



ORDINANCE 385-2026

AN ORDINANCE ESTABLISHING THE SCHEDULE OF PERMITS AND FEES OF THE CITY OF STILWELL, TO ESTABLISH THE VALUES HEREIN, EFFECTIVE JULY 1, 2026, AND REPEALING ALL PREVIOUS ORDINANCES 385-** AND AMENDMENTS THERETO.**

WHEREAS, in order to fulfill the needs of the community, policies and regulations are necessary to provide a framework for care and safety of the citizens of the City of Stilwell; and

WHEREAS, a periodic update of fees and permits for facilities and activities within the City of Stilwell is of paramount importance for intelligent oversight and fiscal responsibility, and

WHEREAS, the responsibility for such is the lawful responsibility of the City of Stilwell,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF STILWELL, OKLAHOMA:

ARTICLE 1 – REQUIRED FEES AND PERMITS

The City of Stilwell requires the following permits to be obtained before action and the listed fee to be paid in advance.

- | | |
|---------------|-------------------------------|
| • Article 2 | Permits & Inspections |
| • Article 3 | Trade Permits |
| • Article 4 | Property Maintenance |
| • Article 5 | Occupational License |
| • Article 6 | Municipal Permits and Actions |
| • Article 6.1 | Open Records |
| • Article 7 | Sanitation |
| • Article 7.1 | Ambulance |
| • Article 8 | Parks |

All fees are payable at City Hall with the following exception:

- Monthly Sanitation and Ambulance fees are included in the monthly Stilwell Utility bill.

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ARTICLE 2 – PERMITS AND INSPECTIONS

SECTION 1 – Construction Permits & Inspection Fees

Overall Code Compliance Plan Review

The City of Stilwell is the authority having jurisdiction in commercial construction within the City limits.

1. All new construction or substantial remodeling for commercial facilities requires an architectural review prior to a permit being issued. This review will be done by either the State Fire Marshall or an outside contractor.
2. The construction requires two sets of printed blueprints or emailed blueprints be submitted to the Community Development Department.
3. Once the plans are received, the cost of the review will be determined by the square footage of the construction, in accordance with the current contracted rate of the reviewing body. Once determined, the review fee must be paid prior to the actual review taking place. (Note: No portion of this fee is retained by the City)
4. Once the plans are approved, a building permit can be issued in accordance with the fee schedule listed below.

1 & 2 Family Dwellings:

New Construction:

- \$.10 per ft² of living area with a minimum of \$50.00 per permit plus an additional \$50.00 for inspections.

Remodel:

- \$.07 per ft² of living area with a minimum of \$25.00 per permit plus additional \$12.50 per required inspection to cover electrical, plumbing, and mechanical inspections. Total inspection fees should not exceed \$50.00 for remodel permits.

Multi-Family Dwellings:

New Construction:

- \$.10 per ft² of living area with a minimum of \$50.00 plus an additional \$50.00 per apartment to cover inspections.

Remodel:

- \$.07 per ft² of living area plus an additional \$12.50 per required inspection to cover electrical, plumbing, and mechanical inspections. Total inspection fees should not exceed \$50.00 per apartment.

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Accessory Buildings:

New Construction:

- \$.10 per ft² but not less than \$30.00 per permit plus an additional \$12.50 per required inspection not to exceed \$60.00

Remodel:

- \$.07 per ft² but not less than \$30.00 per permit plus an additional \$12.50 per required inspection not to exceed \$60.00.

Boarding Houses, Hotels, Motels, & Dormitories:

New Construction:

- \$.10 per ft² of conditioned space plus an additional \$50.00 per room without a kitchen or \$75.00 with a kitchen to cover inspection fees.

Remodel:

- \$.07 per ft² of conditioned space plus an additional \$25.00 per inspection not to exceed \$75.00 without a kitchen or \$100.00 with a kitchen.

Non-Residential or Commercial:

New Construction:

- \$.15 per ft² of conditioned space plus an additional \$.05 per ft² or a minimum of \$200.00 to cover inspections.

