to support investigative operations efficiently. An unmarked vehicle equipped with lights, sirens, and communication tools is critical for solving complex crimes, conducting surveillance, and responding safely when necessary.

This proposed purchase will enhance our ability to conduct covert and investigative operations without requiring the acquisition of a new vehicle at a significantly higher cost.

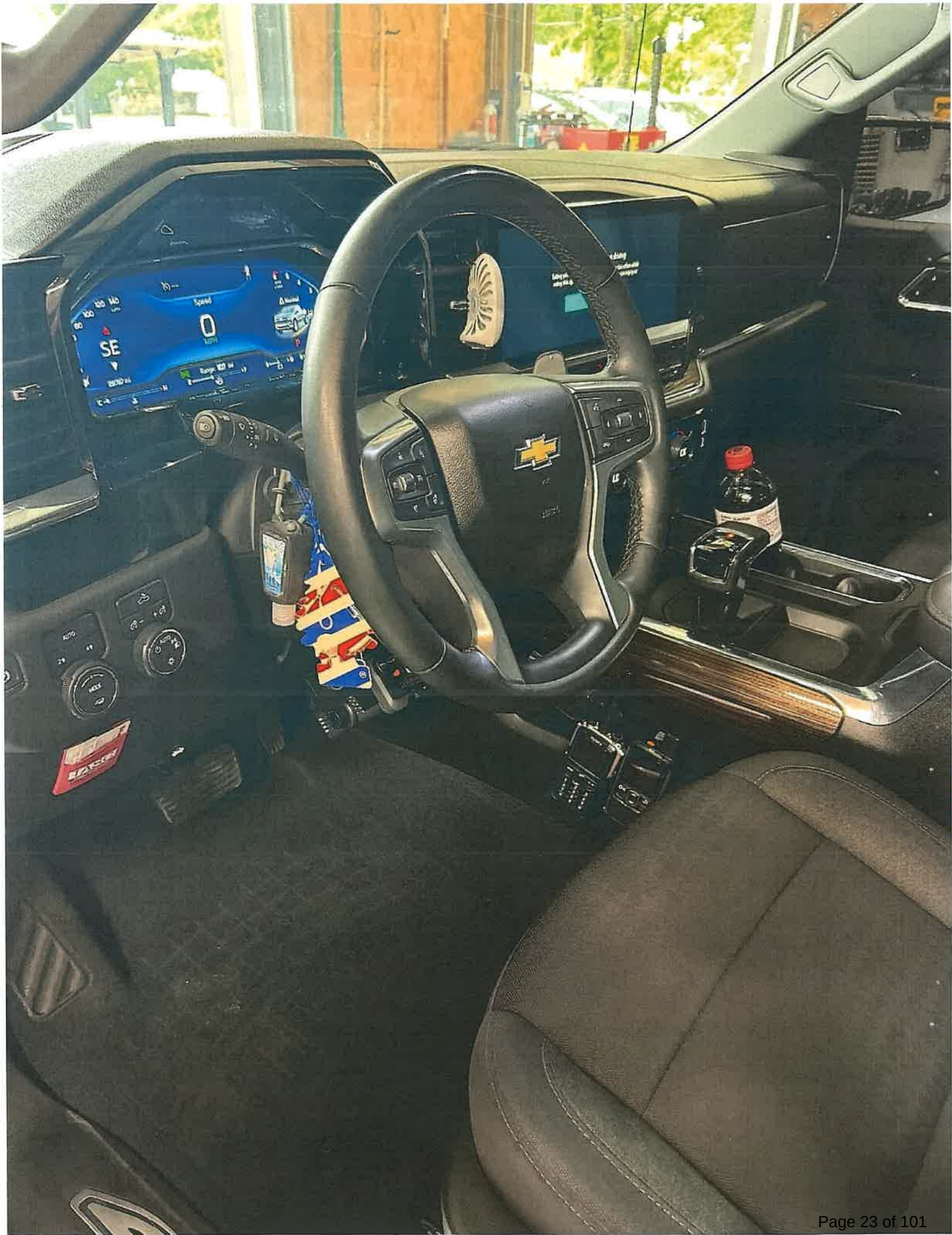
The Sequoyah County Sheriff's Office is offering the sale of vehicle to the Sallisaw Police Department.

- Year/Make/Model: 2023 Chevrolet Silverado Crew Cab
- VIN: 2GCUDD1P1142039
- Model Number: 19CK1043
- Description: The vehicle is equipped with aftermarket tires and rims, emergency lights, a radio system, and a storage box located in the truck bed.
- Mileage 28786

The total asking price for the vehicle and all included equipment is \$25,000.00.







AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Ordinance 2025-09

ITEM TITLE: Discussion and possible action on Ordinance 2025-09; An Ordinance Repealing and Striking Chapter 2, Article V, Section 2-242 of the Sallisaw Code of Ordinances and Substituting a New Chapter 2, Article V, Section 2-242 of the Sallisaw Code of Ordinance; Including a Severability Clause; Repealing all Conflicting Ordinances; Providing for Codification; and Declaring an Emergency (emergency purchases)

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager

BACKGROUND: The only change is to Section e (3). The current ordinance allows the city manager to approve emergency purchases relating to utility services, not any other type of emergency (i.e. the traffic signal cabinet). The updated ordinance would allow the city manager to approve emergency purchases to complete tasks associated with emergency situations, restoration of service, repair of equipment and general recovery efforts following emergency situations. If purchases are \$20,000 or above they will be ratified at the next meeting of the governing body.

EXHIBITS: 1. Ordinance 2025-09

KEY ISSUES: The current ordinance only allows the city manager to approve purchases related to utility services, not any other type of emergency.

FUNDING SOURCE: N/A

RECOMMENDATION:

- a. Approval of Ordinance 2025-09.
- b. Approval of Emergency Clause.

ORDINANCE NO. 2025-09

**AN ORDINANCE REPEALING AND STRIKING CHAPTER 2, ARTICLE V,
SECTION 2-242 OF THE SALLISAW CODE OF ORDINANCES AND
SUBSTITUTING A NEW CHAPTER 2, ARTICLE V, SECTION 2-242 OF THE
SALLISAW CODE OF ORDINANCES; INCLUDING A SEVERABILITY
CLAUSE; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR
CODIFICATION; AND DECLARING AN EMERGENCY**

**BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF SALLISAW,
OKLAHOMA.**

SECTION 1. REPEAL

That Chapter 2, Article V, Section 2-242 of the Sallisaw Code of Ordinances is hereby repealed in its entirety and a new Chapter 2, Article V, Section 2-242 of the Sallisaw Code of Ordinances, is hereby established by enacting the following articles and sections, to-wit:

Sec. 2-242. - Purchasing officer; procedures

- (a) The city manager shall be the purchasing officer of the city and have the right and authority to name and designate a purchasing agent(s) to make purchases for and on behalf of the city manager.
- (b) The city manager shall have the authority to assign, transfer, or sell to or between offices, departments or other city agencies any material, equipment or supplies which are deemed necessary for the proper management and operation of any and all city departments.
- (c) For all purchases of goods, services or capital, the purchasing procedures as outlined in the City of Sallisaw Purchasing Manual shall be followed
- (d) For all purchases or contracts for goods, services or capital of \$20,000.00 or more, governing body approval shall be obtained prior to the time the commitment is made, and such approval shall be recorded in the minutes of the governing body.
- (e) Purchases not subject to subsection (d) above:

- (1) The purchase of electric transformers, purchased for a commercial or industrial business, where the business has already paid for the transformer, or guaranteed payment via a purchase order of the business, may be purchased without the approval of the governing body.
- (2) If previously approved by the governing body in the adopted budget; payroll and personal services, utilities, purchase power costs of the Grand River Dam Authority, insurance requirements of the city, debt service for outstanding loans and long term debt, and commitments by the city to organizations governed by the state corporation commission.
- (3) Emergency purchases. The city manager shall have the authority to approve emergency purchases as needed to complete tasks associated with emergency situations, restoration of service, the repair of equipment needed to operate, maintain or restore utility services and/or emergency services needed to conduct search and rescue and recovery operations as well as general recovery efforts following emergency situations. Emergency purchases may be due to equipment failure and inoperability, accidental damage to distribution systems, storms, or other emergency conditions. Emergency purchases shall be documented and forwarded to the purchasing agent within 24 hours of the purchase. Purchases equal to, or exceeding, \$20,000.00 shall be ratified at the next meeting of the governing body.

SECTION 2. SEVERABILITY

If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 3. REPEALER

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed to the extent of this conflict.

SECTION 4. CODIFICATION

The City Clerk is hereby directed to enter and amend the Sallisaw Code of Ordinances by adding new Section 2-242 in Article V, of Chapter 2, Administration, in its appropriated place to the Sallisaw Code of Ordinances, as authorized and approved by this Ordinance.

SECTION 5. EMERGENCY

WHEREAS, an emergency and immediate necessity exists by reason of the health, safety, and protection of the citizens of Sallisaw; therefore, an emergency is hereby declared to exist by reason whereof this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 12th day of May, 2025.

CITY OF SALLISAW, OKLAHOMA

By: _____
ERNIE MARTENS, Mayor

ATTEST:

KIM JAMISON, City Clerk
[SEAL]

APPROVED AS TO FORM:

JORDAN PACE, City Attorney

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Purchasing Policy

ITEM TITLE: Discussion and possible action on City of Sallisaw Administrative Policy Number: 2.004.00, Revision 5, Purchasing Manual

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager

BACKGROUND: This updates the purchasing policy section that is related to emergency purchases to be the same as Ordinance # 2025-09

EXHIBITS: 1. 2.004.00 Purchasing Manual.Rev5

KEY ISSUES: Allows for the city manager to approve emergency purchases as needed to complete tasks associated with utility outages, restoration of utility services and the repair of equipment needed to operate, maintain or restore utility services. Emergency purchases may be due to equipment failure and inoperability, storms or other emergency conditions.

FUNDING SOURCE: N/A

RECOMMENDATION: Approval of City of Sallisaw Administrative Policy No. 2.004.00, Revision 5, Purchasing Manual.

CITY OF SALLISAW ADMINISTRATIVE POLICY		Policy Number:	2.004.00	Revision	<u>54</u>
		Effective Date	July 10, 2023		
Subject:	City of Sallisaw Purchasing Manual				
Department(s):	All Departments				



CITY OF SALLISAW PURCHASING MANUAL

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Purpose

The purpose of this policy is to establish procedures for the procurement of materials, supplies, equipment, vehicles, and services using the purchase order process or by purchasing with a city issued Purchasing Card. This policy also provides procedures for documentation of employee travel.

This policy shall be referenced to and known as the *City of Sallisaw Purchasing Manual*. If any item in this policy conflicts with any adopted ordinance of the City of Sallisaw, or Oklahoma law, the adopted ordinance and law shall be followed.

Background

Municipal operating costs are affected by the manner in which equipment, materials, supplies, and professional and other services are purchased. The purchasing policies for the City of Sallisaw contain guidelines needed to ensure that public funds used to purchase materials and services are used in a manner that is both uniform and economical.

Definitions:

1. **Purchase Requisition.** Document that identifies the needs of a department and requests approval to purchase the items listed.
2. **Purchase Order.** Binding document that assures vendors that the City of Sallisaw will encumber funding and pay invoices for the purchase of items listed on the Purchase Order, once the vendor fills the requested order.
3. **Employee.** As used in this policy, employee means the City Manager, head of a department, or any other person employed by the City. This definition also includes compensated and non-compensated board and commission members and appointed and elected officials.
4. **Purchasing Agent (PA).** Employee of the City responsible for assisting departments in the purchasing of equipment, materials, services and supplies. Monitors purchasing activities, approves purchases, reconciles receipts, and processes invoices for payment.
5. **Purchasing Card (PCard).** A city issued credit card that gives city employees immediate access to purchasing privileges within set limits.
6. **Emergency Purchase.** The immediate need to purchase repair materials, equipment or services needed to handle emergency conditions. An emergency condition is a situation where there exists a threat to life, property, public health or public safety, or when there is a need for immediate purchase to prevent loss of, or further damage to, property maintained by the City.
7. **Public Improvements.** Title 61 O.S. Section 102.5 defines public improvements as “any beneficial or valuable change or addition, betterment, enhancement or amelioration of or upon any real property, or interest therein, belonging to a public agency, intended to enhance its value, beauty or utility or to adapt it to new or future purposes. The term does not include the direct purchase of materials, equipment or supplies by a public agency or

any personal property as defined in subsection B of Section 430.1 of Title 62 of the Oklahoma Statutes.”

8. **Public Construction Contract.** Means any contract, exceeding One Hundred Thousand Dollars (\$100,000.00) in amount, or any construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars (\$50,000.00) in amount, awarded by any public agency for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on the same. (Title 61.OS.102)
9. **Capital Asset.** For the City of Sallisaw, a capital asset is defined as an item with a cost exceeding \$5,000 and a useful life of three (3) years.
10. **Local Dealer/Local Vendor.** A local dealer/vendor is defined as a business located within the city limits of Sallisaw.

