

**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; August 21, 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. Regular Meeting of the CL Board of Trustees on July 17, 2021
4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda
6. Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution confirming the establishment of the Planning Commission of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Commissioners and setting regular meetings, or take any other appropriate action.
Exhibit(s): Resolution 2021-xx-xx , Planning Commission
7. Consider, discuss, and possibly vote to amend, revise, approve or deny an Ordinance replacing Ordinance #16 governing the operation of golf carts and other recreational self-propelled or motor-driven personal conveyances within the corporate boundaries of the Town of Carlton Landing and Declaring an Emergency, or take any other appropriate action.
Exhibit(s): Golf Cart Ordinance 2nd Draft
8. Consider, discuss, and possibly vote to approve, amend, revise or deny the First Amended and Restated 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.
Exhibit(s): 4 - Acknowledgment and Consent to Collateral Assignment of Concession Agreement - final
9. Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution of the Board of Trustees of the Town of Carlton Landing directing any person, citizen or visitor, within

the Town of Carlton Landing to wear a proper mask while attending any official meeting called by the Trustees of the Town or Board Members, other Boards serving under the Town of Trustees, and would recommend other entities providing service to or within the Town of Carlton Landing follow the same requirement, or take any other appropriate action.

Exhibit(s): [Resolution Covid Revised 8-2021](#)

10. Consider and discuss holding a joint meeting between the Town, Developer, Homeowners Association, and Rural Water District to discuss signage and coordinated communication methods to residents, renters, guests and visitors on rules, regulations, policies of the respective bodies, or take any other appropriate action.
11. Reports
 - a. Sales Tax Revenue and other Financial Reports: [Statement of Revenue and Expenditures BOT July 2021](#), [Income Statement BOT July 2021](#)
 - b. [Town Administrator](#); [SALES TAX COMPARISON by Fiscal Year 7-9-2021](#) [F&N Monthly Report August 2021](#)
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
12. 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.
13. Comments and questions by Governing Body members regarding items for future consideration.
14. 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 August 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

**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

MINUTES

1. Call to Order

The meeting was called to order at 8:06 a.m. with Mayor Chinnici presiding.

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 CL Board of Trustees on June 19, 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, Mai, Chapman

NAY: None

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.

Daryl Nietol reported that site preparation for the water treatment plant has started and that the consent order is on the desk of the D.E.Q. Grant Humphries will check to see if builders can start land development.

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.

Grant Humphreys reported that the Planning Commission has approved phase 6 (Lincoln Square) and phase 7 (the Bluffs). He shared maps to illustrate development areas. (See attachments)

Parking plans were asked and Grant responded that parallel parking is planned.

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 reported that Greg Buckley, Mayor Chinnici and Jan Summers visit with her frequently with questions about codification, conflicts of Interest and all town issues.

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

Dr. Summers presented pictures of an illegal shooting site off property that aims in the direction of our farm, and reported that on July 10, a stray bullet whizzed past children and horses at the farm. (See photos attached)

David Kimmel has ordered No "Trespassing, vehicles, firearms allowed" signs for the area.

Dr. Summers also presented pictures of building materials stacked behind the pop up shops and in the field across from the new Water Street Pavilion. She is concerned that these materials are in the center of town activities and amenities, and requests the town ask the developer to have these moved to a more appropriate place. (Photos attached)

Grant will intend to identify a place for drop off and storage of building materials that is away from town center.

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 9:13 a.m., July 17, 2021

Mayor

Attest:

Town Clerk

7/15/2021
10:43 AM

CLEDT, General Fund, Reserve Fund
Bank Register
6/1/2021 to 6/30/2021

Page 1 of 3

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

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					
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	

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.

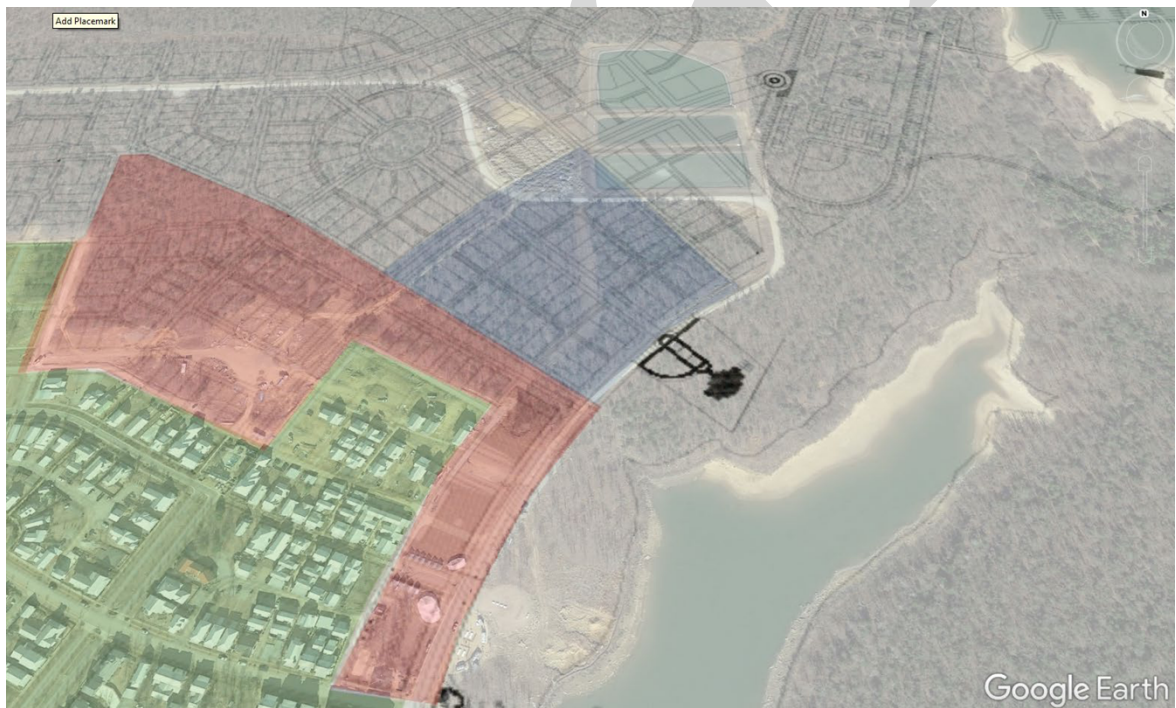
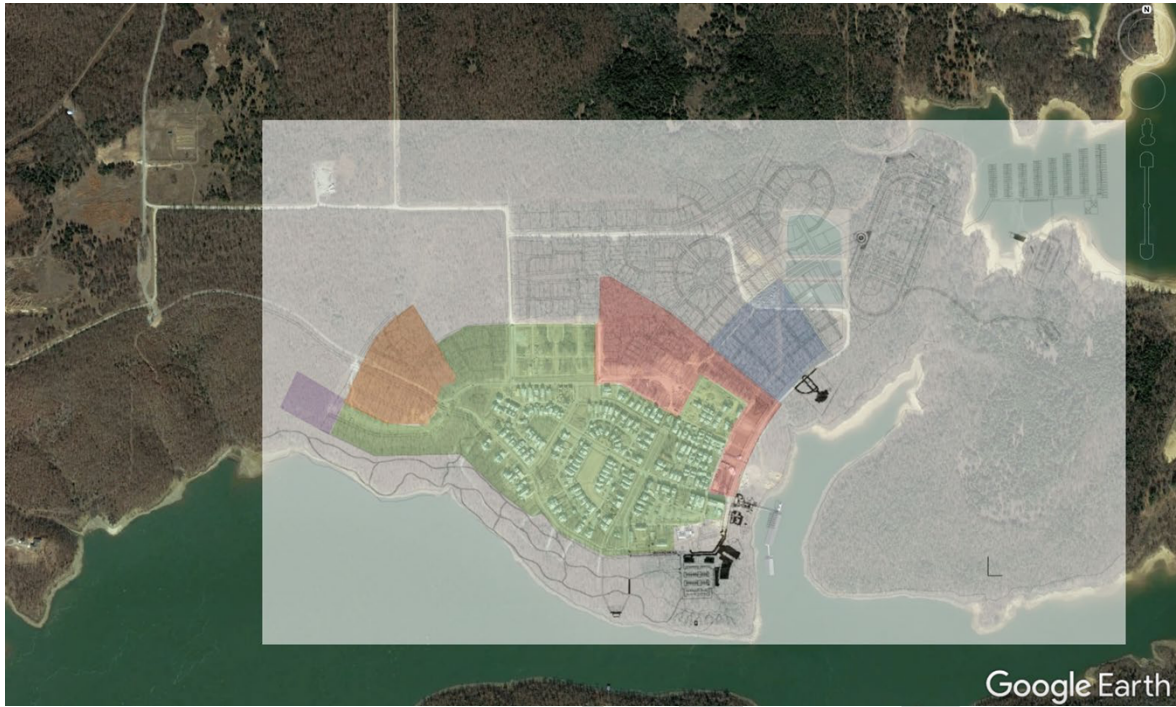
Thank you.







