

**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; January 15, 2022

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

MINUTES

1. Call to Order

The meeting was called to order at 8:23 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 December 18, 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, Brule', Chapman

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss, and acknowledge receipt of Fiscal Year 2020-2021 Audit as prepared by Elfrink and Associates or take any other appropriate action.

Exhibits:

Audit was completed by Elfrink and Associates. Staff worked with Crawford and Associates to complete year-end reporting and to provide requested documentation.

MOTION: A motion was made by Chinnici and seconded by Mai to acknowledge receipt of Fiscal Year 2020-2021 Audit as prepared by Elfrink and Associates.

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

7. Consider, discuss, and possibly vote to amend, revise, approve or deny the Park Management Services Agreement between the Town of Carlton Landing and Carlton Landing Enterprises, or take any other appropriate action.
Exhibits:

Carlton Landing Enterprises (CLE) has an Agreement to manage the Town Green Park. The Developer deeded additional property to the north of Town Green Park for a Pavilion and Community Center. The Pavilion is nearing completion. The town administrator has been communicating with Carlton Landing Enterprises, Grant Humphreys, to expand the Management Agreement to incorporate the additional land and Pavilion under the Management Agreement. They are open to the additional responsibilities and the proposed Management Services Agreement which incorporates the management, operation, general maintenance, and renting of the both the Park and Pavilion. This would allow a coordinated location for individuals wanting to rent facilities within Carlton Landing. There is no cost to the Town for CLE to perform under the terms of Park Management Services Agreement. CLE will retain the rental income derived from the rental of the property(ies), but will also pay the costs for general maintenance, upkeep, and utilities. The Town will still be responsible for any major maintenance items. A provision has been added for the Pavilion that CLE will charge, collect and remit to the Town a separate fee of \$25.00 or 10% of the rental income, which ever is greater, as a facility maintenance fee for each rental or charge for use. The plan is to set the collect fee aside in a facility maintenance account to address any major repairs or upkeep that may be needed to the Pavilion.

Further, the Agreement provides the Town may use the facilities without charge and may pre reserve a date if submitted to CLE prior to September 1 or each year. After the September 1 deadline, then the Town would be subject to available dates for any Town reservation.

The Agreement is for 1 year terms, which will allow the Town to take over the Management of these grounds and facilities in the future.

Grant Humphreys reported that Sarah Tunnell was the contact person for weddings and events, and Lorie Kramer is contact for Pop Up shops.

MOTION: A motion was made by Mai and seconded by Brule' to approve Park Management Services Agreement between the Town of Carlton Landing and Carlton Landing Enterprises.

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

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

MOTION: A motion was made by Mai and seconded by Chinnici to enter executive session.

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

NAY: None

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

Exhibit:

No action was taken.

10. Reports

- a. Sales Tax Revenue and other Financial Reports (See attached)
- b. Town Administrator (See attached)
- c. Legal Reports, Comments and Recommendations to the Governing Body
None

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

None

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

2. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:33 a.m., January 15, 2021

Mayor

Attest:

Town Clerk

General Fund
Bank Register
12/1/2021 to 12/31/2021

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	362,498.38
12/3/2021	R-00178	Scissortail Homes			762.91	0.00	363,261.29
12/7/2021	EFT	RWS Cloud Services			0.00	90.00	363,171.29
12/7/2021	R-00179	Ripple Creek Homes LLC			228.86	0.00	363,400.15
12/8/2021	1225	Oklahoma Uniform Building			0.00	16.00	363,384.15
12/8/2021	1224	Dan Hurd			0.00	200.00	363,184.15
12/8/2021	1223	Municode			0.00	1,800.00	361,384.15
12/9/2021	R-00182	Oklahoma Tax Commission			18,805.23	0.00	380,189.38
12/9/2021	R-00181	Oklahoma Tax Commission			6,713.56	0.00	386,902.94
12/9/2021	R-00180	Oklahoma Tax Commission			1,058.05	0.00	387,960.99
12/9/2021	R-00171	Pittsburg County Clerk			8,353.93	0.00	396,314.92
12/10/2021	R-00183	Oklahoma Tax Commission			14.18	0.00	396,329.10
12/10/2021	A-10048	James G Buckley			0.00	2,792.42	393,536.68
12/13/2021	R-00184	Oklahoma Tax Commission			161.64	0.00	393,698.32
12/15/2021	GJ-10068				0.00	613.92	393,084.40
12/15/2021	GJ-10067				0.00	7,583.85	385,500.55
12/15/2021	EFT	EFTPS			0.00	1,669.93	383,830.62
12/15/2021	EFT	CSA Software			0.00	441.05	383,389.57
12/17/2021	EFT	Oklahoma Tax Commission			0.00	253.00	383,136.57
12/17/2021	1228	OPEH&W			0.00	1,436.96	381,699.61
12/17/2021	1227	James Hasenbeck, AIA			0.00	1,500.00	380,199.61
12/17/2021	1226	OK Assoc of Municipal Attor			0.00	75.00	380,124.61
12/22/2021	1233	BOK Credit Card			0.00	1,104.01	379,020.60
12/22/2021	1230	Amanda Harjo			0.00	500.00	378,520.60
12/22/2021	1229	Greg Buckley - Reimburse			0.00	500.00	378,020.60
12/22/2021	1232	Pittsburg County Treasurer			0.00	14,725.84	363,294.76
12/22/2021	1234	Kay Robbins Wall			0.00	600.00	362,694.76
12/22/2021	1231	Kay Robbins Wall			0.00	500.00	362,194.76
12/23/2021	R-00185	Scissortail Homes			228.86	0.00	362,423.62
12/24/2021	A-10049	James G Buckley			0.00	2,560.71	359,862.91
12/31/2021					0.00	65.99	359,796.92
12/31/2021	1239	OkMRF			0.00	6,876.68	352,920.24
12/31/2021	1238	Kiamichi Electric			0.00	175.00	352,745.24
12/31/2021	1237	Amanda Harjo			0.00	800.00	351,945.24
12/31/2021	1236	Crawford & Associates, P.C.			0.00	555.00	351,390.24
12/31/2021	1235	McAlester News Capital			0.00	45.10	351,345.14