Section I –Tax Exemption of City

The City of Sallisaw, being a government agency, is exempt from all Oklahoma local and state sales tax. If needed, the Purchasing Agent can provide a copy of the exemption certificate issued by the State of Oklahoma Tax Commission. *It shall be the responsibility of all employees purchasing goods and services for the City to convey to the vendor that the City of Sallisaw is exempt from sales tax using the guidelines below.*

1. Purchases made by the City of Sallisaw or any of its public trusts, in the State of Oklahoma, are exempt from sales tax.
2. Materials and supplies shipped to the City of Sallisaw or any of its public trusts, from inside or outside of the State of Oklahoma, are exempt from sales tax.
3. If employees of the City travel out of state to purchase materials and supplies, sales tax of that state may be charged on the purchase. If possible, items required from out of state should be shipped to the City.
4. Materials and supplies for capital projects contracted by the City of Sallisaw are sales tax exempt.
 - a. Note that materials purchased for construction projects contracted by a Public Trust of the City are exempt from sales tax only if the items are purchased by and invoiced to the Public Trust. Contractors cannot purchase materials for a Public Trust project on a tax-exempt basis. This applies to all Public Trusts of the City. (OK Tax Commission Trust Authority Transactions, 710:65-13-550)
5. If employees travel within the State of Oklahoma, hotel stays are exempt from sales tax. Employee is responsible for presenting the sales tax-exempt form and ensuring sales tax is not charged for rooms. In some instances, the City may not be exempt from certain taxes such as hotel/motel or tourism taxes.

Section II –Purchasing Materials and Services, General Guidelines

The department head, or their designee, is responsible for purchasing goods and services needed in the daily operations of their department. All employees of the City who purchase materials or services for the City must have knowledge of the City's purchasing process and abide by the policies set for purchasing goods and services.

1. Rule of thumb: A purchase order number is **required prior to** actually placing an order for goods or services unless a PCard is being used. PCard use must fall within the allowed guidelines and spending limits.
2. Purchase Requisition. A purchase requisition form shall be used as the starting point to obtain a PO number. A purchase requisition provides information to the Purchasing Agent concerning the needs of the departments of the city. It identifies the vendor, items or services needed, quantity needed, cost and the budget line item that will be used to purchase the items.
3. Purchase Orders. A purchase order number is used to inform the vendor that the requested purchase has been approved by the City and that funds for the purchase have been encumbered. Once the purchase order is issued to the vendor, the purchase order becomes binding unless both the vendor and the City mutually agree to cancel the order.
4. Purchasing Cards (PCard). To facilitate the purchase of *routinely needed supplies, materials and repair parts*, departments may be assigned a purchasing card (PCard). Each card is assigned limits based on the activity of the department. Refer to Section IV of this policy for PCard guidelines and requirements.
 - a. If a PCard is used to purchase routinely needed materials and supplies, an employee *may spend up to the single transaction limit of the PCard*. A requisition will not be required unless the amount exceeds the single transaction limit of the PCard, or the items purchased are not considered routine needs of the department.
 - b. Maximum card **limits will be approved by the Director of Finance**. One time increases in transaction limits must be approved by the Director of Finance or their designee.
5. **When is a purchase requisition required?** A purchase requisition must be completed for any purchase over \$1,500. This includes purchases made with a PCard.
 - a. *Employees must properly plan PCard purchases so requisitions are approved before the transaction. Employees must document the purchase(s) on appropriate PCard forms.*
 - b. All purchases not made with a PCard require an approved purchase requisition.
 - c. All purchases under \$1,500, and made locally within the city limits, do not require a requisition, or prior approval, but may require the issuance of a Purchase Order. The department supervisor is responsible for these purchases and must ensure they are for daily, routinely needed supplies, maintenance items and small tools. Purchases not made locally will require a requisition.

6. **When is a Purchase Order Number Required?** A PO number is required for all purchases that require a requisition document to be completed, *unless the purchase has been made with a city issued Purchasing Card*. The PA will be responsible for all issuance of purchase order numbers. The PA will ensure all requirements are met before the PO number is issued.
 - a. Department heads are responsible for completing the necessary requisitions requesting purchase order numbers for items to be purchased. The requisition must be forwarded to the PA and approved before the materials and services can be purchased.
 - b. Amendments to purchase orders shall have prior approval of the PA. Although it is hard to determine exact costs for certain items such as equipment or vehicle repair, amendments to purchase orders shall be kept to a minimum unless circumstances dictate otherwise. If the requestor of the purchase order is unsure as to the cost, the PA shall attempt to encumber sufficient funds to cover the materials, supplies or services.
 - c. ***The PA is not authorized to issue Purchase Order numbers for purchases of \$20,000 or greater (PURCHASING LIMIT) unless specifically exempted by the Sallisaw City Code of Ordinances, Section 2-242. These purchases must have prior approval of the Board of City Commissioners (BOCC) before the purchase is authorized. The requesting department head is responsible for submitting requests of this nature to the PA. The PA will be responsible for placing the purchase item on the BOCC agenda for approval and subsequent processing.***
 - d. ***Purchase orders for materials, supplies and equipment, issued in amounts between \$12,000 up to \$19,999.99, must be approved by the Director of Finance or their designee, unless purchase is exempt from the purchase order process. (See Section II.8 below)***
7. **Receipt of Items Purchased.**
 - a. Upon receipt of items ordered, the department head is responsible for collecting all shipping tickets and forwarding them to the PA for processing. The department head is responsible for ensuring all items listed on the shipping tickets are actually received.
 - b. All shipping tickets must be signed, and signatures must be legible. All shipping tickets, invoices or statements related to the purchase must be coded with the date received, department number and the appropriate general ledger account number if known.
8. **Purchases Exempt from Purchase Order Process.** Certain types of purchases will be exempt from the purchase order process, even though they may still be processed with a purchase order. These items include but are not limited to:

• Payroll checks • Payroll taxes • Payroll deductions • Debt Service P & I payments	• Utility Payments (gas, electric, water, etc...) • Telephone service payments • Contract Services
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- Utility refund of credit balances
 - Budgeted Transfers from fund to fund.
 - Utility Deposit Refunds
9. Approval of Bulk Quantities. If certain items needed on a routine basis exceed the \$20,000 purchase limit, these items may be approved for routine purchase by obtaining approval from the Governing Body. Examples of these types of items include fuel and water treatment chemicals. Approval of these items must be noted in the minutes of the meeting. Approval shall not extend beyond June 30 of the current fiscal year.
 10. Yearly Quotations. For materials and services purchased routinely on a year-to-year basis, the department head and PA may request written quotations that will guarantee pricing for the City for long periods of time. Quotations must not extend past June 30 of each fiscal year. Examples of these types of purchases include clothing, uniforms, chemicals, tires, conduit, electrical conductor, transformer repair, hourly rate for heat and air repair, exterminating services.
 11. Emergency Purchases. The City Manager shall have the authority to approve emergency purchases as needed to complete tasks associated with emergency situations, restoration of service, the repair of equipment needed to operate, maintain or restore utility services and/or emergency services needed to conduct search and rescue and recovery operations as well as general recovery efforts following emergency situations. ~~utility outages, restoration of utility services and the repair of equipment needed to operate, maintain, or restore utility services.~~ Emergency purchases may be due to equipment failure and inoperability, storms, or other emergency conditions. (Sallisaw City Code, Section 2-242).
 - c. **Emergency purchases or services exceeding \$5,000.00 shall have prior approval, written or verbal, by the City Manager or his designee.** If the purchase equals or exceeds the **Purchasing Limit**, the purchase must be ratified at the next meeting of the Board of City Commissioners.
 - d. The department supervisor will be responsible for seeing all emergency purchases are documented and forwarded to the Purchasing Agent within 24 hours of the purchase.

Section III-- Requirements for Written Quotations

- A. When performing everyday routine tasks required for the operation of the city, it is not always feasible to seek quotations from different vendors when purchasing materials and supplies. However, every effort should be used to obtain the best possible pricing for materials and supplies, especially when not being purchased locally. As with purchasing any type of materials and supplies, you must consider the requirements of the task(s) or projects to complete, timing of the tasks and projects and the availability and quality of the supplies and materials needed.
- B. **To ensure the best possible pricing, these guidelines are provided for the PA and the department supervisors when purchasing items over \$5,000. For purchases of \$5,000 or**

more, a minimum of three (3) written quotations or proof of pricing should be obtained when feasible.

- C. The PA will assist the department head in obtaining these quotations as needed. At times a simple specifications sheet may be required to obtain the written quotations. Quotations must be in writing, submitted on letterhead of the vendor (or otherwise identifiable), and must be attached to the requisition document. In lieu of written quotations, the City may utilize State of Oklahoma, Federal and other national purchasing contracts.
- D. *If the PA feels quotations are needed, but quotations cannot be obtained, the department head and PA must document the reason. Reasons may be because the item is a specialty product, supplied by limited vendors, or otherwise just not practical to obtain. Favoritism to certain vendors and products is not a valid reason to not obtain written quotations. If a particular brand of products has shown not to be reliable, the PA should note that on the requisition.*
- E. **Purchase of Electric Transformers for Commercial or Industrial Business.** The City of Sallisaw/Sallisaw Municipal Authority currently requires commercial and industrial customers to purchase their transformers for new construction or services. If the cost of a transformer exceeds the **Purchasing Limit**, or is being purchased for a commercial or industrial business, and the cost of that transformer has been paid to the city or guaranteed by the issuance of a purchase order from the company, then the transformer may be purchased without approval of the BOCC or the SMA Board of Trustees. (Sallisaw City Code, Section 2-242).
- F. Under certain situations quotations may not be feasible, or not needed, due to equipment already in place and operational. Examples are:
 - 1. Standardization: Materials and services needed to maintain standardization of equipment, chemicals, electronic devices, computer networks, etc., put in place due to the completion of certain projects in the City.
 - a. Example: The water treatment plant currently has equipment installed by various vendors. To maintain standardization those vendors may continue to be used. If a change is required, then the written quotations requirement would apply and be required if the costs exceed the limits noted above.
 - b. Example: The City has currently standardized its computer network by using a certain brand of computer products where applicable. If the City purchases computer network items outside of the vendor, then the written quotations requirement would apply and be required if the costs exceed the limits noted above.
 - 2. Equipment Repair. To expedite the repair of equipment needed to maintain services, written quotations may be waived.
 - 3. Professional Services. To maintain continuity with past projects of the City, certain professional services obtained by the city may be exempted from written quotations. Examples include engineering and architect services, audit services and financial services. These exemptions will require the approval of the City Manager.

Section IV – Use of City of Sallisaw Purchasing Card (PCard)

- A. Program Administrator. The Purchasing Agent (PA) is designated as the administrator of the purchasing card program. The PA will be responsible for issuing cards to employees, answering questions, resolving problems, reconciling statements with receipts, processing payments and seeing all purchases follow all approved purchasing policies.
- B. Use of the Purchasing Card. To facilitate the purchase of routinely needed supplies, materials and repair parts, certain department heads and other personnel may be assigned a purchasing card (PCard). *The PCard is not intended to be used to avoid or bypass other purchasing requirements in place.*
 1. Each PCard will be issued in the name of a specific individual. All purchases made on the card are the responsibility of the individual. The card user is responsible for the security of the card and the transactions made with it. **Inappropriate use of a city issued PCard may be cause for disciplinary action against the employee up to and including termination of employment.**
 2. Each cardholder is required to sign an agreement between the card holder and the City. This agreement shall affirm that the cardholder has read and understands the policy and procedures for proper use of the Purchasing Card.
 3. The only person authorized to use the PCard is the cardholder. The card is to be used for City of Sallisaw business purposes only. *Under no circumstances should an employee give their card to another employee or person to make a purchase.*
 4. The PCard may be used at any vendor or service provider that accepts credit cards.
 5. The PCard may be used for in-store purchases, mail, telephone, fax or email orders.
 6. The PCard may be used to purchase supplies and services up to the transaction amounts approved for. Once transaction limits are met for the day or month, the card is locked and cannot be used for further transactions unless approved by the purchasing card program administrator.
 7. Upon an employee's transfer or termination of employment, the purchasing card must be returned to the PA.
 8. If a purchasing card is lost or stolen, the employee must notify the PA immediately.
 9. All receipts for the use of a purchasing card must be returned to the PA within 72 hours of purchase. The PCard billing cycle will close on the 20th of each month. All tickets for the preceding 30 days must be returned to Purchasing by the 21st of each month.
 10. Other Use of the PCard: The PCard may also be used by employees on business trips outside the city. The card may be used for fuel, hotel costs, meals, meeting registrations; airline tickets, vehicle rental, toll fees, etc., provided the business trip is pre-approved. In addition to the requirements of all purchasing policies, policies related to business travel shall also apply to the use of the PCard.
- C. Purchasing Card Limits. All purchasing cards will have spending limits placed on them. These limits may vary for each cardholder based on their department responsibilities, types of items

needed and other daily needs of the department. These limits may be adjusted as needed based on the recommendation of the department head and the activities of the department. All card limits will be set by the Director of Finance. Any increases to the card limits for one-time purchases, must be approved by the Director of Finance.

1. Minimum limits of each card shall be set as follows:

- a. Single transaction limit: Maximum of \$1,500 dependent on the card holder and department.
- b. Monthly transaction limit: Maximum of \$5,000.

2. Any use of a P-Card exceeding the single transaction limit must be justified with a requisition document and follow the guidelines of this policy. **The requisition must be pre-approved before the P-Card can be used.**

D. Examples of items that MAY be purchased using a PCard:

- 1. Routine supplies required for daily operations (i.e. screws, bolts, wood, small orders of concrete, tires, vehicle/equipment repair parts and maintenance supplies, small tools, specialty fuel, weed killer, light bulbs, jail food items, office supplies, etc...).
- 2. Travel expenses for approved travel (hotel, fuel, meals, etc...).
- 3. Seminar or workshop registration fees.
- 4. Purchase of educational and training materials such as books or instruction manuals.
- 5. Work clothing including uniform items provided amounts have been approved in the budget.
- 6. Computer supplies.
- 7. Professional memberships.
- 8. Purchase of non-routine items only if the items are included in the department budget and the required requisition is approved.

E. Examples of items that MAY NOT be purchased using a PCard:

- 1. Items for personal use.
- 2. Alcohol and tobacco purchases.
- 3. Entertainment.
- 4. Single transactions exceeding the dollar limits of the card.
- 5. Purchase of items that otherwise require the issuance of a purchase order.
- 6. Purchase of items not considered routine needs of the department.
- 7. Dividing an order to circumvent the purchasing procedures.
- 8. Cash advancements from ATM or other site.

