

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

This meeting shall be by videoconference/teleconference participation:

**Saturday; February 20, 2021; 8:00 a.m.**

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust  
Members attending remotely (videoconference/teleconference) shall be:

Mary Myrick (video/teleconference)  
Clay Chapman (video/teleconference)  
Chuck Mai (video/teleconference)  
Kris Brule (video/teleconference)  
Joanne Chinnici (video/teleconference)  
Members attending physically shall be:

Members of the Public who would like to participate via video/teleconference:

Join Zoom Meeting

<https://zoom.us/j/7712678360?pwd=UjZVdUhpWENBdEw2Zi83cG95amZGUT09>

**Meeting ID - 771 367 8360**

**Password - Carlton**

or

1 346-248-7799 or 1 669-900-6833

Meeting ID#: 771 267 8360#

Participant ID #: 236541#

To sign up to speak on an agenda item or “Citizens wishing to comment,” or ask questions about the meeting, email City Clerk at [jansummers@me.com](mailto:jansummers@me.com) or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and agenda item or topic to discuss.

Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak.

Citizens will be limited to three (3) minutes to speak.

You may also use the “Raise Hand” feature during the item you wish to comment on.

**NOTICE AND AGENDA**

1. Call to Order

2. Roll Call

**Consent Items**

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Trust member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

3. Approval of Minutes:

a. [Regular Meeting of the Board of Trustees of January 16, 2021](#)

4. [Acknowledge receipt of Claims and Purchase Orders Report](#)

5. Items Removed from Consent Agenda
6. Consider, discuss and approve Resolution 2021-02-01 of the Board of Trustees of the Town of Carlton Landing calling for elections to occur at the Biennial Town Meeting on April 6, 2021, or take any other appropriate action.  
Exhibit: Resolution 2021-02-01
7. Consider, discuss and approve a Task Authorization with Freese and Nichols for developing a lighting policy for the Town based on Dark Sky principles; develop lighting standards and prepare contract documents for lighting one intersection, or take any other appropriate action.  
Exhibit: Street Light Task Authorization, Street Light Pilot Project
8. Reports
  - a. Sales Tax Revenue and other Financial Reports, Statement of Revenue and Expenditures TOCL January, SALES TAX COMPARISON by Fiscal Year 8-15-2020
  - b. Town Administrator
  - c. Legal Reports, Comments, and Recommendations to the Governing Body
9. Recognize Citizens wishing to comment on non-Agenda Items  
Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board may email City Clerk at jansummers@me.com or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and topic to discuss. Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak. You may also use the "Raise Hand" feature and speak when recognized by the Mayor. Citizens will be limited to three (3) minutes to speak.
10. Comments and questions by Governing Body members regarding items for future consideration.
11. Adjournment

**I certify that the foregoing Notice and Agenda was posted in prominent view at 10B Boulevard, Carlton Landing, Oklahoma, also known as "Academy Cafeteria" at \_\_\_\_\_ M on the \_\_\_\_th day of February 2021, being at least 24 hours prior to the Regular Meeting described above.**

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**Signature of Person Posting the Agenda**

**Jan Summers**  
**Printed Name of Person Posting the Agenda**

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the Carlton Landing Academy Cafeteria  
Saturday; January 16, 2021

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

**MINUTES**

1. Call to Order

The meeting was called to order at 8:07 a.m. by Mayor Chinnici.

2. Roll Call

PRESENT: Joanne Chinnici  
Mary Myrick  
Kris Brule

ABSENT: Chuck Mai, Clay Chapman

**Consent Items**

3. Approval of Minutes:

a. Regular Meeting of the CL Board of Trustees of December 19, 2020

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Chinnici and seconded by Myrick to accept the consent agenda as presented.

AYE: Myrick, Chinnici, Brule  
NAY: None

5. Items Removed from Consent Agenda

6. Acknowledge and Consent to Collateral Assignment of Concession Agreement (Marina Lease) between the Town of Carlton Landing, Carlton Landing Enterprises, LLC., and Crossfirst Bank for the development and certain improvements of the Marina, or take any other appropriate action  
Exhibits:

The Phase 1 of the Marina Center has been designed in accordance with the requirement of the Eufaula Lakeshore Management Plan Revisions and Master Plan Supplemental Final Environmental Impact Statement, Lease No. DCW56-1-15-268. The Developer, Humphrey's Partners 2009, LLC. is wanting to move forward with the relocation of the Marina and docks to its final identified location, per the Lease agreement. The Marina Concession Lease is with Carlton Landing Enterprises, LLC. This process is intertwined with the Marina Development Agreement which contracts with the Humphrey's Partners 2009 to perform the Marina improvements.

