

**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; February 19, 2022

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 of January 15, 2022](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda
6. [Presentation by HP09 LLC on redevelopment of Block 5 \(property north of Mama Tig's Pizzeria\) or take any other appropriate action.](#)
Exhibits: None
7. [Consider, discuss and possibly vote to amend, revise, approve or deny issuing a General Obligation Bond or take any other appropriate action.](#)
Exhibits: 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.
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: [Employment Agreement - Revised 2-19-2022](#)

10. Reports

- a. [Sales Tax Revenue](#) and other Financial Reports
[Statement of Revenue and Expenditures BOT January 2022, Bank Register BOT Jan 2022](#)
- b. [Town Administrator](#)
[Freese & Nichols Report](#)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

11. 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.

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

13. 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 February 2022, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda

**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 - Reimbursem			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

1/13/2022
8:39 AM

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

Page 1 of 1

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 Postage	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.

General Fund
Payments Journal (Summary)
1/1/2022 to 1/31/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
1/6/2022	EFT	RWS Cloud Services	90.00
1/7/2022	1241	Pied Piper Service	80.00
1/7/2022	1240	Cross Telephone Co	52.00
1/7/2022	A-10050	James G Buckley	2,803.61
1/13/2022	GJ-10069	Pittsburg County Clerk	30,429.58
1/14/2022			66.99
1/14/2022	EFT	Oklahoma Tax Commission	253.00
1/14/2022	EFTPS	EFTPS	1,669.93
1/14/2022	1245	OMAG	87.50
1/14/2022	1244	Kay Robbins Wall	600.00
1/14/2022	1243	Oklahoma Uniform Building Cod	32.00
1/14/2022	1242	Dan Hurd	900.00
1/18/2022	EFT	CSA Software	441.05
1/21/2022	1246	OPEH&W	1,436.96
1/21/2022	A-10051	James G Buckley	2,571.91
1/28/2022	1250	Amanda Harjo	800.00
1/28/2022	1249	BOK Credit Card	492.77
1/28/2022	1248	Freese and Nichols	16,289.59
1/28/2022	1247	Anne Marie Elfrink, MS	6,000.00
1000 Town of CL Checking 9683 Totals			<u>\$65,096.89</u>

Report Options

Check Date: 1/1/2022 to 1/31/2022

Display Notation: No

Fund: General Fund

Item No. _____

Date: February 19, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Presentation by HP09 LLC on redevelopment of Block 5 (property north of Mama Tig's Pizzeria), or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Developer is making presentation on what they are planning to do with the property north of Mama Tig's and where the old Church Tent was located (Block 5).

FUNDING: None

EXHIBITS: Presentation

RECOMMENDED ACTION: None

Item No. _____

Date: February 19, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly vote to amend, revise, approve or deny issuing a General Obligation Bond or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The 2021-2022 Estimate of Needs showed a balance carry-over greater than projected. The impact of the extra balance carry-over resulted in our needed property tax rate to drop lower than we anticipated. The Tax Increment Financing District receives or captures the property tax within the defined district, which in turn funds Town projects. Reducing the property tax rate reduces the amount of revenue the Town will receive which in turn lowers what the Town can receive in issuing a Revenue Note. While most of the Town falls within the TIF District, a portion is outside the TIF District. That area outside of the TIF sets the base for the Town's property tax rate. Because the area outside of the TIF District is so small even a small change in actual verse projected year end balance has a large impact. For example – the 2021-2022 Estimate of needs was projected to have a Balance carry-over of about \$4,000, what was calculated as Balance forward was about \$19,000. The result was a drop of our projected rate of about 18 mills to 14 mills.

The Sinking Fund is the account which is used for collection of property tax and payment of any Debt Service or Loans. It is the year-end account balance that is used in the calculation of the Estimate of Needs. The system is structured to be a self-correcting system because the Sinking Fund can only be used for paying debt service, you can't build up a surplus to use for something else. The Estimate of Needs is the instrument used to regulate the system and determine the amount of revenue needed to meet debt service obligations. So any balance forward reduces the amount of money needed to cover debt service payments which in turn reduces the property tax rate or millage needed for that year. As shown above, the carryover balance calculated reduced our property tax rate from about 18 Mills to 14 Mills.

