

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

This meeting shall be by videoconference/teleconference participation:
Saturday; February 20, 2021; immediately following the CLEDT meeting.

MINUTES

1. Call to Order

The meeting was called to order at 9:09 a.m. by Mayor Chinnici.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai
Clay Chapman

ABSENT: None

Consent Items

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

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

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

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

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.

MOTION: A motion was made by Mai and seconded by Chapman to hold elections at the Biennial Town Meeting on April 6, 2021.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

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

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.

Discussion was pro and con, and encouraged safety while maintaining the culture and charm of Carlton Landing.

MOTION: A motion was made by Mai and seconded by Brule to 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.

AYE: Myrick, Chinnici, Brule, Mai

NAY: Chapman

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

Kay Wall, town attorney, reported working with Grant Humphreys and Greg Buckley on financing of Marina project.

9. Recognize Citizens wishing to comment on non-Agenda Items

None

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

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:46 a.m., February 20, 2021

Mayor

Attest:

Town Clerk

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:

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



MASTER PROFESSIONAL SERVICES AGREEMENT
TASK AUTHORIZATION

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

FNI REFERENCE NO. 20-2072

DATE: 1/15/2021

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

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Rev. 4/19

- ☐ 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: _____

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Rev. 4/19



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

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
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
General Fund Totals			\$21,327.96	\$16,575.52	\$184,086.77
Report Totals			\$21,327.96	\$16,575.52	\$184,086.77
Records included in total = 25					

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1:56 PM

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

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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 Period Jan 2021 Actual	Year-To-Date Jul 2020 Jan 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of 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	

	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>
FY21	\$ 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
FY20	\$ 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
FY19	\$ 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
FY18	\$ 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
FY17	\$ 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>
FY21	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ -	\$ -	\$ -	\$ -	\$ 4,347.47
FY20								\$ 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>
FY21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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.

In addition, I have worked with Dr. Summers to enter into the codification of Ordinances process.