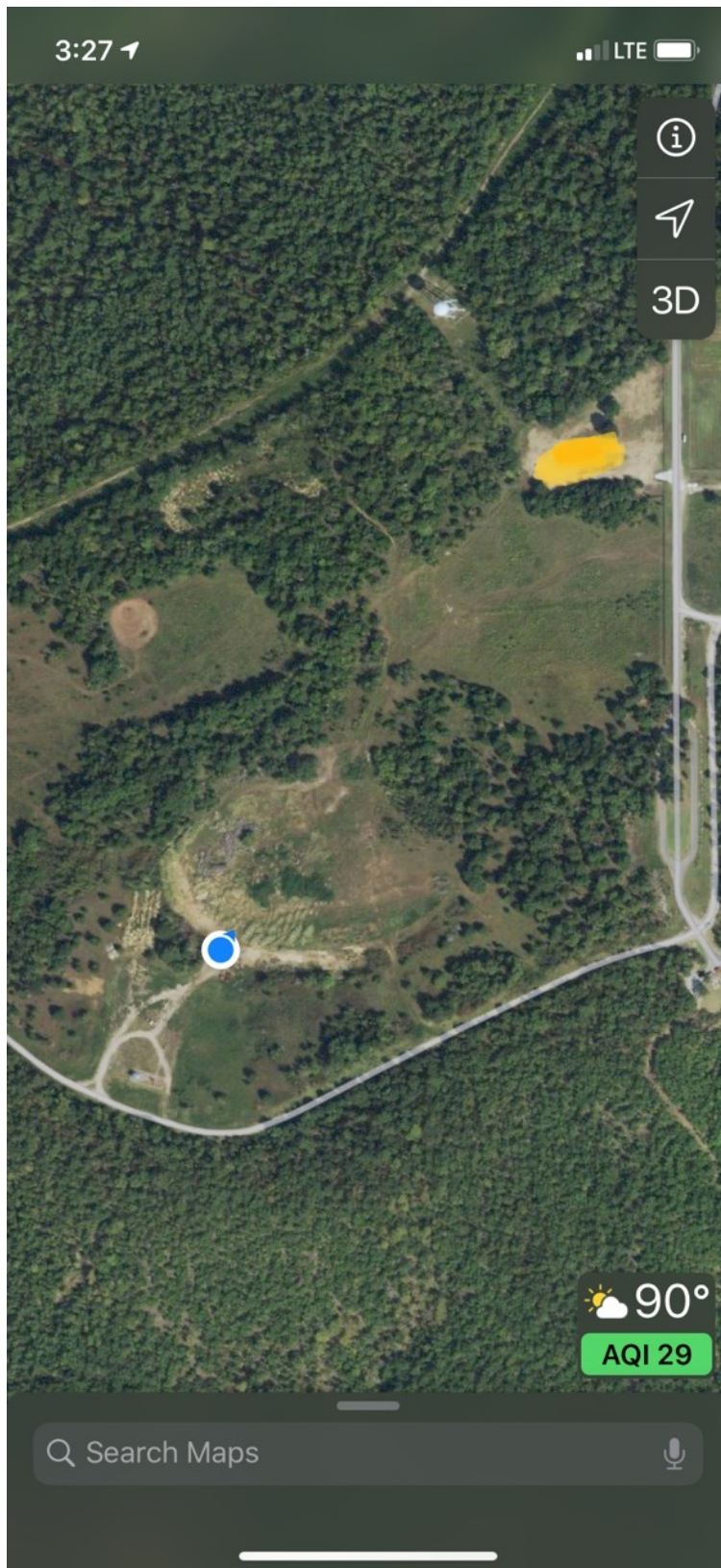












The blue dot is where shooting occurs. The yellow mark is where the barn and horses are.



Discarded rifle shells from the shooting site.