General Fund
Payments Journal (Summary)
12/1/2021 to 12/31/2021

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
12/7/2021	EFT	RWS Cloud Services	90.00
12/8/2021	1225	Oklahoma Uniform Building Cod	16.00
12/8/2021	1224	Dan Hurd	200.00
12/8/2021	1223	Municode	1,800.00
12/10/2021	A-10048	James G Buckley	2,792.42
12/15/2021	GJ-10068		613.92
12/15/2021	GJ-10067		7,583.85
12/15/2021	EFT	EFTPS	1,669.93
12/15/2021	EFT	CSA Software	441.05
12/17/2021	EFT	Oklahoma Tax Commission	253.00
12/17/2021	1228	OPEH&W	1,436.96
12/17/2021	1227	James Hasenbeck, AIA	1,500.00
12/17/2021	1226	OK Assoc of Municipal Attorney	75.00
12/22/2021	1233	BOK Credit Card	1,104.01
12/22/2021	1230	Amanda Harjo	500.00
12/22/2021	1229	Greg Buckley - Reimbursements	500.00
12/22/2021	1232	Pittsburg County Treasurer	14,725.84
12/22/2021	1234	Kay Robbins Wall	600.00
12/22/2021	1231	Kay Robbins Wall	500.00
12/24/2021	A-10049	James G Buckley	2,560.71
12/31/2021			65.99
12/31/2021	1239	OkMRF	6,876.68
12/31/2021	1238	Kiamichi Electric	175.00
12/31/2021	1237	Amanda Harjo	800.00
12/31/2021	1236	Crawford & Associates, P.C.	555.00
12/31/2021	1235	McAlester News Capital	45.10
1000 Town of CL Checking 9683 Totals			\$47,480.46

Report Options
Check Date: 12/1/2021 to 12/31/2021
Display Notation: No
Fund: General Fund

General Fund
Statement of Revenue and Expenditures

		Current Period Dec 2021 Dec 2021 Actual	Year-To-Date Jul 2021 Dec 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of 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	96.73	328.14	600.00	271.86	54.69%
4100	Building Permits/Inspection Fe	1,220.63	8,636.90	23,580.00	14,943.10	36.63%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	6,713.56	56,783.25	24,000.00	(32,783.25)	236.60%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	8,197.77	8,197.77	57,190.00	48,992.23	14.33%
4000	Sales Tax	18,966.87	145,486.83	114,800.00	(30,686.83)	126.73%
9002	Transfer IN from TIF	0.00	0.00	101,989.00	101,989.00	0.00%
4005	Use Tax	1,058.05	5,731.84	7,200.00	1,468.16	79.61%
4010	Utility Tax	0.00	7,499.50	12,000.00	4,500.50	62.50%
4013	Vehicle Gas/Fuel Tax	73.61	246.98	0.00	(246.98)	0.00%
Non-Departmental Revenues Totals		\$36,327.22	\$233,483.57	\$391,559.00	\$158,075.43	
Revenue		\$36,327.22	\$233,483.57	\$391,559.00	\$158,075.43	
Gross Profit		\$36,327.22	\$233,483.57	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	8,621.76	17,244.00	8,622.24	50.00%
5025	Employer Retirement Contributi	708.82	4,584.46	8,842.00	4,257.54	51.85%
5000	Salaries	6,763.38	43,895.66	88,424.00	44,528.34	49.64%
5010	Social Security	542.24	3,507.05	7,063.00	3,555.95	49.65%
5001	Stipend	500.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	0.00	0.00	1,846.00	1,846.00	0.00%
5030	Vehicle/Cell Allowance	324.85	1,949.10	3,900.00	1,950.90	49.98%
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	442.66	2,353.78	5,760.00	3,406.22	40.86%
6040	School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
6000	Utilities	314.00	1,267.65	4,339.00	3,071.35	29.22%
Administration Totals		\$11,032.91	\$69,655.50	\$145,698.00	\$76,042.50	
General Government						
Personal Services						
5001	Stipend	1,000.00	1,000.00	0.00	(1,000.00)	0.00%
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	0.00	855.90	1,500.00	644.10	57.06%
5505	Posatge	58.00	58.00	600.00	542.00	9.67%
5520	Software Programs/ Services	531.05	3,976.26	7,428.00	3,451.74	53.53%

Town Administrator's Report – January 15, 2022

- Marina Relocation – The Developer, Rural Water District and the Town had an onsite joint meeting, on Thursday January 6, with the Corps of Engineers to discuss the partial approval of the Marina Relocation request. We had positive discussion related to impact to the wastewater lagoons; progress of the Wastewater Treatment Plant; the timing of construction of the Marina docks and installation, and general timing of the other infrastructure needed. The Corps was open to the discussion and our position on the need to move forward now or we would lose another summer season. We also did a tour of the Wastewater Plant location and the Marina area. On Tuesday, January 11, we received informal approval of the full Marina Relocation application. We should receive the written approval shortly.

- CMAO Winter Conference – The City Manager's Winter Conference is January 19- 21 in Edmond. I plan on attending and will be out of the office Wednesday through Friday next week. I will be available by email or phone, 918-680-1599.

Thank you.