The Collateral Assignment allows Crossfirst Bank to take a first security interest in the Marina Lease Agreement. Under the Town's Master Lease Agreement with the U.S. Corps of Engineers, the Corps has to also agree to any amendment, changes or assignments related to any sub-lease Agreement. I have submitted the proposed Agreement to the Corps. The Corps provided a couple amendments to the proposed Agreement, which adds and clarifies the Corps will need to approve.

Carlton Landing Enterprises and Crossfirst Bank were provided the Corps language changes and are evaluating those changes.

If the Trustees approve the proposed Collateral Assignment of Concession Agreement, it would be submitted to the Corps for their approval.

ACTION: After discussion, no action was taken.

## 7. Reports

- a. Sales Tax Revenue and other Financial Reports (See attached)
- b. Town Administrator (See attached)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall reported her review of consent to collateral agreement

## 8. Recognize Citizens wishing to comment on non-Agenda Items

Daryl Nieto, chairman of the Water Board gave an update of the water treatment plant.

## 9. Comments and questions by Governing Body members regarding items for future consideration. None

## 10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:30 a.m., January 16, 2021

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Mayor

Attest:

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Town Clerk

1/13/2021  
3:27 PM

**General Fund**  
**Bank Register**  
**12/1/2020 to 12/31/2020**

Page 1 of 1

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
<b>General Fund</b>					
<b>Town of CL Checking 9683</b>					
		Beginning Balance			145,662.98
12/4/2020	EFT	RWS Cloud Services		90.00	145,572.98
12/8/2020	1072	Renee Norman		750.00	144,822.98
12/8/2020	1073	OPEH&W		1,424.12	143,398.86
12/8/2020	1074	Kay Robbins Wall		500.00	142,898.86
12/8/2020	1075	OMAG		70.00	142,828.86
12/8/2020	1076	Crawford & Associates, P.C		110.00	142,718.86
12/8/2020	EFT	BOK Credit Card		778.91	141,939.95
12/8/2020	EFT	Kiamichi Electric		98.00	141,841.95
12/8/2020	R-00064	New Town Development	1,808.00		143,649.95
12/8/2020	R-00065	Anchor Homes	3,144.00		146,793.95
12/9/2020	R-00049	Oklahoma Tax Commission	5,753.09		152,547.04
12/9/2020	R-00050	Oklahoma Tax Commission	559.76		153,106.80
12/10/2020	R-00048	Oklahoma Tax Commission	14,225.44		167,332.24
12/11/2020	A-10021	James G Buckley		2,743.57	164,588.67
12/11/2020	R-00051	Oklahoma Tax Commission	91.36		164,680.03
12/14/2020	1077	McAlester News Capital		57.30	164,622.73
12/14/2020	R-00066	New Town Development	786.00		165,408.73
12/15/2020	1078	OMAG		70.00	165,338.73
12/15/2020	1079	Center for Economic Devel		311.00	165,027.73
12/15/2020	EFT	CSA Software		441.05	164,586.68
12/15/2020	EFT	Cross Telephone Co			164,586.68 Voided
12/23/2020	A-10022	James G Buckley		2,511.84	162,074.84
12/23/2020	A-10023	James G Buckley		461.75	161,613.09
12/23/2020	EFT	Williams Scotsman		477.77	161,135.32
12/31/2020	Bank Charges			65.99	161,069.33
12/31/2020	R-00067	TIF Increment	8,268.57		169,337.90
12/31/2020	R-00068	CLEDT	9,996.43		179,334.33
<b>Town of CL Checking 9683 Totals</b>			<b>\$44,632.65</b>	<b>\$10,961.30</b>	<b>\$179,334.33</b>
<b>General Fund Totals</b>			<b>\$44,632.65</b>	<b>\$10,961.30</b>	<b>\$179,334.33</b>
<b>Report Totals</b>			<b>\$44,632.65</b>	<b>\$10,961.30</b>	<b>\$179,334.33</b>
<b>Records included in total = 28</b>					

1/13/2021  
11:26 AM

**General Fund**  
**General Ledger**  
**7/1/2020 to 12/31/2020**

Page 1 of 1

Transaction Date	Transaction Number	Name / Description	Debits	Credits
<b>4000 Sales Tax</b>				
7/9/2020	R-00014	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Oklahoma Tax Commission		91.36
<b>Net Activity for: Sales Tax</b>				<b>\$74,340.37</b>
<b>Ending Balance</b>				<b>\$74,340.37</b>

