

*The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).*

**AGENDA**  
**PURCHASING COMMITTEE**  
**MAY 13, 2024**

*Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.*

*When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.*

*Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.*

**REGULAR SESSION - 4:30 P.M., 2ND FLOOR CONFERENCE ROOM, MUNICIPAL BUILDING, 229 W. OKMULGEE AVE., MUSKOGEE, OKLAHOMA**

1. Consider approval of Purchasing Committee Minutes of April 8, 2024, or take other necessary action.
2. Consider approval of claims for all City departments March 30, 2024 through May 3, 2024, or take other necessary action.
3. Consider approval to authorize the City Manager to execute an Engagement Letter with Crawford and Associates, Certified Public Accountants, to perform audit preparation and produce financial statements for the FY2024 audit, or take other necessary action. (Dennis Read)

ADJOURN

**Purchasing Committee**

**1.**

Meeting Date: 05/13/2024  
Submitted For: Dennis Read, Finance  
Initiator: Benita Hotema, Assistant Financial Analyst  
Department: Finance  
Staff Information Source:

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Information

AGENDA ITEM TITLE:

Consider approval of Purchasing Committee Minutes of April 8, 2024, or take other necessary action.

BACKGROUND:

Purchasing Committee met on April 8, 2024.

RECOMMENDED ACTION:

Approve Purchasing Committee Minutes for April 8, 2024.

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Fiscal Impact

Attachments

Purchasing Committee Minutes 4/8/2024

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## MINUTES

### OF THE PURCHASING COMMITTEE OF THE CITY OF MUSKOGEE, OKLAHOMA MET IN THE 2ND FLOOR CONFERENCE ROOM CITY HALL APRIL 8, 2024

The Purchasing Committee of the City of Muskogee, Oklahoma, met in Regular Session at 4:30 p.m., on APRIL 8, 2024, in the 2nd Floor Conference Room, Municipal Building, 229 W. Okmulgee Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

Present: Chair Jaime Stout; Committee Member Derrick Reed; Committee Member Patrick Cale

Absent: Committee Member Traci McGee

Staff Present: Mike Miller, City Manager; Roger Kolman, Assistant City Manager; Benita Hotema, Purchasing Manager; Rick Ewing, Assistant Director of Parks & Recreation; Mike Stewart, Director of Public Works

1. Consider approval of Purchasing Committee Minutes of March 11, 2024, or take other necessary action.

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Derrick Reed

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

2. Consider approval of claims for all City departments March 2, 2024 through March 29, 2024, or take other necessary action.

Motion was made by Committee Member Derrick Reed, seconded by Committee Member Patrick Cale

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

3. Consider approval to award bids for lawn maintenance services for FY2024-2025, tentatively beginning July 1, 2024 through June 30, 2025 for specified city properties, or take other necessary action. (Mark Wilkerson)

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Derrick Reed

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

4. Consider approval to purchase a 2024 ALTEC Articulating Overcenter Aerial Lift Truck for the Forestry Division of the Parks & Recreation Department in the amount of \$223,952.00, utilizing cooperative purchase pricing under Sourcewell Contract #110421-ALT, or take other necessary action. (Mark Wilkerson)

Motion was made by Committee Member Patrick Cale, seconded by Committee Member Derrick Reed

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

5. Consider approval to purchase a 2023 Caterpillar 303.5 CR Mini Excavator for the Parks & Recreation Department in the amount of \$66,950.00, utilizing Sourcewell cooperative purchase pricing, or take other necessary action. (Mark Wilkerson)

Motion was made by Committee Member Derrick Reed, seconded by Committee Member Patrick Cale

AYE: Chair Jaime Stout, Committee Member Derrick Reed, Committee Member Patrick Cale

Carried - Unanimously

There being no further business, the meeting was adjourned.

JAIME STOUT, CHAIRPERSON  
PURCHASING COMMITTEE

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**Purchasing Committee**

**2.**

Meeting Date: 05/13/2024  
Submitted For: Dennis Read, Finance  
Initiator: Benita Hotema, Assistant Financial Analyst  
Department: Finance  
Staff Information Source:

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Information

AGENDA ITEM TITLE:

Consider approval of claims for all City departments March 30, 2024 through May 3, 2024, or take other necessary action.

BACKGROUND:

Claims for all City departments.

RECOMMENDED ACTION:

Approve claims March 30, 2024 through May 3, 2024.

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Fiscal Impact

Attachments

Purchasing Claims 5/13/2024

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**CITY OF MUSKOGEE CLAIMS**

<b>CHECK #</b>	<b>VENDOR</b>	<b>AMOUNT</b>	
242791	MUSKOGEE COUNTY TREASURER	68.00	misc
242792	BLUECROSS/BLUE SHIELD OF OK	70,409.42	insurance
242793	BLUECROSS/BLUE SHIELD OF OK	13,000.36	insurance
242794	CASON, JOSHUA DALE	29.30	utility refund
242795	CASSEM, KERRIE J	30.68	utility refund
242796	CHEIFTAIN HOLDINGS, LLC	9.40	utility refund
242797	COLONY FINE HOMES	172.74	utility refund
242798	CUSTOM TOUCH RENTALS	27.92	utility refund
242799	EPOCH PROPERTIES LLC	29.30	utility refund
242800	HAILE, BRADLEY A	2.45	utility refund
242801	HE, ANITA LI JUN	30.45	utility refund
242802	HUDSON HOMES MANAGEMENT, LLC	59.34	utility refund
242803	IRWIN, NATHAN M	1.65	utility refund
242804	JASPER, MACKLIN	17.37	utility refund
242805	KAMPF, ELLIOTT	19.97	utility refund
242806	LONG, CALLIE	35.80	utility refund
242807	MILLER, BRETT	26.32	utility refund
242808	MORGAN, MAKENZIE	49.07	utility refund
242809	MUSKOGEE CREEK NATION , HOUSING	86.37	utility refund
242810	PLANT, MICHAEL	26.31	utility refund
242811	ROYSE, BRANDON K	18.26	utility refund
242812	SHAWNEE STREET PROPERTIES LLC	170.35	utility refund
242813	STAY HOME SERVICES	34.68	utility refund
242814	STOBAUGH, GARRETT J	51.14	utility refund
242815	WATTS, SACHA L	44.80	utility refund
242816	WORKINGS, DOUGLAS	29.24	utility refund
242817	YOUNG, FRANK J	44.24	utility refund
242818	ZOOK,SUSAN	49.76	utility refund
242819	CREATIVE BOOKING AGENCY, INC	15,000.00	night of queen event
242820	ABIGAIL WRIGHT	28.34	travel/education
242821	ACCURATE LABS & TRAINING CENTE	1,485.00	water testing/lab
242822	ACTION GROUP STAFFING	5,802.68	temp employees
242823	AMERICAN MUNICIPAL SERVICES	1,080.33	utility collection fees
242824	APAC CENTRAL INC	4,499.09	SW Zone mill&overlay
242825	ASCAP	462.92	license fee
242826	BANNER FIRE EQUIPMENT INC	1,102.70	fire equipment
242827	DOUGLAS DEAN DIETER	23,950.00	abatement
242828	DARLA BENNETT	25.00	sf instructor
242829	VIDA BERRY	458.33	sf instructor
242830	BG PRODUCTS INC	1,847.65	fleet parts/service
242831	BRANDSTETTER CARROLL, INC	42,556.50	fire station5 contractor
242832	BRENNTAG SOUTHWEST INC	20,236.50	chemical contractor
242833	BROCK SUPPLY CO	85.48	misc
242834	BROWN'S SHOE FIT CO #87	450.00	misc
242835	CAGLE'S FLOWERS & GIFTS	65.00	misc