Building materials stored across from new Water Street Pavilion



Building materials stored behind Pop Up shops

Bricks stored beside Church

General Fund
Bank Register
7/1/2021 to 7/31/2021

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund						
Town of CL Checking 9683						
			Beginning Balance			259,358.61
7/1/2021	R-00140		Jim Willcox	23.97		259,382.58
7/1/2021	R-00141		Rebecca Burt	23.97		259,406.55
7/2/2021	R-00129		Zach Love	23.97		259,430.52
7/2/2021	R-00130		Valerie Johnson	23.97		259,454.49
7/2/2021	R-00142		Sara Hale	23.97		259,478.46
7/3/2021	R-00132		John Scott Thompson	23.97		259,502.43
7/3/2021	R-00133		Vanessa Gower	23.97		259,526.40
7/4/2021	R-00134		Krissi Green	23.97		259,550.37
7/6/2021	EFT		RWS Cloud Services		135.00	259,415.37
7/6/2021	R-00143		Kerney Homes	762.91		260,178.28
7/9/2021	A-10037		James G Buckley		2,745.07	257,433.21
7/9/2021	R-00136		Oklahoma Tax Commission	33,205.30		290,638.51
7/9/2021	R-00137		Oklahoma Tax Commission	5,672.25		296,310.76
7/9/2021	R-00138		Oklahoma Tax Commission	985.86		297,296.62
7/9/2021	R-00139		Oklahoma Tax Commission	193.14		297,489.76
7/13/2021	R-00120		Kerney Homes	786.00		298,275.76
7/13/2021	R-00121		Kerney Homes	786.00		299,061.76
7/13/2021	R-00122		Kerney Homes	786.00		299,847.76
7/14/2021	EFTPS		EFTPS		860.62	298,987.14
7/15/2021					65.99	298,921.15
7/15/2021	EFT		CSA Software		441.05	298,480.10
7/16/2021	1153		Dan Hurd		2,100.00	296,380.10
7/16/2021	1154		Oklahoma Municipal Leagu		493.05	295,887.05
7/16/2021	1155		Kiamichi Economic Dev Dis		50.00	295,837.05
7/19/2021	EFT		BOK Credit Card		3,070.86	292,766.19
7/20/2021	R-00128		Kiamichi Electric	1,896.99		294,663.18
7/23/2021	1156		OMAG		87.50	294,575.68
7/23/2021	1157		McAlester News Capital		34.15	294,541.53
7/23/2021	1158		Landmark		392.00	294,149.53
7/23/2021	A-10038		James G Buckley		2,560.71	291,588.82
7/27/2021	EFTPS		EFTPS		791.59	290,797.23
7/27/2021	R-00144		Scissortail Homes	228.86		291,026.09
7/28/2021	R-00123		Kerney Homes	762.91		291,789.00
7/30/2021	1159		Crawford & Associates, P.C		340.00	291,449.00

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
7/30/2021	1160		CSA Software		800.00	290,649.00
7/30/2021	1161		Amanda Harjo		800.00	289,849.00
7/30/2021	1162		L & Z Enterprises Inc		15,800.00	274,049.00
7/30/2021	R-00135		Kerney Homes	786.00		274,835.00
			Town of CL Checking 9683 Totals	\$47,043.98	\$31,567.59	\$274,835.00
			General Fund Totals	\$47,043.98	\$31,567.59	\$274,835.00
			Report Totals	\$47,043.98	\$31,567.59	\$274,835.00
			Records included in total = 39			

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution confirming the establishment of the Planning Commission of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Commissioners and setting regular meetings, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the last Planning Commission meeting a member of the Planning Commission meeting submitted his resignation from the Board. In reviewing the records on appointment of a new member, we learned the Planning Commission was established and members appointed, but there was not direct assignment of terms for any of the members. By Statute, Planning Commissioners are set for three (3) year terms. While the Mayor has the authority to appoint a person to the Planning Commission such appointment shall be confirmed by the Trustees. Additionally, the Planning Commission has set-up to provide ad-hoc or as needed meetings.

The proposed Resolution re-establishes the Planning Commission with five (5) members to staggered three (3) year terms and appoints which Commissioner shall serve which term. Also, the Planning Commission shall hold regular meetings at the first Saturday of each quarter. This will allow any action approved by the Commission to be placed on the next Trustee meeting for approval. If there is no action need by the Planning Commission on a regular scheduled meeting the meeting may be cancelled.

Proposed members of the Planning Commission and respective term are:

Commissioner #1:	Jim Hasenbeck	for a term ending August 2023
Commissioner #2:	Heather Scott	for a term ending August 2023
Commissioner #3:	Craig Ireland	for a term ending August 2022
Commissioner #4:	Mary Myrick	for a term ending August 2022
Commissioner #5	Simon Shingleton	for a term ending August 2024

FUNDING: None

EXHIBITS: Resolution Confirming Planning Commission and Appointments

RECOMMENDED ACTION: Approve a Resolution confirming the establishment of the Planning Commission of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Commissioners and setting regular meetings.

TOWN OF CARLTON LANDING

Resolution 2021-08-01

A RESOLUTION CONFIRMING THE ESTABLISHMENT OF THE PLANNING COMMISSION OF THE TOWN OF CARLTON LANDING, OKLAHOMA, PROVIDING FOR THE COMPOSITION AND REAPPOINTMENT OF THE COMMISSIONERS AND SETTING REGULAR MEETINGS.

WHEREAS, the Planning Commission of the Town of Carlton Landing was established by an Ordinance of the Town of Carlton Landing, Oklahoma on October 18, 2014; and

WHEREAS, the Planning Commission consists of five (5) members with the term of office being three (3) years; and

WHEREAS, members of the Planning Commission are reappointed by the Trustees of the Town of Carlton Landing, Oklahoma when each term ends; and

WHEREAS, the terms of all Planning Commission members are due for reappointment at the time of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing:

1. That the **members** of the Planning Commission of the Town of Carlton Landing, Oklahoma shall be:

Commissioner #1:	Jim Hasenbeck	for a term ending	August 2023
Commissioner #2:	Heather Scott	for a term ending	August 2023
Commissioner #3:	Craig Ireland	for a term ending	August 2022
Commissioner #4:	Mary Myrick	for a term ending	August 2022
Commissioner #5:	Simon Shingleton	for a term ending	August 2024
2. **Reappointments:** Reappointments shall occur at the first regular meeting of the Town Trustees in August of the year of reappointment.
3. **Meetings:** The Commission shall hold regular meetings on the first Saturday of each quarter of the year at a time set by the Commission. They shall hold Special meetings as needed.

ADOPTED by the Trustees of the Town of Carlton Landing and **SIGNED** by the Mayor of the Town of Carlton Landing on this 21st day of AUGUST, 2021.

Joanne Chinnici, Mayor

Jan Summers, Clerk

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny an Ordinance replacing Ordinance #16 governing the operation of golf carts and other recreational self-propelled or motor-driven personal conveyances within the corporate boundaries of the Town of Carlton Landing and Declaring an Emergency, or take any other appropriate action.

INITIATOR: Joanne Chinnici, Mayor,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Ordinance #16 established rules and regulations related to operation of golf cart. Growing population of residents, guests, and visitors along with growing use of golf carts and other conveyance devices provides need to examine the rules and regulations for operating such equipment.

FUNDING: None

EXHIBITS: Golf Cart Ordinance

RECOMMENDED ACTION: Approve an Ordinance replacing Ordinance #16 governing the operation of golf carts and other recreational self-propelled or motor-driven personal conveyances within the corporate boundaries of the Town of Carlton Landing and Declaring an Emergency.