*Report Options*

Fund: General Fund

Level 1 Account: Sales Tax

Department: Non-Departmental Revenues

Period: 7/1/2020 to 12/31/2020

**General Fund**  
**Statement of Revenue and Expenditures**

Acct	Current Period Dec 2020 Dec 2020 Actual	Year-To-Date Jul 2020 Dec 2020 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Non-Departmental Revenues</b>					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000 Sales Tax	14,316.80	74,340.37	80,000.00	5,659.63	92.9%
4005 Use Tax	559.76	2,811.01	7,200.00	4,388.99	39.0%
4010 Utility Tax	0.00	4,407.84	8,000.00	3,592.16	55.1%
4011 Lodging Tax	5,753.09	5,753.09	5,000.00	(753.09)	115.1%
4015 Pittsburgh County Sinking Fund	0.00	0.00	58,790.00	58,790.00	0.0%
4100 Building Permits/Inspection Fe	15,734.43	27,666.43	15,000.00	(12,666.43)	184.4%
4105 Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002 Transfer IN from TIF	7,314.22	48,981.64	111,458.30	62,476.66	43.9%
<b>Non-Departmental Revenues Totals</b>	<b>\$43,678.30</b>	<b>\$163,976.38</b>	<b>\$363,565.77</b>	<b>\$199,589.39</b>	
<b>Unallocated</b>					
9002 Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
<b>Unallocated Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,093.75</b>	<b>\$6,093.75</b>	
<b>Revenue</b>	<b>\$43,678.30</b>	<b>\$163,976.38</b>	<b>\$369,659.52</b>	<b>\$205,683.14</b>	
<b>Gross Profit</b>	<b>\$43,678.30</b>	<b>\$163,976.38</b>	<b>\$369,659.52</b>	<b>\$0.00</b>	
<b>Expenses</b>					
<b>Administration</b>					
5000 Salaries	7,130.76	43,599.94	87,924.00	44,324.06	49.6%
5001 Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010 Social Security	570.34	3,541.79	6,726.19	3,184.40	52.7%
5015 Unemployment Tax	0.00	305.44	1,758.48	1,453.04	17.4%
5020 Employer Paid Insurance	1,424.12	8,544.72	17,205.00	8,660.28	49.7%
5025 Employer Retirement Contributi	695.56	4,504.90	8,792.40	4,287.50	51.2%
5030 Vehicle/Cell Allowance	324.85	1,949.10	3,600.00	1,650.90	54.1%
5500 Office Supplies	31.49	61.47	600.00	538.53	10.2%
6000 Utilities	150.00	2,745.74	7,825.00	5,079.26	35.1%
6005 Rent	477.77	4,869.47	9,000.00	4,130.53	54.1%
6035 Dues & Memberships	70.00	983.00	1,180.00	197.00	83.3%
6040 School, Training, Travel	0.00	199.00	4,000.00	3,801.00	5.0%
<b>Administration Totals</b>	<b>\$10,874.89</b>	<b>\$72,054.57</b>	<b>\$148,611.07</b>	<b>\$76,556.50</b>	
<b>General Government</b>					
5500 Office Supplies	0.00	644.95	1,500.00	855.05	43.0%
5520 Software Programs/ Services	531.05	3,186.30	6,372.70	3,186.40	50.0%
5530 Miscellaneous	65.99	537.97	600.00	62.03	89.7%
6010 Publication & Notice Expense	57.30	876.10	2,500.00	1,623.90	35.0%
6015 Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020 Professional Services	1,671.00	20,941.00	40,000.00	19,059.00	52.4%
6030 Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035 Dues & Memberships	70.00	120.00	1,079.00	959.00	11.1%
6040 School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045 Road Maintenance	695.42	5,604.42	9,800.00	4,195.58	57.2%
6050 Website Expense	0.00	0.00	2,500.00	2,500.00	0.0%
7010 Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000 GO Bond Payments	0.00	0.00	58,790.00	58,790.00	0.0%
<b>General Government Totals</b>	<b>\$3,090.76</b>	<b>\$33,872.30</b>	<b>\$210,859.17</b>	<b>\$176,986.87</b>	
<b>Expenses</b>	<b>\$13,965.65</b>	<b>\$105,926.87</b>	<b>\$359,470.24</b>	<b>\$253,543.37</b>	
<b>Revenue Less Expenditures</b>	<b>\$29,712.65</b>	<b>\$58,049.51</b>	<b>\$10,189.28</b>	<b>\$0.00</b>	

