

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

This meeting shall be by videoconference/teleconference participation:  
Saturday; March 20, 2021; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:42 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 February 20, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Myrick, Chinnici, Brule, Chapman, Mai  
NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss Fire Service and possible re-instatement of Volunteer Fire Department and provide direction to Staff, if necessary, or take any other appropriate action.

In 2019, the Volunteer Fire Department was disbanded because of lack of available volunteers serving on the roster and lack of Fire Station to house equipment. One of the conditions for being a volunteer Fire Department is maintaining an active readily available roster of 8-10 people. The main need to re-establish the Volunteer Fire Department is a building for meetings, training and securely house the equipment.

DISCUSSION: Jeremy Tolman emphasized the need for a fire station and reported that rural Oklahoma is growing due to COVID. He suggested a 40 x 80 building with

office, classroom and bathroom that could also be used by the community for meetings and could be considered a civic building.

Greg will explore with the developer a willingness to provide land and will bring a proposal to the Board.

7. Reports

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

Kay Wall reported (1) she met with Greg Bickley on the marina lease agreement, (2) she reached out to OML regarding voting for Carlton Landing Board members and (3) she upheld support for a fire department in Carlton Landing

8. Recognize Citizens wishing to comment on non-Agenda Items  
None

9. Comments and questions by Governing Body members regarding items for future consideration. Chuck Mai suggested it may be time to register golf carts. Mr. Buckley will bring a sample ordinance to the April meeting.

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:33 a.m., March 20, 2021

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Mayor

Attest:

\_\_\_\_\_

Town Clerk

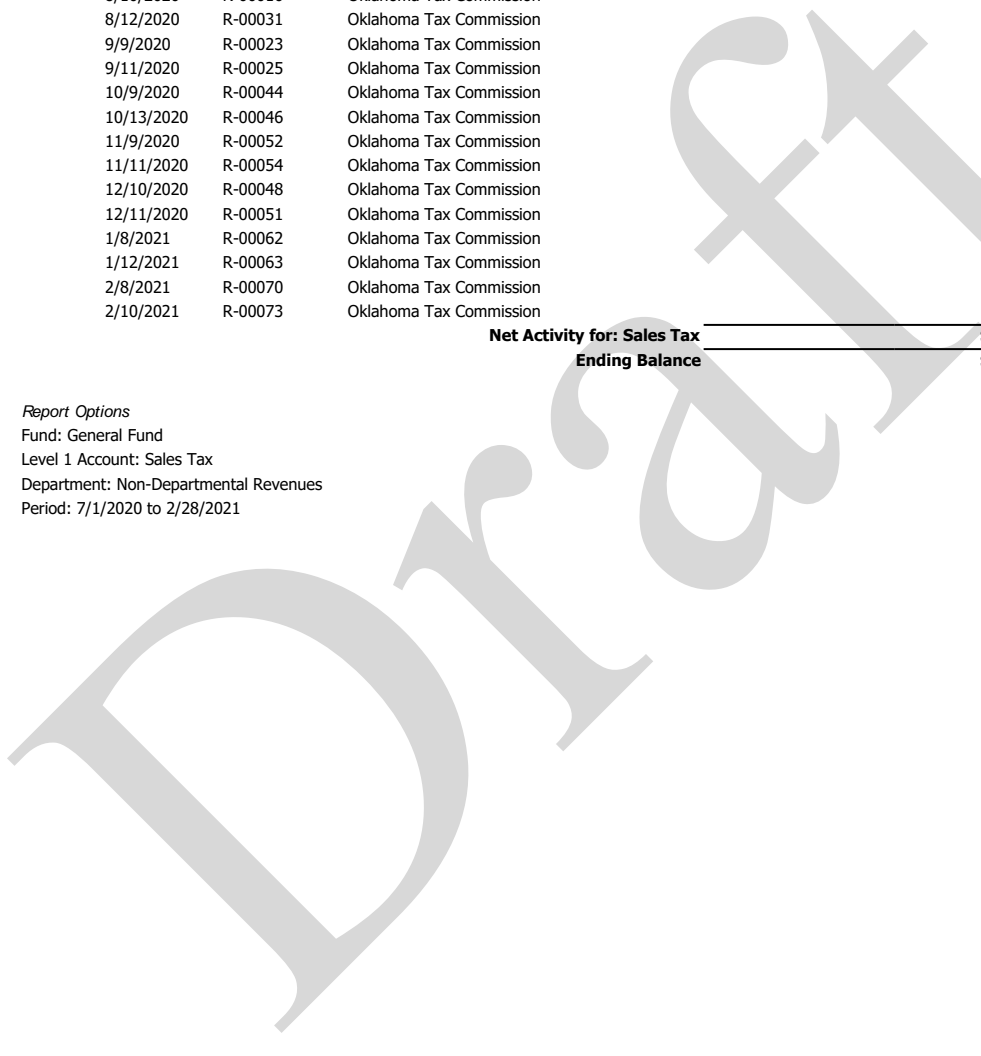
**General Fund  
Bank Register  
2/1/2021 to 2/28/2021**