9. Purchase of promotional items related to the city. These items must be ordered directly by the city purchasing agent. Items may be ordered using a PCard providing the purchase is approved by the PA.
 10. Purchase of gift cards, unless purchased for an approved event and approved by the PA.
 11. Purchase of electronic equipment such as cameras, GPS units, televisions and computers, unless the purchase is made by the Computer Network Administrator working with the PA.
- F. Receipt of Items. For items ordered with a PCard and shipped to the city, all related shipping documents shall be forwarded to the PA upon receipt.
- G. Card Security. Employees issued Purchasing Cards shall keep their cards secure.
1. Do not lend your card to other employees.
 2. Guard your PCard account number closely. Do not write number or post in any area accessible by others.
 3. When using the card over the internet, ensure the website is secure. Look for an icon in the shape of a padlock
 4. If the card is lost or stolen, report it to the PA or the finance department immediately.

Section V – Purchase of Capital Items

For the purpose of fixed asset tracking, Capital Assets exceeding \$5,000 and having a useful life greater than three (3) years must be recorded as a fixed asset. Asset information shall be forwarded to the Director of Finance for asset recording purposes.

When purchasing vehicles, equipment or materials, the City may issue a Request for Quotes (RFQ).

A. Purchase of Vehicles

1. *All purchases of vehicles, new or used, must have the approval of the Board of City Commissioners.*
2. Purchase of new vehicles requires a minimum of three (3) written quotations from three different vendors. *Quotations may be waived if the vehicles are being purchased off of the Oklahoma State Purchasing Contracts.* For the quotations to be accepted, the quotations must be for the same type of vehicle with size and other specifications being as close as possible. Vehicle package codes may be used if available. For example, if you bid a pickup with a V8 motor, all quotations must be for a pickup with a V8 motor. Specialized vehicles may be exempted from this requirement if only one vendor can supply the vehicle.
3. *Donated vehicles or vehicles obtained by forfeiture must have prior approval of the City Manager* before the vehicle is added to the fleet. If donated or forfeited

vehicles are not added to the active city fleet, they may be stored until the city can sell in an auction or otherwise dispose of.

4. *Local Preference Allowance.* For the purchase of new vehicles, a local purchasing preference of 3%, not to exceed \$1,000, shall be allowed for local dealers. If a local dealer's vehicle bid is not the lowest bid, but within this allowance, the PA may recommend the local dealer's bid for purchase.

B. Purchase of Mobile Equipment

1. New or used mobile equipment (equipment having its own engine and/or drive train), with a cost greater than the **Purchasing Limit**, must have prior approval of the governing body.
2. Purchases less than the **Purchasing Limit** shall be approved by the City Manager and also have funds allocated, or identified, for purchase. The purchase of new mobile equipment will require three (3) written quotes when feasible and must be provided before the purchase will be considered for approval.
3. Mobile equipment acquired by *donation, forfeiture or other means other than direct purchase*, must have prior written approval of the City Manager before possession is taken.
4. If equipment is considered "*SPECIALTY EQUIPMENT*" and is only obtainable from a single vendor, the three-quote rule may be waived with proper justification and documentation.
5. *Local Preference Allowance.* For the purchase of new mobile equipment, a local purchasing preference of 3%, not to exceed \$1,000, shall be allowed for local dealers. If a local dealer's equipment bid is not the lowest bid, but within this allowance, the PA may recommend the local dealer's bid for purchase. Examples of equipment this would apply to are riding lawnmowers, tractors and earth-moving equipment. Equipment must have its own motor and drive train.

Section VI – Bidding Requirements For Public Construction Contracts

- A. Bidding Requirements of City Governments and Public Trusts. All public construction contracts over \$100,000 (unless otherwise specified in the State of Oklahoma Statutes) must follow the bidding requirements of Title 61 O.S. Section 101 et seq. All public construction contracts must be awarded in accordance with all procedures of Title 61. If this policy conflicts with Title 61, or other state law requirements for bidding, then the state law(s) shall be followed. Always review Title 61 prior to bidding projects.
- B. Change Orders. Change orders for public improvement contracts shall follow the guidance of Title 61 O.S. Section 121.
- C. *Local Preference Allowance.* For the awarding of public construction contracts, the city may award based on local bid preference. The bid preference must not exceed 5% and must follow the requirements of 61 O.S. Section 103 (B).

Section VII - Payment of Invoices

- A. This section follows the requirements of the Sallisaw Code of City Ordinances, Section 2-243.
- B. Unless otherwise noted in this section, all invoices submitted for payment shall be attached to a signed and completed purchase order. The payment package shall contain the purchase order, detailed invoices, necessary signatures, shipping documents and required affidavits indicating that all services or materials noted on the purchase order have been received. This is required before payment to the vendor can be authorized. The invoice submitted shall be itemized and represent services or materials that have been delivered to the city.
- C. Non-collusion Affidavit. If the amount of any single invoice is \$25,000 or more, a Non-collusion affidavit must be completed and attached to the invoice before payment can be approved. (62 O.S. 310.9)
- D. Invoice Payment. Vendor invoices may be paid at any time provided the invoices are presented and approved as follows.
 - 1. The Finance Department and the Accounts Payable Clerk will be responsible for determining when invoices should be paid.
 - 2. Unless otherwise negotiated between the City and the vendor or contractor, invoices will only be paid after receipt and acceptance of all material, equipment or services noted on the purchase order.
 - 3. Payment of invoices related to partially filled purchase orders (partial payments) are allowed on the condition the vendor/contractor has supplied the tangible goods or accomplished the services to the satisfaction of the City and invoice is related only to those goods and services that have been received.
 - 4. When invoices are determined as due and payable, the AP clerk will prepare an AP payment report showing the vendor, the invoices and invoice amounts to be paid. To proceed with processing invoices for payment, the report will require the signature/approval of the Director of Finance.
 - 5. If the AP payment report contains any single invoice equal to or exceeding \$20,000, then the signature of the City Manager shall also be required.
 - 6. Upon approval, the AP clerk will verify checking account balances to ensure sufficient funds are available for payment of all invoices. Once verified, the AP clerk shall prepare checks and forward them to the City Treasurer for signature and approval. Once approved by the City Treasurer, the checks will be returned to the AP clerk to complete the processing and mailing.
 - 7. After payment, the AP clerk shall prepare a check register listing all checks that were printed. This report along with other supporting reports generated for the check run shall be filed.
 - 8. Payments to vendors via on-line bank transfers or other electronic means shall be allowed. If on-line bank payments are utilized, the AP clerk shall note the invoices on the AP report and payments shall be recorded in the ledgers.

9. At the end of each month, the AP clerk shall prepare a cumulative check register detailing all checks issued for the month through the AP system. The report shall be filed and a copy shall be forwarded to the City Manager and City Clerk. This report may be in electronic form.
10. Purchase Orders issued for architect or engineer services, contractor services or for the supply of construction materials will require a signed affidavit as required under Title 62 of the Oklahoma Statutes, Section 310.9.

Section VIII - Becoming a Vendor of the City

Vendors who wish to do business with the City of Sallisaw are required to register their company information with the City. Vendors may contact the Purchasing Agent for registration. Each vendor must submit a W-9 form as required by the Internal Revenue Service.

All vendors who wish to do business with the City are required to notify the Purchasing Agent if they wish to speak to various department heads concerning purchasing of their materials. The vendor shall also notify the Purchasing Agent on each subsequent visit to the City. Department heads shall not order materials from vendors who have not registered with the City.

Section IX – Travel of City Employees and Other Business-Related Expenses

Employees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided.

Persons performing official travel, as authorized by the City Manager or their department heads, are responsible for the preparation and submission of their travel request. While traveling, the employee should obtain appropriate receipts for all applicable charges and keep a personal record of miscellaneous expenditures chargeable to the state, noting each item as the expense is incurred.

The employee is ultimately responsible for ensuring travel arrangements are in accordance with this policy. Employees of the City who travel overnight for City approved meetings or training events shall complete the required travel requests prior to registration or travel to the event. While traveling to events, the employee shall be allowed use of a City Purchasing Card for approved expenses. These expenses may include registration, air or ground travel, vehicle rental, hotel and meals. Employees shall follow the policy items related to proper use of a City Purchasing Card, as outlined in this policy.

1. **Compliance Auditing.** The Purchasing Agent shall be responsible for compliance verification of all travel expenses submitted by employees.
2. **Travel Requests Requiring Overnight Stays.** Employees shall complete the appropriate travel request form prior to registration for event or travel. Employees must

clearly state the purpose and dates of travel on the travel request form. The request form shall be forwarded to the Purchasing Agent, who shall approve based on the available budget. The Purchasing Agent shall then forward to the City Manager, or his designee, for final approval of the overnight travel. Upon approval, employees may register for the event and reserve hotel rooms.

3. While traveling to and from the event, the employee is responsible for documenting all expenses and use of the City Purchasing Card. Once the employee returns, they shall reconcile all expenses with required documentation and forward all items to the Purchasing Agent. All submitted expenses are subject to audit by the Finance Department.
4. **Approved Travel Expenses.** While traveling to events, the following expenses shall be allowed. Expenses not noted below may be allowed if approved in the travel requests.
 - a. Registration.
 - b. Transportation. Includes air, city vehicle (includes fuel), taxi, Uber, tolls, parking fees, rental vehicle if applicable and approved.
 - c. Use of employee personal vehicle. Employees must complete request for mileage reimbursement. Mileage may be advanced to the employee. All personal vehicles must be insured. Only the owner of the vehicle (employee) will be reimbursed.
 - d. Baggage handling.
 - e. Hotel or other lodging.
 - f. Meals.
 - g. Internet.
 - h. Clothes laundering (if trip exceeds five (5) consecutive days).
5. **Hotel Stays.**
 - a. When available and allowed, employees shall utilize government rates for hotel stays.
 - b. Employees attending meetings or conferences, in or out of state, may utilize the host hotel and rates associated with the event. If the host hotel is not available, the employee may choose other hotels adjacent to the event, provided the rates are comparable to the host hotel rates.
 - c. Employees attending business events with no host hotel identified may choose a hotel of their choice, provided the base per night rate does not exceed \$175.00 per night in state or \$225.00 per night out of state. High-rate metropolitan areas out of state shall be reviewed on a case-by-case basis. All hotel rates, within or outside these limits, must be noted on the travel request and will be considered for approval prior to travel.
 - d. Hotel stays in Oklahoma are exempt from state and local sales tax. The employee is responsible for providing tax exempt status to the hotel.

6. **Meals Included in Event Registration Costs.** If meals are included in event registrations, then the employee is expected to utilize those meals. If the employee chooses not to utilize those meals, then meal expenses shall be paid by the employee.
7. **Expenses Paid by the Employee.** Expenses paid by the employee may be reimbursed to the employee as long as they are properly documented, reasonable and related to the approved business trip. Cash advancement from the City will not be allowed.
8. **Use of a City Issued Purchasing Card for Travel.** Travel related expenses may be paid by using a city issued Purchase Card. The employee is responsible for documenting all expenses and must include detailed receipts for all transactions.
9. **Family Members Traveling with City Employees.** If spouses or other family members travel with the employee, the employee is solely responsible for their expenses. If the employee books airplane flights, and includes family members, the employee shall use their personal credit card and request reimbursement for the employee related portion. **Expenses for spouses, or other family members, shall not be charged on a city issue Purchasing Card.** If a spouse or other family member are registered for events of the meeting or conference, the employee shall register them using their personal credit cards or other means. Employees who choose to extend a business trip for personal reasons, either before or after the business is conducted, will be responsible for all non-business-related expenses.
10. **Employee PCard Meal Limits in State of Oklahoma.**
 - a. Employees away for eight (8) hours or more. While on city business, employees shall be limited to \$70.00 per 24-hour period for meals, including taxes and tips. (Example breakdown: Breakfast \$12.00, Lunch \$23.00, Dinner \$35.00)
 - b. Employees away for less than eight (8) hours shall be limited to \$35.00 for meals, including taxes and tips.
11. **Employee PCard Meal Limits in High-Rate Metropolitan Areas.** Employees traveling to larger, out-of-state cities for business meetings shall be allotted \$90.00 for meals during a 24-hour period, including taxes and tips.
12. **Business Meeting Meals.** From time to time, the Mayor, City Manager, or other senior staff members may have a need to purchase meals for other individuals who are performing or being recruited to perform professional services for the City. These types of purchases shall be sensible and not exceed the normal reasonable costs an employee would pay for a meal while on city business. These meals shall be properly documented, list all attendees and reason for meals.
13. If approved, any exceptions to Section IX of this policy shall be noted in writing and approved by the City Manager via the travel request form.

Policy Attachments:

- A. Purchasing Decision Chart
- B. Quotation Sheet
- C. Requisition /Purchase Order Document
- D. Competitive Bidding Checklist

- E. Non-collusion Affidavit for Bid Documents
- F. Affidavit for Invoices of \$25,000 or greater.
- G. Vendor Registration Form
- H. City of Sallisaw Substitute W-9 Form
- I. P-Card Acknowledgment Form
- J. P-Card Receipt Log
- K. Travel Request Form

Policy References:

- City of Sallisaw Code Book Chapter 2, Article 5, Sections 2-241 through 2-245
- Purchase Order Law, 62 O.S. Section 310
- Payment of Invoices, 11 O.S. Section 17-102
- Competitive Bidding for Public Improvements, 61 O.S. Sections 101 et seq.
- Competitive Bidding for Public Trusts, 60 O.S. Section 176(h)
- Lease Purchasing, 62 O.S. Section 430.1
- OK Tax Commission Trust Authority Transactions, 710:65-13-550

Rescission Date: NA

This policy shall remain in effect until rescinded or otherwise modified and approved by the Board of City Commissioners.