Generally, to increase the Property Tax rate a taxing entity issues a General Obligation Bond or increases debt service. The Town has tried to maintain an average property tax rate at about 16 Mills to 17 Mills. Our last Town issued \$100,000.00 GO Bond was March 2020 which increased the Property Tax rate to about 19 Mills expecting the property tax rate to decline over the next four to five years based on normal property valuation. Because of the excess account balance forward and the large drop-in property tax rate do we need to issue another \$1000,00.00 GO Bond. Working with our Financial Advisor, Chris Gander, and reviewing the possible cause of the balance carry-over greater than projected we think the system will self-correct putting us back in line with previous projects.

We also looked at the impact issuing a \$100,000.00 GO Bond would possibly have on the property tax rate.

Project Property Tax Rate 2022-2023

<u>Projected Surplus</u>	<u>No GO Bond Issue</u>	<u>With GO Bond Issue</u>
\$10,000.00	15.29 Mills	20.58 Mills
\$ 5,000.00	16.90 Mills	22.19 Mills
\$0.00	18.52 Mills	23.81 Mills
(\$ 5,000.00)	20.13 Mills	25.42 Mills
(\$10,000.00)	21.75 Mills	27.04 Mills

In essence, the property tax rate should increase back to or even higher the previous projection level without issuing a GO Bond. Issuing a GO Bond would significantly increase the property tax rate and possibly almost double it if actual surplus corrects to negative surplus.

Staff and our Financial Advisor recommends not issuing a GO Bond at this time and waiting to see if the process self-corrects from this year's anomaly. Our worst case by waiting and the system not correcting we delay a community project, but if we do increase and the system self corrects we impact every property owner with a significantly higher property tax payment.

FUNDING: None

EXHIBITS: None

RECOMMENDED ACTION: Staff recommends taking no action on issuing a GO Bond.

**EMPLOYMENT AGREEMENT
BETWEEN THE TOWN OF CARLTON
LANDING,
OKLAHOMA
and
J. Gregory Buckley,
TOWN ADMINISTRATOR
1-15-2022**

**EMPLOYMENT AGREEMENT
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Employment Agreement

This Agreement, made and entered into this 19th day of February, 2022, by and between the Town of Carlton Landing, Oklahoma, a municipal corporation, (hereinafter called "Employer") and J. Gregory Buckley, (hereinafter called "Employee") an individual who has the education, training and experience in local government management and who, as a member of ICMA, is subject to the ICMA code of Ethics, both of whom agree as follows.

Section 1: Term

This agreement shall remain in full force in effect from February 19, 2022 until _____, (hereinafter referred to as primary term of service), subject to annual review on or before the anniversary date of each year thereafter, and shall automatically renew until terminated by the Employer or Employee as provided in Section 9, 10, 11 or 20 of this agreement.

Section 2: Duties and Authority

Employer agrees to employ J. Gregory Buckley as Town Administrator to perform the functions and duties specified under the Oklahoma Statutory Township form of government and the Town of Carlton Landing, Oklahoma by Ordinances, Policy, etc. of the Town of Carlton Landing and to perform other legally permissible and proper duties and functions.

Section 3: Compensation

A. Base Salary: Employer agrees to pay Employee an annual base salary of Ninety-five Thousand eight Hundred thirty-seven & No/100 Dollars (\$95,837.00) payable in installments at the same time as other management employees of the Employer are paid or bi-weekly (26 pay periods). Base Salary to be adjusted annually by a Cost of Living Adjustment (COLA) the first pay period in July of each year by the Cost of Living Adjustment as shown by the Social Security Administration in January of each year, but not less than zero.

B. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies or by the same amount of any across the board increase granted to non-uniformed employees of the employer. Or,

Consideration shall be given on an annual basis to increase compensation based upon performance on or before May or each year. Increased compensation can be in the form of a salary increase and/or bonus and/or adjustment to benefits.

Section 4: Health, Disability and Life Insurance Benefits

A. The Employer agrees to provide and to pay one hundred percent (100%) of the premiums for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for the Employee and his spouse not to exceed \$22,640.00 annually, for the next twelve months. Said amount shall be reviewed by the Town annually.

B. The Employer agrees to provide Life Insurance equal to that which is provided to all other general employees of the Town of Carlton Landing.

Section 5: Vacation, Sick, Personal Time Off and Military Leave

A. The employee shall accrue sick and vacation leave on an annual basis at the highest rate provided to any other non-uniformed employee. If no policy exists, then employee shall be granted 240 hours of Personal Time Off (PTO) annually and may accrue up to 480 hours. Employee shall be granted 120 hours upon execution of Employment Agreement and accrue leave at the rate of 9.23 hours per pay period.

