

**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

**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  
Chuck Mai  
Clay Chapman

ABSENT Kris Brule'

**Consent Items**

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

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

AYE: Myrick, Chinnici, Mai, Chapman

NAY: None

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):

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

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

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

Two (2) commissioners were sworn in by attorney Kay Wall: Craig Ireland, Mary Myrick

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):

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.

Discussion included Trustee Myrick's request to meet with representatives from the HOA, the Developer, and Rural Water District to coordinate agreements for the town. Administrator Greg Buckley will arrange the meeting.

**MOTION:** A motion was made by Chinnici and seconded by Mai to strike the agenda item.

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

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):

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 reimbursed 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. The proposed Agreement has been submitted 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 approved the proposed Collateral Assignment of Concession Agreement, it would be submitted to the Corps for their approval.

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

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

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.

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.

MOTION: A motion was made by Mai and seconded by Chinnici to 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 *and to add This resolution will be in effect until further notice.*

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

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.

MOTION: A motion was made by Chinnici and seconded by Mai to request Administrator Buckley to coordinate a meeting with the town, Developer, HOA 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.

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

11. Reports

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

Attorney Kay Wall reported having reviewed all documents presented today as well as gratitude for documents having been given in advance to allow time for review.

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

13. Comments and questions by Governing Body members regarding items for future consideration.

Greg Buckley announced that the Oklahoma Municipal League conference will be held September 7 - 9 at the Oklahoma City Convention Center.

14. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:49 a.m., August 21, 2021

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_

Town Clerk

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

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
<b>General Fund</b>						
<b>Town of CL Checking 9683</b>						
			Beginning Balance			259,358.61
7/1/2021	R-00140		Jim Wilcox	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		Scisortail 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

**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

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

	Jul 2021
	Jul 2021
	Actual
<b>Revenue</b>	
<b>Other Revenue</b>	
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
<b>Revenue</b>	<b>\$47,043.98</b>
<b>Gross Profit</b>	<b>\$47,043.98</b>
<b>Expenses</b>	
<b>Personal Services</b>	
Salaries	6,697.07
Social Security	537.16
Employer Retirement Contributi	702.19
Vehicle/Cell Allowance	324.85
<b>Materials &amp; Supplies</b>	
Office Supplies	954.77
Software Programs/ Services	234.00
Miscellaneous	65.99
<b>Other Services</b>	
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
<b>Debt Service</b>	
Interest Expense	39.00
<b>Expenses</b>	<b>\$32,870.87</b>
<b>Income (Loss) From Operations</b>	<b>\$14,173.11</b>
<b>Net Income (Loss)</b>	<b>\$14,173.11</b>



**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
	Actual	Actual	Jun 2022	Variance	Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Non-Departmental Revenues</b>					
<b>Budget Carryover</b>					
3999 Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.0%
<b>Total Budget Carryover</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	
<b>Other Revenue</b>					
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%
<b>Total Other Revenue</b>	<b>\$41,371.73</b>	<b>\$41,371.73</b>	<b>\$326,159.00</b>	<b>\$284,787.27</b>	
<b>Non-Departmental Revenues Totals</b>	<b>\$41,371.73</b>	<b>\$41,371.73</b>	<b>\$376,159.00</b>	<b>\$334,787.27</b>	
<b>Unallocated</b>					
<b>Other Revenue</b>					
4011 Lodging Tax	5,672.25	5,672.25	0.00	(5,672.25)	0.0%
<b>Total Other Revenue</b>	<b>\$5,672.25</b>	<b>\$5,672.25</b>	<b>\$0.00</b>	<b>(\$5,672.25)</b>	
<b>Unallocated Totals</b>	<b>\$5,672.25</b>	<b>\$5,672.25</b>	<b>\$0.00</b>	<b>(\$5,672.25)</b>	
<b>Revenue</b>	<b>\$47,043.98</b>	<b>\$47,043.98</b>	<b>\$376,159.00</b>	<b>\$329,115.02</b>	
<b>Gross Profit</b>	<b>\$47,043.98</b>	<b>\$47,043.98</b>	<b>\$376,159.00</b>	<b>\$0.00</b>	
<b>Expenses</b>					
<b>Administration</b>					
<b>Personal Services</b>					
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%
<b>Total Personal Services</b>	<b>\$8,261.27</b>	<b>\$8,261.27</b>	<b>\$127,319.00</b>	<b>\$119,057.73</b>	

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.