Mayor, City of Sallisaw

Date: _____

City Manager, City of Sallisaw

Date: _____

Attest

City Clerk

Date: _____

Revision History

Revision 1, July 8, 2019

Revision 2, August 12, 2019

Revision 3, November 9, 2020

Revision 4, July 10, 2023

Revision 5, May 12, 2025

Attachment A: Purchasing Decision Chart**PURCHASES OF MATERIALS, SUPPLIES, SERVICES**

Purchase Amount	Less than \$1,500	\$1,500 up to \$12,000	\$12,000 up to \$19,999	\$20,000 and Over	Emergency Purchases
Requisition Required	No if purchase is local or a PCard is used.	Yes	Yes	Yes	No
Written Quotations	No	Yes, if purchase exceeds \$5,000.	Yes	Yes	No
Purchase Order Required	No, if PCard is used.	Yes,	Yes	Yes	Within 24 hours of purchase.
PCard may be used	Yes, if purchase does not require issuance of a Purchase order.	Yes. Only if the purchase amount is under the limit of the PCard.	No	No	Yes, if within the maximum limits of the PCard
Approval	Department Supervisor and Purchasing	Department Supervisor and Purchasing	Department Supervisor, Purchasing and Director of Finance	Board of City Commissioners.	City Manager Approval required if purchase is \$5,000 and over.

PUBLIC CONSTRUCTION CONTRACTS

Contract/Purchase Amount	Less than \$100,000	\$100,000 or Greater	\$100,000 or Greater for Public Trust
Bid Document	Not Required. Staff may choose to issue request for quotes based on a set of criteria.	Official Bid Document & Publication. Follow requirements of Title 61 of the Oklahoma State Statutes. Refer to Checklist provided in this policy.	Follow requirements of Title 60, Section 176 of the Oklahoma State Statutes
Advertisement Required	No	Yes	Yes
Bids or Quotes Required	Minimum of three if possible	NA	NA
Contract Required	Possibly	Yes	Yes
Approval Required	Yes, BOCC	Yes, BOCC	Yes, Board of Trustees
City Attorney Review	Yes	Yes	Yes
Contract Executed by	Mayor or City Manager	Mayor or City Manager	Chairman of Board

PROFESSIONAL AND OTHER SERVICES

Contract/Purchase Amount \$\$	Less than \$50,000	\$50,000 or Greater	\$50,000 or Greater for Public Trust
Request for Qualifications (RFQ) or Requests for Proposals (RFP)	Optional	Optional	Optional if not required in Title 60, Section 176
Advertisement Required	Yes if RFQ or RFP	Yes if RFQ or RFP	Yes if RFQ or RFP
Bids or Quotes Required	May negotiate with one provider.	Optional	Optional
Contract Required	Yes. Optional issuance of a Purchase Order is allowed.	Yes	Yes
Approval Required	Yes, BOCC if amount is \$20,000 or over.	Yes, BOCC	Yes, Board of Trustees
City Attorney Review	Yes	Yes	Yes
Contract Executed by	If applicable, by Mayor	Mayor	Chairman of Board

PURCHASE OF VEHICLES AND QUIPMENT

	Vehicles	Mobile Equipment	
Requisition Required	Yes	Yes	
Written Quotations	Required, unless vehicle is purchased off of State or national purchasing contracts.	Required, unless equipment is considered "Specialty" and only available from one vendor	
Purchase Order Required	Yes	Yes	
Approval	Yes, Board of City Commissioners must approve purchases of all vehicles	Board of City Commissioners approval required if cost is \$20,000 or greater.	
Approval	City Manager must approve acceptance of donated or forfeited vehicles.	City Manager approval required if cost is less than \$20,000	

TRAVEL

	One Day Travel	Overnight Travel	Out of State Travel
--	-----------------------	-------------------------	----------------------------

Approval, Department Supervisor	Yes	Yes, requires travel request.	Yes, requires travel request.
Approval, City Manager	No	Yes	Yes
Use of PCard	Yes	Yes	Yes
Meal Limit	\$35.00	\$70.00 per 24-hour period	\$90.00 per 24-hour period

Attachment B: Quotation Sheet

CITY OF SALLISAW QUOTATION SHEET

If you are quoting several items, attach list to this form **Also attach all vendor quotes received**

VENDOR 1	VENDOR 2	VENDOR 3
Date of Quotation	Date of Quotation	Date of Quotation
Department Number:	Department Number:	Department Number:
Vendor Name / Number	Vendor Name / Number	Vendor Name / Number
Address	Address	Address
City	City	City
State Zip	State Zip	State Zip
Phone	Phone	Phone
Item (s)	Item (s)	Item (s)
Quantity	Quantity	Quantity
Price each	Price each	Price each
Est. Freight	Est. Freight	Est. Freight
Total Cost \$	Total Cost \$	Total Cost \$
Quote Expiration Date	Quote Expiration Date	Quote Expiration Date
Quotes Obtained By:	Quotes Obtained By:	Quotes Obtained By:
GL Budget Line	GL Budget Line	GL Budget Line
Purchasing Approval	Purchasing Approval	Purchasing Approval
PO Number / Date: /	PO Number / Date: /	PO Number / Date: /

Explain if only one quotation supplied:

Quote approved: _____ Date: _____
(Purchasing Agent, Finance Director or City Manager)

Attachment C: Requisition Document / Purchase Order

Attachment D: Compleitive Bidding Checklist

CHECKLIST FOR COMPETITIVE BIDDING DOCUMENTS

61 O.S. Section 101 et seq

Project: _____ FY: _____

This checklist is intended as a guide only. Always refer to the requirements listed in Title 61 of the Oklahoma State Statutes to ensure full compliance with the bidding laws. Public Trusts of the City must also follow the requirements of Title 60, Section 176.

Local Bidder Preference Language

This language will be required for all public improvement project bid by the City of Sallisaw, or any of it's public trusts. This language shall be inserted into the instruction for bidders sections.

- A. Unless otherwise provided by law, all public construction contracts exceeding One Hundred Thousand Dollars (\$100,000.00) or construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars (\$50,000.00) shall be let and awarded to the lowest responsible bidder, by open competitive bidding after solicitation for sealed bids, in accordance with the provisions of the Public Competitive Bidding Act of 1974. No work shall be commenced until a written contract is executed and all required bonds and insurance have been provided by the contractor to the awarding public agency.
 - B. Notwithstanding subsection A of this section, in awarding public construction contracts exceeding One Hundred Thousand Dollars (\$100,000.00) or construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars (\$50,000.00), counties, cities, other local units of government and any public trust with a county or a municipality as its sole beneficiary may provide for a local bid preference of not more than five percent (5%) of the bid price if the awarding public agency determines that there is an economic benefit to the local area or economy. Provided, however, the local bidder or contractor must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Any bid preference granted hereunder must be in accordance with an established policy adopted by the governing body of the awarding public agency to clearly demonstrate the economic benefit to the local area or economy. Provided, further, no local bid preference shall be granted unless the local bidding entity is the second lowest qualified bid on the contract. The bid specifications shall clearly state that the bid is subject to a local bidder preference law. For purposes of this section, "local bid" means the bidding person is authorized to transact business in this state and maintains a bona fide establishment for transacting such business within the City of Sallisaw or within a 20-mile radius of Sallisaw City Hall.
1. _____ Public construction contracts in excess of \$100,000 must be competitively bid.
 2. _____ Notice to paper 20 days prior to bid opening. Bid notices must be published twice in a newspaper of general circulation and published in the county where the work is to be done. (61 O.S. Section 104.1)
 - a. Bid Opening Date: _____ Time: _____
 - b. Date first notice published in Paper: _____ 2nd Notice: _____
 - c. If over \$50,000, notice of bid must also be sent to one (1) in state trade or construction publication. It is not required to be published in the publication Notice was sent to _____ on _____. (61 O.S. Section 104.2)
 3. _____ Bid notice must include:
 - a. _____ The name of the officer, agent or employee of the awarding public agency and the office location and address of such person, from whom a complete set of bidding documents regarding such proposed contract may be obtained, together with the amount of the cost deposit required.
 - b. _____ Date, time and place of opening sealed bids.
 - c. _____ Name and office location and address of the office of the awarding public agency to whom the sealed bids should be submitted to.
 - d. _____ Date, time and location of pre-bid conference if required.

4. _____ At least one set of bidding documents shall be on file in the main office of the awarding agency at least 20 days prior to the date set for opening bids.
5. _____ Bids must be submitted with a certified check, cashier's check or bid bond equal to five percent (5%) of the bid, or an irrevocable letter of credit. These are returned upon execution of a contract. (61 O.S. 107.A.2)
6. _____ Bids must be submitted with a non-collusion affidavit. (61 O.S. Section 115, 74 O.S. Section 85.22)
7. _____ Any bid received after the time set for opening bids, shall not be considered by the awarding public agency and shall be returned unopened to the bidder. (61 O.S. Section 109)
8. _____ Bids shall be opened at the time and place mentioned in the bidding documents and must be read aloud in the presence of an administrative officer of the awarding public agency. Bid openings are open to the public and to all bidders. (61 O.S. Section 110)

a. Bids opened and read aloud on: _____ time: _____

9. _____ **Sales Tax Related to Projects:**

- a. Projects bid by the City of Sallisaw are exempt from sales and use tax.
- b. Projects bid by a Public Trust of the City of Sallisaw are not exempt from sales and use tax unless the materials are purchased by and invoiced to the Public Trust. (OK Tax Commission Trust Authority Transactions, 710:65-13-550)

10. _____ **Award of Contract after Bid Opening.** Open bids must be awarded the lowest responsible bidder or bidders within 30 days of the bid opening.

- a. Review local bidder preference requirements. If no local bidders submit bids, bid requirements are not met for local preference, or local bidders are not qualified for the project, move on to other bid submittals.
- b. *Public agency may extend the awarding of a contract 15 days where only state and local funds are involved;* If extended 15 days, the latest award date will be: _____
- c. *Public agency may extend the awarding of a contract 90 days if funds are furnished by an agency of the U.S. Government.* If extended up to 90 days, the latest award date will be: _____
- d. *Contract award may be extended no more than 120 days upon written agreement of the awarding agency and the lowest responsible bidder.*
- e. Actual award of contract date: _____
- f. Contract awarded to: _____

11. _____ **Execution of a Contract:** Contracts shall be signed within 60 days of bid award date listed in 9.d. above.

- a. Actual contract signing date: _____
- b. At contract signing, contractor must provide the items listed in 61 O.S. Section 113.
 - i. _____ Performance bond or irrevocable letter of credit
 - ii. _____ Liability Insurance Policy
 - iii. _____ Workers Compensation Insurance Policy
 - iv. _____ Other: _____
 - v. _____ Other: _____

12. _____ Contract shall provide that up to 5% of all partial payments be withheld as retainage. (61 O.S. Section 113.1)

13. _____ Retainage may be withdrawn by the contractor as specified in 61 O.S. Section 113.2.

14. _____ Pre-construction meeting. (if required)
- a. Date / Time / Location: _____
15. _____ Notice to Proceed date given to contractor on: _____.
- a. The notice to proceed date on this project is _____.
16. Contractor has _____ days beginning on _____ to complete project unless otherwise amended at later date.
17. **Maximum Change Order Amounts of Public Contracts:**
- a. Change orders or cumulative change orders that exceed the amounts below require re-advertising for bids on the incomplete portions of the contract. (61 O.S. Section 121.C.)
- b. Change orders for public contracts of \$1,000,000 or less shall not exceed a 15% cumulative increase in the original contract amount. (61 O.S. Section 121.A)
- i. Contract amount: \$ _____
- ii. 15% of contract: \$ _____
- iii. Maximum contract with change orders: \$ _____
- c. Change orders for public contracts of over \$1,000,000 shall not exceed the greater of \$150,000 or a 10% cumulative increase in the original contract amount. (61 O.S. Section 121.B)
- i. Contract amount: \$ _____
- ii. 10% of contract: \$ _____
- iii. Maximum change orders. Maximum amount of \$150,000 or 10%: \$ _____
- iv. Maximum contract with change orders: \$ _____
- d. Contracts that contain unit pricing, and the change order pertains to the unit price, the change order is not subject to b and c above. (61 O.S. Section 121.J)
18. **APPROVAL OF CHANGE ORDERS:** The governing body *may delegate approval of change orders up to \$40,000 or ten percent (10%) of any contract, whichever is less, to the City Manager or his designee.* Approved change orders must be presented to the governing body at the next regularly scheduled meeting. Otherwise, change orders must be approved by the governing body. (61 O.S. Section 121.E)
- a. Maximum total change orders that can be approved without prior approval of the governing body is the lesser of \$40,000 or 10% of any contract: \$ _____
19. _____ Project end date is: _____. Project acceptance date is: _____
20. _____ Final payment to contractor was on: _____
21. Total amount paid contractor:
- a. Original Contract Amount: \$ _____
- b. Total of Change Orders: \$ _____
- c. Total Paid to Contractor: \$ _____
22. _____ All bids, both successful and unsuccessful, and all contracts and required bonds shall be placed on file with the City Clerk and maintained for a period of five (5) years from the date of opening of bids or for a period of three (3) years from the date of completion of the contract, whichever is longer. Bids shall be open to public inspection and shall be matters of public record.

Attachment E: Non-collusion Affidavit for Bid Documents

**NONCOLLUSION AFFIDAVIT
FOR COMPETITIVE BIDDING**

STATE OF OKLAHOMA)
COUNTY OF SEQUOYAH)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by _____, the contractor herein, to submit the attached bid to the City of Sallisaw, Oklahoma. Affiant further states that the said contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Sallisaw any money or thing of value, either directly or indirectly, for special consideration in the letting of a contract.

signature

Subscribed and sworn to me this _____ day of _____, _____.