B. The Employee is entitled to accrue all unused leave up to 480 hours, and in the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued PTO leave as of the date of termination. If the Town adopts a policy which provides for employee leave benefits applicable to general employees of the Town greater than provided in this Agreement the Employee shall be entitled to said benefits.

Section 6: Automobile/Monthly Vehicle Allowance

The Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other salary benefits herein provided, the sum of three hundred & No/100 Dollars (\$300.00) per month, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. Employer agrees to pay all applicable tax costs for both the Employer and Employee under this paragraph. The monthly allowance may be increased annually upon evaluation by the Board. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. The Employer shall reimburse the Employee at the IRS standard mileage rate for any business use of the vehicle outside a thirty-five (35) mile radius of the Town limits of the Town of Carlton Landing.

Section 7: Retirement

The Employer agrees to contribute 10.0% of gross wages into the Oklahoma Municipal Retirement Fund – City Manager Option (OMRF-CM) plan solely for Employee's benefit. The Town of Carlton Landing shall adopt and approve the necessary plan documents to establish the OMRF-CM retirement plan. Employee agrees to contribute 5% of gross wages in to the OMRF-CM plan.

Section 8: General Business Expenses

A. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in International City Managers Association, City Managers Association of Oklahoma, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.

B. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, including but not limited to the ICMA Annual Conference, CMAO Conference(s), the state league of municipalities, and such other national, regional, state, and local governmental groups and committees in which Employee serves as a member.

C. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer.

D. Employer recognizes that certain expenses of a non-personal but job related nature are incurred by the Employee, and agrees to reimburse or to pay said general expenses. Disbursement shall be processed for payment upon receipt of duly executed expense.

E. The Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs or organizations.

F: Technology - The Employer shall provide Employee with a laptop computer, software, fax/modem required for the Employee to perform the job and to maintain communication.

Section 9: Termination

For the purpose of this agreement, termination shall occur when:

A. The majority of the governing body votes to terminate the Employee at a duly authorized public meeting.

B. If the employer, citizens or legislature acts to initiate or amend any provisions of a/the City Charter pertaining to the role, powers, duties, authority, responsibilities of the Employee's position that substantially changes the form of government, the Employee shall have the right to declare that such amendments constitute termination.

C. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement and will be regarded as a termination.

D. If the Employee resigns following an offer to accept resignation, whether formal or informal, by the Employer as representative of the majority of the governing body that the Employee resigns, then the Employee may declare a termination as of the date of the suggestion.

E. Breach of contract declared by either party with a 30 day cure period for either Employee or Employer. Written notice shall be provided in accordance with Section 19.

Section 10: Severance

Severance shall be paid to the Employee when employment is terminated as defined in Section 9.

If the Employee is terminated, the Employer shall provide a minimum severance payment equal to three (3) months salary at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee. The severance period shall increase by one month for each year of continuous service up to a total of six (6) months.

The Employee shall also be compensated for all accrued Personal Time Off leave.

For the severance period following termination the employer shall pay the cost to continue the following benefits:

A. Health insurance for the employee and spouse as provided in Section 4.

B. Life Insurance

If the employee is terminated because of a conviction for a felony then the Employer is not obligated to pay severance under this section. If the Employee voluntarily resigns to accept other employment, or for any other reason personal to the

Employee without being requested to do so either formally or informally by the Employer, the Employer is not obligated to pay severance under this section or to continue the payment of health insurance premiums.

Section 11: Resignation

In the event that the Employee voluntarily resigns his position with the employer, the Employee shall provide a minimum of 30 days notice unless the parties agree otherwise.

Section 12: Performance Evaluation

Employer shall annually review the performance of the Employee in or before May of each year subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting.

Section 13: Hours of Work

It is recognized the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

Employee must complete a weekly time sheet, which lists personal time off taken by Employee.

Section 14: Outside Activities

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside teaching opportunities provide indirect benefits to the Employer and the Community, the Employee may elect to accept limited teaching with the understanding that such arrangements shall not constitute interference with or a conflict of interest with his responsibilities under this Agreement. In addition, the Employee is able to perform consulting, mediation services provided it does not constitute interference with or a conflict of interest with his responsibilities under this Agreement.

Section 15: Residence

Employer does not require residency of the Town Administrator within the Township boundaries during the term of his employment.