Town of Carlton Landing

ORDINANCE NO. 2021-08-___

AN ORDINANCE REPLACING ORDINANCE #16 GOVERNING THE OPERATION OF GOLF CARTS AND OTHER RECREATIONAL SELF-PROPELLED OR MOTOR-DRIVEN PERSONAL CONVEYANCES WITHIN THE CORPORATE BOUNDARIES OF THE TOWN OF CARLTON LANDING AND DECLARING AN EMERGENCY

WHEREAS, Oklahoma Statutes Title 47 Section 11-1116 authorizes the municipal governing body to regulate and control the operation of golf carts within the town boundaries and on its public streets; and

WHEREAS, the Board of Trustees of Carlton Landing, Oklahoma deems it to be in the best interests and safety of the citizens to regulate and control the operation of golf carts within the town's legal boundaries and on its public streets; and

WHEREAS, other motorized and non-motorized conveyances are frequently operated on the streets and sidewalks of Carlton Landing and the Board of Trustees deems it in the best interests and safety of the citizens to regulate and control the operation of these conveyances

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA:

SECTION 1. Golf Carts

A. Definitions:

1. A **golf cart** is defined as a motor vehicle powered by an electric motor which is designed and manufactured for operation on a golf course (or a modification of such a vehicle) for recreational purposes and that is not capable of exceeding speeds of Fifteen (15) miles per hour.

2. Public road shall mean any thoroughfare within the Town of Carlton Landing including roads, streets, lanes, and alleys

B. Authority to Operate Golf Carts Within the Town of Carlton Landing:

1. Golf carts meeting the definition above may be operated on all public roads, streets, and lanes within the town limits of Carlton Landing where the speed limit is thirty five (35) miles per hour or less.

2. Golf carts should avoid construction areas when possible and prudent.

3. Golf carts must not be driven on the sidewalks, pedestrian pathways or on the boardwalk.

4. **Drivers of golf carts must be at least sixteen (16) years of age with a valid drivers' license.** The number of occupants of a golf cart must not exceed the number of seats in the cart. No person is to stand while the golf cart is in motion.

C. Compliance with Traffic Laws:

Golf carts shall comply with all applicable local and state traffic laws, and may be ticketed for traffic and parking violations in the same manner as motor vehicles.

D. Parking:

1. Golf carts must park in areas designated for golf carts and/or in areas where motor vehicle parking is allowed.
2. Golf carts must **NOT** park on maintenance zones, on sidewalks, on other pedestrian pathways, nor on private property without the permission of the owner of said property.

E. Equipment and Minimum Standards:

All golf carts operated within the Town of Carlton Landing shall meet the minimum equipment standards established by the State of Oklahoma. All golf carts shall be equipped with proper lighting. Golf carts operated between the hours before sunrise or after sunset must be equipped with headlights, taillights, rearview mirror, and a windshield.

F. Hours of Operation:

Golf carts meeting the equipment standards established for operation before sunrise and after sunset may be operated anytime during the day or night. Golf carts that do not meet these standards shall be operated only during the hours between sunrise and sunset.

G. Liability:

Nothing in this section shall be construed as an assumption of liability by the Town of Carlton Landing for any injuries to persons, pets or property which may result from the operation of a golf cart by an authorized driver.

Owners are fully liable and accountable for the actions of any individual cart, both that they provide permission to operate and drive said golf cart, both on personal and/or town or public properties. This described property especially applies to personal injuries or under the age damage resulting from golf cart drivers who are minors of 18 with or without a current and valid driver's license.

H. Enforcement:

The Town of Carlton Landing shall have the authority to enforce the provisions set forth herein including all applicable traffic laws.

SECTION 2: Small Motor Driven Conveyances

- A. Definitions: Small Motor Driven Conveyances capable of reaching and/or exceeding a speed of five (5) miles per hour to include, but not limited to, items such as motorized bicycles, one wheels, hoverboards, and all types of motorized scooters.
- B. Small Motor Driven Conveyances are prohibited on sidewalks, pedestrian pathways, and boardwalks.
- C. Appropriate personal protective equipment is recommended.
- D. Effort should be made to avoid high traffic areas and times of day when traffic is most busy.
- E. Drivers of small motor driven conveyances must comply with all traffic laws including those for the protection of right of way for pedestrians.
- F. Liability:

Nothing in this section shall be construed as an assumption of liability by the Town of Carlton Landing for any injuries to persons, pets or property which may result from the operation of a small motor driven conveyances by a driver.

SECTION 3: Small Non- Motorized Conveyances

- A. Definitions: Small non-motorized conveyances include, but are not limited to bicycles, skateboards and non-motorized scooters of all types.
- B. Children less than the age of eight (8) may ride non-motorized conveyances on sidewalks, pedestrian paths, and boardwalks. These children should:
 - 1. Wear appropriate personal protective equipment
 - 2. Be supervised by an adult, and
 - 3. Yield to pedestrians
- C. When deemed appropriate by a supervising adult, children over age eight (8) and adults capable of propelling non-motorized conveyances to speeds greater than five (5) miles per hour are prohibited from riding on sidewalks, pedestrian pathways, and boardwalks.

Section 3: Small Non-Motorized Conveyances cont'd:

- all
for
1. Appropriate personal protective equipment is recommended
 2. Effort should be made to avoid high traffic areas and times of day when traffic is most busy
 3. Drivers of small non motor driven conveyances must comply with traffic laws including those for the protection of right of way pedestrians.

D. Liability:

Nothing in this section shall be construed as an assumption of liability by the Town of Carlton Landing for any injuries to persons, pets or property which may result from the operation of a small non-motor driven conveyances by a driver.

SECTION 4: Gas Powered Recreational Vehicles

Operation of gas-powered recreational vehicles is prohibited in Carlton Landing, Oklahoma.

SECTION 5: All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 6: The provisions of this ordinance are severable and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions.

EMERGENCY CLAUSE:

It being immediately necessary for the preservation of the public peace, health, and safety of the town of Carlton Landing, Oklahoma, and the inhabitants thereof, an emergency is hereby declared to exist. By reason whereof it is necessary that this ordinance shall go into full effect and be of force immediately upon its passage.

PASSED by the Board of Trustees of the Town of Carlton Landing, Oklahoma, on the _____ day of _____, 2021.

This ordinance shall go into effect on the ____ day of _____, 2021.

SIGNED by the Mayor of the Town of Carlton Landing, Oklahoma, on the ____ day of _____, 2021

Joanne Chinnici, Mayor

Jan Summers, Town Clerk

Item No. _____

Date: August 21, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise or deny the First Amended and Restated 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.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Board approved the Acknowledge and Consent to Collateral Assignment of Concession Agreement at the May 17, 2021 Trustee meeting. The Concession holder, Carlton Landing Enterprises, is seeking to amend the initial loan amount and increase the loan to \$2,805,772.00. CrossFirst Bank is requesting all parties reapprove the Agreement with the new amount. This does not amend or alter the Marina Development Agreement with the Concessionaire, the Town and Carlton Landing Economic Development Trust. Below is the information provided at the May meeting for reference.

Through continued discussion the terms of the original draft, presented in January, have changed and worked to incorporate the comments from the Corps. In addition, improvements to be made as part of the Marina Development Project Agreement and re-imbursed by the Town are not eligible to be claimed by the Lender if there is a default on the loan.