_____ Notary Public

My commission expires:

Attachment F: Affidavit for Invoices of \$25,000 or greater

CITY OF SALLISAW INVOICE AFFIDAVIT

PLEASE SIGN AND ATTEST the following affidavit, which covers the following items purchased. Please return immediately to the City of Sallisaw.

Amount: \$ _____

Purchase Order #: _____

STATE OF OKLAHOMA

COUNTY OF: _____

OTHER STATE: _____

COUNTY OF: _____

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain or procure the contract or purchase order.

Signature of _____, Affiant
(Contractor, architect, supplier, or engineer)

Attested before me this _____ day of _____, _____

_____, Notary Public

My Commission expires _____, _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Attachment G: Vendor Registration Form

CITY OF SALLISAW VENDOR REGISTRATION FORM		
Company / Persons Name		DBA if applicable
Mailing Address		
City	State	Zip
For Invoices, Remit to Address if Different		Telephone
		Fax
		Email
Type of Organization ☐ Corporation ☐ Proprietorship ☐ Partnership ☐ Non Profit ☐ Government ☐ Individual ☐ Other		
Type of Business ☐ Manufacture ☐ Distributor/Wholesaler ☐ Broker ☐ Dealer ☐ Service Contractor ☐ Consultant ☐ Engineer/Architect ☐ Other (specify) _____		
Enter Federal Tax ID or SSN:		Phone:
		Fax:
Company website		Email address
Contact Information for Billing Questions		
Name:		Phone:
		Email:
To place orders with company, contact:		
Name:		Phone:
		Fax:
Email:		
List Items Sold Relevant to City of Sallisaw (attach lists if needed)		
City Use Only		
Date Received:	Received By:	Vendor Number Assigned:

City of Sallisaw Information:

City of Sallisaw, 115 East Choctaw, P.O. Box 525, Sallisaw, OK 74955
 Ph: (918) 775-6241 Fax: (918) 775-4194
 Contact: Purchasing Agent
 Email: purchasing@sallisawok.org
 www.sallisawok.org

Attachment H: City of Sallisaw Substitute W-9 Form

CITY OF SALLISAW
SUBSTITUTE FORM W-9
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

City Vendor #: _____

Return to: City of Sallisaw, P.O. Box 525, Sallisaw, OK 74955, Attn: Purchasing

As a business we are required to have on file a W-9 form for each vendor with which we do business. In order to properly complete our reporting requirements, we need the requested information below. Please complete this form and return to the address shown above. Please note that companies who do not furnish this information are subject to backup withholding tax as required by the IRS.

For questions, contact: Purchasing Agent, (918) 775-6241, purchasing@sallisawok.org.

Thank you for your assistance

Taxpayer Name			DBA (if individual or sole proprietor)		
Mailing Address					
City			State		Zip
Check if: ☐ Attorney/Law Firm ☐ Medical Service Provider ☐ Engineer/Architect Firm					
Identify your legal entity type and enter your 9-digit Taxpayer Identification Number (TIN) below. For individuals, this is your Social Security Number (SSN). For other entities it is your Employer Identification Number (EIN).					
☐ Individual SSN: _____ - _____ - _____					
☐ Sole Proprietor SSN: _____ - _____ - _____ or EIN: _____ - _____					
☐ General Partnership EIN: _____ - _____					
☐ Corporation					
☐ S-Corporation					
☐ LLC					
☐ LLP					
☐ Government Entity					
☐ Exempt or Non-Profit Organization					
Under penalties of perjury, I certify that: (1) the number shown on this form is my correct taxpayer identification number, or I am waiting for a number to be issued to me, and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding Name (print) _____ Title (print) _____ Signature: _____ Date: _____ Phone: _____					

Attachment I: PCard Acknowledgement Form

**CITY OF SALLISAW EMPLOYEE ACKNOWLEDGEMENT OF PURCHASING
CARD RESPONSIBILITIES**

I _____ acknowledge that I have read and understand the City of Sallisaw Purchasing Manual policies regarding the use of the City Purchasing Card. I agree to follow the policy and accept responsibility for the security of the purchasing card issued to me.

I understand that I am making a financial commitment of the City of Sallisaw by purchasing goods and services with the purchasing card and will strive to obtain the best value possible.

I understand that I am responsible for the purchases made with the purchasing card and that all purchases must represent needs of the city.

I understand that under no circumstances am I to use the purchasing card to make personal purchases for others or myself.

I understand that I am responsible for inappropriate purchases made with my purchasing card and that I may be required to reimburse the City for any inappropriate purchases.

I understand that by failing to follow the established policies for use of city issues purchasing cards, I may be subject do loss of purchasing privileges or other disciplinary actions including termination of employment.

Employee Signature Date

Purchasing Signature Date

Attachment J: PCard Receipt Log

City of Sallisaw Purchasing Card Receipt Log

____ Materials / Supplies / Services ____ Travel/Meeting ____ Other

Cardholder: _____ Card Last 4 Digits: _____ Department _____

	Date	Vendor	Items	GL Account	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Notes:				Total Receipts	

Cardholder Signature / Date Submitted_____
Supervisor Approval / Date_____
Purchasing / Date

Department Code		General Ledger Codes		
100 Administration	605 Information Srv.	52216 Maintenance	52219 Jail Supplies	54402 Equipment Maint.
101 Econ Dev	801 Finance	Supplies (Dept. 404 only)	52222 Ammunition	54403 Radio
102 Library	902 Fire		52225 Computer	54404 Vehicle Maint.
201 Police		52201 Office Supplies		54406 Heat and Air Maint.
202 Pol Aux	<u>Utility</u>	52203 Clothing	53301 Building Maint.	54408 Pump Maint.
205 Humane	502 Sanitation	52204 Fuel	53302 Water Lines	
301 Customer Srv.	504 Landfill	52205 Tools	53303 Sewer Lines	55501 Rental
302 Court	601 Electric	52206 Cleaning	53304 Street	55504 Utility Services
303 Building Dev.	604 Telecom	52207 Chemical	53305 Sewer Plant System	55508 Training/ Travel
401 Street	701 Water Treatment	52208 Education	53307 Lift Stations	55509 Memberships and
403 Airport	703 Water Distribution	52209 Botanical	53308 Park Grounds	Subscriptions
404 Fleet	704 Wastewater Collection	52211 Printing	53310 Electric	55512 Office System Services
501 Parks	705 Wastewater Treatment	52213 Medical/Safety	53311 Water Plant System.	55522 Prisoner Care
503 Pool		52215 Misc.	53315 Telecom System	
		52218 Welding	53325 Brushy Lake Park	
			53326 Sports Complex	

Attachment K: Travel Request Form

City of Sallisaw Travel Request Form / Professional Development Form*This form must be completed and approved before funds can be used for the event**Employee → Supervisor → Purchasing → City Manager → Approval → Employee/ Purchasing*

Employee					Date of Request		
Class / Purpose of Travel							
Host Organization							
Event Location							
Dates of Event	Beginning Date				Ending Date		
Dates Absent	Beginning Date				Ending Date		
Travel	POV		City Veh.		Air		Other

Estimated Travel & Related Expenses

					Finance Use Only
Travel Item	Estimated Cost	Notes			Actual Costs
Registration Costs					
Hotel Costs		# of Nights			
Travel Costs – Land					
Travel Costs - Air					
Meals					
Est. POV Mileage Costs		Est Miles			
Rental Car					
Shuttles / Taxis					
Parking					
Total Estimated Cost					

*****Attach all meeting, conference, workshop information related to this event******Employee → Supervisor → Purchasing → City Manager → Approval → Employee/ Purchasing*

Employee Signature			Date	
Supervisor Approval			Date	
Purchasing Approval			Date	
Funds available in 55508 Account	YES	NO	Unencumbered Amount: \$	
City Manager Approval	YES	NO	Date	

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Property Exchange

ITEM TITLE: Discussion and possible action on exchange of properties by Quit Claim Deed between the City of Sallisaw and Brian Sinyard; both properties are in the vicinity of the fire training center on Eppler

INITIATOR: Brian Sinyard

STAFF INFORMATION SOURCE: Brian Sinyard
City Manger

BACKGROUND: Mr. Sinyard approached the city to do a "swap" of portions of property parcels. This swap will "unorphan" his parcel directly south of the fire training center, giving it frontage on Eppler. An equal size portion of that parcel will be the portion the city assumes. The easement his portion has through the mobile home park will "convey" and his "new" parcel will have a utility easement for the electric line directly west of the fire training center.

EXHIBITS: 1. SINYARDCITY
2. Serria Vista Property

KEY ISSUES:

FUNDING SOURCE: N/A

RECOMMENDATION: Approval of exchange of properties by Quit Claim Deed

LandMark - Assessment Record

Assessment Data | Names/Situs | Sales/Permits | Appeals/Tasks | Taxing Information | Parcel History Appraisal Summary | Attachments

Account : 680011141 Parcel Status 1 Active Parcel ID : 0000-31-012-024-0-023-00

Appraisal Summary Table

Seq	File	ApprID	Lot Size	Type	Year	Area	Dev	Land	Buildings	Outbuildings	MobH	Schedule	Total Value	Penalty	Uncapped
1	Commercial	45258	5 AC			0	☐	41,500	0	36,873	0	0	78,373	0	35,098

Last COV Date of Last Reval 03/19/2025 Date Created 05/28/2020 ApprID 45258 Entrance Date 10/18/2022 Entrance Code Entered

Filing Date Re-Val Freeze Year Last Update 04/16/2025 45258 09/29/2022 Inspect

Review Code ☐ Freeze Current Year Deeded Acres 5.000

Appr Group Calculated Acres 5.000

Value Components	Previous Values		Current Values		Current Appraised		Fair Cash Change	
	Market	Capped	Fair Cash	Uncapped Value	Fair Cash	Uncapped Value	Value	Percent
Land Value	36,500	0	36,500		41,500		5,000	13.70%
Improvements	0	0	0	0	0	0	0	0.00%
Outbuildings	38423	0	36,873	0	36,873	0	0	0.00%
Mobile Home	0	0	0	0	0	0	0	0.00%
Total Value	74,923	0	73,373	0	78,373	0	5,000	6.81%
Penalty Amount		0	0		0			
			Capped	0	Capped	0	Capped Diff	0

☒ Active Record ☐ Deleted Record

Mode : View Key : Account Record : 10512 (10512)

$$\begin{array}{r}
 41,500 \\
 - 4,000 \text{ (utilities)} \\
 \hline
 37,500 \\
 \div 5 \text{ ac} \\
 \hline
 \$ 7,500/\text{ac.}
 \end{array}$$

Singard

LandMark - Assessment Record

Assessment Data | Names/Situs | Sales/Permits | Appeals/Tasks | Taxing Information | Parcel History | Appraisal Summary | Attachments

Account : 680054551 Parcel Status 1 Active Parcel ID : 0000-31-012-024-0-029-00

Appraisal Summary Table

Seq	File	ApprID	Lot Size	Type	Year	Area	Dev	Land	Buildings	Outbuildings	MobH	Schedule	Total Value	Penalty	Uncapped
1	Commercial	14054	2.857 AC			0	☐	21,428	0	0	0	0	21,428	0	0

Last COV Date of Last Reval 03/20/2025 Date Created 05/28/2020

Filing Date Re-Val Freeze Year Last Update 04/16/2025

Review Code ☐ Freeze Current Year Deeded Acres 1.325

Appr Group Calculated Acres 1.325

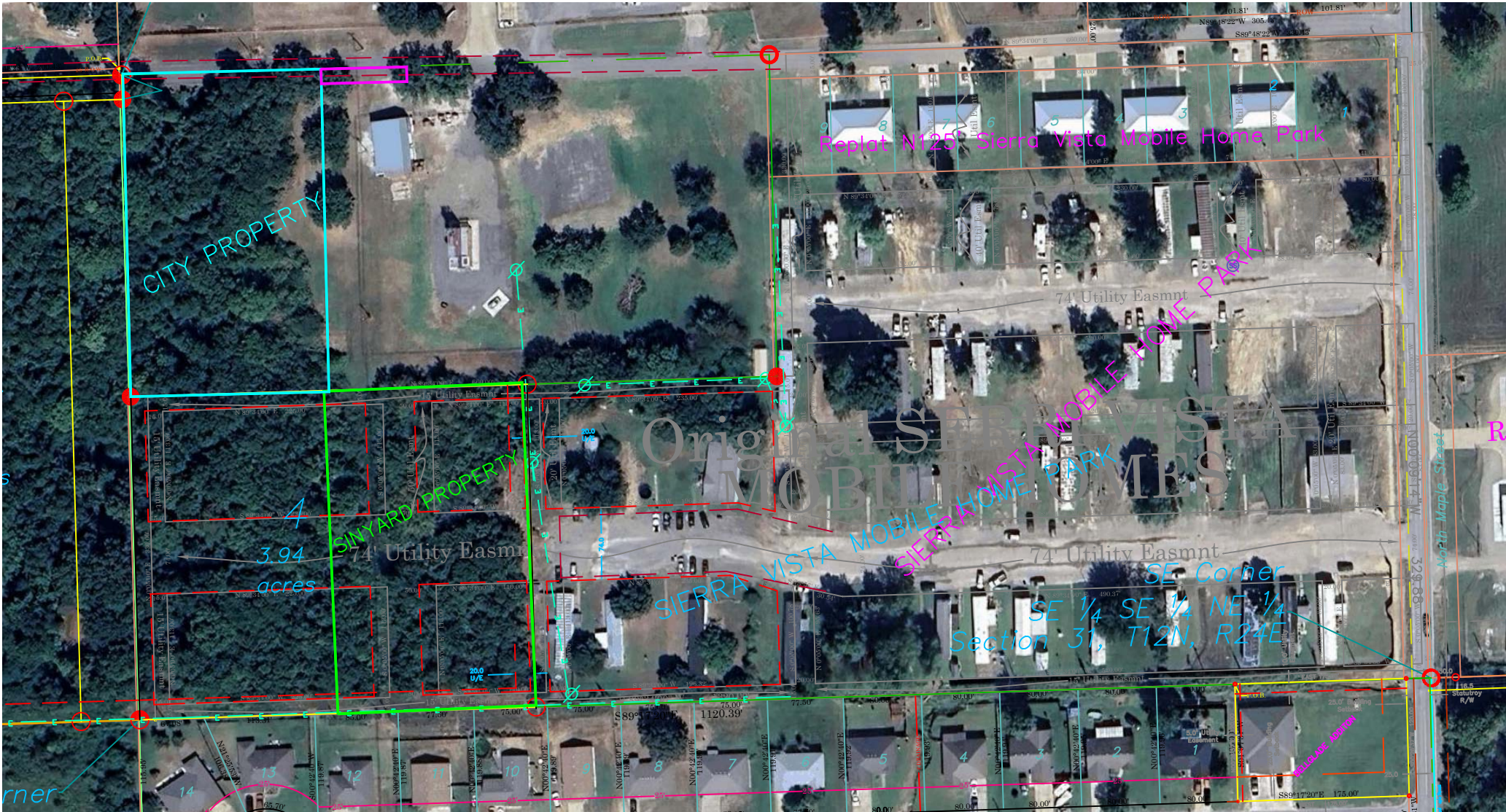
ApprID	Entrance Date	Entrance Code
14054	11/22/2022	Entered
14054	09/14/2022	Inspect