Section 16: Indemnification

Beyond that required under Federal, State, or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Township Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The employee may request and the Employer shall not unreasonably refuse to provide independent legal representation of its choice and at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee and chosen by the Employer, shall extend until a final determination of the legal action including any appeals brought by either party. The parties hereto specifically agree that any legal representation provided to, or for the benefit of, the Employee by the Insurance Carrier, or the successor liability insurance carrier of the Employer, shall be deemed by the parties to be satisfactory and shall fulfill any and all obligation of the Employer hereunder. The Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Employer and the liability insurance carrier of the Employer, in order for indemnification, as provided in this Section, to be available.

Section 17: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 18: Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Oklahoma Statutory Township form of government or any other law.

A. Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other general employees and employees of the Town of Carlton Landing as provided in the Oklahoma Statutory Township form of government, Code, Personnel Rules and Regulations or by practice.

Section 19: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(A) EMPLOYER:

Town of Carlton Landing
ATTN: Dr. Jan Summers, City Clerk
44 Water Street
Carlton Landing, Oklahoma;

(B) EMPLOYEE:

J. Gregory Buckley
PO Box 327
Eufaula, Oklahoma 74432

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 20: Notices of Renewal/Non-Renewal

Subject to the provisions of Sections 9 and 10 set forth above, in the event either party hereto wishes to exercise its or his right not to renew or extend the agreement beyond any of the anniversary dates described in Section 1 above, the non-renewing party shall give ninety (90) days written notice to the other party at the address indicated herein of its or his intention not to renew the agreement. In the absence thereof, said agreement shall be considered by the parties as automatically renewed for the subsequent year.

Section 21: General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written examination may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective date. This Agreement shall become effective February 19, 2022.

D. Severability. The invalidity or partial invalidity of any portion of this agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

Executed the day and date above written.

Town of Carlton Landing, OKLAHOMA

By: _____
Joanne Chinnici, Mayor

J. Gregory Buckley, City Manager

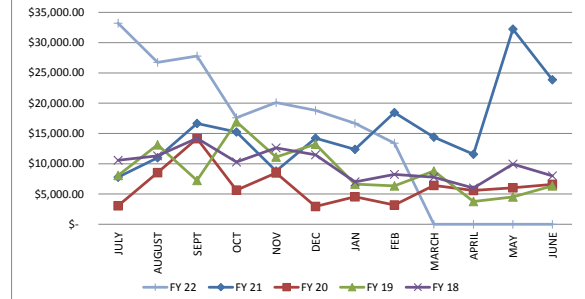
ATTEST:

Dr. Summers, City Clerk

**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	\$ 27,778.11	\$ 17,599.62	\$ 20,093.03	\$ 18,805.23	\$ 16,669.69	\$ 13,402.28					\$ 174,292.56
<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

3% Sales Tax Analysis by Fiscal Year



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	\$ 343.94	\$ 1,165.01	\$ 715.56	\$ 1,058.05	\$ 685.52	\$ 1,234.03	\$ -	\$ -	\$ -	\$ -	\$ 7,651.39
<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	\$ 15,631.81	\$ 9,357.10	\$ 6,728.90	\$ 6,713.56	\$ 3,463.33	\$ 3,097.16	\$ -	\$ -	\$ -	\$ -	\$ 63,343.74
<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

General Fund
Statement of Revenue and Expenditures

		Current Period Jan 2022 Jan 2022 Actual	Year-To-Date Jul 2021 Jan 2022 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	126.46	454.60	600.00	145.40	75.77%
4100	Building Permits/Inspection Fe	762.91	9,399.81	23,580.00	14,180.19	39.86%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	3,463.33	60,246.58	24,000.00	(36,246.58)	251.03%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	30,429.58	38,627.35	57,190.00	18,562.65	67.54%
4000	Sales Tax	16,845.29	162,332.12	114,800.00	(47,532.12)	141.40%
9002	Transfer IN from TIF	48,758.86	48,758.86	101,989.00	53,230.14	47.81%
4005	Use Tax	685.52	6,417.36	7,200.00	782.64	89.13%
4010	Utility Tax	1,982.87	9,482.37	12,000.00	2,517.63	79.02%
4013	Vehicle Gas/Fuel Tax	72.09	319.07	0.00	(319.07)	0.00%
Non-Departmental Revenues Totals		\$103,126.91	\$336,610.48	\$391,559.00	\$54,948.52	
Revenue		\$103,126.91	\$336,610.48	\$391,559.00	\$54,948.52	
Gross Profit		\$103,126.91	\$336,610.48	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	10,058.72	17,244.00	7,185.28	58.33%
5025	Employer Retirement Contributi	708.82	5,293.28	8,842.00	3,548.72	59.87%
5000	Salaries	6,763.38	50,659.04	88,424.00	37,764.96	57.29%
5010	Social Security	542.24	4,049.29	7,063.00	3,013.71	57.33%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	70.89	70.89	1,846.00	1,775.11	3.84%
5030	Vehicle/Cell Allowance	324.85	2,273.95	3,900.00	1,626.05	58.31%
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	160.00	320.00	160.00	50.00%
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	87.50	332.50	350.00	17.50	95.00%
6005	Rent	477.78	2,831.56	5,760.00	2,928.44	49.16%
6040	School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
6000	Utilities	52.00	1,319.65	4,339.00	3,019.35	30.41%
Administration Totals		\$10,544.42	\$80,199.92	\$145,698.00	\$65,498.08	
General Government						
Personal Services						
5001	Stipend	0.00	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	0.00	58.00	600.00	542.00	9.67%
5520	Software Programs/ Services	531.05	4,507.31	7,428.00	2,920.69	60.68%