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 incorporates the Town and the Corp's approval on an assignment of the lease based on a default of the loan.

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.

FUNDING: None

EXHIBITS: First Amended Acknowledgement and Consent Agreement

RECOMMENDED ACTION: Approve First Amended and Restated Acknowledgement 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.

**FIRST AMENDED AND RESTATED ACKNOWLEDGMENT AND CONSENT TO
COLLATERAL ASSIGNMENT OF CONCESSION AGREEMENT a/k/a
MARINA LEASE**

THIS AGREEMENT (the “Agreement”) is executed to be effective as of the 20th day of August, 2021, by and between the **TOWN OF CARLTON LANDING**, a public municipality (herein “Town”), **CARLTON LANDING ENTERPRISES, LLC**, an Oklahoma limited liability company (“CLE”), and **CROSSFIRST BANK**, a Kansas state-chartered bank (“Lender”) located at 5001 Gaillardia Corporate Place, Oklahoma City, OK 73142.

R E C I T A L S:

A. Through Lease DACW 56-1-15-268 dated June 23, 2015 (the “Master Lease”), the Town leased 420 acres of federal land and water (the “Leased Premises”) from the United States Army Corps of Engineers (the “Corps”). The Leased Premises is generally depicted on Exhibit A attached hereto.

B. The Master Lease obligates the Town to provide certain facilities and services according to the Use Plan and Development Plan detailed herein, and the Master Lease further provides that the facilities and services may be provided by the Town directly or through Concession Agreements approved by the Corps.

C. The Town and CLE entered into that certain Concession Agreement dated effective May 20, 2017, (the “Marina Lease” or “Concession Agreement”). The Marina Lease covers the same Leased Premises that is the subject of the Master Lease.

D. The Marina Lease was approved by the Corps on June 19, 2017.

E. The Marina Lease generally provides that for the period May 20, 2017 through June 14, 2040, CLE will operate a marina business in accordance with the Use Plan of the Master Lease and provide the following minimum services:

1. Furnish facilities for mooring and docking privately owned boats;
2. Service, repair, maintain, and care for privately owned boats;
3. Sell gasoline and oil;
4. Sell food, refreshments, fishing tackle, bait, fishing licenses and other supplies; and
5. Provide a marine sanitary boat pump-out system.

F. The consideration payable by CLE to the Town pursuant to the Marina Lease is \$1.00 per year for the term of the Marina Lease.

G. CLE has obtained a \$2,805,772.00 loan from Lender (the “Lender’s Loan”), for the purposes of expanding the existing facilities and services, and operating the marina business, including, but not limited to, providing the minimum services required by the Master Lease as detailed above.

H. Lender's Loan of \$2,805,772.00 is made upon the terms and conditions set forth in the First Amended and Restated Loan Agreement dated effective August 20 2021, and the Loan Documents detailed therein, including CLE's grant to Lender of a valid first priority collateral assignment of CLE's right, title and interest in and to the Marina Lease and a first priority security interest in and to all of CLE's business assets, now owned or hereafter acquired, including, but not limited to, the business assets described in paragraph 4(f) below ("Collateral").

I. The Town, subject to the Corps consent, is willing to acknowledge and consent to the collateral assignment of the Marina Lease to Lender and to Lender's first priority security interest in and to the Marina Lease on the terms set forth herein.

J. The Corps has consented to the collateral assignment of the Marina Lease to Lender and has consented to the Town's execution of this Agreement.

NOW THEREFORE, as an inducement to Lender to make the Lender's Loan of \$2,805,772.00 to CLE, and for good and other valuable consideration, Town, and CLE with Corps' consent stipulates, represents, covenants, and agrees with Lender as follows:

1. Marina Lease. The Marina Lease respectively represents the entire agreement between the Town and CLE as to CLE's rights and obligations relative to the Leased Premises described therein and has not been modified, changed, altered, or amended in any respect.

2. Status. The Marina Lease is in good standing and in full force and effect. To the best of the Town's knowledge, (a) there is no default by CLE under the Marina Lease, (b) no event has occurred, and no condition exists which, with notice or the passage of time or both, would constitute an event of default by CLE under the Marina Lease, and (c) CLE has performed all of its obligations under the Marina Lease that were due to be performed on or before the date hereof.

3. CLE's Obligations. Nothing herein contained shall be deemed or construed to release CLE from any of CLE's obligations and responsibilities to the Town or the Corps, if any, under the Marina Lease.

4. Agreements with Lender. So long as the Collateral Assignment of the Marina Lease is in effect, the following provisions shall apply:

- (a) With the Corps consent, the Town expressly acknowledges and consents the collateral assignment of the Marina Lease to Lender to secure the Lender's Loan.
- (b) In the event of a default by CLE under the Marina Lease during its term or any extensions thereof, the Town agrees to give to Lender written notice thereof. Lender shall have the right to cure a default within the time period granted in the Marina Lease, commencing upon CLE's failure or refusal to cure such default, but Lender shall have no obligation to do so.

- (c) In the event of a default by CLE under the Lender's Loan, Lender shall contemporaneously provide notice of such default to CLE, Town and Corps at the addresses provided in Section 6 below. Lender shall refrain from taking any action to enforce the Lender's Loan until thirty (30) business days following the sending of the default notice. CLE and Lender agree that CLE and/or Lender may consult with Town and Corps regarding the default under the Lender's Loan and the method and manner of curing such default and/or CLE's and/or Lender's actions related to the default. Lender agrees to consider such proposals that CLE, Town or Corps submit to Lender to cure such default, if any, however, Lender shall have the right to determine what action it will take as a result of a default, all in accordance with its Loan Agreement, Loan Documents and applicable law.
- (d) Town agrees that Lender and its successors and assigns, including any purchaser at a judicial or non-judicial foreclosure of the Marina Lease or a successor by way of a deed in lieu transfer of the Marina Lease in satisfaction or partial satisfaction of the Lender's Loan (herein the "Transferee"), shall be entitled to the benefits and obligations of the Marina Lease provided that such Transferee shall meet and satisfy the qualifications established by the Corps and Town as part of the requirements to obtain an assignment of interest in and to the Marina Lease. Such approval shall not be arbitrarily or unreasonably withheld.
- (e) Should Lender or a third party become a Transferee of the Lease, such Lender or third party shall be bound by the terms of the Concession Agreement.
- (f) The parties hereby irrevocably stipulate, acknowledge and agree that all improvements to the Marina Lease previously or hereafter made by CLE, including but not limited to (1) All furniture, fixtures, and equipment now owned or hereafter existing on or at the Marina Lease shall be subject to the lien of Lender's Security Agreement. Furniture, fixtures and equipment as used herein, includes, but is not limited to: all of CLE's right, title and interest in and to all buildings, structures and other improvements now or hereafter existing or hereafter constructed on the Marina Lease and includes, but is not limited to all piers, boat ramps, docks, causeways, boat slips, dry dock storage, other storage, all facilities (leased or owned), all mechanical systems, fixtures, compressors, engines, electrical systems, heating fixtures, systems and equipment, air conditioning fixtures, systems and equipment, walks, fencing lighting, landscaping, gas and oil tanks, gas pumps, equipment, pipes, wires, plumbing, vent hoods, trash compactors, disposals and fans; (2) any and all contracts and subcontracts relating to the construction and development of the Marina Lease including any contracts or subcontracts relating to improvements, any and all plans and specifications for development of or for construction on the Marina Lease, any and all permits, licenses, franchises, certificates, warranties, and/or other rights and privileges obtained in connection with the construction, development, and operation of the Marina Lease; (3) any and all proceeds payable or to be payable under a policy of insurance relating to the construction, development, and operation of the Marina Lease or any and all proceeds arising