Remodel:

- \$.07 per ft² of conditioned space plus an additional \$25.00 per required inspection. Total inspection fees shall not exceed \$.05 per ft² or be less than \$200.00.

In-ground Swimming Pools:

New Construction:

- \$50.00 per permit plus an additional \$25.00 per required inspection.

Portable Carports:

New Construction:

- \$25.00 per permit.

Demolitions:

- \$50.00 per permit which includes required inspections.

Other Construction:

Driveways, culverts, curbs, burn-pits, or any other construction not named above:

- \$.07 per ft² with a minimum of \$10.00 per permit plus an additional \$25.00 for required pre- and post-inspections. Any required additional inspections are \$12.50 each.

Re-Inspection Fees:

Any item that does not meet code and must be re-inspected will require a 24-hour notice for re-inspection and payment of a \$25.00 re-inspection fee to be paid at the City Office prior to re-inspection unless otherwise stated above.

SECTION 2 – Signs

Permanent signs:

- \$.10 per square foot with a minimum of \$10.00 and
- inspection fee of \$25.00 per required inspection

Yard sale and temporary signs:

- No fee

SECTION 3 – OUBCC Permit Fee:

All building permits require an Oklahoma Uniform Building Code Commission Fee: \$4.50

ARTICLE 3 – TRADE PERMITS

SECTION 1 – General Information

All contractors who wish to do business within the city limits of Stilwell, OK, will be required to have a Trade Permit.

In order to obtain a permit an electrical, mechanical, or plumbing contractor must:

1. fill out an application with the City of Stilwell
2. present a valid Photo ID,
3. present a valid State of Oklahoma Trade license with a current effective date,
4. provide proof of a surety bond and provide current proof of insurance with a minimum liability of \$50,000.00 single limit for bodily injury and property damage.

A roofing contractor must:

1. meet the above requirements and
2. must have a minimum of \$500,000.00 liability insurance for residential roofing, or \$1,000,000.00 for commercial roofing.

All Trade Permits are due and renewable on the anniversary date of permit.

SECTION 2 – Permits and Fees

Electrical Permit:

- Contractor—\$50.00 per year
- Journeyman—\$25.00 per year
- Apprentice—\$10.00 per year

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Mechanical Permit:

- Contractor—\$50.00 per year
- Journeyman—\$25.00 per year

I-2026-002347 Book 0655 Pg 361
 07/21/2026 8:55am Pg 0357-0370
 Fee: \$44.00 Doc: \$0.00
 Timothy Fishinghawk - Adair County Clerk
 State of OK

Plumbing Permit:

- Contractor—\$50.00 per year
- Journeyman—\$25.00 per year
- Apprentice—\$10.00 per year

Roofing Contractor Permit:

- Contractor—\$100.00 per year

Home Inspection Permit:

- Residential Inspector—\$25.00 per year

Building Inspection Permit:

- Building Inspector—\$25.00 per year

ARTICLE 4 – PROPERTY MAINTENANCE

Properties that are found to be in violation of:

1. IPMC (International Property Maintenance Code),
2. IBC (International Building Code),
3. IRC (International Residential Code), or the
4. IEBC (International Existing Building Code)

will be assessed a \$200 fee to offset the cost of required inspection, abatement, or other necessary actions by the municipality.

ARTICLE 5 – OCCUPATIONAL LICENSE

Existing Businesses:

This is an annual permit that businesses are required to obtain by July 31 of every year for the period from July 1 of the current year through June 30 of the next calendar year.

The following information is required to issue an occupation license:

1. Owner

- a. Name

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- b. Physical Address and Mailing Address
- c. Phone Number

I-2026-002347 Book 0655 Pg 362
 07/21/2026 8:55am Pg 0357-0370
 Fee: \$44.00 Doc: \$0.00
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2. Business

- a. Business Name
- b. Physical Address and Mailing Address
- c. Phone Number
- d. Type of Business

New or Relocated Businesses:

For new businesses or businesses that are relocating, an occupational license application must be filled out and an inspection is required.