<b>Trans. Date</b>	<b>Trans. Number</b>	<b>Name / Description</b>	<b>Receipts &amp; Credits</b>	<b>Checks &amp; Payments</b>	<b>Balance</b>
		<b>General Fund</b>			
		<b>Town of CL Checking 9683</b>			
		Beginning Balance			184,086.77
2/1/2021	1082	Center for Economic Devel		430.00	183,656.77
2/1/2021	1083	OPEH&W		1,424.12	182,232.65
2/1/2021	1084	Kay Robbins Wall		600.00	181,632.65
2/1/2021	1085	Renee Norman		750.00	180,882.65
2/1/2021	1086	Anne Marie Elfrink, MS		5,500.00	175,382.65
2/1/2021	EFT	Kiamichi Electric		170.00	175,212.65
2/1/2021	EFT	Cross Telephone Co		52.00	175,160.65
2/1/2021	EFT	Williams Scotsman		477.77	174,682.88
2/3/2021	1087	McAlester News Capital		14.30	174,668.58
2/4/2021	EFT	BOK Credit Card		307.99	174,360.59
2/5/2021	A-10026	James G Buckley		2,745.07	171,615.52
2/5/2021	EFT	RWS Cloud Services		90.00	171,525.52
2/8/2021	R-00070	Oklahoma Tax Commission	18,444.22		189,969.74
2/8/2021	R-00071	Oklahoma Tax Commission	1,912.94		191,882.68
2/8/2021	R-00072	Oklahoma Tax Commission	957.30		192,839.98
2/9/2021	1088	Oklahoma Uniform Building		192.00	192,647.98
2/9/2021	R-00078	Kerney Homes	786.00		193,433.98
2/10/2021	1089	Hyperfaze		1,200.00	192,233.98
2/10/2021	1090	Dan Hurd		10,200.00	182,033.98
2/10/2021	R-00073	Oklahoma Tax Commission	93.81		182,127.79
2/16/2021	EFT	CSA Software		441.05	181,686.74
2/19/2021	A-10027	James G Buckley		2,513.34	179,173.40
2/22/2021	1099	City Management Assoc of		440.00	178,733.40
2/22/2021	1100	OMMS		500.00	178,233.40
2/23/2021	1093	OkMRF		2,037.96	176,195.44
2/23/2021	1102	Layman's Lawn Care and T		425.00	175,770.44
2/23/2021	1103	OkMRF		546.03	175,224.41
2/23/2021	1105	Layman's Lawn Care and T		500.00	174,724.41
2/26/2021	R-00079	Scissortail Homes	786.00		175,510.41
2/26/2021	R-00080	Scissortail Homes	786.00		176,296.41
2/26/2021	R-00081	Scissortail Homes	786.00		177,082.41
2/28/2021				65.99	177,016.42
<b>Town of CL Checking 9683 Totals</b>			<b>\$24,552.27</b>	<b>\$31,622.62</b>	<b>\$177,016.42</b>
<b>General Fund Totals</b>			<b>\$24,552.27</b>	<b>\$31,622.62</b>	<b>\$177,016.42</b>
<b>Report Totals</b>			<b>\$24,552.27</b>	<b>\$31,622.62</b>	<b>\$177,016.42</b>
<b>Records included in total = 33</b>					

**General Fund  
General Ledger  
7/1/2020 to 2/28/2021**

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
1/8/2021	R-00062	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Oklahoma Tax Commission		93.81
<b>Net Activity for: Sales Tax</b>				<b>\$105,396.60</b>
<b>Ending Balance</b>				<b>\$105,396.60</b>

*Report Options*  
Fund: General Fund  
Level 1 Account: Sales Tax  
Department: Non-Departmental Revenues  
Period: 7/1/2020 to 2/28/2021



