

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; July 17, 2021

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

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 Council 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. [Special Meeting - Public Hearing of the CL Board of Trustees on June 15, 2021](#)
 - b. [Regular Meeting of the CL Board of Trustees on June 19, 2021](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda
6. Presentation and discussion by Pittsburg County Rural Water District #20, Chairman Daryl Neito, on the status and or update on the construction of the Wastewater Treatment Facility and Oklahoma Department of Environmental Quality Consent Order.
7. Presentation and discussion by Humphreys Partners 2009 LLC, Grant Humphreys, on the status and or update on current projects; upcoming and planned projects; future activities and projects.
8. Reports
 - a. Financial Reports;[Statement of Revenue and Expenditures BOT June 2021](#);[Balance Sheet June 2021](#);[SALES TAX COMPARISON by Fiscal Year 7-9-2021](#)
 - b. [Town Administrator Freese and Nichols Report](#)
 - 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 on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.
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 10 Boulevard, Carlton Landing, Oklahoma, also known as "the High School Classroom"

at _____ M on the ___th day of June 2021, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda
Agenda

Jan Summers
Printed Name of Person Posting the

Agenda Regular Meeting of the CL BOT
Page 1 of 2

**TOWN OF CARLTON LANDING
SPECIAL MEETING FOR PUBLIC HEARING RE: BUDGT FY 2021-2022**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Friday; **June 11, 2021** at 10:00 am

MINUTES

1. Call to Order

The meeting was called to order at 10:00 a.m. by Mayor Chinnici

2. Roll Call

PRESENT: Joanne Chinnici
Clay Chapman
Chuck Mai

ABSENT: Mary Myrick
Kris Brule'

1. Hold a Public Hearing to discuss the Town of Carlton Landing Budget for Fiscal Year 2021-2022, or take any other appropriate action.

There was a public hearing for the presentation of the Budget FY 2021-2022. No members of the public attended. There was discussion among the trustees.

NOTE: The budget was submitted to the trustees on 5.27.21, by Greg Buckley.

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

3. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 10:16 a.m., June 11, 2021

Mayor

Attest:

Town Clerk

**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; June 19, 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 8:16 a.m. by Mayor Chinnici

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai

ABSENT Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on May 15, 2021
- b. Special Meeting of the CL Board of Trustees on May 19, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

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

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

5. Items Removed from Consent Agenda

6. Consider, discuss, and possibly amend, revise, approve, or deny a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021, or take any other appropriate action.

Exhibit(s):

At the May 15, 2021, Board of Trustee meeting, the Board approved not renewing the Financial Services Agreement with Renee Norman. Ms. Harjo was approached about possibly providing ongoing financial services to the Town of Carlton Landing. Ms. Harjo holds a Professional Booking Certificate and has over twenty years of accounting experience covering, billing, accounts receivable, accounts payable, payroll, bank reconciliation, along with preparing monthly and annual reports. Her work

experience includes working with a couple Oklahoma cities with their accounting, book keeping needs.

MOTION: A motion was made by Chinnici and seconded by Mai to approve a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

7. Consider, discuss, and possibly amend, revise, approve or deny Resolution 2021-07-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and providing for the investment of said funds, or take any other appropriate action.

Exhibit(s):

The preliminary draft Budget Fiscal Year 2021-2022 includes additional revenue items for Sales Tax and Lodging Tax. Sales tax is projected to be a little higher for Fiscal year 2021-2022 due to continued housing construction and has been adjusted from \$80,000 to \$100,000. Use Tax has been stable with FY 2020-2021 projections on target, projecting the same amount for Fiscal Year 2021-2022. Lodging Tax started in October 2020 with great success. Fiscal Year 2021-2022 will be the first full year for the Lodging Tax and has been projected at the same level as what is projected to be received for Fiscal Year 2020-2021, even though it was not a full year. The Balance Forward money is the GO Bond money from the 2020 GO Bond for the Street Lights Project. This is not new revenue but needs to be allocated so the money can be spent.

Changes to Expenditures include allocating funds for utilities and maintenance for the new Pavilion; increase funding for trail maintenance and improvements; added additional dollars to Road Maintenance for snow removal; cleaning services for new office; funds to continue codification of City Ordinances, GO Bond payments; funds to enhance website.

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed along with projected revenue for possible 2021 TIF Revenue Note. The TIF Committee met to review possible projects for budgeting purposes. They will make their formal recommendation in the fall as part of the Revenue Note determination process. The CLEDT Budget also budgets the proposed projects. In the event the TIF Revenue Note is more or less than Budgeted, the Budget will need to be amended.