from the taking of all or part of the Marina Lease for any public or quasi-public use under any law or by right of eminent domain the foregoing improvements (herein "Improvements" or "Collateral"). As between Lender, CLE and Town and any person claiming by or through any of them, the Improvements and Collateral are stipulated to be personal property. The parties hereto stipulate, acknowledge and agree that said Improvements and Collateral, are intended to be personal property and subject to the rights of Lender and, at Lender's option, shall be removable from the Marina Lease free and clear of all ownership or other claims of any party hereto, or any assignee or successor of either. However, notwithstanding the above provisions of this section 4(f) the items identified in Section 1.5(d) of that certain Marina Project Management Agreement between Humphreys Partners 2009, LLC, the Carlton Landing Economic Development Trust, and the Town described as follows: (a) the road from the end of Water Street to the Marina and parking area; (b) the gangway and dock walkway at the Marina; and (c) the water and sewer utilities, shall not be claimed as Improvements or Collateral that are subject to Lender's security interest.

- (g) In the event of a default or foreclosure of Lender's security interest in and to the Collateral described above, the Town stipulates, acknowledges and agrees, in addition to Lender's right to foreclose its Collateral Assignment Agreement, Lender may exercise its rights as a Secured Lender under Article 9 of Oklahoma's Uniform Commercial Code, including but not limited to seizing, removing and selling its Collateral, including but not limited to the Improvements, excluding however the specific items excluded in section 4(f) above.
- (h) To the extent necessary to permit the collateral assignment of CLE's interest in the Marina Lease, the Marina Lease is hereby deemed amended to permit the collateral assignment of CLE's interest to Lender.

5. Non-waiver. Except as specifically provided herein, nothing contained in this Acknowledgment and Consent to Collateral Assignment of Concession Agreement shall be deemed or construed to prohibit the Town from exercising any of its rights or remedies under the Marina Lease.

6. Inconsistencies. To the extent there is an inconsistency between the terms of the Concession Agreement and the terms of this Agreement, the terms of the Concession Agreement shall control; notwithstanding each party hereto shall be bound by the terms and conditions of this Agreement.

7. Notices. All notices to be delivered in accordance with the notice provisions of the Marina Lease or this Agreement shall be provided at the following addresses (or such other address designated in writing):

CrossFirst Bank
Attn: Amy Bailey

5001 Gaillardia Corporate Place
Oklahoma City, OK 73142

Carlton Landing Enterprises, LLC
Attn: Grant Humphreys
223 S. Walker
Oklahoma City, OK 73109

The Town of Carlton Landing
Attn: Joanne Chinnici, D.O.
44 Water Street
Carlton Landing, OK 74432

U.S. Army Corps of Engineers, Tulsa District
Attn: Chief, Real Estate Division
1645 South 101st East Avenue
Tulsa, OK 74128-4609

Notice shall be deemed to have been duly given if and when enclosed in a properly sealed envelope, or wrapper, addressed as aforesaid, and deposited, postage prepaid, in a post office regularly maintained by the United States Postal Service.

8. Amendment. This First Amended and Restated Acknowledgment and Consent to Collateral Assignment of Concession Agreement a/k/a Marina Lease completely amends, restates and replaces the original Acknowledgment and Consent to Collateral Assignment of Concession Agreement a/k/a Marina Lease between Town, Lender and CLE dated effective May 14, 2021.

9. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Town, Lender and CLE and their respective successors and assigns.

Approved this ____ day of _____ 2021, to be effective as of August 20, 2021.

TOWN:

TOWN OF CARLTON LANDING, an
Oklahoma municipality

By:

JOANNE CHINNICI, D.O., Mayor of
Carlton Landing

CLE:

**CARLTON LANDING ENTERPRISES,
LLC**, an Oklahoma Limited Liability
Company

By: The Humphreys Company, LLC, Manager

By: _____
GRANT HUMPHREYS, CEO

LENDER:

CROSSFIRST BANK, a Kansas state-
chartered bank

By: _____
Name: _____
Title: _____

EXHIBIT A

That certain area depicted in Contract No. DACW 56-1-15-268 dated June 15, 2015 between the Town of Carlton Landing, a public municipality and the United States Army Corps of Engineers, located in Sections 5 and 6, T8N, R17E and Sections 31, 32, T9N, R17E, Pittsburg County, Oklahoma, containing 420 acres of which 297 acres are land and 123 acres are water, commonly known as Roundtree Landing a/k/a Carlton Landing Marina.



Item No. _____

Date: August 21, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution of the Board of Trustees of the Town of Carlton Landing directing any person, citizen or visitor, within the Town of Carlton Landing to wear a proper mask while attending any official meeting called by the Trustees of the Town or Board Members, other Boards serving under the Town of Trustees, and would recommend other entities providing service to or within the Town of Carlton Landing follow the same requirement, or take any other appropriate action.

INITIATOR: Joanne Chinnici, Mayor

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: There is a resurgence of the Covid 19 virus and Delta variant impacting a wider age range and being identifies as highly communicable. The Center for Disease Control (CDC) and other State Health Officials are continuing to state that the second-best defense for reducing transmission of the virus is by wearing mask and or face covering. The conducting of Town business is required to be open and available to the public, as such, we also have a duty to protect those who wish to participate and attend public meetings.

During the State Declaration of Emergency Public Meetings were allowed to be conducted virtually; however, with the official ending of the State of Emergency the ability to hold public meetings virtually has ended. The proposed Resolution reinforces the CDC guidelines and requires wearing of face masks during meetings of public bodies or organizations serving Carlton Landing and encourages social distancing in public areas even if wearing facial masks.

FUNDING: None

EXHIBITS: COVID Resolution

RECOMMENDED ACTION: Approve Resolution of the Board of Trustees of the Town of Carlton Landing directing any person, citizen or visitor, within the Town of Carlton Landing to wear a proper mask while attending any official meeting called by the Trustees of the Town or Board Members, other Boards serving under the Town of Trustees, and would recommend other entities providing service to or within the Town of Carlton Landing follow the same requirement.