## Town Administrator's Report – January 16, 2021

- ☐ Ridgeline Trail and Easement – I am waiting on proposal/cost from Freese and Nichols to do the surveying and the legal for the easement. I have reached out to J&A to see if we can get AutoCAD files for the plats and streets/utilities they have done. We have the pdf files, but we can save time and money if we can use AutoCAD vs converting from pdf.
- ☐ Pavilion – We received updated quote from Texas Timbers based on feedback from Design Review. Materials should be ordered within the next couple of weeks and preliminary site work should begin within the next two-three weeks, depending on weather. There is about a 90-120 day lead time to get the structure from Texas Timbers.
- ☐ Street/Public Space Transfer – The Developer has sent out a request to begin discussion of the Town taking over ownership of streets, easements, public spaces (excluding the pools). There are pros and cons for the Town taking these over. We have a zoom meeting scheduled next Thursday January 21 to discuss this with the developer, the Mayor and Kay. There will be several pieces to this for consideration, which will take a little time to work through.
- ☐ Biennial Town Meeting and Election – The Biennial Town meeting is slated for April 2021. Offices for Trustee Position 1,3,5 will be up for election. Respectively, these positions are held by Kris Brule, Clay Chapman, and Mary Myrick. The Board will need to pass a Resolution in March setting the meeting date and time.
- ☐ Ad valorem Tax Analysis - The Developer and his staff provided a comparison analysis of assessed property values between 2020 Tax Year and last recorded Transaction amount. We had a meeting to review the analysis, which outlined several properties which are not current in their listed assessment. Or the listed assessment was less than the most recent transaction amount. Why is this important – not having current and accurate property values can mean a property owner is paying less in property tax than they could be if the assessed value were updated. Directly it translates to less property tax income for debt service or projects. I am preparing a letter to send to Pittsburg County Assessor to request an evaluation of these properties.

Thank you.



General Fund  
Bank Register  
1/1/2021 to 1/31/2021

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
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General Fund

Town of CL Checking 9683

		Beginning Balance			179,334.33
1/5/2021	1080	Kay Robbins Wall		600.00	178,734.33
1/5/2021	1081	Renee Norman		750.00	177,984.33
1/6/2021	EFT	Williams Scotsman		477.77	177,506.56
1/7/2021	EFT	Cross Telephone Co		52.00	177,454.56
1/7/2021	EFT	Kiamichi Electric		165.00	177,289.56
1/8/2021	A-10024	James G Buckley		2,745.07	174,544.49
1/8/2021	R-00060	Oklahoma Tax Commission	579.16		175,123.65
1/8/2021	R-00061	Oklahoma Tax Commission	4,574.48		179,698.13
1/8/2021	R-00062	Oklahoma Tax Commission	12,374.07		192,072.20
1/12/2021		OPEH&W		1,424.12	190,648.08
1/12/2021	R-00063	Oklahoma Tax Commission	144.13		190,792.21
1/13/2021	EFT	BOK Credit Card		750.27	190,041.94
1/14/2021	EFT	RWS Cloud Services		90.00	189,951.94
1/14/2021	R-00075	Born Again Restored LLC	786.00		190,737.94
1/14/2021	R-00076	Kerney Homes	786.00		191,523.94
1/15/2021	EFT	CSA Software		441.05	191,082.89
1/20/2021	R-00074	Born Again Restored LLC	236.00		191,318.89
1/21/2021	EFT	Oklahoma Tax Commission		494.00	190,824.89
1/22/2021	A-10025	James G Buckley		2,513.34	188,311.55
1/27/2021	EFT	Williams Scotsman		477.77	187,833.78
1/29/2021	R-00069	Kiamichi Electric	1,848.12		189,681.90
1/31/2021				77.01	189,604.89
1/31/2021	EFTPS	EFTPS		2,166.60	187,438.29
1/31/2021	EFTPS	EFTPS		3,351.52	184,086.77

Town of CL Checking 9683 Totals	\$21,327.96	\$16,575.52	\$184,086.77
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General Fund Totals	\$21,327.96	\$16,575.52	\$184,086.77
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Report Totals	\$21,327.96	\$16,575.52	\$184,086.77
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Records included in total = 25

Item No. \_\_\_\_\_

Date: February 20, 2021

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss and approve Resolution 2021-02-01 of the Board of Trustees of the Town of Carlton Landing calling for elections to occur at the Biennial Town Meeting on April 6, 2021, or take any other appropriate action.