Both the Town Budget and CLEDT Budget are submitted as balanced Budgets. At this time, the Town Budget does not project using any excess Fund Balance to balance the budget.

MOTION: A motion was made by Mai and seconded by Chinnici to approve the Resolution approving the Town of Carlton Landing, Oklahoma, budget for the general fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

8. Consider, discuss, and possibly approve, amend, revise or deny FY 20-21 Budget Amendment #3 for Carlton Landing General Fund to recognize and appropriate excess Sales Tax received, transferring said revenue to the Reserve Fund, or take any other appropriate action.

Exhibit(s):

The FY 20-21 Budget Sales Tax revenue was budgeted for \$80,000.00. Through May, Sales Tax collections received from the Oklahoma Tax Commission is approximately \$163,997.00, which represents an excess of about \$83,997.00. Ordinance 2019-09-39 included a Reserve Fund policy, which provided a Fund Reserve of not less than twenty-five percent (25%). The policy provided the ability to gradually get to the 25% level. Having and maintaining a Reserve Fund is good fiscal management, which can be hard to achieve during lean or tight Fiscal Years. Currently, the Town has not been in a financial position to establish the Reserve Fund. Using excess funds is a good mechanism to help achieve the Fund Reserve goal without negatively impacting operations of projects.

For Fiscal Year 20-21 based on projected expenses, the Town should have a Fund Reserve for the General Fund in the amount of approximately \$89,867.00. While recognizing and appropriating \$70,000.00 of the excess Sales Tax received does not fully achieve the goal of a 25% Fund Reserve, it accomplishes a large portion of the goal without unduly impacting or straining the operations or the Town. Additionally, this only recognizes the Sales Tax received through May, June's Sales Tax amount was about \$23,870.00. The full year-end projection for Sales Tax Collection is \$186,579.00, leaving an unrecognized unappropriated year-end balance of \$36,579.

MOTION: A motion was made by Mai and seconded by Brule' to approve FY 20-21 Budget Amendment #2 Carlton Landing Economic Development Trust to amend Revenue of 2020 Revenue Bond, appropriate unallocated funds from 2018, 2018B, 2019 and 2020 Revenue Bonds for Projects.

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

9. Consider, discuss, and possible action to enter into executive session pursuant to 25 O.S. Section 307.B(1) to discuss employment of Town Administrator, Greg Buckley, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Brule' to enter into Executive Session.

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

MOTION: A motion was made by Chinnici and seconded by Brule' to exit Executive Session.

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

10. Consider, discuss, and possible action on item(s) discussed in executive session including possible amendment, revision, approval or denial of Employment Agreement Amendment 2, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Brule' to approve the Employment Agreement Amendment 2 for Greg Buckley.

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

11. 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

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

Craig Ireland, a citizen and employee of CEC Engineering, reported he was adamantly opposed to street lighting in Carlton Landing, and opposed to paying what appeared to be 3 civil engineers.

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

14. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:26 a.m., June 19, 2021

Mayor

Attest:

Town Clerk

General Fund
Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2020	
						May 2021
	Actual	Actual	Jun 2021	Variance		
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	32,356.59	163,997.90	80,000.00	(83,997.90)	205.0%
4005	Use Tax	711.20	6,847.38	7,200.00	352.62	95.1%
4010	Utility Tax	0.00	6,255.96	8,000.00	1,744.04	78.2%
4011	Lodging Tax	5,277.35	19,783.41	5,000.00	(14,783.41)	395.7%
4015	Pittsburgh County Sinking Fund	913.34	60,039.22	58,790.00	(1,249.22)	102.1%
4100	Building Permits/Inspection Fe	0.00	28,522.67	15,000.00	(13,522.67)	190.2%
4105	Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002	Transfer IN from TIF	14,734.58	95,761.45	111,458.30	15,696.85	85.9%
Non-Departmental Revenues Totals		\$53,993.06	\$381,223.99	\$363,565.77	(\$17,658.22)	
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		\$53,993.06	\$381,223.99	\$369,659.52	(\$11,564.47)	
Gross Profit		\$53,993.06	\$381,223.99	\$369,659.52	\$0.00	
Expenses						
Administration						
5000	Salaries	6,630.76	80,069.12	87,924.00	7,854.88	91.1%
5001	Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010	Social Security	532.09	6,455.86	6,726.19	270.33	96.0%
5015	Unemployment Tax	208.67	754.09	1,758.48	1,004.39	42.9%
5020	Employer Paid Insurance	2,848.24	17,089.44	17,205.00	115.56	99.3%
5025	Employer Retirement Contributi	695.56	8,314.24	8,792.40	478.16	94.6%
5030	Vehicle/Cell Allowance	324.85	3,573.35	3,600.00	26.65	99.3%
5500	Office Supplies	0.00	99.00	600.00	501.00	16.5%
5510	Building Maintenance & Repairs	0.00	80.00	0.00	(80.00)	0.0%
6000	Utilities	148.00	3,872.52	7,825.00	3,952.48	49.5%
6005	Rent	0.00	7,778.26	9,000.00	1,221.74	86.4%
6035	Dues & Memberships	0.00	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%
Administration Totals		\$11,388.17	\$130,358.88	\$148,611.07	\$18,252.19	
General Government						
5500	Office Supplies	118.64	1,454.36	1,500.00	45.64	97.0%
5520	Software Programs/ Services	531.05	7,336.45	6,372.70	(963.75)	115.1%
5530	Miscellaneous	65.99	701.26	600.00	(101.26)	116.9%
6010	Publication & Notice Expense	0.00	1,533.90	2,500.00	966.10	61.4%
6015	Insurance	0.00	1,253.08	1,800.00	546.92	69.6%
6020	Professional Services	2,700.00	52,447.00	40,000.00	(12,447.00)	131.1%
6025	Contracts & Leases	1,176.00	1,176.00	0.00	(1,176.00)	0.0%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035	Dues & Memberships	0.00	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	0.00	6,529.42	9,800.00	3,270.58	66.6%
6050	Website Expense	0.00	1,200.00	2,500.00	1,300.00	48.0%
7010	Projects	8,998.00	10,871.48	77,917.47	67,045.99	14.0%
8000	GO Bond Payments	0.00	600.00	58,790.00	58,190.00	1.0%
8500	Interest Expense	0.00	14,055.83	0.00	(14,055.83)	0.0%

6/15/2021
5:10 PM

CLEDT, General Fund, Reserve Fund
General Ledger Account Activity
7/1/2020 to 5/31/2021

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
4000 Sales Tax					
7/9/2020	R-00014	Cash Receipt	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Cash Receipt	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Cash Receipt	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Cash Receipt	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Cash Receipt	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Cash Receipt	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Cash Receipt	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Cash Receipt	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Cash Receipt	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Cash Receipt	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Cash Receipt	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Cash Receipt	Oklahoma Tax Commission		91.36
1/8/2021	R-00062	Cash Receipt	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Cash Receipt	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Cash Receipt	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Cash Receipt	Oklahoma Tax Commission		93.81
3/8/2021	R-00084	Cash Receipt	Oklahoma Tax Commission		14,390.75
3/10/2021	R-00085	Cash Receipt	Oklahoma Tax Commission		129.52
4/9/2021	R-00094	Cash Receipt	Oklahoma Tax Commission		11,578.57
4/13/2021	R-00095	Cash Receipt	Oklahoma Tax Commission		145.87
5/10/2021	R-00103	Cash Receipt	Oklahoma Tax Commission		32,227.87
5/12/2021	R-00106	Cash Receipt	Oklahoma Tax Commission		128.72
4000 Sales Tax Totals					\$163,997.90
4005 Use Tax					
7/9/2020	R-00015	Cash Receipt	Oklahoma Tax Commission		714.83
8/10/2020	R-00017	Cash Receipt	Oklahoma Tax Commission		569.76
9/9/2020	R-00024	Cash Receipt	Oklahoma Tax Commission		313.48
10/9/2020	R-00045	Cash Receipt	Oklahoma Tax Commission		228.44
11/9/2020	R-00053	Cash Receipt	Oklahoma Tax Commission		424.74
12/9/2020	R-00050	Cash Receipt	Oklahoma Tax Commission		559.76
1/8/2021	R-00060	Cash Receipt	Oklahoma Tax Commission		579.16
2/8/2021	R-00072	Cash Receipt	Oklahoma Tax Commission		957.30
3/8/2021	R-00082	Cash Receipt	Oklahoma Tax Commission		867.27
4/9/2021	R-00096	Cash Receipt	Oklahoma Tax Commission		921.44
5/10/2021	R-00105	Cash Receipt	Oklahoma Tax Commission		711.20
4005 Use Tax Totals					\$6,847.38
4010 Utility Tax					
7/17/2020	R-00019	Cash Receipt	Kiamichi Electric		1,892.04
10/9/2020	R-00047	Cash Receipt	Kiamichi Electric		2,515.80
1/29/2021	R-00069	Cash Receipt	Kiamichi Electric		1,848.12
4010 Utility Tax Totals					\$6,255.96
4011 Lodging Tax					
12/9/2020	R-00049	Cash Receipt	Oklahoma Tax Commission		5,753.09
1/8/2021	R-00061	Cash Receipt	Oklahoma Tax Commission		4,574.48
2/8/2021	R-00071	Cash Receipt	Oklahoma Tax Commission		1,912.94
3/8/2021	R-00083	Cash Receipt	Oklahoma Tax Commission		1,856.63
4/9/2021	R-00097	Cash Receipt	Oklahoma Tax Commission		408.92
5/10/2021	R-00104	Cash Receipt	Oklahoma Tax Commission		5,277.35
4011 Lodging Tax Totals					\$19,783.41