242836 CARDS NEO, LLC	497.06	misc
242837 CARE AROUND THE CLOCK INC	17,703.76	medical services
242838 CATHY BOYD	118.00	misc
242839 CHARBONNEAU, BILLY JO	75.00	sf instructor
242840 WEEDWOLF MANUFACTURING LLC	2,590.00	pw trimmer unit
242841 CHRIS CUMMINGS	253.93	travel/education
242842 CHRIS CUMMINGS PHOTOGRAPHY, LL	516.00	city locations photos
242843 CODALE FORD	87.00	travel/education
242844 CONNECT DME, LLC	687.00	medical supplies
242845 CORE & MAIN LP	5,576.92	hydrants/pipes/fittings
242846 DEALERS ELECTRICAL SUPPLY	1,966.85	electrical supplies/service
242847 DELL MARKETING LP	81.69	misc
242848 DIANA WILSON	30.46	travel/education
242849 DOBSON FIBER	6,357.41	communications
242850 EXPRESS EMPLOYMENT PROFESSIONA	4,325.46	temp employees
242851 FASTENAL COMPANY	1,695.80	misc
242852 AVERY LAWN CARE	125.00	lawncare
242853 FIRE SERVICE TRAINING	7,150.00	FD training
242854 FIVE STAR DEMOLITION	19,950.00	demo contractor
242855 FIVE STAR OFFICE SUPPLY	234.60	office supplies
242856 FROST OIL CO., LLC	2,248.68	fuel
242857 KARLA D GIBSON	100.00	sf instructor
242858 GLOBAL MACHINE COMPANY	875.00	misc
242859 GRAINGER	548.19	pw parts/supplies
242860 GRIMSLEY'S INC	2,778.22	misc supplies
242861 HAMBY TV & APPLIANCE WAREHOUSE	349.00	misc
242862 HARRISON TIRE & SUPPLY	60.00	fleet
242863 I 40 RACE SERVICE LLC	207.50	misc
242864 JODY KING	96.00	travel/education
242865 JOEL EVERETT	600.00	flowerpower/banner startup
242866 JOHN DEERE FINANCIAL F.S.B.	963.32	misc
242867 KTFX FM RADIO STATION	200.00	radio ad
242868 KAREN LAUDERDALE	100.00	sf instructor
242869 LAZY J PROPERTIES, ANGELA YOUN	50.00	sf instructor
242870 LOCKE SUPPLY CO	540.78	misc supplies
242871 LORI PAULSON	59.00	travel/education
242872 LOVE BOTTLING CO - #170650	68.00	misc
242873 LOWES	2,229.43	misc supplies/parts
242874 MARVIN'S MOWERS AND OUTDOOR LL	2,052.30	misc supplies
242875 MATLOCK SECURITY SERVICES	60.00	misc
242877 MORGAN SERVICES COMPANY LLC	175.00	tow services
242878 MUSKOGEE CITY-COUNTY PORT AUTH	44,833.34	industrial development
242879 MUSKOGEE COMMUNICATIONS, INC.	450.00	communications
242880 MUSKOGEE COUNTY CLERK	378.00	filing fees
242881 MUSKOGEE DAILY PHOENIX	21.70	ad/subscriptions
242882 MUSKOGEE LOCK & KEY	161.80	misc
242883 MUSKOGEE REDI-MIX LLC	2,265.00	concrete contractor

242884	NEWTON, BRYCE DBA	198.50	misc
242885	OFFICE CONNECTIONS LLC	245.97	office supplies
242886	OFFICE DEPOT	141.89	office supplies
242887	OG&E - ACCT #35947999-5	129,938.82	city utilities
242888	OKLAHOMA MUNICIPAL ASSURANCE G	137,197.00	city property insurance
242889	OKLAHOMA MUSIC HALL OF FAME	24,877.40	1stQ2024/Inductee sales
242890	OKLAHOMA NATURAL GAS	1,769.13	city utilities
242891	OMCCA	110.00	court clerk memberships
242892	ONE SOURCE WATER LLC	254.37	misc
242893	OREILLY AUTO PARTS	882.75	fleet parts
242894	PATE INDUSTRIAL SUPPLY INC	500.34	misc
242895	PENCCO INC	8,635.55	chemical contractor
242896	PERRY BEASLEY	87.00	travel/education
242897	POWER PLAY LLC	12,110.00	splashpad controllers
242898	PREMIER TRUCK GROUP	3,382.17	fleet parts
242899	PREMIER USA INC.	585.83	temp employees
242900	SHERRY S. RICE	200.00	sf instructor
242901	RURAL WATER DISTRICT #5	22.21	city utilities
242902	SADLER PAPER COMPANY	1,733.12	janitorial/misc supplies
242903	SARAH WINKLE	96.00	travel/education
242904	SBA 2012 TC ASSETS	578.81	misc
242905	SHERWIN-WILLIAMS COMPANY	1,007.40	misc supplies
242906	SPECIAL OPS UNIFORMS	754.48	uniforms
242907	JAIME LYNN STOUT	418.04	allowance
242908	SUPERIOR LINEN SERVICE INC	166.80	misc
242909	T-MOBILE USA INC.	3,358.41	communications
242910	TECHNICAL PROGRAMMING SERVICES	5,583.68	bill notices
242911	THYSSENKRUPP ELEVATOR CORP	1,856.20	elevator service
242912	TOMMY NIX AUTO GROUP, LLC	1,075.46	fleet services
242913	TOTAL ADMINISTRATIVE SERVICES	133.69	misc
242914	TYLER BAILEY	35.30	travel/education
242915	UNIFIRST FIRST AID CORP	61.56	fleet first aid
242916	UNIFIRST HOLDINGS LP	982.22	uniforms
242917	WASTE MANAGEMENT OF OKLAHOMA I	80.64	landfill
242918	CINDY WAYMAN	300.00	sf instructor
242919	WELDON PARTS - MUSKOGEE	145.20	misc
242920	WHEELER METALS	307.50	misc
242921	LAURA WICKIZER	125.00	sf instructor
242922	YELLOWHOUSE MACHINERY CO	700.42	fleet misc
242923	YORK & MAIN EQUITY GROUP INC	4,790.00	sewer repairs
242924	BLUECROSS/BLUE SHIELD OF OK	114,659.88	insurance
242925	PERLINE BOYATTIA-CRAIG	362.29	allowance
242926	SHIRLEY HILTON-FLANARY	75.00	allowance
242927	TRACY ALAN HOOS II	75.00	allowance
242928	TRACI L. MCGEE	20.00	allowance
242929	OKLAHOMA NATURAL GAS	41.56	city utilities
242930	DERRICK REED	179.99	allowance