Occupational Fees:

\$25 per business except as listed below:

Fees Relating to the Sale of Alcoholic Beverages (37A § 1-103) are set forth as follows:

- Brewer, per year 600.00
- Brewpub, per year 600.00
- Distiller, per year....600.00
- Rectifier, per year 1200.00
- Retail spirits store 600.00
- Retail beer and wine store 500.00
- On premises mixed beverages, first year 500.00
 - Renewals, per year 400.00
- On premises beer or wine, first year 500.00
 - Renewals, per year 400.00
- Mixed beverage/caterer combination 750.00
 - Renewals, per year 600.00
- Winemaker, per year 500.00
- Wholesaler, Wine and Spirits per year 1500.00
- Wholesaler, Beer Distributor per year 500.00

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Penalty for Late Payment of Non-Alcoholic Occupational Fee:

Schedule of Late Fees and Amounts Due:

Until July 31	\$25 fee	
August 1 through August 31	\$25 fee plus additional \$10	= \$35 Total
September 1 through September 30	\$35 plus additional \$15	= \$50 Total
October 1 through October 31	\$50 plus additional \$25	= \$75 Total

On or after November 1 – the business can be summarily closed until it is in compliance with all city ordinances.

ARTICLE 6 – MUNICIPAL PERMITS AND ACTIONS

Burn Permit:

- \$10.00 for 3 days
- City residents 65 & over no charge, but must obtain a permit prior to burning, proof of residency and age is required.

Residential Sale Permit:

- \$5.00 for 3 days
- City residents 65 & over no charge, but must obtain a permit prior to sale, proof of residency and age is required.

Accident Report:

- \$10.00

Fire Report:

- \$10.00

Fingerprinting Fee:

- \$10.00

Community Building Fees:

- All Rentals: \$150.00 deposit/\$100.00 rental
- If Police Security is required, there will be an additional \$25.00/hr. fee with a 4-hr. minimum.

Animal Fees:

- Pet License (for 12 months from purchase date): \$5.00
- Animal Control pick-up fee:
 - 1st \$50.00
 - 2nd \$75.00
 - 3rd \$100.00
 - 4th Not returned to owner and put up for possible adoption
- Boarding fee per day after pick-up: \$25.00 per day
- Animal Surrender: \$50.00

Temporary Vendor:

Mobile Food Vendors, as defined in Oklahoma Statue, must request and receive a City of Stilwell vendor permit prior to vending within the City of Stilwell. The City of Stilwell must review and approve or disapprove the permit request within five(5) business days. The following requirements are required to receive a vendor permit.

- 1 Vending is only allowed within zoned commercial areas. The exception being vending is allowed in residential areas provided the mobile vendor has been invited by the resident, group of residents, or their guests; provided that the operation of the mobile vendors on the

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- property does not exceed 12 days per year. And the mobile food vendor does/would not cause a nuisance.
- 2 Vending shall not operate in a manner that will interfere with the free passage of pedestrians or vehicles along any street, sidewalk, or parkway.
- 3 When operating, a mobile food vendor shall:
- A Maintain a food vending vehicle in good operating order.
 - B Provide a waste receptacle for customers that is visible and request that customers use it.
 - C Remove and dispose of all refuse within a twenty-five-foot radius of the mobile food vendor's operating area at the conclusion of operation
 - D Display the mobile food vendor's food establishment license and permits in a conspicuous location for public view.
 - E If serving food at a temporary mass gathering, notify the State Department of Health and the local authority in the jurisdiction where the gathering is to be located of the dates the mobile food vendor will operate at the temporary mass gathering at least ten (10) business days prior to the gathering.

Mobile food vendors must adhere to the following

- 1 Cannot operate a noise making device that exceeds 75 decibels, measured at 23 feet from the vending vehicle between the hours of 9:00 p.m. to 7:00 a.m.
- 2 Cannot operate inside the City of Stilwell parks without receiving a park permit issued by the City of Stilwell, the fees will be in accordance with the current Ordinance 385-****.
- 3 Location of the mobile food must be approved prior to placement to ensure it does not interfere with, block or restrict ingress or egress from private property.
- 4 Can not receive a permit for vending at an event that has been permitted by special event, the permit must be granted through the organizer of the special event.