**INITIATOR:** Joanne Chinnici, Mayor

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** Pursuant to the Town Meeting Act the Town is required to hold a Biennial Town Meeting, principally to hold elections. The meeting is to be held on the first Tuesday of April on each odd numbered year. Trustee positions No.1, No.3, and No.5 up for election. The term for these positions will expire April 2025.

**FUNDING:** None

**EXHIBITS:** Resolution 2021-02-01

**RECOMMENDED ACTION:** Approve Resolution 2021-02-01 of the Board of Trustees of the Town of Carlton Landing calling for elections to occur at the Biennial Town Meeting on April 6, 2021.

# Town of Carlton Landing

## Resolution No. 2021-02-01

### **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING CALLING FOR ELECTIONS TO OCCUR AT THE BIENNIAL TOWN MEETING ON APRIL 6, 2021**

**WHEREAS**, the Town of Carlton Landing is subject to and conducts its elections pursuant to the Oklahoma Town Meeting Act (the "Act");

**WHEREAS**, the Act provides that a Biennial Town Meeting shall be held to elect officials and conduct other business of the Town on the first Tuesday in April of each odd-numbered year;

**WHEREAS**, the regular terms of office of Town Trustee Position No. 1, Town Trustee Position No. 3 and Trustee No. 5 end in April of 2021 and elections must be conducted to fill those offices for terms ending in April of 2025;

**WHEREAS**, the Town Trustees desire to establish the time and place of the Biennial Town Meeting to 6:00 p.m. on April 6, 2021, at 10 Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria);

**WHEREAS**, the Oklahoma Town Meeting Act requires that notice be published at least 10 days in advance of the Biennial Town Meeting specifying the time and place, the offices to be filled, and any other questions to be submitted to the voters at the meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN TRUSTEES OF THE TOWN OF CARLTON LANDING** that the Town of Carlton Landing will hold its biennial Town Meeting on April 6, 2021 at 6:00 p.m. at 10 Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria);

**BE IT FURTHER RESOLVED** that at the Biennial Town Meeting, elections will be held to fill the offices of Town Trustee Position No. 1, Town Trustee Position No. 3 and Town Trustee No. 5 for terms ending in April of 2025;

**BE IT FURTHER RESOLVED** that notice specifying setting forth the offices to be filled and terms of office, and the time, date and place of the Biennial Town Meeting shall be published at least 10 days in advance in substantially the form provided on Attachment 1 hereto.

**APPROVED** by the Board of Trustees and **SIGNED** by the Mayor of Carlton Landing, Oklahoma this 20th day of February, 2021.

ATTEST:

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Joanne Chinnici, Mayor

Jan Summers, Clerk-Treasurer

# Town of Carlton Landing

**Attachment 1 to Resolution No. 2021-02-01**  
(Published in McAlester News-Capital on \_\_\_\_\_)

## NOTICE OF BIENNIAL TOWN MEETING AND ELECTION OFFICIALS OF THE TOWN OF CARLTON LANDING, OKLAHOMA

### NOTICE AND AGENDA

Notice is hereby given that at on Tuesday; April 2, 2021; at 6:00 p.m. the Biennial Town Meeting of the Town of Carlton Landing, Oklahoma will be held at 10B Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria), with the following **AGENDA**:

1. Nominations and election to fill the office of Town Trustee Position No. 1 for a term expiring in April of 2025.
2. Nominations and election to fill the office of Town Trustee Position No. 3 for a term expiring in April of 2025.
3. Nominations and election to fill the office of Town Trustee Position No. 5 for a term expiring in April of 2025.

The meeting will be conducted in accordance with the Oklahoma Town Meeting Act, 11 O.S. § 16-301, et seq.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Joanne Chinnici, Mayor

\_\_\_\_\_  
Kris Brulé, Trustee

\_\_\_\_\_  
Clay Chapman, Trustee

\_\_\_\_\_  
Chuck Mai, Trustee

\_\_\_\_\_  
Mary Myrick, Trustee

\_\_\_\_\_  
Attest: Jan Summers, Clerk-Treasurer

Item No. \_\_\_\_\_

Date: February 20, 2021

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss and approve a Task Authorization with Freese and Nichols for developing a lighting policy for the Town based on Dark Sky principles; develop lighting standards and prepare contract documents for lighting one intersection, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator,

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The 2020 GO Bond provided funds to develop Street Light Policy/Standards and complete one project based on those Standards. The Policy and Standards will be based on Dark Sky principles. Dark Sky principles provide a framework for limiting or managing “light” pollution by directing light downward and minimizing ambient light waste.