Town of Carlton Landing

Resolution 2021-08-___

RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING DIRECTING ANY PERSON, CITIZEN OR VISITOR, WITHIN THE TOWN OF CARLTON LANDING TO WEAR A PROPER MASK WHILE ATTENDING ANY OFFICIAL MEETING CALLED BY THE TRUSTEES OF THE TOWN OR BOARD MEMBERS, OTHER BOARDS SERVING UNDER THE TOWN OF TRUSTEES, AND WOULD RECOMMEND OTHER ENTITIES PROVIDING SERVICE TO OR WITHIN THE TOWN OF CARLTON LANDING FOLLOW THE SAME REQUIREMENT.

Whereas, there exists an ongoing global pandemic resulting from the Covid 19 Virus and DELTA variant, and

Whereas, the Covid 19 Virus and DELTA variant have been shown to be highly transmissible via respiratory droplets, and

Whereas, the Communicable Disease Center of the United States has recommended the wearing of face masks to help contain the disease, and

Whereas, a face mask used for the purpose of reducing the transmission of disease is defined as a covering over the nose and mouth, and

Whereas, the Board of Trustees of the Town of Carlton Landing deems it necessary to provide guidance to the public which might limit the spread of Covid 19 and the DELTA variant in the Town of Carlton Landing,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING that masks must be worn by all people attending (in person) any business meetings of ten (10) or more people in the Town of Carlton Landing including, but not limited to meetings of the Board of Trustees, the Carlton Landing Economic Development Trust, other Boards serving under the Town Board of Trustees and recommend other entities providing service to or within the Town of Carlton Landing to follow the same mask requirement. In addition, it is resolved that social distancing be maintained at all gatherings even when masks are worn.

APPROVED by the Board of Trustees and signed by the Mayor of Carlton Landing on this 21th day of August, 2021.

Joanne Chinnici, Mayor

Jan Summers, Clerk-Treasurer

General Fund

Statement of Revenue and Expenditures

Acct		Current Period Jul 2021	Year-To-Date Jul 2021	Annual Budget Jul 2021	Annual Budget Jul 2021	Jul 2021 Jun 2022
		Jul 2021	Jul 2021	Jul 2021	Jun 2022	Percent of
		Actual	Actual	Jun 2022	Variance	Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.0%
	Total Budget Carryover	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
Other Revenue						
4000	Sales Tax	33,398.44	33,398.44	100,000.00	66,601.56	33.4%
4005	Use Tax	985.86	985.86	7,200.00	6,214.14	13.7%
4010	Utility Tax	1,896.99	1,896.99	12,000.00	10,103.01	15.8%
4011	Lodging Tax	0.00	0.00	24,000.00	24,000.00	0.0%
4015	Pittsburgh County Sinking Fund	0.00	0.00	57,190.00	57,190.00	0.0%
4100	Building Permits/Inspection Fe	4,112.68	4,112.68	23,580.00	19,467.32	17.4%
4105	Business License and Permits	977.76	977.76	200.00	(777.76)	488.9%
9002	Transfer IN from TIF	0.00	0.00	101,989.00	101,989.00	0.0%
	Total Other Revenue	\$41,371.73	\$41,371.73	\$326,159.00	\$284,787.27	
	Non-Departmental Revenues Totals	\$41,371.73	\$41,371.73	\$376,159.00	\$334,787.27	
Unallocated						
Other Revenue						
4011	Lodging Tax	5,672.25	5,672.25	0.00	(5,672.25)	0.0%
	Total Other Revenue	\$5,672.25	\$5,672.25	\$0.00	(\$5,672.25)	
	Unallocated Totals	\$5,672.25	\$5,672.25	\$0.00	(\$5,672.25)	
	Revenue	\$47,043.98	\$47,043.98	\$376,159.00	\$329,115.02	
	Gross Profit	\$47,043.98	\$47,043.98	\$376,159.00	\$0.00	
Expenses						
Administration						
Personal Services						
5000	Salaries	6,697.07	6,697.07	88,424.00	81,726.93	7.6%
5010	Social Security	537.16	537.16	7,063.00	6,525.84	7.6%
5015	Unemployment Tax	0.00	0.00	1,846.00	1,846.00	0.0%
5020	Employer Paid Insurance	0.00	0.00	17,244.00	17,244.00	0.0%
5025	Employer Retirement Contributi	702.19	702.19	8,842.00	8,139.81	7.9%
5030	Vehicle/Cell Allowance	324.85	324.85	3,900.00	3,575.15	8.3%
	Total Personal Services	\$8,261.27	\$8,261.27	\$127,319.00	\$119,057.73	

General Fund

Statement of Revenue and Expenditures

Acct		Current Period Jul 2021 Jul 2021 Actual	Year-To-Date Jul 2021 Jul 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Expenses						
Administration						
Materials & Supplies						
5500	Office Supplies	0.00	0.00	600.00	600.00	0.0%
5505	Posatge	0.00	0.00	320.00	320.00	0.0%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.0%
	Total Materials & Supplies	\$0.00	\$0.00	\$1,020.00	\$1,020.00	
Other Services						
6000	Utilities	0.00	0.00	4,339.00	4,339.00	0.0%
6005	Rent	0.00	0.00	5,760.00	5,760.00	0.0%
6010	Publication & Notice Expense	0.00	0.00	350.00	350.00	0.0%
6015	Insurance	0.00	0.00	1,210.00	1,210.00	0.0%
6020	Professional Services	0.00	0.00	5,700.00	5,700.00	0.0%
	Total Other Services	\$0.00	\$0.00	\$17,359.00	\$17,359.00	
	Administration Totals	\$8,261.27	\$8,261.27	\$145,698.00	\$137,436.73	
General Government						
Materials & Supplies						
5500	Office Supplies	441.05	441.05	1,500.00	1,058.95	29.4%
5505	Posatge	0.00	0.00	2,500.00	2,500.00	0.0%
5510	Building Maintenance & Repairs	0.00	0.00	7,428.00	7,428.00	0.0%
5515	Vehicle Maintenance & Repairs	0.00	0.00	1,460.00	1,460.00	0.0%
5520	Software Programs/ Services	135.00	135.00	0.00	(135.00)	0.0%
	Total Materials & Supplies	\$576.05	\$576.05	\$12,888.00	\$12,311.95	
Other Services						
6000	Utilities	0.00	0.00	1,000.00	1,000.00	0.0%
6010	Publication & Notice Expense	0.00	0.00	2,500.00	2,500.00	0.0%
6015	Insurance	0.00	0.00	1,800.00	1,800.00	0.0%
6020	Professional Services	0.00	0.00	58,800.00	58,800.00	0.0%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035	Dues & Memberships	493.05	493.05	2,830.00	2,336.95	17.4%
6040	School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045	Road Maintenance	0.00	0.00	14,400.00	14,400.00	0.0%
6050	Website Expense	0.00	0.00	2,500.00	2,500.00	0.0%
	Total Other Services	\$493.05	\$493.05	\$91,830.00	\$91,336.95	