Town Administrator's Report – June 19, 2021

- Entrance Road – I have been communicating with the Pittsburgh County on getting short term potholes filled and longer term repairs to the road. The County has been struggling on a couple fronts in doing road work. One has been the rain. The other, which has been a bigger issue, has been the Asphalt plant has been out of service. With the Asphalt being down the County has not been able to get asphalt to do any road work. Since we are a chip and seal road I asked if we could start main repairs with chip and seal. Unless they remove the section and rebuild the base, they will use asphalt for leveling, which puts us back to needing asphalt. I reached out to the City of Eufaula because they have a pothole patching machine to see if they would assist with some pothole repairs. Their machine keeps asphalt hot, it doesn't make asphalt, so with the Asphalt Plant down they are in the same boat as the County.

- Management Services Agreement – Kay and I are working on a revised Management Services Agreement which would include management oversight of the Town Green Park and Pavilion areas. Grant and I had a discussion related to Carlton Landing Enterprises expanding their role and he was open to the concept.

- CMAO Conference – the City Managers Association conference is being held in Enid July 21-23. I am planning to attend but will be available by phone and email.

Thank you.

Bank Register
6/1/2021 to 6/30/2021

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	213,163.19
6/2/2021	EFT	Oklahoma Tax Commission			0.00	610.00	212,553.19
6/4/2021	EFT	RWS Cloud Services			0.00	90.00	212,463.19
6/9/2021	R-00114	Scissortail Homes			762.91	0.00	213,226.10
6/9/2021	R-00111	Oklahoma Tax Commission			3,009.90	0.00	216,236.00
6/9/2021	R-00112	Oklahoma Tax Commission			23,870.40	0.00	240,106.40
6/9/2021	R-00110	Oklahoma Tax Commission			1,154.16	0.00	241,260.56
6/10/2021	EFT	BOK Credit Card			0.00	66.99	241,193.57
6/10/2021	R-00118	Kerney Homes			762.91	0.00	241,956.48
6/11/2021	R-00113	Oklahoma Tax Commission			273.02	0.00	242,229.50
6/11/2021	A-10035	James G Buckley			0.00	2,745.07	239,484.43
6/14/2021					0.00	65.99	239,418.44
6/14/2021	R-00115	Scissortail Homes			762.91	0.00	240,181.35
6/14/2021	1146	DEQ			0.00	347.71	239,833.64
6/14/2021	EFT	Cross Telephone Co			0.00	52.00	239,781.64
6/14/2021	EFT	Kiamichi Electric			0.00	79.00	239,702.64
6/15/2021	EFT	CSA Software			0.00	441.05	239,261.59
6/18/2021	1147	OkMRF			0.00	2,583.99	236,677.60
6/18/2021	1143	CLEDT			0.00	1,873.48	234,804.12
6/21/2021	1149	Freese and Nichols			0.00	3,449.00	231,355.12
6/21/2021	1145	McAlester News Capital			0.00	30.35	231,324.77
6/24/2021	R-00124	Max Meyers			23.97	0.00	231,348.74
6/25/2021	EFT	Oklahoma Tax Commission			0.00	857.00	230,491.74
6/25/2021	R-00117	Scissortail Homes			762.91	0.00	231,254.65
6/25/2021	A-10036	James G Buckley			0.00	2,513.34	228,741.31
6/28/2021	R-00125	Carter			762.91	0.00	229,504.22
6/28/2021	1150	Pied Piper Service			0.00	80.00	229,424.22
6/28/2021	EFTPS	EFTPS			0.00	1,634.51	227,789.71
6/28/2021	1148	Landmark			0.00	392.00	227,397.71
6/30/2021	1152	Crawford & Associates, P.C.			0.00	233.75	227,163.96
6/30/2021	R-00127	Jim Willcox			23.46	0.00	227,187.42
6/30/2021	R-00126	Courtney Odom			23.45	0.00	227,210.87
6/30/2021	1151	Amanda Harjo			0.00	800.00	226,410.87
6/30/2021	R-00119	TIF Increment			32,947.74	0.00	259,358.61
1000 Town of CL Checking 9683 Totals					\$65,140.65	\$18,945.23	\$259,358.61