The Standards will include pole type(s), fixture(s), and accessory options that will be allowed within the Town and the different lighting zones. Part of this process will be to review and choose the style and appearance of the poles we want to allow, which will establish the character and feel of the community.

In discussions with Freese and Nichols, Water Street and Park Street appears to be the most economical location to complete a street light project. The intersection has electric service and has fairly high usage both pedestrian and vehicular.

The 2020 GO Bond provided approximately \$77,000.00 for the Light Policy and a project. As of January 31, 2021, we are showing an account balance of \$79,877.00 in the 2020 GO Bond account. The proposed Task Authorization is \$49,129.00 leaving a balance of \$30,748.00 to complete the project. Freese and Nichols has indicated the \$30,000.00 will be enough to complete the street light project. One of the requirements for the GO Bond is the actual completion of a project.

**FUNDING:** 2020 GO Bond

**EXHIBITS:** Street Light Task Authorization, Street Light Pilot Project

**RECOMMENDED ACTION:** Approve Task Authorization with Freese and Nichols for developing a lighting policy for the Town based on Dark Sky principles; develop lighting standards and prepare contract documents for lighting one intersection.

**Carlton Landing Economic Development Trust**  
**44 Water Street**  
**Carlton Landing, Oklahoma**  
**74432**

**FNI REFERENCE NO. 20-2072**

**DATE: 1/15/2021**

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**Project Name:** Develop a lighting policy for the Town based on Dark Sky principles. Develop lighting standards and prepare contract documents for lighting one intersection.

**Description of Services:** Provide the following professional services:

**Develop a lighting policy for the Town based on Dark Sky principles.**

- FNI will review the adopted Urban Standards, Thoroughfare Standards and Regulating Plan to understand the existing development standards for the Town and make recommendations for incorporating lighting standards for both public and private development activities.
- A draft lighting policy will be developed using the International Dark-sky Association [IDA] Model Lighting Ordinance [MLO] as a guide.
- FNI will conduct a conference call with the Town Administrator to review the draft policy and discuss any edits to the policy or to local regulations.
- A final draft policy will be prepared for consideration by the Town Council. FNI will support the adoption process by attending and presenting the draft policy at one (1) public hearing.

**Develop lighting standards**

- Compile and review up to 6 families of luminaire standards with the Owner to include roadway luminaires and pedestrian scale luminaires. The standards will include the pole, arm(s), luminaire, lumen output constraints, color temperature constraints, and optional accessory preferences. The review of the fixture will include compliance and effects of the International Dark-sky Association [IDA] Model Lighting Ordinance [MLO] and the recommended lighting metrics by the Illuminating Engineering Society [IES] design guides and recommended practices.

**Lighting Plan Production at Water Lane and Park Street**

- Field Topographic Survey: Topographic survey will be collected.
  - Utilize provided alignment to complete topographic surveying support: limits constrained to 5' beyond right-of-way on each corner.
  - Locate crossing or parallel utilities, paving, any trees.
  - OKIE ticket will be submitted to aid in the location of underground utilities.
  - Right of way data will be shown according to existing plats and any provided instruments.
  - Two benchmarks/control points will be established outside of the proposed limits of construction.
  - Utilize benchmarks as available and referenced to the Oklahoma State Plane Coordinate System North Zone (3501) and North American Vertical Datum (NAVD 88)
  - No legal descriptions are anticipated.
  - Provide CAD file and field notes used to complete the surveying support services.
- FNI will provide construction contract documents for a sample installation of the selected luminaire standards, both roadway and pedestrian scales. These documents will include the Project Manual using Carleton Landing provided contractual front-end documents and Lighting Plans. Lighting plans to include:
  - Title Sheet
  - Quantity Summary and notes

- Lighting plan layout
- Lighting Calculations sheet
- Lighting plan details

The lighting plans will be developed and submitted, along with construction cost estimates, as follows:

- Conceptual plan Submittal (30%)
- Final Plan submittal

FNI will attend two plan review meetings, to discuss the conceptual and final review comments before signing/sealing the construction drawings.

- The electrical service will be coordinated with the local electrical utility and will be sized for possible future extension of the sample installation by future project(s).
- The electrical distribution for the lighting system will comply with the National Electrical Code and local ordinances. The above scope does not include coordination with electrical utilities to relocate distribution electrical lines, demolition of existing electrical facilities, and intelligent lighting control architectures.
- Bid Phase services
  - Attendance at the pre-bid Meeting (virtual)
  - Other services to be added through amendment
- Construction Phase services
  - Assist the town in reviewing the shop drawings (assumed 4 submittals).
  - Construction site visits (assumed 1 site visit).