Permits will be issued in accordance with the following:

- 1 State Permit Holders
 - A Are required to show proof of a valid state permit
 - B Are required to show valid Health certificate
 - C Are required to show a valid Tax Commission License
 - D Are required to show proof of a state or local certified fire inspection within the past year.
 - E Are required to pay a \$5.00 administrative fee for a city permit.
- 2 Vendors without a State permit
 - A Are required to show valid Health certificate
 - B Are required to show a valid Tax Commission License
 - C Are required to show proof of a state or local certified fire inspection within the past year.
 - D Are required to pay a \$5.00 administrative fee for a city permit plus the following stated vending fee:
 - a. One Day License \$10.00 – Total fee \$15.00
 - b. Three Day License \$25. 00 – Total fee \$30.00
 - c. One Week (7 days) \$50. 00 – Total fee \$55.00
 - d. One Month (30 days) \$150. 00 – Total fee \$155.00

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- e. Three Months (90 Days) \$300.00 – Total fee \$305.00
- f. Six Months (180) days \$500.00 – Total fee \$505.00

Special Event:

\$25 fee plus refundable cleaning deposit as follows:

- Zero (0) to five (5) vendors \$100.00
- Six (6) to ten (10) vendors \$200.00
- Eleven (11) or more vendors \$300.00

Machine, Door to Door

- Machine: \$25.00 (per vendor per 12 months)
- Door to Door:
 - One Day License \$10.00
 - Three Day License \$25.00
 - One Week (7 days) \$50.00
 - One Month (30 days) \$150.00

Telecommunications:

- Special Permit (12 Months): \$250
- Annual Renewal: \$200

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ARTICLE 6.1 – OPEN RECORDS

General:

- Estimated Document fees for requests, a) over \$75 or b) if the requestor has outstanding fees, shall be paid in advance with over payments returned.
- The minimum search fee, if required, shall be for one hour.
- Fees will be charged if the request is made solely for commercial purposes. Commercial purpose means the request is for resale, use in trade, or advancement of business interests rather than public interest purposes.
- Documentation of purpose is required for news media requests, scholarly research, and taxpayer oversight requests as they are normally free of search fees.
- Search fees will be assessed when the request causes excessive disruption of the essential functions of the public body.

*Oklahoma authorities typically interpret this as requests requiring multiple staff members to work for extended periods or requests that would prevent staff from performing critical day-to-day functions.

Document Search

- Office personnel..... \$25.00 per hour
- Clerk/Paralegal/Legal Assistant \$50.00 per hour
- Attorney \$85.00 per hour

Document Copying

- Black & White (up to 8½" x 14") \$0.25 per page
- Color \$0.50 per page
- Certified Copy \$1.00 per page
- Digital \$0.15 per page
- Flash Drive Actual Cost + \$5.00

Other:

- Legal Review & Redaction Fee
 - Clerk/Paralegal/Legal Assistant \$50.00 per hour
 - Attorney \$85.00 per hour
- Computer Programming & Data Processing Fee.....\$45.00 per hour
*Prior to charging a Legal Review & Redaction Fee or a Computer Programming & Data Processing Fee, the City will advise requester with an estimate of time and total fee.

ARTICLE 7 – SANITATION

SECTION 1.

The basic rate for collection and removal of garbage and refuse by the City of Stilwell is as follows (Commercial rates apply to all Business and non-residential):

- In City Residential Base Rate \$13.50 per month 1 day per week pick-up
- Out of City Residential Base Rate \$18.50 per month 1 day per week pick-up
- Commercial Base Rate 1 \$29.00 per month 1 day per week pick-up
- Commercial Base Rate 2 \$31.50 per month 2 day per week pick-up
- Commercial Base Rate 3 \$34.00 per month 3 day per week pick-up
- Commercial Base Rate 4 \$36.50 per month 4 day per week pick-up
- Commercial Base Rate 5 \$39.00 per month 5 day per week pick-up

SECTION 2.

The Dumpster rates for collection and removal of garbage and refuse are as follows:

1 day per week pick-up.