Bank Register

6/1/2021 to 6/30/2021

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
		1010 2018 GO Bond Checking Totals			\$0.00	\$0.00	\$69,786.67
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
		1020 2020 GO Bond Checking Totals			\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	80,064.18
		1030 Sinking Fund Checking 3087 Totals			\$0.00	\$0.00	\$80,064.18
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	410,572.95
6/30/2021	0132	Town of Carlton Landing			0.00	8,351.07	402,221.88
		1040 BOK 3649 TIF Increment Totals			\$0.00	\$8,351.07	\$402,221.88
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	12,715.64
6/1/2021	R-00040	BOK Financial			0.27	0.00	12,715.91
6/21/2021		New Town Development			0.00	2,168.01	10,547.90
		1050 BOK 6147 - Rev Bond 2018 Totals			\$0.27	\$2,168.01	\$10,547.90
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	1,171.14
6/1/2021	R-00046	BOK Financial			0.02	0.00	1,171.16
		1060 BOK 4042 - Rev Bond 2018B Totals			\$0.02	\$0.00	\$1,171.16
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	43,007.93
6/1/2021	R-00050	BOK Financial			0.92	0.00	43,008.85
		1070 BOK - Rev Bond 2019 Totals			\$0.92	\$0.00	\$43,008.85
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	365,123.73
6/1/2021	R-00055	BOK Financial			7.86	0.00	365,131.59
6/10/2021	0473849	New Town Development			0.00	105,558.11	259,573.48
6/21/2021	0003	SWH Construction			0.00	30,971.46	228,602.02
		1080 BOK 3045 Rev Bond 2020 Totals			\$7.86	\$136,529.57	\$228,602.02

7/15/2021
10:43 AM

CLEDT, General Fund, Reserve Fund

Page 3 of 3

Bank Register

6/1/2021 to 6/30/2021

Report Totals	<u>\$65,149.72</u>	<u>\$165,993.88</u>	<u>\$1,174,638.74</u>
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Records included in total = 50

Report Options

Trans Date: 6/1/2021 to 6/30/2021

Display Notation: No

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Jun 2021 Jun 2021 Actual	Year-To-Date Jul 2020 Jul 2020 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					
Budget Carryover					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
Total Budget Carryover	\$0.00	\$0.00	\$77,917.47	\$77,917.47	
Other Revenue					
4000 Sales Tax	24,143.42	188,141.32	150,000.00	(38,141.32)	125.4%
4005 Use Tax	1,154.16	8,001.54	7,200.00	(801.54)	111.1%
4010 Utility Tax	0.00	6,255.96	8,000.00	1,744.04	78.2%
4011 Lodging Tax	3,009.90	22,793.31	5,000.00	(17,793.31)	455.9%
4015 Pittsburgh County Sinking Fund	0.00	60,039.22	58,790.00	(1,249.22)	102.1%
4100 Building Permits/Inspection Fe	3,814.55	32,337.22	15,000.00	(17,337.22)	215.6%
4105 Business License and Permits	70.88	86.88	200.00	113.12	43.4%
9002 Transfer IN from TIF	32,947.74	174,949.45	111,458.30	(63,491.15)	157.0%
Total Other Revenue	\$65,140.65	\$492,604.90	\$355,648.30	(\$136,956.60)	
Non-Departmental Revenues Totals	\$65,140.65	\$492,604.90	\$433,565.77	(\$59,039.13)	
Unallocated					
Other Revenue					
9002 Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Total Other Revenue	\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Unallocated Totals	\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue	\$65,140.65	\$492,604.90	\$439,659.52	(\$52,945.38)	
Gross Profit	\$65,140.65	\$492,604.90	\$439,659.52	\$0.00	
Expenses					
Non-Departmental Revenues					
Personal Services					
5000 Salaries	0.00	(2,584.00)	0.00	2,584.00	0.0%
5015 Unemployment Tax	0.00	792.00	0.00	(792.00)	0.0%
Total Personal Services	\$0.00	(\$1,792.00)	\$0.00	\$1,792.00	
Other Services					
6015 Insurance	0.00	(1,057.00)	0.00	1,057.00	0.0%
Total Other Services	\$0.00	(\$1,057.00)	\$0.00	\$1,057.00	
Non-Departmental Revenues Totals	\$0.00	(\$2,849.00)	\$0.00	\$2,849.00	