242931 ALEXANDER FELTS REYNOLDS	20.00	allowance
242932 ACTION GROUP STAFFING	158.40	temp employees
242933 CARTWRIGHT, JACK	60.00	utility refund
242934 CRABTREE, BILLY E	90.00	utility refund
242935 DUNLAP, GARY	31.71	utility refund
242936 FOUTCH, WILLIAM B	21.71	utility refund
242937 FOUTCH, WILLIAM B	36.21	utility refund
242938 LAWTON NICHOLS, KATRINA MARIE	45.62	utility refund
242939 MENIE, RANDALL K	0.66	utility refund
242940 MONTA HOLDINGS	44.24	utility refund
242941 MUSKOGEE ARTS DISTRICT HOMES	36.54	utility refund
242942 ROCKEY ELECTRIC INC.	8.22	utility refund
242943 WATSON, KURT	21.71	utility refund
242944 CRAWFORD, KYLA N	27.95	utility refund
242945 ACCURATE LABS & TRAINING CENTE	260.00	water testing/lab
242946 ACE TELEVISION & APPLIANCE	74.99	misc
242947 ACTION GROUP STAFFING	10,373.71	temp employees
242948 ADVANCE AUTO PARTS 64771111001	269.05	fleet parts
242949 AMERICAN RED CROSS-TRAINING SE	368.00	lifeguard certifications
242950 APAC CENTRAL INC	3,716.83	road materials
242951 ASCEND COMMERCIAL BUILDERS LLC	113,775.86	grandview park contractor
242952 AT&T #918 682-2825 211 0	262.28	misc
242953 AXIOM INSTRUMENTATION SERVICES	14,685.20	pollution clamp on flowmeter
242954 BANNER FIRE EQUIPMENT INC	394.39	fire equipment
242955 BEN E. KEITH	1,787.45	concession
242956 BRANDSTETTER CARROLL, INC	4,728.50	fire station5 contractor
242957 BRENNTAG SOUTHWEST INC	10,254.64	chemical contractor
242958 CHELSEA BROWN	350.00	mental health
242959 BROWN'S SHOE FIT CO #87	305.00	misc
242960 CHRISTIAN SLOAN	15.00	travel/education
242961 CITYWIDE PROPERTY MAINTENANCE	1,300.00	mowing services
242962 CLARK EQUIPMENT	520.00	misc
242963 CLEET	5,911.32	monthly cleet
242964 COWAN GROUP ENGINEERING LLC	1,534.50	contractor
242965 CROWDER AUTO GLASS	540.00	misc
242966 DARREN MURRELL	15.00	travel/education
242967 DEALERS ELECTRICAL SUPPLY	288.89	electrical supplies/service
242968 DIRECTV LLC	100.99	communications
242969 EAST CENTRAL ELECTRIC	719.81	city utilities
242970 EXPRESS EMPLOYMENT PROFESSIONA	5,895.36	temp employees
242971 FASTENAL COMPANY	617.58	misc
242972 AVERY LAWN CARE	2,400.00	lawncare
242973 FIVE STAR DEMOLITION	13,628.80	demo contractor
242974 FIVE STAR OFFICE SUPPLY	3.80	office supplies
242975 FROST OIL CO., LLC	22,184.99	fuel
242976 GORDON'S HEATING-AIR CONDITION	387.00	HVAC service
242977 GRAINGER	633.86	pw parts/supplies

242978 GREEN COUNTRY BEHAVIORAL HEALT	4,595.83	health services
242979 GUARD TRONIC INC	250.00	security service
242980 HARRISON TIRE & SUPPLY	156.50	fleet
242981 HOLT VENTURES LLC	750.00	misc
242982 I 40 RACE SERVICE LLC	195.00	misc
242983 IMAGENET CONSULTING, LLC	2,809.71	laserfiche licensing
242984 INCOR	2,340.00	contract services
242985 JONAS FITNESS, INC C/O CAROL A	799.79	sf software system
242986 KATRINA BODENHAMER	1,155.00	travel/education
242987 KENNETH CLAYPOOL	15.00	travel/education
242988 KTFX FM RADIO STATION	200.00	radio ad
242989 LAFERRY'S PROPANE CO	26.00	misc
242990 LAKE REGION ELECTRIC COOPERATI	1,004.00	city utilities
242991 LEXISNEXIS	231.00	misc
242992 LEXISNEXIS RISK SOLUTIONS	1,085.00	misc
242993 LOCKE SUPPLY CO	501.17	misc supplies
242994 LOVE BOTTLING CO - #509560	11.04	misc
242995 LOWES	752.35	misc supplies/parts
242996 MARC MILLER BUICK-GMC, INC.	536.31	fleet service
242997 MARVIN FENNELL	15.00	travel/education
242998 MARVIN'S MOWERS AND OUTDOOR LL	47.50	misc supplies
242999 MUNICIPALH2O.COM	500.00	misc
243000 MUSKOGEE CITY-COUNTY PORT AUTH	233.12	misc
243001 MUSKOGEE COUNTY CLERK	18.00	filing fees
243002 MUSKOGEE DAILY PHOENIX	3,387.94	ad/subscriptions
243003 MUSKOGEE LOCK & KEY	425.95	misc
243004 MUSKOGEE MEDICAL CENTER AUTHOR	12,640.69	note/interest
243005 MUSKOGEE REDI-MIX LLC	1,398.50	concrete contractor
243006 MUSKOGEE TOURISM AUTHORITY	130,125.00	hotel/motel income
243007 OFFICE CONNECTIONS LLC	244.47	office supplies
243008 OFFICE DEPOT	261.07	office supplies
243009 OKLAHOMA MUNICIPAL ASSURANCE G	1,000.00	court clerk bond
243010 OKLAHOMA NATURAL GAS	3,161.41	city utilities
243011 OKLAHOMA STATE DEPT OF HEALTH	375.00	parks licenses
243012 OKLAHOMA TURNPIKE AUTHORITY (O	160.00	toll
243013 OKLAHOMA UNIFORM BUILDING CODE	324.00	misc
243014 ONE SOURCE WATER LLC	235.43	misc
243015 OREILLY AUTO PARTS	1,545.47	fleet parts
243017 PATE INDUSTRIAL SUPPLY INC	56.41	misc
243018 PIONEER'S JANITORIAL SVC	345.00	fd janitorial service
243019 PITNEY BOWES INC	200.28	misc
243020 PLANNING DESIGN GROUP	2,775.00	parks architect services
243021 PONTEM SOFTWARE	1,560.00	cemetery online burial search
243022 POWER PLAY LLC	9,980.00	splashpad controllers
243023 PREMIER TRUCK GROUP	316.40	fleet parts
243024 PREMIER USA INC.	420.86	temp employees
243025 PROSEGUR EAS USA, LLC	4,226.64	city hall security

