

**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; December 18, 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 8:12 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

3. Approval of Minutes:

a. Regular Meeting of the CL Board of Trustees of November 20, 2021

4. Consider, discuss, and possibly approve, amend, revise, or deny FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations, or take any other appropriate action
Exhibit:
5. Consider, discuss, and approve a one-time \$500 salary stipend to the Town Administrator, or take any other appropriate action. (Mayor Chinnici)
6. Consider, discuss, and approve a one-time \$500 salary stipend to the Finance Director, or take any other appropriate action. (Mayor Chinnici)
7. Consider, discuss, and approve a one-time \$500 salary stipend to the Town Attorney, or take any other appropriate action. (Mayor Chinnici)

8. 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, Mai, Brule', Chapman

NAY: None

9. Items Removed from Consent Agenda

10. Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution confirming the establishment of the Board of Adjustment of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Members and setting meetings, or take any other appropriate action.

Exhibit:

MOTION: A motion was made by Mai and seconded by Chinnici to approve a Resolution confirming the establishment of the Board of Adjustment of the Town of Carlton Landing, Oklahoma, providing for the composition and reappointment of the Members and setting meetings.

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

SWEARING IN: Amaziah Dominic was sworn in as a member of the Board of Adjustments by town attorney, Kay Wall.

11. Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2021-12-01 establishing and creating a Code of Ordinances for the Town of Carlton Landing in conformance with O.S. Title 11 Section 14-108 and 109; repealing all ordinances or parts thereof which are in conflict herewith the Code of Ordinances; providing for severability; and Declaring an Emergency.

MOTION: A motion was made by Mai and seconded by Brule' to approve Ordinance 2021-12-01 establishing and creating a Code of Ordinances for the Town of Carlton Landing in conformance with O.S. Title 11 Section 14-108 and 109; repealing all ordinances or parts thereof which are in conflict herewith the Code of Ordinances.

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

MOTION: A motion was made by Chinnici and seconded by Mai to approve the Emergency clause of Ordinance 2021-12-01.

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

12. Consider, discuss, and possibly vote to approve, amend, revise, or deny Resolution 2021-12-02 notifying the public the Carlton Landing Board of Trustees has compiled, published, and adopted a Code of Ordinances, or take any other appropriate action.
Exhibit:

MOTION: A motion was made by Brule' and seconded by Chapman to approve Resolution 2021-12-02 notifying the public the Carlton Landing Board of Trustees has compiled, published, and adopted a Code of Ordinances.

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

13. Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2021-12-02 related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting; and Declaring an Emergency, or take any other appropriate action.

At the February Board of Trustees meeting the Trustees authorized Freese and Nichols to develop a Street Light Ordinance and Policy based on the Dark Sky principles. At this point Freese and Nichols would like to make a presentation and review some of the assumptions used in developing the Ordinance/Policy. The review includes helping the Board and Community understand some of the differences between lighting styles, types, illumination, etc.

On December 11, 2021 at a Special Board of Trustee meeting Freese and Nichols held a street light demonstration. The demonstration provided a visual understanding of two light spectrums, 4000K and 3000K, at the same light level. The demonstration also highlighted the benefits of having an outdoor lighting ordinance which sets the levels of light within certain areas or zones.

The proposed Outdoor Lighting Ordinance follows "Dark Sky" policy which is a model of restrictive lighting to help minimize light pollution and ambient glare. Carlton Landing currently has minimum light glare which allows for viewing of the night sky and stars. Our desire is to maintain minimal light glare from outdoor light sources and uses as the Town continues to grow and develop. The Ordinance creates multiple lighting zones, which sets the allowed light intensity within each zone. Zone 0 allows no ambient lighting while Zone 4 allows high ambient lighting. Residential areas have been set to Zone 1 or low ambient lighting.

DISCUSSION: A discussion revealed the Ordinance lacked clarity and needed revision.

MOTION: A motion was made by Myrick and seconded by Chapman to strike this agenda item and return with revisions.

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

14. Exhibit

15. Reports

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

Kay Wall, town attorney reported working with Greg Buckley on codification of Ordinances, agreed to explore the cost of a court system.

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

None

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

None

18. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:09 a.m., December 18, 2021

Mayor

Attest:

Town Clerk

**General Fund
Bank Register
11/1/2021 to 11/30/2021**

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	348,598.32
11/5/2021	EFT	RWS Cloud Services			0.00	90.00	348,508.32
11/5/2021	1216	CSA Software			0.00	199.00	348,309.32
11/5/2021	1215	Hyperfaze			0.00	1,524.00	346,785.32
11/5/2021	1214	Cross Telephone Co			0.00	52.00	346,733.32
11/5/2021	1213	Kiamichi Electric			0.00	63.00	346,670.32
11/5/2021	1212	Dan Hurd			0.00	2,100.00	344,570.32
11/5/2021	1211	Oklahoma Uniform Building			0.00	48.00	344,522.32
11/8/2021	R-00176	Oklahoma Tax Commission			14.27	0.00	344,536.59
11/8/2021	R-00175	Oklahoma Tax Commission			715.56	0.00	345,252.15
11/8/2021	R-00174	Oklahoma Tax Commission			6,728.90	0.00	351,981.05
11/8/2021	R-00173	Oklahoma Tax Commission			20,093.03	0.00	372,074.08
11/9/2021	R-00168	Pittsburg County Clerk			183.59	0.00	372,257.67
11/10/2021	R-00177	Oklahoma Tax Commission			155.62	0.00	372,413.29
11/12/2021	EFT	Oklahoma Tax Commission			0.00	372.00	372,041.29
11/12/2021	EFTPS	EFTPS			0.00	2,461.52	369,579.77
11/12/2021	1217	OPEH&W			0.00	1,436.96	368,142.81
11/12/2021	A-10046	James G Buckley			0.00	2,792.42	365,350.39
11/15/2021					0.00	65.99	365,284.40
11/15/2021	R-00169	Kiamichi Electric			2,594.19	0.00	367,878.59
11/15/2021	R-00170	Kerney Homes			228.86	0.00	368,107.45
11/18/2021	EFT	CSA Software			0.00	441.05	367,666.40
11/24/2021	1220	BOK Credit Card			0.00	214.51	367,451.89
11/24/2021	1219	Crawford & Associates, P.C.			0.00	710.00	366,741.89
11/24/2021	1218	Kay Robbins Wall			0.00	600.00	366,141.89
11/26/2021	A-10047	James G Buckley			0.00	2,560.71	363,581.18
11/30/2021	1222	Amanda Harjo			0.00	282.80	363,298.38
11/30/2021	1221	Amanda Harjo			0.00	800.00	362,498.38
1000 Town of CL Checking 9683 Totals					\$30,714.02	\$16,813.96	\$362,498.38
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

General Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2021
		Nov 2021	Jul 2021	Annual Budget	Jul 2021	Jun 2022
		Nov 2021	Nov 2021	Jun 2022	Jun 2022	Percent of
		Actual	Actual	Actual	Variance	Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Other Revenue						
4012	Alcohol Beverage Tax	124.26	124.26	0.00	(124.26)	0.00%
4100	Building Permits/Inspection Fe	228.86	6,630.27	23,580.00	16,949.73	28.12%
4105	Business License and Permits	0.00	977.76	200.00	(777.76)	488.88%
4011	Lodging Tax	6,728.90	50,069.69	24,000.00	(26,069.69)	208.62%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	0.00	0.00	57,190.00	57,190.00	0.00%
4000	Sales Tax	20,248.65	126,712.09	100,000.00	(26,712.09)	126.71%
9002	Transfer IN from TIF	0.00	0.00	101,989.00	101,989.00	0.00%
4005	Use Tax	715.56	4,673.79	7,200.00	2,526.21	64.91%
4010	Utility Tax	2,594.19	7,499.50	12,000.00	4,500.50	62.50%
4013	Vehicle Gas/Fuel Tax	73.60	88.39	0.00	(88.39)	0.00%
Non-Departmental Revenues Totals		\$30,714.02	\$197,156.35	\$376,159.00	\$179,002.65	
Revenue		\$30,714.02	\$197,156.35	\$376,159.00	\$179,002.65	
Gross Profit		\$30,714.02	\$197,156.35	\$376,159.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	7,184.80	17,244.00	10,059.20	41.67%
5025	Employer Retirement Contributi	708.82	3,875.64	8,842.00	4,966.36	43.83%
5000	Salaries	6,763.38	37,132.28	88,424.00	51,291.72	41.99%
5010	Social Security	542.24	2,964.81	7,063.00	4,098.19	41.98%
5015	Unemployment Tax	0.00	0.00	1,846.00	1,846.00	0.00%
5030	Vehicle/Cell Allowance	324.85	1,624.25	3,900.00	2,275.75	41.65%
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	80.00	320.00	240.00	25.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	110.53	600.00	489.47	18.42%
Other Services						
6035	Dues & Memberships	0.00	1,648.00	1,210.00	(438.00)	136.20%
6015	Insurance	0.00	245.00	350.00	105.00	70.00%
6005	Rent	477.78	1,911.12	5,760.00	3,848.88	33.18%
6040	School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
6000	Utilities	115.00	953.65	4,339.00	3,385.35	21.98%
Administration Totals		\$10,369.03	\$58,622.59	\$145,698.00	\$87,075.41	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%
5530	Miscellaneous	0.00	734.42	1,460.00	725.58	50.30%
5500	Office Supplies	(278.26)	855.90	1,500.00	644.10	57.06%
5520	Software Programs/ Services	531.05	3,445.21	7,428.00	3,982.79	46.38%
Other Services						
6030	Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
6035	Dues & Memberships	14.99	1,484.78	2,830.00	1,345.22	52.47%
6015	Insurance	0.00	0.00	1,800.00	1,800.00	0.00%

Town Administrator's Report – December 18, 2021

- Entrance Road – The County helped install a yield sign at the first entrance road “Y”. I will be visiting with them over the winter months to plan and schedule them to do another chip and seal overlay in the spring. Several people have requested putting striping on the entrance road approach off Hwy 9A. This will help better identify the entrance to Carlton Landing and keep people from driving on the grass.

- Marina Relocation – The Marina/Sports Area is scheduled to be mowed in preparation of begin the infrastructure improvement to the Marina. The Corps of Engineers has provided a partial approval of the plans for the Marina relocation. They have approved the construction of the road, gangway, and part of the docks. The concessionaire has requested reconsideration of allowing additional pieces of the Marina project to be approved.

- Stephens Road – I meet with the Engineer on submitting a proposal for doing the Engineering plans for Stephens Road. Plan is to have their proposal on January Board meeting.

- Snow Plowing – In preparation of winter season and potential snow, I have contracted with Stanley Layman for road clearing and snow plowing. If or when it snows Stanly will respond to clear and maintain the roads.

Hope everyone has a safe and Happy Christmas and a Happy New Year!

Thank you.