Statement of Revenue and Expenditures

		Current Period Jan 2022 Jan 2022 Actual	Year-To-Date Jul 2021 Jan 2022 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						
Other Services						
6030	Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
6035	Dues & Memberships	14.99	1,514.76	2,830.00	1,315.24	53.53%
6015	Insurance	0.00	0.00	1,800.00	1,800.00	0.00%
6800	Office/Gen Administrative Exp	0.00	14,725.84	14,800.00	74.16	99.50%
6020	Professional Services	8,332.00	33,284.75	58,800.00	25,515.25	56.61%
6010	Publication & Notice Expense	0.00	2,221.55	2,500.00	278.45	88.86%
6045	Road Maintenance	0.00	1,568.00	14,400.00	12,832.00	10.89%
6040	School, Training, Travel	0.00	954.16	2,000.00	1,045.84	47.71%
6000	Utilities	0.00	624.00	1,000.00	376.00	62.40%
6050	Website Expense	0.00	1,524.00	2,500.00	976.00	60.96%
Capital Outlay						
7010	Projects	16,289.59	24,240.84	50,000.00	25,759.16	48.48%
Debt Service						
8000	GO Bond Payments	0.00	0.00	57,190.00	57,190.00	0.00%
8500	Interest Expense	66.99	488.95	0.00	(488.95)	0.00%
General Government Totals		\$25,234.62	\$89,694.63	\$227,308.00	\$137,613.37	
TIF Projects						
Capital Outlay						
7150	2020 Bond - Pavilion	0.00	(4,772.00)	0.00	4,772.00	0.00%
TIF Projects Totals		\$0.00	(\$4,772.00)	\$0.00	\$4,772.00	
Expenses		\$35,779.04	\$165,122.55	\$373,006.00	\$207,883.45	
Revenue Less Expenditures		\$67,347.87	\$171,487.93	\$18,553.00	\$0.00	
Net Change in Fund Balance		\$67,347.87	\$171,487.93	\$18,553.00	\$0.00	
Fund Balances						
Beginning Fund Balance		874,158.74	770,018.68	0.00	0.00	0.00%
Net Change in Fund Balance		67,347.87	171,487.93	18,553.00	0.00	0.00%
Ending Fund Balance		941,506.61	941,506.61	0.00	0.00	0.00%