Value Components	Previous Values		Current Values		Current Appraised		Fair Cash Change	
	Market	Capped	Fair Cash	Uncapped Value	Fair Cash	Uncapped Value	Value	Percent
Land Value	12,720	10,827	12,720		21,428		8,708	68.46%
Improvements	0	0	0	0	0	0	0	0.00%
Outbuildings	0	0	0	0	0	0	0	0.00%
Mobile Home	0	0	0	0	0	0	0	0.00%
Total Value	12,720	10,827	12,720	0	21,428	0	8,708	68.46%
Penalty Amount		0	0		0			
			Capped	11,368	Capped	11,368	Capped Diff	0

☒ Active Record ☐ Deleted Record

Mode : View Key : Account Record : 35950 (35950)

$$\begin{array}{r} 21,428 \\ \div 2.857 \\ \hline 7,500 / \text{ac.} \end{array}$$



AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Special Events Permit

ITEM TITLE: Discussion and possible action on City of Sallisaw Administrative Policy Number 1.017.00, Special Event Permits

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manger

BACKGROUND: This will establish procedures for Special Event Permit applications. Applications for Special Event Permits have increased, so guidelines need to be in place. This will also establish an application fee.
.

EXHIBITS: 1. Special Event Policy
2. Event Permit Application.V2

KEY ISSUES: The applications for Special Events have increased. Guidelines need to be established.

FUNDING SOURCE: N/A

RECOMMENDATION: Approval or additional guidelines on City of Sallisaw Administrative Policy Number 1.017.00, Special Event Permits.

CITY OF SALL/SAW ADMINISTRATIVE POLICY		Policy Number:	1.017.00 Revision
		Effective Date	July 1, 2025
Subject:	Special Event Permits		
Department(s):	Administration, Customer Service		

Purpose

The purpose of this policy is to provide guidance and dictate a procedure for the application and granting of permits and collection fees for special events

Background

Organizations have large outdoor events that can be disruptive to normal business or traffic or even become a safety hazard without mitigation measures. The City may permit these events to occur through the Special Events permitting process that will review requirements to mitigate impact on the desired event area, surrounding businesses, residents, and traffic as well as ensure safety and security measures are proportionate to the risk posed by the event.

Definitions:

1. Special Event: Any event by an organization that is not contained within their own property or residence and/or the sidewalk in front of their location, i.e. the sidewalk in front of a business having a sale. A special event is further defined as any event that will result in the obstruction of traffic, disruption of “normal patterns of life” for residents and/or visitors to Sallisaw or require the closure of roads or disruption of services to the residents and/or visitors of Sallisaw.
2. Fundraising event: Any event whose proceeds to a charitable organization, or a sponsored cause, i.e. High School trip, mission trip, sport team competition
3. For profit: Any event that generates revenue for the host/ sponsor or other organization to include participating vendors
4. Not for profit: Any event whose proceeds are retained by a 501c3-registered host/ sponsor.

Permitting Process

Any organization wishing to have and/or sponsor a Special Event will be required to apply for a Special Event Permit. This permit ensures that all city organizations that are affected have advanced knowledge of an event and can make necessary changes to services. It also ensures that organizations plan for the safety and security of the participants and visitors to the event.

If vendors are participating in the event, the host or sponsor will be responsible for ensuring that they adhere to public health and safety guidelines as well as follow all applicable tax laws. The participating vendors will not be required to have a separate itinerant vendor's license, but it is encouraged. The host/sponsor shall provide a list of Vendors participating in the event, to the City no less than seven (7) days prior to the Special Event.

Permit requests will be submitted to the City of Sallisaw, considered and either approved or denied by City Manager after being staffed through applicable departments to confirm supportability and any issues with supporting the request(s).

Upon initial denial of a permit, the sponsor or host organization may request an in-person meeting with the City Manager to appeal the decision. After that meeting, any decision will be considered final.

Policy/Procedure

1. This policy applies to all people, businesses or organizations sponsoring, hosting or operating events outside of normal business in the City of Sallisaw.
2. Special Event Permit requests will be submitted to the City of Sallisaw for approval at least 30 days prior to the event.
3. If approved, the permit will grant the requestor the ability to conduct their event within the permitted restrictions.
4. If events or activities exceed or are in addition to those listed in the permit (within the host/sponsor's control), the event may be shut down and/or any additional request(s) for permits denied for at least one year after the initial event.
5. Safety and Security of participants (vendors, guest, staff, etc.) is the sole responsibility of the

host/ sponsor and will mitigate risk to an acceptable level, using off duty LE personnel, Police Reserves and/or appropriately licensed private security personnel, if necessary for safety, traffic control and/or security.

-The City of Sallisaw may impose requirements for event security based on the type of event, anticipated crowds, location or other factors.*

-Street closings will require approved traffic control devices including barricades and signs. State Law requires that in most cases, state certified police officers must be used for traffic control on public streets. The cost to provide any services shall be paid in advance including but not limited to traffic control devices or services provided by the Sallisaw Police Department. Coordination will be made SPD to determine cost for services and payment made to the City of Sallisaw prior to the event.

6. When applicable, general liability coverage in the amount of \$1,000,000 must be submitted at the time of request.
7. If a host/ sponsor is a 501c3 organization, the registration approval will be required upon submission of the request.
8. If alcohol is to be available, the host/ sponsor and/or seller's alcohol license or state permit will be submitted at the time of request. Also, provide proof of liquor liability coverage in the amount of \$1,000,000.
9. The host/ sponsor is responsible for health code compliance during the event as well as obtaining any license required prior to submission of the request.
10. A site plan may be required if additional parking, street closures, age restricted areas, etc are required for the event.
11. It is the responsibility of the host/ sponsor to plan for and adhere to all applicable hazardous material handling procedures and requirements to include inspections and licensing.
12. Host/Sponsor is responsible for coordinating the clean up of the space, to include trash, litter, animal waste, any recycling, and returning the space to a pre-event condition.
13. Permits fees are per the Master Fee Schedule:

Special Event Permit	\$20.00		Base fee for all special events
--alcohol surcharge	\$100.00		
--For-profit and Fundraising events surcharge	\$50.00		Any event where revenue is kept by vendors and/or a for-profit organization

References: NA

Rescission Date: NA

This policy shall remain in effect until rescinded or otherwise modified and approved by the Board of City Commissioners.

Mayor, City of Sallisaw

Date_____

City Manager, City of Sallisaw

Date_____

City Clerk

Date_____

Version History
Created May 2025

City of Sallisaw Special Event Permit Application

Date of Application: _____

Person Making Application: _____

Organization: _____

Address/City/State/Zip: _____

Email Address: _____ Daytime/Cell Phone: _____

Event Details:

Name of Event: _____

Type of Event: _____

Location of Event: _____

Date / Time of Event: _____

Will streets be closed? YES NO If yes, please provide site map.

It is the organization's responsibility to coordinate street closings with city, police and fire personnel.

Expected Attendance: _____

Special Arrangements need:

- ☐ Trash Bin/ Dumpster
- ☐ Restrooms

Food/ Beverage/ Sales

Will Alcohol be sold/ served? YES NO If yes, please fill out the Alcohol Event information below

Are you charging vendors to participate or for booth space? YES NO If yes, \$50 surcharge fee will be added to Permit fee non "non-profit" organizations, associations or groups

Provide a list of Vendors expected to attend (or attach list):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do vendors have county health permits as applicable? YES NO

Do vendors have alcohol sales licenses or permits? YES NO

Will the event include fireworks? YES NO

Will the event include hazardous materials, ie explosives, fuel storage, chemicals, etc? YES NO

Will the event include firearms or replica firearms? YES NO

Have you made provisions for security? YES NO Not Applicable

Have you made provisions for on-site medical services? YES NO Not Applicable

Have you made provisions for site cleanup after event? YES NO

ALCOHOL ONE TIME EVENT LICENSE, FEE \$100.00

Are you requesting permission to serve/sell alcohol at this event? YES NO

If yes, type of alcohol (Check all that apply): _____ Beer _____ Wine _____ Distilled Spirits

Alcohol consumption on public property is allowed by Special Event Permit only. Consumption must be in a controlled area defined by your permit application, and approved by the City of Sallisaw. All city ordinances and laws of the State of Oklahoma must be followed. Any additional permits are the responsibility of the organizer of the event.

Describe your plan to serve/sell alcohol (ticket system, cash at service area, checking of IDs, controlled area, use of vender, etc. Please provide map of controlled area and describe how it will be controlled). Attach additional sheets as needed.

Event Organization	City of Sallisaw
	Approved: YES NO
Signature / Date	Signature / Date

Fee of \$ _____ paid on _____

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Community Calendar

ITEM TITLE: Discussion and possible action regarding the Council's desire to continue to offer the Community Calendar, which would require replacing the equipment

INITIATOR: IT Director
City Manager

STAFF INFORMATION SOURCE: IT Director

BACKGROUND: The current equipment works in a limited capacity and needs to be replaced. The cost would be approximately \$10,000.00 for new hardware. We are not obligated to offer the service according to our franchise agreement. There has not been any request to run advertisements on the Calendar for several months.

EXHIBITS:

KEY ISSUES: Cost of new hardware.
Not heavily utilized.

FUNDING SOURCE:

RECOMMENDATION:

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Extend Stay on Condemnation of Properties

ITEM TITLE: Discussion on extending the stay of condemnation on the below Case Numbers in order to allow for the sale of properties and appropriate action taken by new owners

INITIATOR: Mr. Jerel Driscoll-Real Estate Agent

STAFF INFORMATION SOURCE: Mr. Driscoll

BACKGROUND: 5/6/25 - Update from Mr. Driscoll

- Golf course sale has closed. Property is boarded up.
- The truck stop sale is still pending. Building is secure.

4/3/25 - Update from Mr. Driscoll:

- The golf course land and houses should be finished (closed) by the 15th. And the buildings have been secured!
- The truck stop hopefully will close the same day, not a 100% on that one? But the building has been secured!!

Info presented at the 2/10/25 meeting. Mr. Driscoll has requested a stay for the condemnation of dilapidated structures from the February 10th meeting. Both properties are under contract. This stay will allow the purchase to proceed and give the new owners an opportunity to develop/present a plan to remediate the conditions. Mr. Driscoll and the potential buyers plan to be at the meeting to answer any questions.

EXHIBITS: 1. CamScanner 02-13-2025 16.57

KEY ISSUES: Both properties are unsecured and present a safety hazard.

FUNDING SOURCE: N/A.

RECOMMENDATION:

- a. Approve extended stay until the July 14th meeting for Case No. 02-25-2C.
- b. Approve extended stay until the July 14th meeting for Case No. 2-25-3C.

Property Address TBD East Cherokee Ave. Sallisaw Okla. 74955

OKLAHOMA REAL ESTATE COMMISSION
This is a legally binding Contract; if not understood, seek advice from an attorney.
OKLAHOMA UNIFORM CONTRACT OF SALE OF REAL ESTATE
COMMERCIAL IMPROVED

CONTRACT DOCUMENTS. The Contract is defined as this document with the following attachment(s):
(check as applicable)

_____ Financing Supplement
_____ Exhibit _____

_____ Supplement

Parties. THE CONTRACT is entered into between:

GNGG LLC _____ "Seller," and
Abdullah Sharaf _____ "Buyer"

The Parties' signatures at the end of the Contract, which includes any attachments or documents incorporated by reference, with delivery to their respective Brokers, if applicable, will create a valid and binding Contract, which sets forth their complete understanding of the terms of the Contract. This agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors and permitted assigns. The Contract shall be executed by original signatures of the Parties or by signatures as reflected on separate identical Contract counterparts (carbon, photo, fax or other electronic copy). The Parties agree that as to all aspects of this transaction involving documents an electronic signature shall have the same force and effect as an original signature pursuant to the provisions of the Uniform Electronic Transactions Act, 12A, Oklahoma Statutes, Section 15-101 et seq. All prior verbal or written negotiations, representations and agreements are superseded by the Contract, which may only be modified or assigned by a further written agreement of Buyer and Seller.