243026 REVIZE LLC	5,485.00	website and tech support
243027 RONALD MAYES	148.00	travel/education
243028 HENDERSON COFFEE	373.08	misc
243029 RUSH TRUCK CENTERS OF OKLAHOMA	258.88	fleet misc
243030 SADLER PAPER COMPANY	1,310.09	janitorial/misc supplies
243031 SAFETY FIRE EXTINGUISHERS	2,840.40	extinguisher annual inspection
243032 SOUTHERN TIRE MART, LLC	980.00	fleet
243033 STEVEN WARRIOR	175.00	travel/education
243034 SUPERIOR LINEN SERVICE INC	270.74	misc
243035 TAYLOR MILLS	148.00	travel/education
243036 TECHNICAL PROGRAMMING SERVICES	7,418.53	bill notices
243037 TELVUE CORPORATION	3,600.00	IT-maintenace and cloudcast
243038 THREE RIVERS MUSEUM	100.00	parks 2024 membership
243039 TLS GROUP, INC	1,852.50	signal maintenance
243040 TRANSUNION RISK & ALTERNATIVE	168.00	misc
243041 UNIFIRST HOLDINGS LP	873.29	uniforms
243042 UNITED STATES POLICE CANINE	100.00	misc
243043 UTILITY TECHNOLOGY SERVICES IN	15,750.00	commercial meters/repair
243044 VULCAN INC	5,257.00	share the road signs
243045 WASTE MANAGEMENT OF OKLAHOMA I	22,030.30	landfill
243046 YORK & MAIN EQUITY GROUP INC	12,200.00	40th street sidewalk
243047 YORK STREET TIRE OF MUSKOGEE L	20.99	fleet misc
243048 WILLIAM BAKER A	215.00	umpire
243049 RAVEN FEATHER	280.00	umpire
243050 WYATT HAMILTON	280.00	umpire
243051 MICHELLE HUGHEY RENEE	280.00	umpire
243052 GARY LIVELY	280.00	umpire
243053 RODNEY L. MATHEWS	280.00	umpire
243054 CLARENCE MCBRIDE	280.00	umpire
243055 CODY MCBRIDE	280.00	umpire
243056 DEJAY PIERCE ELLINGTON	255.00	umpire
243057 GREG STIDHAM	240.00	umpire
243058 ADAM THOMPSON	280.00	umpire
243059 OSBI	5,878.24	monthly fees
243060 OSBI	5,629.79	monthly fees
243061 FLANARY, KIMBERLY H	164.12	utility refund
243062 MARSHA WISEMAN	240.00	misc
243063 RICH MITCHELL	100.00	misc
243064 BLUECROSS/BLUE SHIELD OF OK	135,384.72	insurance
243065 THE ZERO CARD, INC.	20,701.32	insurance
243066 THE ZERO CARD, INC.	26,633.22	insurance
243067 THE ZERO CARD, INC.	6,419.98	insurance
243068 BRANDT, BETH	90.00	utility refund
243069 CAVIN LAND HOLDING LLC	36.54	utility refund
243070 CHICKEN E (SPK) -MUSKOGEE	100.00	utility refund
243071 CHICKEN E-MUSKOGEE	215.89	utility refund
243072 COLONY FINE HOMES	159.11	utility refund

243073 COMMONS PROPERTY MANAGEMENT	33.78	utility refund
243074 CUSTOM TOUCH	90.00	utility refund
243075 GODFROY, CHEYENNE A	49.76	utility refund
243076 GRANITE WORKS, LLC	31.71	utility refund
243077 HESTER, MERCEDES ANN	40.94	utility refund
243078 JOHNSON, LAYLA S	28.61	utility refund
243079 KUMAR, ARVIND	62.37	utility refund
243080 MAMDO, FAHTIMAH	53.50	utility refund
243081 MCCOY, JYLL R	11.94	utility refund
243082 PAYTON, LLOYD PALMER	27.92	utility refund
243083 SCANTLEN, MARGARET A	42.06	utility refund
243084 SPURLOCK, DENNIS	54.68	utility refund
243085 STARMER, DEAN& HAKKILA, ELSIE	0.87	utility refund
243086 THORNTON, MICAH P	35.29	utility refund
243087 WALDEN, TAMI D	86.37	utility refund
243088 WB3 INVESTMENTS	31.71	utility refund
243089 WHITE, JAMES D	100.00	utility refund
243090 ACCURATE LABS & TRAINING CENTE	395.00	water testing/lab
243091 ACTION GROUP STAFFING	7,213.92	temp employees
243092 AIRGAS USA LLC	208.50	misc
243093 BANCFIRST	126,671.36	financial
243094 BANNER FIRE EQUIPMENT INC	184.04	fire equipment
243095 BCS INSURANCE COMPANY	65,681.02	insurance
243096 DOUGLAS DEAN DIETER	6,037.50	abatement
243097 BEN E. KEITH	3,379.79	concession
243098 BIO-AQUATIC TESTING	1,090.00	lab testing
243099 BROKEN ARROW ELECTRIC	489.58	electrical supplies/service
243100 BROWN'S SHOE FIT CO #87	160.00	misc
243101 ERIC BURK	280.00	umpire
243102 BURTON POOLS AND SPAS, LLC	1,097.00	sf pool heater repair
243103 CAMPBELL WHOLESALE CO INC	742.87	concession
243104 CARE AROUND THE CLOCK INC	16,303.50	medical services
243105 CHARBONNEAU, BILLY JO	100.00	sf instructor
243106 CIVICPLUS, LLC	2,775.28	municode updating
243107 CLAY SMITH TOOLS, LLC	1,690.00	fleet diagnostic scanner
243108 MARLON COLEMAN	849.00	allowance
243109 CONNECT DME, LLC	5,060.91	medical supplies
243110 COOK CONSULTING LLC	324,534.95	smith ferry road detention pond
243111 CORE & MAIN LP	1,570.65	hydrants/pipes/fittings
243112 CORPORATE TO CASUAL SCREEN PRI	1,235.40	uniforms
243113 CROWDER AUTO GLASS	180.00	misc
243114 CUMMINS SOUTHERN PLAINS LTD	94.51	misc
243115 GAGE DAME	160.00	umpire
243116 DASH MEDICAL GLOVES INC	160.34	misc
243117 DAVID'S DISCOUNT TIRES INC	244.84	fleet misc
243118 DEALERS ELECTRICAL SUPPLY	147.32	electrical supplies/service
243119 DELL MARKETING LP	558.91	misc