- 1st Dumpster Additional \$26.00 per month
- 2nd Dumpster Additional \$18.00 per month
- 3rd Dumpster Additional \$14.00 per month

2 days per week pick-up

- 1st Dumpster Additional \$30.00 per month
- 2nd Dumpster Additional \$22.00 per month
- 3rd Dumpster Additional \$18.00 per month

3 days per week pick-up

- 1st Dumpster Additional \$34.00 per month
- 2nd Dumpster Additional \$26.00 per month
- 3rd Dumpster Additional \$22.00 per month

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4 days per week pick-up

- | | | |
|----------------|------------|--------------------------|
| • 1st Dumpster | Additional | <u>\$38.00</u> per month |
| • 2nd Dumpster | Additional | <u>\$30.00</u> per month |
| • 3rd Dumpster | Additional | <u>\$26.00</u> per month |

5 days per week pick-up

- | | | |
|----------------|------------|--------------------------|
| • 1st Dumpster | Additional | <u>\$42.00</u> per month |
| • 2nd Dumpster | Additional | <u>\$34.00</u> per month |
| • 3rd Dumpster | Additional | <u>\$30.00</u> per month |

SECTION 3.

Short-term dumpster rental is available. The fee for the rental is \$100.00 for one week and includes one dump. Additional dumps will cost \$25.00 each.

SECTION 4.

All City residents who are age 65 or older can receive a 20% discounted rate for trash services within the city. To receive the discount, an application must be made at Stilwell City Hall. Proof of residency and age is required.

SECTION 5.

Out of city trash pick-up is available only for those who live adjacent to the City of Stilwell boundaries or an established trash route as determined by the Sanitation Department.

ARTICLE 7.1 – AMBULANCE

SECTION 1.

All Stilwell Utility customers (not accounts) shall pay a \$5.00 monthly Ambulance fee.

SECTION 2.

The fee listed in Section 1 above shall be provided exclusively and completely to the Adair County Ambulance Service.

ARTICLE 8 – PARKS

SECTION 1.

Adair Park

Camping – Campers must follow the rules and regulations of Ordinance 419 and any future updates or replacements.

- Daily Rate is \$20.00
- Weekly rate, seven days, is \$100.00
- No person may stay at one site longer than 14 consecutive days.

Pavilion Reservation

- \$10.00 for 6 hours plus \$50.00 refundable deposit.
- \$20.00 for 6:00 a.m. to 11:00 p.m. plus \$50.00 refundable deposit.

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I-2026-002347 Book 0655 Pg 368
 07/21/2026 8:55am Pg 0357-0370
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SECTION 2.

Carson Park

Splash Pad – \$50.00 refundable deposit plus:

- Two Hours \$100.00
- One Hour \$60.00

SECTION 3.

All Park Facilities

Tournaments – contract required

- Carson Park – type-specific fees plus a \$100.00 refundable deposit.
- Adair Park – \$200.00 plus a \$100.00 refundable deposit.
- Other – type-specific fees and refundable deposit.

Use of specific park area

- Gathering of 25 people or less is \$50.00 plus \$100.00 refundable deposit
- Gathering of 25 to 50 people is \$100.00 plus a \$150.00 refundable deposit
- Gathering of 50 to 75 people is \$150.00 plus a \$200.00 refundable deposit
- Gatherings larger than 75 people would require permission from the City Council, a \$200.00 fee, and a \$300.00 refundable deposit.

All of the aforementioned fees in this section can be waived or changed by the City Council, however deposits will remain due to the potential cleanup or damage that may occur.

ARTICLE 9 – PENALTY FOR NON-COMPLIANCE

Any person, firm, or corporation in violation of the requirements of this ordinance:

1. May be subject to a penalty in the amount equal to, but not more than, twice the amount of the original fee(s) assessed for every month they are in violation.
2. Any work being done may be stopped until compliance with proper permits and licenses are obtained.
3. If work already completed interferes with a full and complete inspection, it may be required to be removed to ensure compliance with current ordinances.
4. After three months of non-compliance, a commercial facility can be summarily closed until the facility is in compliance.