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

Acct	Current Period Feb 2021 Actual	Year-To-Date Jul 2021 Feb 2021 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	18,538.03	105,396.60	80,000.00	(25,396.60)	131.7%
4005	Use Tax	957.30	4,347.47	7,200.00	2,852.53	60.4%
4010	Utility Tax	0.00	16,252.39	8,000.00	(8,252.39)	203.2%
4011	Lodging Tax	1,912.94	12,240.51	5,000.00	(7,240.51)	244.8%
4015	Pittsburgh County Sinking Fund	16,233.16	49,401.62	58,790.00	9,388.38	84.0%
4100	Building Permits/Inspection Fe	3,144.00	22,622.00	15,000.00	(7,622.00)	150.8%
4105	Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9001	Transfer IN from CLEDT	0.00	7,211.57	0.00	(7,211.57)	0.0%
9002	Transfer IN from TIF	7,523.01	56,504.65	111,458.30	54,953.65	50.7%
<b>Non-Departmental Revenues Totals</b>		<b>\$48,308.44</b>	<b>\$273,992.81</b>	<b>\$363,565.77</b>	<b>\$89,572.96</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>\$48,308.44</b>	<b>\$273,992.81</b>	<b>\$369,659.52</b>	<b>\$95,666.71</b>	
<b>Gross Profit</b>		<b>\$48,308.44</b>	<b>\$273,992.81</b>	<b>\$369,659.52</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>Administration</b>						
5000	Salaries	6,630.76	56,861.46	87,924.00	31,062.54	64.7%
5001	Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010	Social Security	532.09	4,605.97	6,726.19	2,120.22	68.5%
5015	Unemployment Tax	69.55	444.54	1,758.48	1,313.94	25.3%
5020	Employer Paid Insurance	1,424.12	11,392.96	17,205.00	5,812.04	66.2%
5025	Employer Retirement Contributi	695.56	5,896.02	8,792.40	2,896.38	67.1%
5030	Vehicle/Cell Allowance	324.85	2,598.80	3,600.00	1,001.20	72.2%
5500	Office Supplies	0.00	130.49	600.00	469.51	21.7%
6000	Utilities	222.00	3,237.52	7,825.00	4,587.48	41.4%
6005	Rent	477.77	6,302.78	9,000.00	2,697.22	70.0%
6035	Dues & Memberships	440.00	1,199.00	1,180.00	(19.00)	101.6%
6040	School, Training, Travel	0.00	324.00	4,000.00	3,676.00	8.1%
<b>Administration Totals</b>		<b>\$10,816.70</b>	<b>\$93,743.54</b>	<b>\$148,611.07</b>	<b>\$54,867.53</b>	
<b>General Government</b>						
5500	Office Supplies	307.99	1,012.90	1,500.00	487.10	67.5%
5520	Software Programs/ Services	531.05	4,248.40	6,372.70	2,124.30	66.7%
5530	Miscellaneous	65.99	704.98	600.00	(104.98)	117.5%
6010	Publication & Notice Expense	14.30	1,533.90	2,500.00	966.10	61.4%
6015	Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020	Professional Services	17,672.00	40,363.00	40,000.00	(363.00)	100.9%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035	Dues & Memberships	500.00	620.00	1,079.00	459.00	57.5%
6040	School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045	Road Maintenance	925.00	6,529.42	9,800.00	3,270.58	66.6%
6050	Website Expense	1,200.00	1,200.00	2,500.00	1,300.00	48.0%
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%
8500	Interest Expense	0.00	5,300.00	0.00	(5,300.00)	0.0%
<b>General Government Totals</b>		<b>\$21,216.33</b>	<b>\$63,474.16</b>	<b>\$210,859.17</b>	<b>\$147,385.01</b>	

TOWN OF CARLTON LANDING SALES TAX COLLECTIONS													
	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
<b>FY21</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	\$ 14,390.75				\$ 118,903.12
<b>FY20</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>FY19</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>FY18</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>FY17</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													
	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
<b>FY21</b>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ -	\$ -	\$ -	\$ 5,214.74
<b>FY20</b>								\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88		\$ 1,877.21

LODGING TAX COLLECTIONS													
	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
<b>FY21</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ -	\$ -	\$ -	\$ 14,070.14

Town Administrator's Report – March 20, 2021

- Annual Corps Inspection – The Corps came and performed our Annual inspection on Wednesday, March 17. Inspection seemed to go well and thank you to Mayor Chinnici for attending the inspection and walking the Marina and walking trail with us. They did not readily indicate any issues, so hoping for a clean report.
  
- Town Election – Reminder the Town Election for Trustee positions 1,3,5 is April 6 at 6:00 pm..
  
- Community Center – Freese and Nichols is working on a Task Authorization for the Community Center. It will outline the scope of work for the design, Board input and community outreach for the design and use purposes of the facility. I have provided the sketch and floor plan from previous discussions of the Community Center.
  
- Entrance Road – The county has done an initial patching of the road from the severe winter weather we had a few weeks ago. We will continue to work them on full repair of the road. Also, I have received initial information on submitting damage that occurred during the Storm for FEMA assistance. I will continue to pursue trying to submit information for a claim on the entrance road. The County and State need to meet certain thresholds for their eligibility. The State has been approved for declaring an emergency, we now just need to qualify.

Thank you.

**PROJECT NO.:** CRL21228/21229  
**PROJECT:** *Survey of Ridgeline Road  
Street Light Policy and Standards*  
**TO:** Greg Buckley  
**FROM:** Keith Beatty, P.E.  
**DATE** March 17, 2021

## PROJECT UPDATES

### Survey of Ridgeline Road

- Surveyor to complete staking of R/W and 10' offset by 3/20/21, weather permitting
- Surveyor to complete legal descriptions by 4/9/2021

### Street Light Policy and Standards – Design Project

#### Phase A – Develop Lighting Policy

- Staff working on Lighting Policy examples
- Developing Schedule
- Anticipated completion – 7/1/2021

#### Phase B – Develop Light Standard

- Phase B to follow Phase A
- May have some discussions regarding the standard prior to finish of Phase A
- Anticipated Completion – 7/1/2021

#### Phase C – Lighting Plan Production

- Surveyor to complete survey by 3/20/21 weather permitting
- Survey data to Engineer 3/27/2021
- Initial Plan set 5/27/21
- Final Plan set anticipated 8/1/21