**Deliverables:** Lighting policy with lighting standards and Construction Documents for lighting at Water Lane and Park Street

**Schedule:** Final plans to be delivered 150 Calendar Days from NTP

**Compensation shall be as follows:** A lump sum amount of FORTY-NINE THOUSAND ONE HUNDRED TWENTY-NINE DOLLARS  
**Task Authorization Amount:** \$49,129.00

***The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.***

**FREESE AND NICHOLS, INC.**

**Carlton Landing Economic Development Trust**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Print Name

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Street Light Pilot Project

Legend

- Community Pavilion
- Electric Box
- Untitled Path



General Fund  
Receipts by Customer  
7/1/2020 to 1/31/2021

Receipt Date	Invoice / Reference #	Customer Check #	Receipt Amount
Oklahoma Tax Commission			
7/9/2020	R-00014		7,780.42
7/9/2020	R-00015		714.83
7/13/2020	R-00013		70.38
8/10/2020	R-00016		10,987.42
8/10/2020	R-00017		569.76
8/12/2020	R-00031		74.30
9/9/2020	R-00023		16,659.44
9/9/2020	R-00024		313.48
9/11/2020	R-00025		102.19
10/9/2020	R-00044		15,249.30
10/9/2020	R-00045		228.44
10/13/2020	R-00046		160.54
11/9/2020	R-00052		8,792.06
11/9/2020	R-00053		424.74
11/11/2020	R-00054		147.52
12/9/2020	R-00049		5,753.09
12/9/2020	R-00050		559.76
12/10/2020	R-00048		14,225.44
12/11/2020	R-00051		91.36
1/8/2021	R-00060		579.16
1/8/2021	R-00061		4,574.48
1/8/2021	R-00062		12,374.07
1/12/2021	R-00063		144.13
Oklahoma Tax Commission Totals			\$100,576.31
Records included in total = 23			
Report Totals			\$100,576.31
Records included in total = 23			

Report Options

Receipt Date: 7/1/2020 to 1/31/2021

Fund: General Fund

Customer: Oklahoma Tax Commission

# General Fund

## Statement of Revenue and Expenditures

Acct		Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2020
		Period	Jul 2020	Annual Budget	Jul 2020	Jun 2021
		Jan 2021	Jan 2021	Jul 2020	Jun 2021	Percent of
		Jan 2021	Actual	Jun 2021	Variance	Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000	Sales Tax	12,518.20	86,858.57	80,000.00	(6,858.57)	108.6%
4005	Use Tax	579.16	3,390.17	7,200.00	3,809.83	47.1%
4010	Utility Tax	1,848.12	16,252.39	8,000.00	(8,252.39)	203.2%
4011	Lodging Tax	4,574.48	10,327.57	5,000.00	(5,327.57)	206.6%
4015	Pittsburgh County Sinking Fund	0.00	0.00	58,790.00	58,790.00	0.0%
4100	Building Permits/Inspection Fe	0.00	17,670.00	15,000.00	(2,670.00)	117.8%
4105	Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002	Transfer IN from TIF	0.00	48,981.64	111,458.30	62,476.66	43.9%
Non-Departmental Revenues Totals		\$19,519.96	\$183,496.34	\$363,565.77	\$180,069.43	
Unallocated						
9002	Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Unallocated Totals		\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue		\$19,519.96	\$183,496.34	\$369,659.52	\$186,163.18	
Gross Profit		\$19,519.96	\$183,496.34	\$369,659.52	\$0.00	
Expenses						
Administration						
5000	Salaries	6,630.76	50,230.70	87,924.00	37,693.30	57.1%
5001	Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010	Social Security	532.09	4,073.88	6,726.19	2,652.31	60.6%
5015	Unemployment Tax	69.55	374.99	1,758.48	1,383.49	21.3%
5020	Employer Paid Insurance	1,424.12	9,968.84	17,205.00	7,236.16	57.9%
5025	Employer Retirement Contributi	695.56	5,200.46	8,792.40	3,591.94	59.1%
5030	Vehicle/Cell Allowance	324.85	2,273.95	3,600.00	1,326.05	63.2%
5500	Office Supplies	0.00	31.49	600.00	568.51	5.2%
6000	Utilities	269.78	3,015.52	7,825.00	4,809.48	38.5%
6005	Rent	955.54	5,825.01	9,000.00	3,174.99	64.7%
6035	Dues & Memberships	0.00	983.00	1,180.00	197.00	83.3%
6040	School,Training, Travel	0.00	199.00	4,000.00	3,801.00	5.0%
Administration Totals		\$10,902.25	\$82,926.84	\$148,611.07	\$65,684.23	
General Government						
5500	Office Supplies	14.99	704.91	1,500.00	795.09	47.0%
5520	Software Programs/ Services	531.05	3,717.35	6,372.70	2,655.35	58.3%
5530	Miscellaneous	116.01	638.99	600.00	(38.99)	106.5%
6010	Publication & Notice Expense	643.50	1,519.60	2,500.00	980.40	60.8%
6015	Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020	Professional Services	1,350.00	22,291.00	40,000.00	17,709.00	55.7%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035	Dues & Memberships	0.00	120.00	1,079.00	959.00	11.1%
6040	School,Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045	Road Maintenance	0.00	5,604.42	9,800.00	4,195.58	57.2%
6050	Website Expense	0.00	0.00	2,500.00	2,500.00	0.0%
7010	Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000	GO Bond Payments	0.00	0.00	58,790.00	58,790.00	0.0%
General Government Totals		\$2,655.55	\$36,557.83	\$210,859.17	\$174,301.34	
Expenses		\$13,557.80	\$119,484.67	\$359,470.24	\$239,985.57	
Revenue Less Expenditures		\$5,962.16	\$64,011.67	\$10,189.28	\$0.00	