General Fund Statement of Revenue and Expenditures

Acct	Current Period Jun 2021 Jun 2021 Actual	Year-To-Date Jul 2020 Jul 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Expenses					
Administration					
Personal Services					
5000	Salaries	6,630.76	86,699.88	87,924.00	1,224.12 98.6%
5001	Stipend	0.00	750.00	0.00	(750.00) 0.0%
5010	Social Security	532.09	6,987.95	6,726.19	(261.76) 103.9%
5015	Unemployment Tax	0.00	545.44	1,758.48	1,213.04 31.0%
5020	Employer Paid Insurance	0.00	17,089.44	17,205.00	115.56 99.3%
5025	Employer Retirement Contributi	695.56	9,009.80	8,792.40	(217.40) 102.5%
5030	Vehicle/Cell Allowance	324.85	3,898.20	3,600.00	(298.20) 108.3%
	Total Personal Services	\$8,183.26	\$124,980.71	\$126,006.07	\$1,025.36
Materials & Supplies					
5500	Office Supplies	0.00	99.00	600.00	501.00 16.5%
5510	Building Maintenance & Repairs	80.00	160.00	0.00	(160.00) 0.0%
	Total Materials & Supplies	\$80.00	\$259.00	\$600.00	\$341.00
Other Services					
6000	Utilities	131.00	3,783.74	7,825.00	4,041.26 48.4%
6005	Rent	0.00	7,300.49	9,000.00	1,699.51 81.1%
6035	Dues & Memberships	0.00	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%
	Total Other Services	\$131.00	\$12,607.23	\$22,005.00	\$9,397.77
	Administration Totals	\$8,394.26	\$137,846.94	\$148,611.07	\$10,764.13
General Government					
Materials & Supplies					
5500	Office Supplies	66.99	1,417.35	1,500.00	82.65 94.5%
5520	Software Programs/ Services	441.05	7,336.45	6,372.70	(963.75) 115.1%
5530	Miscellaneous	0.00	701.26	600.00	(101.26) 116.9%
	Total Materials & Supplies	\$508.04	\$9,455.06	\$8,472.70	(\$982.36)
Other Services					
6010	Publication & Notice Expense	30.35	1,564.25	2,500.00	935.75 62.6%
6015	Insurance	0.00	1,253.08	1,800.00	546.92 69.6%
6020	Professional Services	800.00	53,247.00	40,000.00	(13,247.00) 133.1%
6025	Contracts & Leases	392.00	1,568.00	0.00	(1,568.00) 0.0%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00 0.0%

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Jun 2021 Jun 2021 Actual	Year-To-Date Jul 2020 Jun 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Expenses					
General Government					
Other Services					
6035	Dues & Memberships	347.71	967.71	1,079.00	111.29 89.7%
6040	School, Training, Travel	0.00	0.00	2,000.00	2,000.00 0.0%
6045	Road Maintenance	0.00	6,529.42	9,800.00	3,270.58 66.6%
6050	Website Expense	0.00	1,200.00	2,500.00	1,300.00 48.0%
	Total Other Services	\$1,570.06	\$66,329.46	\$65,679.00	(\$650.46)
Capital Outlay					
7010	Projects	5,322.48	14,320.48	77,917.47	63,596.99 18.4%
	Total Capital Outlay	\$5,322.48	\$14,320.48	\$77,917.47	\$63,596.99
Debt Service					
8000	GO Bond Payments	0.00	600.00	58,790.00	58,190.00 1.0%
8500	Interest Expense	0.00	14,055.83	0.00	(14,055.83) 0.0%
	Total Debt Service	\$0.00	\$14,655.83	\$58,790.00	\$44,134.17
Transfers Out					
9503	Transfer OUT to Reserve Fund	0.00	0.00	70,000.00	70,000.00 0.0%
	Total Transfers Out	\$0.00	\$0.00	\$70,000.00	\$70,000.00
	General Government Totals	\$7,400.58	\$104,760.83	\$280,859.17	\$176,098.34
Unallocated					
Materials & Supplies					
5500	Office Supplies	0.00	179.14	0.00	(179.14) 0.0%
5520	Software Programs/ Services	90.00	90.00	0.00	(90.00) 0.0%
	Total Materials & Supplies	\$90.00	\$269.14	\$0.00	(\$269.14)
Other Services					
6015	Insurance	88.12	968.92	0.00	(968.92) 0.0%
6020	Professional Services	233.75	233.75	0.00	(233.75) 0.0%
	Total Other Services	\$321.87	\$1,202.67	\$0.00	(\$1,202.67)
Debt Service					
8500	Interest Expense	65.99	65.99	0.00	(65.99) 0.0%
	Total Debt Service	\$65.99	\$65.99	\$0.00	(\$65.99)
Transfers Out					
9503	Transfer OUT to Reserve Fund	0.00	0.00	70,000.00	70,000.00 0.0%
	Total Transfers Out	\$0.00	\$0.00	\$70,000.00	\$70,000.00