The Parties agree that all notices and documents provided for in this contract shall be delivered to the Parties or their respective brokers, if applicable. Seller agrees to sell and convey by General Warranty Deed, and Buyer agrees to accept such deed and buy the Property described herein, on the following terms and conditions:

The Property shall consist of the following described real estate located in Sequoyah County, Oklahoma.

1. LEGAL DESCRIPTION. SEC-4 TWN-11N RNG-24E containing 8.19 +/- +
Parcel# 0000-04-011-024-0-046 00 046

<u>TBD East Cherokee Ave.</u>	<u>Sallisaw</u>	<u>749556</u>
Property Address	City	Zip

Together with all fixtures and improvements, and all appurtenances, subject to existing zoning ordinances, plat or deed restrictions, utility easements serving the Property, **including** all mineral rights owned by Seller unless expressly reserved by Seller in the Contract and **excluding** mineral rights previously reserved or conveyed of record (collectively referred to as "the Property.")

2. PURCHASE PRICE, EARNEST MONEY AND SOURCE OF FUNDS. This is a CASH TRANSACTION unless a Financing Supplement is attached. The Purchase Price is \$ payable by Buyer as follows: Buyer has paid \$ as earnest money on execution of the Contract, and Buyer shall pay the balance of the purchase price and Buyer's closing costs at Closing. Upon execution of the Contract, the earnest money shall be deposited in the trust account of SCA TITLE or if left blank, the Listing Broker's trust account, as part payment of the purchase price and/or closing costs.

3. CLOSING, FUNDING AND POSSESSION. The Closing process includes execution of documents, delivery of deed and receipt of funds by Seller and shall be completed on or before April 15th 2025, ("Closing Date") or such later date as may be necessary in the Title Evidence Paragraph of the Contract. Possession shall be transferred upon conclusion of Closing process unless otherwise provided below:

In addition to costs and expenses otherwise required to be paid in accordance with terms of the Contract, Buyer shall pay Buyer's Closing fee, Buyer's recording fees, and all other expenses required from Buyer. Seller shall pay documentary stamps required, Seller's Closing fee, Seller's recording fees, if any, and all other expenses required from Seller. Funds required from Buyer and Seller at Closing shall be either cash, cashier's check or wire transfer.

OKLAHOMA REAL ESTATE COMMISSION
This is a legally binding Contract; if not understood, seek advice from an attorney.
OKLAHOMA UNIFORM CONTRACT OF SALE OF REAL ESTATE
COMMERCIAL IMPROVED

CONTRACT DOCUMENTS. The Contract is defined as this document with the following attachment(s):
(check as applicable)

☒ Financing Supplement
☐ Exhibit _____

_____ Supplement

Parties. THE CONTRACT is entered into between:

GHGG LLC

"Seller," and

DOS AMIGOS OF NORTHWEST ARKANSAS, LLC

"Buyer."

The Parties' signatures at the end of the Contract, which includes any attachments or documents incorporated by reference, with delivery to their respective Brokers, if applicable, will create a valid and binding Contract, which sets forth their complete understanding of the terms of the Contract. This agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, successors and permitted assigns. The Contract shall be executed by original signatures of the Parties or by signatures as reflected on separate identical Contract counterparts (carbon, photo, fax or other electronic copy). The Parties agree that as to all aspects of this transaction involving documents an electronic signature shall have the same force and effect as an original signature pursuant to the provisions of the Uniform Electronic Transactions Act, 12A, Oklahoma Statutes, Section 15-101 et seq. All prior verbal or written negotiations, representations and agreements are superseded by the Contract, which may only be modified or assigned by a further written agreement of Buyer and Seller.

The Parties agree that all notices and documents provided for in this contract shall be delivered to the Parties or their respective brokers, if applicable. Seller agrees to sell and convey by General Warranty Deed, and Buyer agrees to accept such deed and buy the Property described herein, on the following terms and conditions:

The Property shall consist of the following described real estate located in SEQUOYAH County, Oklahoma.

1. LEGAL DESCRIPTION. 2412 E CHEROKEE AVE. SALLISAW OKLAHOMA 74955 PARCEL #0000-04-011-024-0-180-00

SEC-04 TWN-11N RNG-24E PT IF S2 SE BEG 83.23' S NE/C S/466.54 TO PNT SWLY ON CURVE TO RIGHR (ON NLY ROW OF I-40) 950.93' N11- 43 W/690' N/51-00 E/29 CONTAINING APPROX. 15.3 ACRES = 666,468 SQ FT.

2412 E. CHEROKEE AVE.

SALLISAW

74955

Property Address

City

Zip

Together with all fixtures and improvements, and all appurtenances, subject to existing zoning ordinances, plat or deed restrictions utility easements serving the Property, **including** all mineral rights owned by Seller unless expressly reserved by Seller in the Contract and **excluding** mineral rights previously reserved or conveyed of record (collectively referred to as "the Property")

2. PURCHASE PRICE, EARNEST MONEY AND SOURCE OF FUNDS. This is a CASH TRANSACTION unless a Financing Supplement is attached. The Purchase Price is \$ payable by Buyer as follows: Buyer has paid \$ as earnest money on execution of the Contract, and Buyer shall pay the balance of the purchase price and Buyer's closing costs at Closing. Upon execution of the Contract, the earnest money shall be deposited in the trust account of SEQUOYAH COUNTY ABSTRACT or if left blank, the Listing Broker's trust account, as part payment of the purchase price and/or closing costs.

3. CLOSING, FUNDING AND POSSESSION. The Closing process includes execution of documents, delivery of deed and receipt of funds by Seller and shall be completed on or before APR 15, 2025, ("Closing Date") or such later date as may be necessary in the Title Evidence Paragraph of the Contract. Possession shall be transferred upon conclusion of Closing process unless otherwise provided below:

In addition to costs and expenses otherwise required to be paid in accordance with terms of the Contract, Buyer shall pay Buyer's Closing fee, Buyer's recording fees, and all other expenses required from Buyer. Seller shall pay documentary stamps required Seller's Closing fee, Seller's recording fees, if any, and all other expenses required from Seller. Funds required from Buyer and Seller at Closing shall be either cash, cashier's check or wire transfer.

AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Condemnation of Dilapidated Structure

ITEM TITLE: Conduct public hearing to determine if property located at 805 South Walnut Street is a public nuisance; Possible action on Case #5-25-1C, condemnation of dilapidated structure and direction to abate nuisance

INITIATOR: Building Development

STAFF INFORMATION SOURCE: Building Development

BACKGROUND: The property has been without utilities since 2020. The structure is showing signs of deterioration and decay due to the lack of maintenance and upkeep. The Building Development Department has a safety concern for children residing in that area. It presents as a fire hazard to nearby structures and should be removed.

EXHIBITS:

1. letter
2. county pic
3. county report
4. county report 2
5. walnut pics group

KEY ISSUES: The structure is beyond repair and is a safety concern.

FUNDING SOURCE: N/A

RECOMMENDATION: Recommend that Case #5-25-1C be declared a public nuisance and direct staff to abate nuisance.

**NOTICE FOR
CONDEMNATION OF DILAPIDATED BUILDING
110.S. 22-112**

**TO: CHARLES & MARY CHAMBERS
805 S WALNUT
SALLISAW OK 74955**

**Case #05-25-1C
25-0009**

You are hereby notified in accordance with 11 Oklahoma Statutes 22-112 and amendments thereto, that a hearing will be held before the Board of Commissioners of the City of Sallisaw, Sequoyah County, Oklahoma to determine if the property is dilapidated and has caused the property to become detrimental to the health, benefit and welfare of the general public and the community, or if said property creates a fire hazard to other property.

Upon a finding by the Commission that the condition of the property constitutes a detriment or hazard, and that the property would be benefited by the removal of such conditions, the City will enter on the property to cause the dilapidated building to be torn down and removed and perform the necessary duties as a governmental function of the City.

In the event the City performs such services, a statement for the actual cost of said services will be forwarded to you for payment. If said statement is not paid in accordance to 11 O.S. 22-112, the City of Sallisaw shall cause a notice of lien to be filed with the County Clerk against said property for cost due and owing the city.

Your cooperation in correcting this matter prior to the hearing date is requested. Inspection of the property will be made within twenty-four (24) hours prior to the hearing date and time. If this matter is corrected prior to the below hearing date, the action will be dismissed. Please attempt to correct the situation so as to avoid incurring an assessment by the City.

Hearing before the Board of Commissioners to be at 6:00 o'clock p.m. on
MAY 12TH, 2025, in the Sallisaw Municipal Complex for the following described real property:

805 S WALNUT, SALLISAW, OKLAHOMA 74955

Legal Description: LOT 3 & 4 BLK 5 FAIRVIEW TO THE CITY OF SALLISAW

This notice issued, posted and mailed on 7 April 2025.

By: _____
Travis Buchanan, Code Enforcement Officer

CITY OF SALLISAW
PO BOX 525
SALLISAW, OK 74955

Cc:

**If the property has recently been sold or you feel that this notice is in error please
contact the City of Sallisaw Building Development at 918-775-6241.**

Exterior Wall:	Frame, Plywood
Plumbing:	Full: 1 Half: N/A
Foundation:	Concrete Block
Heat/Cool:	N/A
Year Remodeled:	N/A

Base Structure

Item	Label	Description	Area
1	Raised Slab Porch - Covered	Raised Slab Porch - Covered	138

Outbuildings and Yard Improvements

Card #	Item	Size / Dim	Quality	Age
1	Raised Slab Porch - Covered	138	N/A	N/A
1	Shed - Small	140	F	42

Parcel Photos

1 of 5



Parcel Sketches

1 of 2

Parcel: 0065-00-005-003-0-000-00
4/4/2025 1:12:36 AM

ID: 680019714

Sequoyah County Report

Property Owner	
Name:	CHAMBERS, CHARLES W & MARY ANN
Mailing Address:	805 S WALNUT SALLISAW, OK 74955-0000
Type:	(RI) Res. Improv.
Tax District:	(201) Sallisaw City
Millage Rate:	90.85

Property Information	
Physical Address:	N/A
Subdivision:	FAIRVIEW 1, 2, 3 5-11-24
Block/Lot:	0005 / 0003
Size (Acres):	0.00
Legal:	LOT 3 &; 4 BLK 5 FAIRVIEW

Market and Assessed Values			
	Fair Cash	Taxable Fair Cash	Full Assessed
Land	16,947	16,947	1,864
Building	6,253	6,253	688
Totals	23,200	23,200	2,552
Exemptions			-0
Taxable Assessed			\$2,552

Land		
Land Use	Size	Units
LOT AREA	12947.00	SQFT
Total	12,947.00	

Deed Transfers						
Deed Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantor
6/20/2001	917	40	FT	0.00	\$0	HARDEN
12/11/1992	984	752	Warr. Deed	24.00	\$16,000	HARDEN, KENNETH & DOROTHY
8/18/1988	629	396	Warr. Deed	12.00	\$8,000	SULLIVAN

Residential Card 1 Details								
Occupancy	Story	Construction	Total Liv	Grade	Age	Year Built	Condition	Beds
Single Family	ONE	Frame, Plywood or Hardboard	816	2	70	1955	Low	2



Not a Legal Document

Subject to terms and conditions
www.actDataScout.com





AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Condemnation of Dilapidated Structure

ITEM TITLE: Conduct public hearing to determine if the property located at 613 West Choctaw Avenue is a public nuisance; Possible action on Case #5-25-2C, condemnation of dilapidated structure and direction to abate nuisance

INITIATOR: Building Development

STAFF INFORMATION SOURCE: Building Development

BACKGROUND: The structure has been unoccupied for at least one (1) year; it was found to be unsecured. It shows signs of deterioration and decay due to lack of maintenance and upkeep. There are large amounts of garbage piled throughout the structure as well as small animals fleeing through open doors. The owner currently resides in a nursing home facility. The Building Development Department has safety concerns for the children residing in that area as well as transients and is of the opinion that this structure is beyond repair and should be removed.

EXHIBITS:

1. 613 letter
2. county map
3. county pics
4. county report
5. county report 2
6. disconnect
7. disconnect 2
8. PICTS GROUP CHOCTAW

KEY ISSUES: The structure is vacant and presents a safety hazard.

FUNDING SOURCE: N/A

RECOMMENDATION: Recommend that Case # 5-25-2C be declared a public nuisance and direct staff to abate the nuisance.

**NOTICE FOR
CONDEMNATION OF DILAPIDATED BUILDING
110.S. 22-112**

**TO: DAVID WAYNE REVES
613 W CHOCTAW
SALLISAW OK 74955**

**Case #05-25-2C
25-0011**

You are hereby notified in accordance with 11 Oklahoma Statutes 22-112 and amendments thereto, that a hearing will be held before the Board of Commissioners of the City of Sallisaw, Sequoyah County, Oklahoma to determine if the property is dilapidated and has caused the property to become detrimental to the health, benefit and welfare of the general public and the community, or if said property creates a fire hazard to other property.

Upon a finding by the Commission that the condition of the property constitutes a detriment or hazard, and that the property would be benefited by the removal of such conditions, the City will enter on the property to cause the dilapidated building to be torn down and removed and perform the necessary duties as a governmental function of the City.

In the event the City performs such services, a statement for the actual cost of said services will be forwarded to you for payment. If said statement is not paid in accordance to 11 O.S. 22-112, the City of Sallisaw shall cause a notice of lien to be filed with the County Clerk against said property for cost due and owing the city.

Your cooperation in correcting this matter prior to the hearing date is requested. Inspection of the property will be made within twenty-four (24) hours prior to the hearing date and time. If this matter is corrected prior to the below hearing date, the action will be dismissed. Please attempt to correct the situation so as to avoid incurring an assessment by the City.