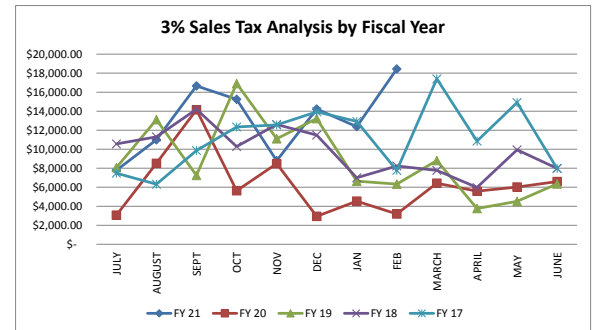
# General Fund

## Statement of Revenue and Expenditures

Acct	Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2020
	Period	Jul 2020	Jul 2020	Jul 2020	Jun 2021
	Jan 2021	Jan 2021	Jul 2020	Jun 2021	Percent of
	Actual	Actual	Jun 2021	Variance	Budget
Revenue & Expenditures					
Net Change in Fund Balance	\$5,962.16	\$64,011.67	\$10,189.28	\$0.00	
Fund Balances					
Beginning Fund Balance	217,840.60	159,791.09	0.00	0.00	0.0%
Net Change in Fund Balance	5,962.16	64,011.67	10,189.28	0.00	0.0%
Ending Fund Balance	223,802.76	223,802.76	0.00	0.00	0.0%

**TOWN OF CARLTON LANDING  
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<b><u>FY21</u></b>	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22					\$ 104,512.37
<b><u>FY20</u></b>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<b><u>FY19</u></b>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<b><u>FY18</u></b>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<b><u>FY17</u></b>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92



**USE TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<b><u>FY21</u></b>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ -	\$ -	\$ -	\$ -	\$ 4,347.47
<b><u>FY20</u></b>									\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88	\$ 1,877.21

**LODGING TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<b><u>FY21</u></b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ -	\$ -	\$ -	\$ -	\$ 12,213.51

## Town Administrator's Report – February 20, 2021

- Snow and Roads – We partnered with the HOA on clearing snow from the roads during the past two weeks. A big thank you to David Kimmel for helping coordinate and monitoring the clearing of the roads. We will share in the costs of the road clearing and pay our proportional cost related to the Entrance Road. Also, Pittsburg County District 1 brought their clearing crew on Wednesday, February 17, to clear the Entrance Road. Big Thank You to Pittsburg County District 1 Commissioner Rogers for sending his crew out.
- Office Trailer – When I went to the office on Monday, February 8, I discovered the water pipe had frozen. I have been working from home with the weather so cold and water pipe not thawing out. I went to the office on Tuesday, February 16, to print and scan some documents, the water was still not working. School Superintendent Mrs. Lokey was checking on the schools and indicated the school buildings also did not have water. At this time, there has not been any damage or busted pipe – keep you fingers crossed as the weather warms back up.
- Financial -TIF Analysis – I met with Crawford and Center for Economic Development related to financial analysis recommended by the Auditor. I have sent a copy of my files for them to begin their work. They did not provide a time frame for completion of their work and recommendations.
- Ad valorem Tax Analysis – I submitted information to the County Assessor and she is reviewing and will hopefully plans to have information updated within their system the next month.

Thank you.