243120 DEPARTMENT OF ENVIRONMENTAL QU	62.00	misc
243121 MERCURY PRESS PLUS	335.60	misc
243122 EMPLOYEE NAVIGATOR, LLC	211.25	software
243123 EXPRESS EMPLOYMENT PROFESSIONA	4,785.89	temp employees
243124 FASTENAL COMPANY	366.63	misc
243125 RAVEN FEATHER	320.00	umpire
243126 AVERY LAWN CARE	4,088.00	lawncare
243127 FLEET FUELS	21,599.83	main station fuel
243128 FLEETPRIDE INC	35.95	fleet misc
243129 KARLA D GIBSON	25.00	sf instructor
243130 LORNE K. GOOD DBA GOOD CONCRET	3,000.00	concrete for parks
243131 GORDON'S HEATING-AIR CONDITION	445.00	HVAC service
243132 GRAINGER	125.91	pw parts/supplies
243133 GREAT PLAINS CONSULTING	25,940.00	projects contractor
243134 HACH COMPANY	1,576.99	misc
243135 WYATT HAMILTON	240.00	umpire
243136 HARCROS CHEMICALS INC	2,129.20	swim&fitness chemicals
243137 HARRISON TIRE & SUPPLY	150.00	fleet
243138 HIGHLINE AFTERMARKET	1,711.96	fleet misc
243139 HOLLOWAY UPDIKE AND BELLEN INC	9,589.00	HHeights spillway/Hwy69 sewer
243140 I 40 RACE SERVICE LLC	87.50	misc
243141 IBT INC	84.12	misc
243142 IDEXX DISTRIBUTION, INC.	500.00	misc services
243143 CODY JACKSON FOSTER	200.00	umpire
243144 JEFF STRICKLAND	30.00	travel/education
243145 JODY MOORE	78.00	travel/education
243146 CARTER KELLY	160.00	umpire
243147 KIRBY - SMITH	242.90	misc
243148 KRISTAL KEIM	1,220.00	employee education
243149 KYLE EDWARDS AUTO GROUP	2,248.00	fleet parts/service
243150 LAFERRY'S PROPANE CO	91.00	misc
243151 LAKES COUNTRY RADIO (KEOK/KTLQ	315.00	radio ad
243152 KAREN LAUDERDALE	100.00	sf instructor
243153 LAZY J PROPERTIES, ANGELA YOUN	75.00	sf instructor
243154 LOCKE SUPPLY CO	18.70	misc supplies
243155 LORI PAULSON	10.00	employee misc
243156 LOVE BOTTLING CO - #170650	840.00	misc
243157 LOVE BOTTLING CO - #208400	1,732.24	misc
243158 AMY LOVE D	25.00	sf instructor
243160 JOSEPH MACK L	75.00	garden market performer
243161 DONNIE MADEWELL	400.00	event security
243162 MARVIN'S MOWERS AND OUTDOOR LL	163.88	misc supplies
243163 RODNEY L. MATHEWS	320.00	umpire
243164 MEGA HERTZ SALES COMPANY LLLP	4,255.00	IT-transmitter equipment
243165 MORGAN SERVICES COMPANY LLC	50.00	tow services
243166 MUNICIPAL EMERGENCY SERVICES I	2,189.95	rescue tool battery service
243167 KELLY MURRY	378.75	misc

243168 MUSKOGEE CITY COUNTY 911 TRUST	25,909.09	monthly dispatch fees
243169 MUSKOGEE COUNTY ELECTION BOARD	1,164.76	election expenses
243170 MUSKOGEE DAILY PHOENIX	159.82	ad/subscriptions
243171 MUSKOGEE LOCK & KEY	37.40	misc
243172 MUSKOGEE REDI-MIX LLC	4,075.00	concrete contractor
243173 MUTUAL OF OMAHA INSURANCE CO	16,321.27	insurance
243174 NUTRICA AG SOLUTIONS	7,810.00	chemicals/herbicides
243175 OFFICE CONNECTIONS LLC	719.36	office supplies
243176 OFFICE DEPOT	102.32	office supplies
243177 OKLAHOMA MUNICIPAL LEAGUE	135.00	misc
243178 OKLAHOMA NATURAL GAS	423.66	city utilities
243179 OKLAHOMA TURNPIKE AUTHORITY (O	9.10	toll
243180 ONE SOURCE WATER LLC	54.24	misc
243181 OREILLY AUTO PARTS	2,975.90	fleet parts
243182 OTA-PLATEPLAY	35.95	toll
243183 ZACHARY PACK DAVID	75.00	garden market performer
243184 PARADE SPECIALTIES	1,500.00	councils azalea float
243185 MADELINE PARKS	75.00	garden market performer
243186 PIED PIPER SERVICES	75.00	misc
243187 PORTCITY BODYSHOP INC DBA SAFE	125.00	fleet service
243188 PREMIER USA INC.	487.98	temp employees
243189 PROFORMA	271.19	misc
243190 MICHEAL RAPPE	75.00	garden market performer
243191 SHERRY S. RICE	175.00	sf instructor
243192 ROSSON WHEEL SERVICE	115.00	fleet
243193 SADLER PAPER COMPANY	655.75	janitorial/misc supplies
243194 NOLAN SHERL	280.00	umpire
243195 JAMES SOUTHCOTT A	150.00	train conductor
243196 SQUARE DEAL MUSIC	100.00	misc
243197 STAUB INVESTMENTS INC. DBA GAL	74.00	misc
243198 SUPERIOR LINEN SERVICE INC	166.80	misc
243199 TIM SYNAR	5,620.00	veterinarian services
243200 ADAM THOMPSON	360.00	umpire
243201 COLBY THOMPSON	360.00	umpire
243202 TIMOTHY ACKER	30.00	travel/education
243203 TLS GROUP, INC	6,825.09	signal maintenance
243204 TONI BRADLEY SMITH	271.64	travel/education
243205 TRAFFIC & LIGHTING SYSTEMS INC	2,844.30	signal maintenance
243206 TRISHA JOANN TERRELL	10.05	travel/education
243207 TRUCK & INDUSTRIAL PARTS, LLC.	1,666.90	fleet parts/service
243208 ULINE INC	218.98	misc supplies
243209 UNIFIRST HOLDINGS LP	937.29	uniforms
243210 UNIQUE DRY CLEANERS	497.80	fd uniforms
243211 UNITED RENTALS (NORTH AMERICA)	2,780.94	waterplant truck parts
243213 VISION SERVICE PLAN INSURANCE	5,181.62	insurance
243214 ZELON WALTON	320.00	umpire
243215 CINDY WAYMAN	325.00	sf instructor