General Fund Statement of Revenue and Expenditures

Acct	Current Period Jun 2021 Actual	Year-To-Date Jul 2020 Jun 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Expenses					
Unallocated Totals	\$477.86	\$1,537.80	\$70,000.00	\$68,462.20	
Expenses	\$16,272.70	\$241,296.57	\$499,470.24	\$258,173.67	
Revenue Less Expenditures	\$48,867.95	\$251,308.33	(\$59,810.72)	\$0.00	
Net Change in Fund Balance	\$48,867.95	\$251,308.33	(\$59,810.72)	\$0.00	
Fund Balances					
Beginning Fund Balance	721,150.73	159,791.09	0.00	0.00	0.0%
Net Change in Fund Balance	48,867.95	251,308.33	(59,810.72)	0.00	0.0%
Ending Fund Balance	770,018.68	770,018.68	0.00	0.00	0.0%

CLEDT, General Fund
Balance Sheet
For Period Ending 6/30/2020

	Book Value Jun 2020 Actual
Assets	
Current Assets	
Cash	
2018 GO Bond Checking	147,704.14
2020 GO Bond Checking	1,960.00
BOK - Rev Bond 2019	497,159.99
BOK 3649 TIF Increment	461,638.36
BOK 4042 - Rev Bond 2018B	124,770.98
BOK 6147 - Rev Bond 2018	417,305.84
Sinking Fund Checking 3087	61,915.09
Town of CL Checking 9683	47,047.55
Other Current Assets	
Accounts Receivable	80,643.49
Due from TIF Fund	(145,597.36)
Prepaid Insurance	1,057.00
Total Current Assets	\$1,695,605.08
Fixed Assets	
Fixed Assets	
Buildings & Improvements	
Marina Project	27,778.50
Swim Beach	225,973.18
Projects	
Block 10 Parking	35,380.67
Nature Trails	83,375.99
2018 Revenue Bond Projects	
Alley Beartification Projects	14,606.02
Dev Reimb - Rev Bond 2018	36,238.00
Infra Reimb - Rev Bond 2018	337,614.00
Marina - Courtesy Dock	28,000.00
Marina Center - Clearing	67,345.71
Marina Center - Fencing	10,400.00
Nature Center - Playground	69,470.59
Post Office	13,519.02
School Support - Rev Bond 2018	459,798.00
Water Street ROW	78,000.00
2018B Revenue Bond Projects	
Dev Reimb - Rev Bond 2018B	144,241.14
Future Courtesy Dock	111,419.09
Infra Reimb - Rev Bond 2018B	206,000.00
Nature Center - Soft Costs	80,233.20
Town Green - Public Amenity	131,622.00
Town Square	30,621.00
Water Street ROW	30,640.00
2019 Revenue Bond Projects	
Dev Infrastructure - Phase 5	706,829.00
Park Street Lake Approach	161,469.00
Water Street ROW Improvements	36,138.00
Furniture & Fixtures	
Office Furniture	4,241.43
Total Fixed Assets	\$3,130,953.54

Balance Sheet
For Period Ending 6/30/2020

	Book Value Jun 2020 Actual
Total Assets	\$4,826,558.62

Liabilities

Current Liabilities

Payroll Liabilities

EFTPS Payable	19.89
OK Tax Commission Payable	874.00
OkMRF Payable	3,627.33
Total Current Liabilities	<u>\$4,521.22</u>