General Fund

Statement of Revenue and Expenditures

Acct		Current Period Jul 2021 Jul 2021 Actual	Year-To-Date Jul 2021 Jul 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Expenses						
General Government						
Capital Outlay						
7010	Projects	0.00	0.00	50,000.00	50,000.00	0.0%
	Total Capital Outlay	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
Debt Service						
8000	GO Bond Payments	0.00	0.00	57,190.00	57,190.00	0.0%
	Total Debt Service	\$0.00	\$0.00	\$57,190.00	\$57,190.00	
	General Government Totals	\$1,069.10	\$1,069.10	\$211,908.00	\$210,838.90	
Unallocated						
Materials & Supplies						
5500	Office Supplies	513.72	513.72	0.00	(513.72)	0.0%
5520	Software Programs/ Services	99.00	99.00	0.00	(99.00)	0.0%
5530	Miscellaneous	65.99	65.99	0.00	(65.99)	0.0%
	Total Materials & Supplies	\$678.71	\$678.71	\$0.00	(\$678.71)	
Other Services						
6000	Utilities	233.00	233.00	0.00	(233.00)	0.0%
6005	Rent	955.56	955.56	0.00	(955.56)	0.0%
6010	Publication & Notice Expense	34.15	34.15	0.00	(34.15)	0.0%
6015	Insurance	87.50	87.50	0.00	(87.50)	0.0%
6020	Professional Services	3,240.00	3,240.00	0.00	(3,240.00)	0.0%
6035	Dues & Memberships	965.99	965.99	0.00	(965.99)	0.0%
6040	School, Training, Travel	1,114.59	1,114.59	0.00	(1,114.59)	0.0%
6045	Road Maintenance	16,192.00	16,192.00	0.00	(16,192.00)	0.0%
	Total Other Services	\$22,822.79	\$22,822.79	\$0.00	(\$22,822.79)	
Debt Service						
8500	Interest Expense	39.00	39.00	0.00	(39.00)	0.0%
	Total Debt Service	\$39.00	\$39.00	\$0.00	(\$39.00)	
	Unallocated Totals	\$23,540.50	\$23,540.50	\$0.00	(\$23,540.50)	
	Expenses	\$32,870.87	\$32,870.87	\$357,606.00	\$324,735.13	
	Revenue Less Expenditures	\$14,173.11	\$14,173.11	\$18,553.00	\$0.00	
	Net Change in Fund Balance	\$14,173.11	\$14,173.11	\$18,553.00	\$0.00	

General Fund

Statement of Revenue and Expenditures

Acct	Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2021
	Period	Jul 2021	Jul 2021	Jul 2021	Jun 2022
	Jul 2021	Jul 2021	Jul 2021	Jun 2022	Percent of
	Actual	Actual	Jun 2022	Variance	Budget
Fund Balances					
Beginning Fund Balance	770,018.68	770,018.68	0.00	0.00	0.0%
Net Change in Fund Balance	14,173.11	14,173.11	18,553.00	0.00	0.0%
Ending Fund Balance	784,191.79	784,191.79	0.00	0.00	0.0%

General Fund
Income Statement
7/1/2021 to 7/31/2021

	Jul 2021	Jul 2021	Actual
<hr/>			
Revenue			
Other Revenue			
Sales Tax		33,398.44	
Use Tax		985.86	
Utility Tax		1,896.99	
Lodging Tax		5,672.25	
Building Permits/Inspection Fe		4,112.68	
Business License and Permits		977.76	
	Revenue	<hr/>	\$47,043.98
	Gross Profit	<hr/>	\$47,043.98
 Expenses			
Personal Services			
Salaries		6,697.07	
Social Security		537.16	
Employer Retirement Contributi		702.19	
Vehicle/Cell Allowance		324.85	
Materials & Supplies			
Office Supplies		954.77	
Software Programs/ Services		234.00	
Miscellaneous		65.99	
Other Services			
Utilities		233.00	
Rent		955.56	
Publication & Notice Expense		34.15	
Insurance		87.50	
Professional Services		3,240.00	
Dues & Memberships		1,459.04	
School, Training, Travel		1,114.59	
Road Maintenance		16,192.00	
Debt Service			
Interest Expense		39.00	
	Expenses	<hr/>	\$32,870.87
	Income (Loss) From Operations	<hr/>	\$14,173.11
	Net Income (Loss)	<hr/>	\$14,173.11

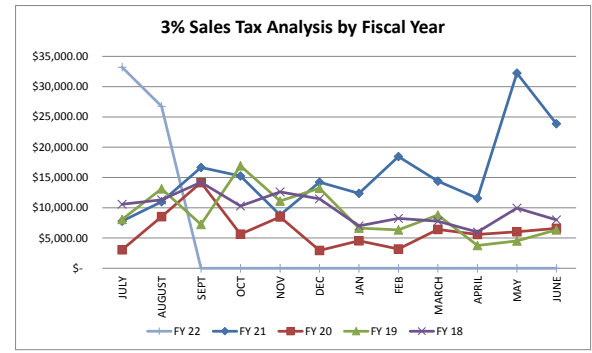
Town Administrator's Report – August 21, 2021

- Community Center – Met with Keith Beatty, Freese and Nichols, and Architect to discuss scope of work for design and community input for development plans for the Community Center.
- Ridgeline Trail – Concrete Contractor has started framing first part of sidewalk. Depending on weather sidewalk should be poured and completed within the next couple weeks.
- Estimate of Needs – I received the Estimate of Needs for the County Assessor. As expected, we had a large increase to assessed property valuation. Assessed Valuation increased from \$7,140,008.00 to \$9,489, 233.00, which represents about a 32.9% increase. I had projected about a 30% valuation increase on my TIF Rev Analysis projections. Based on this Property Valuation the 2021 TIF Revenue Note will be approximately \$1,374,327 (gross).
- TIF Revenue Expenditure Review – I am developing an expenditure report reviewing all expenses made to authorized expenditures to verify status of projects and TIF revenue allocation. This will help as we begin consideration of priorities for 2021 TIF Revenue Note.
- Pavilion – We have been waiting on Electrician to install the electric wiring for the lights and fans. The Electrician is scheduled to begin work the week of August 16, 2021. We are still waiting on cost estimate for installation of slate on the approach verse concrete. The contractor has begun work on Water Street, which will ensure proper elevation for the sidewalk and approach.
- OML Conference – the Annual OML conference is being held in Oklahoma City Sept 7-9. If you are interested in attending, please let me know. I am planning to attend but will be available by phone and email.

Thank you.

**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>
<u>FY22</u>	\$ 33,205.30	\$ 26,739.30											\$ 59,944.60
<u>FY21</u>	\$ 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
<u>FY20</u>	\$ 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
<u>FY19</u>	\$ 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
<u>FY18</u>	\$ 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
<u>FY17</u>	\$ 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>
<u>FY22</u>	\$ 985.86	\$ 1,463.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,449.28
<u>FY21</u>	\$ 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
<u>FY20</u>								\$ 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>
<u>FY22</u>	\$ 5,672.25	\$ 12,679.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,351.88
<u>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

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