243216 LAURA WICKIZER	50.00	sf instructor
243217 NOAH WILLHITE	280.00	umpire
243218 STACY WILLHITE	280.00	umpire
243219 XEROX CORPORATION	3,840.00	printers/equipment service
243220 LOWES	1,295.23	misc supplies/parts
243221 CORE & MAIN LP	2,119.00	hydrants/pipes/fittings
243222 BRIAN FEHNEL	188.57	misc
243223 PILGRIM, TY	10,500.00	promotor
243224 GRAY MANUFACTURING COMPANY INC	51,000.00	reissue of check 242330
243225 BLUECROSS/BLUE SHIELD OF OK	71,210.75	insurance
243226 THE ZERO CARD, INC.	2,688.77	insurance
243227 COLONY FINE HOMES	118.05	utility refund
243228 COLONY FINE HOMES	86.37	utility refund
243229 CUSTOM ELITE PROPERTY	20.68	utility refund
243230 GRAHAM, MICHAEL DEAN	50.32	utility refund
243231 HOLMES, JORDAN RAY	57.80	utility refund
243232 HUSEMAN, BARBARA JEAN	20.66	utility refund
243233 MONTA HOLDINGS	36.21	utility refund
243234 MUSKOGEE APARTMENTS 4 LLC	100.00	utility refund
243235 PHILLIPS FRED	20.00	utility refund
243236 STATON, MICHAEL L	17.16	utility refund
243237 THREE OAKS PROPERTY	37.92	utility refund
243238 A & J RENTAL AND SALES	695.00	misc
243239 ACCURATE LABS & TRAINING CENTE	260.00	water testing/lab
243240 ACTION GROUP STAFFING	1,452.53	temp employees
243241 BEN E. KEITH	3,608.83	concession
243242 BLUECROSS/BLUE SHIELD OF OK	205.00	insurance
243243 BROKEN ARROW ELECTRIC	294.78	electrical supplies/service
243244 BROOKE HALL	250.00	misc
243245 BSN SPORTS	811.77	misc
243246 CAGLE'S FLOWERS & GIFTS	65.00	misc
243247 CINCINNATI RADIATOR SERVICE IN	535.00	fleet parts/service
243248 CINTAS CORPORATION #2	102.05	medicine cabinet
243249 CITYWIDE PROPERTY MAINTENANCE	1,300.00	mowing services
243250 COMMUNITY CARE EAP	520.70	misc
243251 CONNECT DME, LLC	6,465.58	medical supplies
243252 COOK CONSULTING LLC	17,516.65	palmer drive driveway
243253 CORE & MAIN LP	4,261.76	hydrants/pipes/fittings
243254 WENDELL COX BLAKE	3,120.00	civitan splashpad repair
243255 CRAWFORD & ASSOCIATES, P.C.	1,705.00	financial
243256 D&H UNITED FUELING SOLUTIONS,	449.00	misc
243257 DAILEY RECYCLING EQUIPMENT AND	36,160.00	recycling center balers
243258 DAVID'S DISCOUNT TIRES INC	1,229.67	fleet misc
243259 DEPARTMENT OF ENVIRONMENTAL QU	186.00	misc
243260 EXPRESS EMPLOYMENT PROFESSIONA	3,241.36	temp employees
243261 FASTENAL COMPANY	1,100.14	misc
243262 AVERY LAWN CARE	4,088.00	lawncare

243263 FIVE STAR DEMOLITION	37,056.80	demo contractor
243264 FLEET FUELS	21,874.27	main station fuel
243265 FROST OIL CO., LLC	616.12	fuel
243266 GRAINGER	447.87	pw parts/supplies
243267 GREEN COUNTRY COMPRESSOR SERVI	1,188.15	fleet compressor repair
243268 GUARD TRONIC INC	686.73	security service
243269 HACH COMPANY	423.90	misc
243270 HARRISON TIRE & SUPPLY	125.00	fleet
243271 HOOD & ASSOCIATES, CPAS, PC	3,237.50	audit services
243272 IBT INC	61.71	misc
243273 GAS AND SUPPLY	70.40	misc
243274 J & R EQUIPMENT	4,047.78	fleet parts
243275 JARRED MILLER	119.00	travel/education
243276 JEREMY ROSS MC PLLC	2,000.00	fd medical director services
243277 JERRY JOBE	119.00	travel/education
243278 JOHNSTONE SUPPLY OF TULSA	1,001.98	umpire lounge AC unit repair
243279 KIMBALL MIDWEST	55.68	misc
243280 KYLE EDWARDS AUTO GROUP	2,262.20	fleet parts/service
243281 LOCKE SUPPLY CO	685.08	misc supplies
243282 LOVE BOTTLING CO - #107510	643.20	misc
243283 LOVE BOTTLING CO - #111902	22.08	misc
243284 LOVE BOTTLING CO - #170650	1,714.00	misc
243285 LOVE BOTTLING CO - #170654	16.56	misc
243286 LOVE BOTTLING CO - #170700	504.00	misc
243287 LOVE BOTTLING CO - #208410	16.56	misc
243288 LOWES	1,247.17	misc supplies/parts
243289 MARTIN LUTHER KING TRUST AUTHO	27,000.00	50th anniversary event
243290 MARVIN'S MOWERS AND OUTDOOR LL	793.49	misc supplies
243291 MCINTOSH CORP	90.00	contractor
243292 MCINTOSH SERVICE LLC	4,144.91	plumbing contractor
243293 MEGA HERTZ SALES COMPANY LLLP	7,024.10	IT-transmitter equipment
243294 MHC KENWORTH - TULSA	3,024.00	parts heavy truck parts
243295 MORGAN SERVICES COMPANY LLC	25.00	tow services
243296 MUSKOGEE CITY COUNTY 911 TRUST	24,000.84	monthly dispatch fees
243297 MUSKOGEE COUNTY CLERK	148.00	filing fees
243298 MUSKOGEE COUNTY TRANSIT AUTHOR	13,271.51	transportation services
243299 MUSKOGEE REDI-MIX LLC	2,280.00	concrete contractor
243300 MUTUAL OF OMAHA INSURANCE CO	16,997.71	insurance
243301 NEIGHBORS BUILDING NEIGHBORHOO	40,000.00	fy24 cooperative
243302 OFFICE CONNECTIONS LLC	25.92	office supplies
243303 OFFICE DEPOT	592.81	office supplies
243304 OKLAHOMA DEPT OF LABOR	370.00	boiler inspections
243305 OKLAHOMA EMPLOYMENT SECURITY	903.94	misc
243306 OKLAHOMA NATURAL GAS	189.59	city utilities
243307 OKLAHOMA TURNPIKE AUTHORITY (O	9.05	toll
243308 OLSSON ASSOCIATES	1,100,000.00	wastewater plant design/engineering