Long Term Liabilities

Long Term Debt

2017 GOB	143,259.22
2018 GOB	59,801.67
2020 GOB	79,917.47
Rev Bonds Sold- Offering 2018	1,450,001.04
Rev Bonds Sold- Offering 2018B	890,000.00
Rev Bonds Sold- Offering 2019	1,455,000.00
Road Repair Payable	83,717.84

Other Liabilities

Due to Town of Carlton Landing	<u>(78,285.49)</u>
Total Long Term Liabilities	<u>\$4,083,411.75</u>
Total Liabilities	<u>\$4,087,932.97</u>

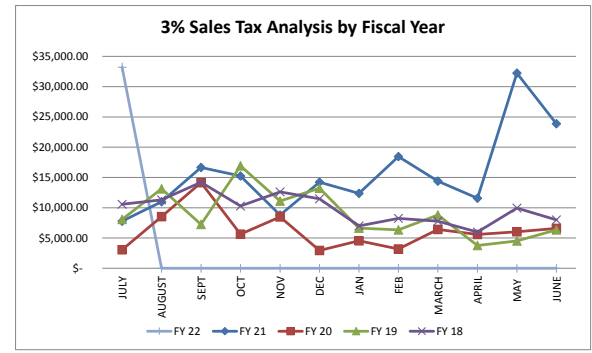
Fund Balance

Accumulated Surplus (Deficit)

Fund Balance	738,625.65
Total Fund Balance	<u>\$738,625.65</u>
Total Liabilities and Equity	<u>\$4,826,558.62</u>

**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
FY22	\$ 33,205.30												\$ 33,205.30
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	\$ 14,390.75	\$ 11,578.57	\$ 32,227.87	\$ 23,870.40	\$ 186,579.96
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

	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
FY22	\$ 985.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 985.86
FY21	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ 921.44	\$ 711.20	\$ 1,154.16	\$ 8,001.54
FY20								\$ 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
FY22	\$ 5,672.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,672.25
FY21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

Town Administrator's Report – July 17, 2021

- Entrance Road – Pittsburgh Conty has filled in the potholes. We will start discussion on timing for road repair. My desire is to get past the summer season to minimize impact on heavy road traffic.
- Ridgeline Trail Concrete Proposal – The initial phase is close to completion. Clay, Chuck, and I have worked on language for the concrete proposals. The proposals are out and we are accepting proposals.
- KEDDO Membership – I met with the Executive Director of Kiamichi Economic Development District of Oklahoma (KEDDO). KEDDO is the Council of Government that covers Carlton Landing falls. They can provide some technical assistance, grant assistance, and economic development assistance. Membership is \$50.00 per year
- Year-end and Transition with Amanda – We have been working on Year-end and getting Amanda set-up in the systems, so she has proper access to accounts.
- Website – Upload Docs to own Folder and Dropbox – I have been working with Heath to establish a folder and simpler administrative process to access documents uploaded through the website for permits. Once working Amanda, Dan Hurd will be able to access files from Dropbox, currently the files are only accessed through the administrative side of the website.
- Pavilion – clearing some trees to open view of the Lake – The trees between the Pavilion and water are blocking a nice clean view of the lake. I am working on getting quotes to remove some of the stress and or raise some of the limbs to allow a better view to the lake.
- CMAO Conference – the City Managers Association conference is being held in Enid July 21-23. I am planning to attend but will be available by phone and email.

Thank you.

PROJECT NO.: CRL21229

PROJECTS: *Street Light Policy and Standards*
Community Center Planning

TO: Greg Buckley

FROM: Keith Beatty, P.E.

DATE July 14, 2021

PROJECT UPDATES

Street Light Policy and Standards – Design Project

Phase A – Develop Lighting Policy

- Staff working on Lighting Policy examples - Completed
- Sent to Town Administrator – 5/10/2021
- Board of Trustees Discussion – 5/15/2021
- Anticipated lighting demo – September Trustees meeting

Phase B – Develop Light Standard

- Phase B to follow Phase A
- Received possible light standards from Town Administrator – 5/12/2021
- Board of Trustees Discussion – 5/15/2021
- May have some discussions regarding the standard prior to finish of Phase A
- Anticipated lighting demo – September Trustees

Phase C – Lighting Plan Production

- Surveyor to complete survey by 3/20/21 weather permitting - Complete
- Survey data to Engineer 3/27/2021 - Complete
- Initial Plan set 5/27/21 – Developing Concept Plan
- Final Plan set anticipated 10/1/2021

Community Center Planning

- FNI developing scope and fee – Discussed initial scope with City Administrator
- Meeting with City Administrator and Architect – 7/14/2021