Hearing before the Board of Commissioners to be at 6:00 o'clock p.m. on MAY 12TH, 2025, in the Sallisaw Municipal Complex for the following described real property:

613 W CHOCTAW, SALLISAW, OKLAHOMA 74955

Legal Description: LOT 4 BLK 10, ORIGINAL TOWN OF SALLISAW

This notice issued, posted and mailed on 7 April 2025.

By: _____
Travis Buchanan, Code Enforcement Officer

CITY OF SALLISAW
PO BOX 525
SALLISAW, OK 74955

Cc:

**If the property has recently been sold or you feel that this notice is in error please
contact the City of Sallisaw Building Development at 918-775-6241.**

Map:



Copyright Text. Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Photos



Property Owner**Name:** REVES, DAVID WAYNE**Property Information****Physical Address:****Mailing Address:** 613 W CHOCTAW
SALLISAW, OK 74955-**Subdivision:** SALLISAW (ORIG. TOWN/KA
BRUTON) 5&6-1**Type:** (RI) Res. Improv.**Block / Lot:** 0010 / 0004**Tax Dist:** (201) Sallisaw City**S-T-R:** N/A**Size (Acres):** 0.000**Extended Legal:** LOT 4, BLOCK 10, ORIGINAL TOWN OF SALLISAW**Market and Assessed Values:**

	Fair Cash	Taxable Fair Cash	Full Assessed (11.00% Market Value)
Land:	\$10,999	\$5,217	\$574
Building:	73,521	34,875	3,836
Total:	\$84,520	\$40,092	\$4,410

Land:

Land Use	Size	Units
LOT AREA	6999.00	SQFT

Deed Transfers:

Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantor	Code	Type
1/3/2023	1632	613	Warr. Deed	0.00	\$0	DEWBRE, ROBERT	04	
6/6/2016	1601	190	Quit Claim	0.00	\$0	REVES, DAVID	03	
7/16/2014	1342	782	Warr. Deed	0.00	\$0	REVES, EDNA	04	
10/24/2013	1342	781	Warr. Deed	0.00	\$0	TRUSTEE ROMERO, BERNABE	21	
10/24/2013	1321	571	Warr. Deed	42.00	\$28,000	ROMERO, BERNABE A	21	
3/11/2010	1220	522	Warr. Deed	31.50	\$21,000	BJORGE, STEPHANIE A. LIV	21	
1/27/1994	740	630	Warr. Deed	3045.00	\$18,000	BOTTORFF, ROSS & ANNE	QV	

Details for Residential Card 1:

Occupancy	Story	Construction	Total Liv	Grade	Year Built	Age	Condition	Beds
Single Family	ONE	Frame, Siding, Vinyl	1,528	3	1965	60	Fair	3

Exterior Wall: Frame, Siding,
Heat / Cool: Central

Roof Cover: Composition Shingle
Year Remodeled:

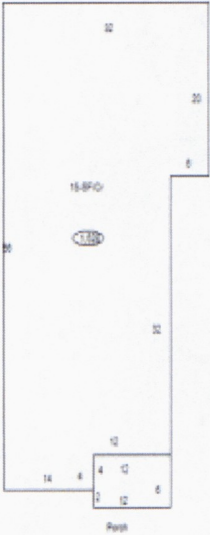
Base Structure:

Item	Label	Description	Area
1	Raised Slab Porch - Covered	Raised Slab Porch - Covered	72

Outbuildings and Yard Improvements:

Item	Size/Dim	Quality	Age
Raised Slab Porch - Covered	72		

Sketches



City of Sallisaw Work Request

Work Order No: 107044

Department: 601-Electric

Date Received: 04/07/2025

Action Code: 603

Received by: travis

Location: 613 W CHOCTAW

Current Acct #:

Action

Action Code: ELECT-DISCONNECT SRV

Description of Request: DISCONNECT SERVICE-STRUCTURE WILL BE TAKEN BEFORE COUNCIL

Other:

New Service Address:

Date to Do Work:

Receipt #:

New Acct #:

Deposit \$: .00

Contact Information

Person Calling: TRAVIS BUCHANAN

Address:

Email:

Phone #:

XX CUSTOMER SIGNATURE

EMPLOYEE ONLY Completed Information

AMR # E _____ W _____

New Electr Reading _____ Serial Num _____ Demand _____ Electric Multiplier X _____

Old Electr Reading _____ Serial Num _____ Demand _____ Elect.Pole/Circuit # _____ / _____

New Water Reading _____ Serial Num _____

Old Water Reading _____ Serial Num _____

Comments:

Signature

Date & Time Completed

****RETURN ALL COMPLETED WORK REQUESTS TO FINANCE UTILITY BILLING**

City of Sallisaw Work Request

Work Order No: 107045

Department: 604-Telecommunications

Date Received: 04/07/2025

Action Code: 999

Received by: travis

Location: 613 W CHOCTAW

Current Acct #:

Action

Action Code: OTHER

Description of Request: DISCONNECT SERVICE-STRUCTURE WILL BE TAKEN BEFORE COUNCIL

Other:

New Service Address:

Date to Do Work:

Receipt #:

New Acct #:

Deposit \$: .00

Contact Information

Person Calling: TRAVIS BUCHANAN

Address:

Email:

Phone #:

XX CUSTOMER SIGNATURE

EMPLOYEE ONLY Completed Information

AMR # E _____ W _____

New Electr Reading _____ Serial Num _____ Demand _____ Electric Multiplier X _____

Old Electr Reading _____ Serial Num _____ Demand _____ Elect.Pole/Circuit # _____ / _____

New Water Reading _____ Serial Num _____

Old Water Reading _____ Serial Num _____

Comments:

Signature

Date & Time Completed

****RETURN ALL COMPLETED WORK REQUESTS TO FINANCE UTILITY BILLING**





AGENDA ITEM COMMENTARY

Meeting Date: May 12, 2025
Board: Board of City Commissioners
Subject: Condemnation of Dilapidated Structure

ITEM TITLE: Conduct public hearing to determine if the property located at 411 South Locust Street is a public nuisance; Possible action on Case #5-25-3C, condemnation of dilapidated structure and direction to abate nuisance

INITIATOR: Building Development

STAFF INFORMATION SOURCE: Building Development

BACKGROUND: The structure has been unoccupied and without active utilities since 2019. It has remained unsecured and frequented by transients. Signs of deterioration and decay due to the lack of maintenance and upkeep are prevalent. The structure was subject to two (2) fires on April 9, 2025, within one hour of each other. The Building Development Department has a safety concern for the children residing in that area as well as transients and is of the opinion that this structure is beyond repair and should be removed.

EXHIBITS:

1. 411 letter
2. county report
3. county report 2
4. county pics
5. county map
6. PICTS GROUP

KEY ISSUES: The structure is vacant and presents a safety hazard.

FUNDING SOURCE: N/A

RECOMMENDATION: Recommend that Case #5-25-3C be declared a public nuisance and direct staff to abate nuisance.

**NOTICE FOR
CONDEMNATION OF DILAPIDATED BUILDING
110.S. 22-112**

**TO: J L DREAM PROPERTIES
3313 E CHEROKEE
SALLISAW OK 74955**

**Case #05-25-3C
25-0013**

You are hereby notified in accordance with 11 Oklahoma Statutes 22-112 and amendments thereto, that a hearing will be held before the Board of Commissioners of the City of Sallisaw, Sequoyah County, Oklahoma to determine if the property is dilapidated and has caused the property to become detrimental to the health, benefit and welfare of the general public and the community, or if said property creates a fire hazard to other property.

Upon a finding by the Commission that the condition of the property constitutes a detriment or hazard, and that the property would be benefited by the removal of such conditions, the City will enter on the property to cause the dilapidated building to be torn down and removed and perform the necessary duties as a governmental function of the City.

In the event the City performs such services, a statement for the actual cost of said services will be forwarded to you for payment. If said statement is not paid in accordance to 11 O.S. 22-112, the City of Sallisaw shall cause a notice of lien to be filed with the County Clerk against said property for cost due and owing the city.

Your cooperation in correcting this matter prior to the hearing date is requested. Inspection of the property will be made within twenty-four (24) hours prior to the hearing date and time. If this matter is corrected prior to the below hearing date, the action will be dismissed. Please attempt to correct the situation so as to avoid incurring an assessment by the City.

Hearing before the Board of Commissioners to be at 6:00 o'clock p.m. on
MAY 12TH, 2025, in the Sallisaw Municipal Complex for the following described real property:

411 S LOCUST, SALLISAW, OKLAHOMA 74955

Real Estate Parcel: 0002-00-058-002-0-000-00

Legal Description: LOT 2, BLOCK 58, ORIGINIAL TOWN OF SALLISAW

This notice issued, posted and mailed on 10 April 2025.

By: _____
Travis Buchanan, Code Enforcement Officer

CITY OF SALLISAW
PO BOX 525
SALLISAW, OK 74955

Cc:

**If the property has recently been sold or you feel that this notice is in error please
contact the City of Sallisaw Building Development at 918-775-6241.**

As of: 4/9/2025

Property Owner**Name:** JL DREAM PROPERTIES**Mailing Address:** 3313 E CHEROKEE
SALLISAW, OK 74955-**Type:** (RI) Res. Improv.**Tax Dist:** (201) Sallisaw City**Size (Acres):** 0.000**Extended Legal:** LOT 2,BL.58, ORIG.TOWN SALLISAW**Property Information****Physical Address:** 411 S LOCUST**Subdivision:** SALLISAW (ORIG. TOWN/AKA
BRUTON) 5&6-1**Block / Lot:** 0058 / 0002**S-T-R:** N/A**Market and Assessed Values:**

	Fair Cash	Taxable Fair Cash	Full Assessed (11.00% Market Value)
Land:	\$18,058	\$13,656	\$1,502
Building:	671	671	74
Total:	\$18,729	\$14,327	\$1,576

Land:

Land Use	Size	Units
LOT AREA	14058.00	SQFT

Deed Transfers:

Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantor	Code	Type
6/14/2021	1568	293	Trust Deed		\$0	SEQUOYAH COUNTY TREASURER	08	
3/11/2014	1332	256	Warr. Deed	0.00	\$0	PETERS, ELIZABETH	04	
3/11/2014	1332	253	JT	0.00	\$0	PETERS, SPENCER & ELIZABE	04	
1/25/2000	878	465	Quit Claim	0.00	\$0	PETERS, BOBBY & SALLIE	U	

Not a Legal Document.

Subject to terms and conditions.

www.actdatascout.com

As of: 4/9/2025

Details for Residential Card 1:

Occupancy	Story	Construction	Total Liv	Grade	Year Built	Age	Condition	Beds
Single Family	ONE	Asbestos Siding	1,060	1	1953	72	Low	3

Exterior Wall: Asbestos Siding

Roof Cover: Composition Shingle

Heat / Cool:

Year
Remodeled:

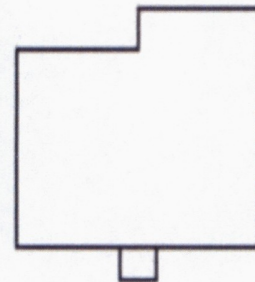
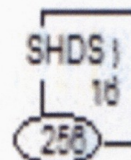
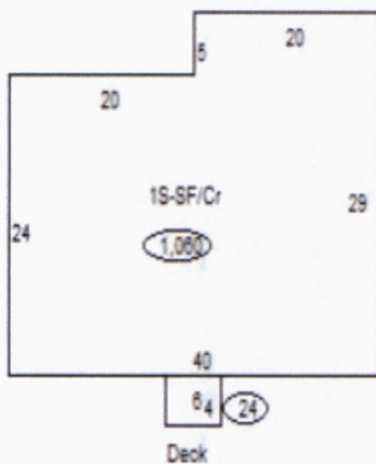
Base Structure:

Item	Label	Description	Area
1	Wood Deck - Open	Wood Deck - Open	24

Outbuildings and Yard Improvements:

Item	Size/Dim	Quality	Age
Shed - Small	256	L	101
Wood Deck - Open	24		

Sketches



Photos



Map:



Copyright Text: Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community





ADMINISTRATIVE REPORTS

Meeting Date:	May 12, 2025
Board:	Board of City Commissioners
Subject:	

Upcoming Events:

- May 20th and 21st - Budget Retreat
- June 9th - Regular Meeting
- TBD Meeting with CMP Firm

City Manager Reports:

- AMI Water Meters-on hand; we will have the "pre construction meeting" with them later this week. Begin installs as early as next week.
- Drake/Lenington Water Loop (OWRB Grant)-Construction underway. Finishing up, cleaning up.
- Pool project is moving along on schedule, splash pad "foundation" and piping is being set with all or at least most of the the water features on hand; pool edge drain is on hand and awaiting installation. .
- Soccer fields--competing for OWRB development grant which will delay the bid process; however the decision point timing is mid-August to proceed without grant funding and reduce the base bid scope, with a goal of the SYL using the fields next spring.---No Change.
- Animal Control Ordinance changes are coming. Reworked the DRAFT is out for public comment through a survey. We will discuss the results of that survey at the June Planning Commission afterparty and then bring the final draft to the Planning Commission and hopefully the Board in July.
- McGee Softball fields--Parks team has made strides in drainage and attempting to control run-off. We actually received a donation that will cover the chemical applications for the two dirt fields for the rest of the year. The city will maintain the grass fields and work this fall after the season is over to return those smaller two fields to dirt.
- Landfill cell is passing the last hurdle to being certified to open...we need it to dry up a bit before we can start putting garbage into the new cell and compacting it.
- Looking forward to the Budget Retreat.
-

City Projects:

- The Kayaks are coming. The agreement was finalized and a pad poured. We are waiting for a hard date for install.