243309 ONE SOURCE WATER LLC	85.88	misc
243310 OPTIMUM BUSINESS	32.00	communications
243311 OREILLY AUTO PARTS	2,032.63	fleet parts
243312 OTA-PLATEPLAY	29.20	toll
243313 P & K EQUIPMENT	126.95	misc
243314 PARADE SPECIALTIES	1,930.00	st francis float sponsorship
243315 PATE INDUSTRIAL SUPPLY INC	114.19	misc
243316 PORTCITY BODYSHOP INC DBA SAFE	125.00	fleet service
243317 RP POWER, LLC	82,604.90	liftstation 9 generator/switch
243318 SADLER PAPER COMPANY	24.16	janitorial/misc supplies
243319 SAMUEL BUELLER	20.00	employee misc
243320 KEN SLIGER	32,600.00	boiler rental civic center
243321 STEIDLEY & NEAL, PLLC	4,326.66	litigation expenses
243322 STEWART MARTIN EQUIPMENT	133.85	misc
243323 TECHNICAL PROGRAMMING SERVICES	1,020.21	bill notices
243324 TLS GROUP, INC	6,250.00	signal maintenance
243325 TOTAL ADMINISTRATIVE SERVICES	166.00	misc
243326 UNIFIRST HOLDINGS LP	1,472.27	uniforms
243327 UTILITY TECHNOLOGY SERVICES IN	5,250.00	commercial meters/repair
243328 VULCAN INC	4,735.50	share the road signs
243329 W & W INVESTMENTS-AKERS COLLIS	3,865.49	fleet collision repairs
243330 WAR MEMORIAL PARK TRUST AUTHOR	16,464.25	2nd quarter funds
243331 WELDON PARTS - MUSKOGEE	431.04	misc
243332 WEST TERMITE & PEST MGMT. INC.	2,041.49	pest control contractor
243333 XPRESS WELLNESS LLC	9,240.00	medical services
243334 GARY GARVIN D	1,500.00	contractor
243335 GREEN COUNTRY BEHAVIORAL HEALT	2,801.42	health services
243336 JOHN DEERE FINANCIAL F.S.B.	895.36	misc
243337 MAIN STREET MUSKOGEE, INC	25,000.00	4thQuarter services
243338 RETAIL ATTRACTIONS LLC	4,000.00	retail development consultant
243339 ELAN FINANCIAL SERVICES	50.00	misc
243340 GUILLIAM, JENNIFER	175.43	utility refund
243341 AMERICAN FREIGHT, LLC	228.53	utility refund
243342 BAUTISTA, CAROLINA (MA)	31.71	utility refund
243343 BENEDICT, TSIANINA	49.76	utility refund
243344 CO, KELLY & KIM, AN THANH	10.45	utility refund
243345 COLONY FINE HOMES	86.37	utility refund
243346 COX, KIMBERLY (SAM)	46.34	utility refund
243347 DIOMAND CREEK LLC	90.00	utility refund
243348 FASTLANE INVESTMENTS, LLC	44.24	utility refund
243349 FLEENOR, JULIE D	33.78	utility refund
243350 HALL, MARY J	59.68	utility refund
243351 HERNANDEZ ROLDAN, KAREN	100.00	utility refund
243352 JOHNSTON, RONNA	21.71	utility refund
243353 MENDEZ, MELODY	5.62	utility refund
243354 MID CONTINENT CONSTRUCTION	69.86	utility refund
243355 MUSKOGEE APARTMENTS 4 LLC	52.42	utility refund

243356 NGUYEN, TU DINH	9.94	utility refund
243357 RAPER, CHARLES S	57.56	utility refund
243358 RAY LEANN	50.45	utility refund
243359 REDO, ARMA	31.71	utility refund
243360 RHODEN, DALTON & ALLISON	31.37	utility refund
243361 ROBISON, EVA M	17.37	utility refund
243362 STONE, STEPHANIE D	31.71	utility refund
243363 VELASCO, ANDRES ALFREDO	32.91	utility refund
243364 DELTA DENTAL PLAN OF OKLAHOMA	22,664.84	insurance
243365 DELTA DENTAL PLAN OF OKLAHOMA	534.42	insurance
243366 THE ZERO CARD, INC.	10,127.54	insurance
243367 DUSTIN STAFFORD	25.00	employee misc
243368 ABIGAIL WRIGHT	12.00	travel/education
243369 ACCURATE LABS & TRAINING CENTE	1,065.00	water testing/lab
243370 ACTION GROUP STAFFING	5,955.64	temp employees
243371 ACTION IMPRINTS	3,538.80	okie triathlon shirts
243372 ADMIRAL EXPRESS, LLC	100.77	office supplies
243373 ADVANCED WORKZONE SERVICES	1,975.40	cemetery signs
243374 AMERICAN RED CROSS-TRAINING SE	368.00	lifeguard certifications
243375 APAC CENTRAL INC	20,098.53	road materials
243376 B & R ELECTRIC SERVICE INC	13,065.00	electrical supplies/service
243377 BANK OF OKLAHOMA-WEALTH MANAGE	832.71	bond trustee fees
243378 BCS INSURANCE COMPANY	65,509.49	insurance
243379 THE BECKMAN COMPANY	60.00	misc
243380 DOUGLAS DEAN DIETER	8,900.00	abatement
243381 BENITA HOTEMA	446.90	travel/education
243382 VIDA BERRY	458.33	sf instructor
243383 BLESSED GROUND MAINTENANCE	655.00	misc
243384 BROKEN ARROW ELECTRIC	236.40	electrical supplies/service
243385 BRYCE NEWTON	88.00	employee misc
243386 CAGLE'S FLOWERS & GIFTS	65.00	misc
243387 SHEENA CAUTHON	50.00	umpire
243388 CDW GOVERNMENT INC	398.65	misc
243389 CHAD FARMER	99.99	employee misc
243390 TRENT CHANCELLOR	165.00	umpire
243391 CHARBONNEAU, BILLY JO	100.00	sf instructor
243392 CONNECT DME, LLC	860.00	medical supplies
243393 CORE & MAIN LP	972.00	hydrants/pipes/fittings
243394 COWAN GROUP ENGINEERING LLC	4,234.72	contractor
243395 CREATIVE APPAREL & MORE	95.70	uniforms
243396 DELL MARKETING LP	6,502.28	IT hardware/supplies
243397 DEPARTMENT OF ENVIRONMENTAL QU	649.52	misc
243398 DIRECT TRAFFIC CONTROL INC	162.00	misc
243399 MERCURY PRESS PLUS	240.24	misc
243400 EMPLOYEE NAVIGATOR, LLC	105.00	software
243401 ERGON ASPHALT & EMULSIONS INC	1,210.98	tach oil provider
243402 EXCHANGE CLUB OF MUSKOGEE	110.00	misc