ARTICLE 10 – REPEAL AND SEVERABILITY

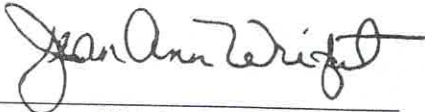
1. This Ordinance, and all within, shall be effective from July 6, 2026, until updated and/or replaced by the council.
2. All Ordinances 385-**** and any Amendments thereto are hereby repealed.
3. Any and all other existing ordinances or portions thereof in conflict herewith be and the same are hereby repealed.
4. The provisions of this ordinance shall be severable and, if any of the provisions shall be held in contravention of the Constitution and laws of the State of Oklahoma, the decisions of the court shall not affect the validity of the remaining portions.

5. It is the intent of this ordinance that the same would have been adopted had such unconstitutional or unlawful provisions, if any, not been included herein.

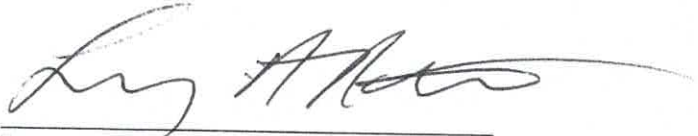
PASSED by the City Council this 6th day of July, 2026.

APPROVED by the Mayor this 6th day of July, 2026.

ATTEST:



Jean Ann Wright, Mayor



Larry A. Nettles, City Clerk-Treasurer



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AFFIDAVIT OF PUBLICATION

County of Adair, State of Oklahoma

Stilwell Democrat Journal
118 N. 2nd St
Stilwell, OK 74960
918-696-2228

I, Heather Kilpatrick, of lawful age, being duly sworn upon oath, deposes and says that I am the "authorized representative" of the Stilwell Democrat Journal a weekly publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Stilwell for the County of Adair, in the State of Oklahoma. The attachment hereto contains a true and correct copy of what was published in the regular edition of said newspaper, and not in a supplement, in consecutive issues on the following dates:

1st insertion July 10, 2026
2nd insertion _____, 2026
3rd insertion _____, 2026
4th insertion _____, 2026
5th insertion _____, 2026

Heather Kilpatrick
Publisher

Signed and sworn to before me
on this 10 day of July, 2026.

Kelsey Lynch
Notary Public

My Commission expires: July 21, 2029
Commission #25008584



PUBLICATION FEE: \$ 294.50
Calculation measurement:
upon request

Published in the Stilwell Democrat Journal on July 16, 2026
ORDINANCE 385-2026
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(Full language of Ordinance is available at City Hall during normal business hours -
Changes were made to Adair Park Pavilion Reservation fees (reduced) and Open Records fees to match State Law)
PASSED by the City Council this 6th day of July, 2026.
APPROVED by the Mayor this 6th day of July, 2026.
EMERGENCY CLAUSE SEPARATELY APPROVED this 6th day of July, 2026.

ATTEST:

/s/ Jean Ann Wright
Jean Ann Wright, Mayor
/s/ Larry A. Nettles
Larry A. Nettles,
City Clerk-Treasurer

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JUL 20 2026

CITY CLERK'S OFFICE
Stilwell, OK

AFFIDAVIT OF PUBLICATION

County of Adair, State of Oklahoma

Stilwell Democrat Journal
118 N. 2nd St
Stilwell, OK 74960
918-696-2228

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2nd insertion _____, 2026
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Heather Kilpatrick
Publisher

Signed and sworn to before me
on this 16 day of July, 2026.

Kelsey Lynch
Notary Public

My Commission expires: July 21, 2029
Commission #25008584



PUBLICATION FEE: \$ 29.40
Calculation measurement:
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ATTEST:

/s/ Jean Ann Wright
Jean Ann Wright, Mayor
/s/ Larry A. Nettles
Larry A. Nettles,
City Clerk-Treasurer

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JUL 20 2026

CITY CLERK'S OFFICE
Stilwell, OK

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County of Adair, State of Oklahoma

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Larry A. Nettles,
City Clerk-Treasurer

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CITY CLERK'S OFFICE
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