General Fund
Bank Register
1/1/2022 to 1/31/2022

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	356,117.14
1/6/2022	EFT	RWS Cloud Services			0.00	90.00	356,027.14
1/7/2022	1241	Pied Piper Service			0.00	80.00	355,947.14
1/7/2022	1240	Cross Telephone Co			0.00	52.00	355,895.14
1/7/2022	A-10050	James G Buckley			0.00	2,803.61	353,091.53
1/10/2022	R-00192	Oklahoma Tax Commission			685.52	0.00	353,777.05
1/10/2022	R-00191	Oklahoma Tax Commission			3,463.33	0.00	357,240.38
1/10/2022	R-00190	Oklahoma Tax Commission			16,669.69	0.00	373,910.07
1/11/2022	R-00193	Oklahoma Tax Commission			13.92	0.00	373,923.99
1/11/2022	R-00186	Pittsburg County Clerk			30,614.21	0.00	404,538.20
1/12/2022	R-00194	Oklahoma Tax Commission			175.60	0.00	404,713.80
1/12/2022	R-00187	CLEDT			48,758.86	0.00	453,472.66
1/13/2022	GJ-10069	Pittsburg County Clerk			0.00	30,429.58	423,043.08
1/14/2022					0.00	66.99	422,976.09
1/14/2022	EFT	Oklahoma Tax Commission			0.00	253.00	422,723.09
1/14/2022	EFTPS	EFTPS			0.00	1,669.93	421,053.16
1/14/2022	1245	OMAG			0.00	87.50	420,965.66
1/14/2022	1244	Kay Robbins Wall			0.00	600.00	420,365.66
1/14/2022	1243	Oklahoma Uniform Building			0.00	32.00	420,333.66
1/14/2022	1242	Dan Hurd			0.00	900.00	419,433.66
1/18/2022	EFT	CSA Software			0.00	441.05	418,992.61
1/21/2022	1246	OPEH&W			0.00	1,436.96	417,555.65
1/21/2022	A-10051	James G Buckley			0.00	2,571.91	414,983.74
1/24/2022	R-00188	Kiamichi Electric			1,982.87	0.00	416,966.61
1/24/2022	R-00189	US Treasury			513.71	0.00	417,480.32
1/28/2022	R-00195	Kerney Homes			762.91	0.00	418,243.23
1/28/2022	1250	Amanda Harjo			0.00	800.00	417,443.23
1/28/2022	1249	BOK Credit Card			0.00	492.77	416,950.46
1/28/2022	1248	Freese and Nichols			0.00	16,289.59	400,660.87
1/28/2022	1247	Anne Marie Elfrink, MS			0.00	6,000.00	394,660.87
1000 Town of CL Checking 9683 Totals					\$103,640.62	\$65,096.89	\$394,660.87
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

2/14/2022
1:01 PM

General Fund
Bank Register
1/1/2022 to 1/31/2022

Page 2 of 2

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
		1020 2020 GO Bond Checking Totals			\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	88,261.95
1/13/2022	GJ-10069	Pittsburg County Clerk			30,429.58	0.00	118,691.53
		1030 Sinking Fund Checking 3087 Totals			\$30,429.58	\$0.00	\$118,691.53
		Report Totals			\$134,070.20	\$65,096.89	\$663,016.54
Records included in total = 34							

Report Options
Trans Date: 1/1/2022 to 1/31/2022
Fund: General Fund
Display Notation: No

Town Administrator's Report – February 19, 2022

- Entrance Road Striping – We have had a few concerns and requests related to difficulty of seeing the entrance to Carlton Landing from Hwy 9A. I obtained a quote to have the entrance area striped with white reflective paint. The contractor was authorized to proceed and will stripe the outer edge of the entrance from Hwy 9A to the split of the inbound and outbound traffic.
- Pavilion – The Pavilion is nearing completion. The principal structure is complete along with extension of the sidewalk and stone entrance way. Mike and I have attempted twice to schedule a walk through and create a punch list. The winter storm delayed our first attempt and the cold front on Thursday, February 17 stopped our second try. We will work on scheduling the punch list walk through in the near future. There is still some landscaping that needs to be completed, which Mike will begin.
- Washington Post – I provided a tour of Carlton Landing to the Town Administrator of Tallahassee and a report for the Washington Post.

Thank you.

PROJECT NO.: CRL21229/CRL22138/CRL22147
Street Light Policy and Standards
2022 Alley Paving
PROJECTS: *Stephens Road*

TO: Greg Buckley
FROM: Keith Beatty, P.E. / Dawn Warrick
DATE 2/15/2022

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 – December Trustees meeting – Completed
- Lighting Policy – December Trustees meeting – 12-18-2021
- Waiting on Discussion with Trustees

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 – Completed

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 TBD

Community Center Planning

- FNI developing scope and fee – Completed Scope and fee. Delivered to Town Administrator
- Meeting with City Administrator and Architect – 7/14/2021
- On-Hold

2022 **Alley Paving**

- **FNI developing scope and fee**
- **Board of Trustees – January meeting**
- **Survey portion of project started**

PROJECT NAME: Stephens Road
TO: Greg Buckley
FROM: Brandon Huxford

PROJECT NO.: CRL22147
TIME PERIOD COVERED: January 2022
DATE: February 15, 2022

PROJECT UPDATES:

- NTP Received
- FNI getting project setup and survey initialized

PROJECT SCHEDULE, TASKS AND DELIVERABLES:

- NTP – 1/17/22
- Preliminary Plan Submittal – April 2022
- 60% Plan Submittal – July 2022
- Final Plan Submittal – December 2022

ISSUES:

ACTION ITEMS FOR CLIENT:

- Previous design information and layout files
- Drainage study/evaluations for preliminary box sizing