243403 EXPRESS EMPLOYMENT PROFESSIONA	2,289.04	temp employees
243404 FASTENAL COMPANY	491.15	misc
243405 FEDEX	56.73	overnight mailing
243406 AVERY LAWN CARE	4,088.00	lawncare
243407 FIVE STAR OFFICE SUPPLY	524.87	office supplies
243408 FLEET FUELS	20,449.58	main station fuel
243409 FLEETPRIDE INC	470.00	fleet misc
243410 FROST OIL CO., LLC	3,532.50	fuel
243411 BRADLEY GARNER TY	150.00	event security
243412 GAYE LINDUFF	47.71	travel/education
243413 KARLA D GIBSON	100.00	sf instructor
243414 MIKE GRACE	150.00	umpire
243415 GRAINGER	738.99	pw parts/supplies
243416 HARRISON TIRE & SUPPLY	205.00	fleet
243417 USA BLUEBOOK	71.55	misc
243418 HOGLE COMPANY	34,715.95	parks RV pedestals install
243419 HOLLOWAY UPDIKE AND BELLEN INC	3,145.00	HHeights spillway/Hwy69 sewer
243420 IBT INC	41.50	misc
243421 JIM RUSTY HARRIS	19.61	employee misc
243422 JOHN DEERE FINANCIAL F.S.B.	38.26	misc
243423 JMDG	123.42	misc
243424 KATRINA BODENHAMER	72.28	employee misc
243425 KAREN LAUDERDALE	50.00	sf instructor
243426 LAZY J PROPERTIES, ANGELA YOUN	75.00	sf instructor
243427 LOCKE SUPPLY CO	78.64	misc supplies
243428 AMY LOVE D	25.00	sf instructor
243429 LOWES	1,240.78	misc supplies/parts
243430 MAGGIE EASTON	285.26	travel/education
243431 MARC MILLER BUICK-GMC, INC.	114.37	fleet service
243432 MARVIN'S MOWERS AND OUTDOOR LL	901.76	misc supplies
243433 MASON DAVENPORT	108.19	employee misc
243434 MATLOCK SECURITY SERVICES	237.50	misc
243435 MCINTOSH CORP	535.67	contractor
243436 MIKE HALEY	152.78	employee misc
243437 MORGAN SERVICES COMPANY LLC	520.00	tow services
243438 MUSKOGEE COUNTY TRANSIT AUTHOR	13,271.51	transportation services
243439 MUSKOGEE DAILY PHOENIX	37.80	ad/subscriptions
243440 MUSKOGEE LOCK & KEY	227.15	misc
243441 MUSKOGEE REDI-MIX LLC	5,640.50	concrete contractor
243442 NEWTON, BRYCE DBA	305.00	misc
243443 OFFICE CONNECTIONS LLC	574.47	office supplies
243444 OG&E - ACCT #35947999-5	115,219.85	city utilities
243445 OKLAHOMA NATURAL GAS	2,997.00	city utilities
243446 ONE SOURCE WATER LLC	113.52	misc
243447 OREILLY AUTO PARTS	1,952.36	fleet parts
243448 OTA-PLATEPLAY	21.00	toll
243449 PENCCO INC	8,624.00	chemical contractor

243450	PORTCITY BODYSHOP INC DBA SAFE	85.00	fleet service
243451	ADAM M. POTTS DBA LAWNSTARS	3,650.00	mowing services
243452	PREMIER TRUCK GROUP	1,394.18	fleet parts
243453	PREMIER USA INC.	1,183.68	temp employees
243454	PUSH*PEDAL*PULL	302.52	pd gym equipment maintenance
243455	SHERRY S. RICE	175.00	sf instructor
243456	KATHERINE ROSE C	125.00	umpire
243457	ROY'S UPHOLSTERY	125.00	misc
243458	SADLER PAPER COMPANY	961.78	janitorial/misc supplies
243459	SAMANTHA HENDERSON	12.00	travel/education
			civic center hvac remodel council
243460	KEN SLIGER	123,500.00	approval 12/11/23
243461	SOUTHERN TIRE MART, LLC	925.00	fleet
243462	STAUB INVESTMENTS INC. DBA GAL	48.00	misc
243463	STEWART MARTIN EQUIPMENT	251.18	misc
243464	SUDDENLINK	660.00	IT-internet service
243465	SUPERIOR LINEN SERVICE INC	213.22	misc
243466	TERA SHOWS	81.74	travel/education
243467	THUNDER KIRK	88.00	employee misc
243468	TOMMY NIX AUTO GROUP, LLC	699.20	fleet services
243469	TRISHA JOANN TERRELL	49.58	travel/education
243470	TURNER MASONRY	450.00	masonry work
243471	TWIN CITIES READY MIX INC	1,155.00	concrete contractor
243472	UNIFIRST HOLDINGS LP	1,146.03	uniforms
243473	VERIWATT LLC	35,525.20	civic center solar panels
243474	WASTE MANAGEMENT OF OKLAHOMA I	24,123.34	landfill
243475	CINDY WAYMAN	1,254.00	sf instructor
243476	LAURA WICKIZER	75.00	sf instructor
243477	DOCK WORKS	850.00	misc
243478	YORK & MAIN EQUITY GROUP INC	51,573.00	sewer repairs
243479	BANKS, LEIGH	40.25	utility refund
243480	CAPSTONE HOLDINGS, LLC	37.23	utility refund
243481	COLONY FINE HOMES	86.37	utility refund
243482	GORDON, FRANKLIN	31.71	utility refund
243483	HAMPTON, JODIE L	29.30	utility refund
243484	LINGBECK, MEGAN LYNN	43.90	utility refund
243485	MARTINEZ-TORRES, ERICA	31.71	utility refund
243486	PETTIT, JARROD	17.57	utility refund
243487	RITCHEY, JIM & KAREN	14.59	utility refund
243488	TOMMY NIX CDJR OF MUSKOGEE	441.64	utility refund
243489	WATSON, KURT	3.03	utility refund

**Purchasing Committee**

**3.**

**Meeting Date:** 05/13/2024

**Submitted For:** Dennis Read, Finance

**Initiator:** Dennis Read,  
Treasurer

**Department:** Finance

**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider approval to authorize the City Manager to execute an Engagement Letter with Crawford and Associates, Certified Public Accountants, to perform audit preparation and produce financial statements for the FY2024 audit, or take other necessary action. (Dennis Read)

**BACKGROUND:**

The City of Muskogee contacted Crawford and Associates to perform audit preparation for FY2023-2024. Crawford and Associates can schedule the audit preparation work beginning in September 2024. The cost of their audit preparation is on an hourly basis and they cannot give a not-to-exceed limit on their fees.

**RECOMMENDED ACTION:**

Authorize the City Manager to execute the audit preparation engagement letter with Crawford and Associates for the fiscal year 2024.

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**Fiscal Impact**

**Attachments**

FY24 Engagement Letter (Crawford)

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April 29, 2024

Honorable Mayor and Members of the City Council  
City of Muskogee  
PO Box 1927  
Muskogee, OK 74402

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Muskogee (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Muskogee management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Muskogee contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

### **Scope of Services**

The scope of professional services that are available and can be provided to the City of Muskogee are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

#### Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

#### Initial Services Requested

- Preparation of Annual Financial Statements
- Audit preparation assistance

### **Services Related to the Preparation of Annual Financial Statements**

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Muskogee, Oklahoma as of and for the year ended June 30, 2024. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

### *Crawford & Associates' Responsibilities*

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

### *Management Responsibilities*

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements



e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Muskogee, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

#### **Other Requested and Available Services**

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

#### **Access to Working Papers and Reports**

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

#### **Fees and Costs**

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.



Standard Hourly Rates:

- Firm President \$265
- Shareholders \$180
- Senior Managers \$160
- Managers \$140
- Senior Professional Staff \$120
- Professional Staff \$80
- Clerical Staff \$50

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request. In the event we complete FY 2024 prior to the end of FY 2025, we may begin interim preparations in the spring of 2025 to facilitate a more timely issuance of FY 2025's financial statements.

The term of this engagement is a period from July 1, 2024 through June 30, 2025. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

**Acceptance**

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Muskogee.

Respectfully submitted and agreed to by,



Frank Crawford  
Crawford and Associates, P.C.

**Accepted and agreed to for the City of Muskogee:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_