

**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; June 19, 2021

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

NOTICE AND AGENDA

1. Call to Order
2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information *on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

3. Approval of Minutes:
 - a. Regular Meeting of the CL Board of Trustees on May 15, 2021
 - b. Special Meeting of the CL Board of Trustees on May 19, 2021
4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda
6. Consider, discuss, and possibly amend, revise, approve, or deny a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021, or take any other appropriate action.
Exhibit(s): Agreement for Financial Services 2021-2022
7. Consider, discuss, and possibly amend, revise, approve or deny Resolution 2021-07-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and providing for the investment of said funds, or take any other appropriate action.
Exhibit(s): FY 21-22 Proposed Budget Document Revised 6-18-21
8. Consider, discuss, and possibly approve, amend, revise or deny FY 20-21 Budget Amendment #3 for Carlton Landing General Fund to recognize and appropriate excess Sales Tax received, transferring said revenue to the Reserve Fund, or take any other appropriate action.
Exhibit(s): BUDGET AMENDMENT #3 6-19-2021
9. 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.

10. Consider, discuss, and possible action on item(s) discussed in executive session including possible amendment, revision, approval or denial of Employment Agreement Amendment 2, or take any other appropriate action.
11. Reports
 - a. [Sales Tax Revenue](#) and other Financial Reports:[Statement of Revenue and Expenditures CL 052021](#)
 - b. [Town Administrator ; SALES TAX COMPARISON by Fiscal Year 8-15-2020 Freese and Nichols Report](#)
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
12. Recognize Citizens wishing to comment on non-Agenda Items
Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.
13. Comments and questions by Governing Body members regarding items for future consideration.
14. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as "the High School Classroom"

at _____ M on the ___th day of June 2021, 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

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

This meeting shall be by videoconference/teleconference participation:

Saturday; May15, 2021; 8:00 a.m.

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

MINUTES

1. Call to Order

The meeting was called to order at 8:36 a.m. by Mayor Chinnici

2. Roll Call

Consent Items

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

ABSENT: None

3. Approval of Minutes:

a. Regular Meeting of the Board of Trustees on April 17, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

5. Items Removed from Consent Agenda

6. Presentation and Review of Street Light Ordinance and Policy by Freese and Nichols with possible discussion and direction to staff related to Street Light Ordinance and Policy, or take any other appropriate action.
Exhibit: Draft Ordinance – Policy

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.

Keith Beatty, Dawn Warrick and Dan Koss of Freese and Nichols made a presentation to review some of the criteria used in determining lighting.

Citizen Jennifer Lafferty shared concerns to include data regarding safety, the need for dark sky friending and that people come to Carlton Landing to escape light.

MOTION: A motion was made by Mai and seconded by Brule to provide direction to Freese and Nichols and Staff, if necessary, to develop an outdoor lighting Ordinance for Board review.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

7. Consider and discuss possibly accepting, amending, revising, or denying an Easement(s) from Ridgeline Ranch, LLC for the right to erect, construct, install, lay, and thereafter use, operate, inspect, repair, and maintain, materials to establish a walking trail; for access for maintenance, or take any other appropriate action.

Exhibit: Easement, Easement Legals

The Board of Trustees has approved the construction of a Walking Trail along Ridgeline Road. Funding was approved and appropriated in the TIF 2020 Revenue Note for an amount of \$125,000.00. The Developer, Grant Humphreys, has offered a ten (10) foot easement adjacent to the Ridgeline Road right of way for the Town to install, construct and maintain a walking trail. The Ridgeline Road right of way provides a six (6) foot area for a sidewalk. The combined area allows for a sixteen (16) foot wide path from the Outlook to just short of Lower Greenway. Lot 6 and 7 of Block 23 are not owned by the Ridgeline Ranch, LLC. the trail will be installed within the allowed six (6) foot right of way within those lots.

With the acceptance of the Easement, the Town will be able to begin the installation and construction of the Trail.

MOTION: A motion was made by Chinnici and seconded by Brule to accept the Easement(s) from Ridgeline Ranch, LLC for the right to erect, construct, install, lay, and thereafter use, operate, inspect, repair, and maintain, materials to establish a walking trail; for access for maintenance.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

8. Consider, discuss and possibly approve, revise, amend or deny a Marina Project Agreement between Humphrey's Partners 2009, LLC, the Town of Carlton Landing and Carlton Landing Economic Development Authority for the development and certain improvements of the Marina, or take any other appropriate action.

Exhibit: Marina Development Agreement, Map of Dock, DRAFT TIF Budget Review

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. I have submitted the proposed Agreement to the Corps. The Corps provided a couple amendments to the proposed Agreement, which incorporates the Town and the Corp's approval on an assignment of the lease based on a default of the loan.

Carlton Landing Enterprises and Crossfirst Bank were provided the Corps language changes and are evaluating those changes.

If the Trustees approve the proposed Collateral Assignment of Concession Agreement, it would be submitted to the Corps for their approval.

MOTION: A motion was made by Chinnici and seconded by Brule to approve, 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.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

9. Consider and discuss possibly renewing, amending, revising, or denying a Financial Services Agreement with Renee Norman and, if necessary, provide direction to Staff, or take any other appropriate action.
Exhibit: Financial Services Agreement

MOTION: A motion was made by Chinnici and seconded by Brule to terminate Renee Norman's contract at the end of June, 2021.

AYE: Myrick, Chinnici, Brule, Chapman, Mai

NAY: None

10. 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 affirmed her position as a licensed attorney with over 44 years of municipal law.

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

Citizen Jennifer Lafferty asked 1) Will there be an amendment to the Fireworks Ordinance? 2) Will there be an update on fireworks 3) Update on projects

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

Trustee Mai suggested we appoint a committee task force to explore options for developing a fire house and fire department, to include a representative from the HOA.

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 10:04 a.m., May 15, 2021

Mayor

Attest:

Town Clerk

Draft

General Fund
Bank Register
4/1/2021 to 4/30/2021

Trans. Date	Trans. Number	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund					
Town of CL Checking 9683					
		Beginning Balance			188,725.59
4/1/2021	R-00098	Clay Chapman	694.94		189,420.53
4/2/2021	1114	Crawford & Associates, P.C		247.50	189,173.03
4/2/2021	1115	Crawford & Associates, P.C		220.00	188,953.03
4/2/2021	1116	Crawford & Associates, P.C		110.00	188,843.03
4/2/2021	1118	Dan Hurd		2,100.00	186,743.03
4/2/2021	1120	Oklahoma Uniform Building		48.00	186,695.03
4/2/2021	1121	OnSolve LLC		1,597.50	185,097.53
4/2/2021	A-10030	James G Buckley		2,745.07	182,352.46
4/2/2021	EFT	Cross Telephone Co		52.00	182,300.46
4/2/2021	EFT	Kiamichi Electric		112.00	182,188.46
4/5/2021	R-00099	Anchor Homes	2,084.82		184,273.28
4/8/2021	01117	CSA Software		989.00	183,284.28
4/8/2021	1119	Kay Robbins Wall		600.00	182,684.28
4/8/2021	1122	OPEH&W		1,424.12	181,260.16
4/8/2021	1123	Pied Piper Service		80.00	181,180.16
4/8/2021	1124	Renee Norman		750.00	180,430.16
4/8/2021	EFT	BOK Credit Card		266.55	180,163.61
4/9/2021	R-00094	Oklahoma Tax Commission	11,578.57		191,742.18
4/9/2021	R-00096	Oklahoma Tax Commission	921.44		192,663.62
4/9/2021	R-00097	Oklahoma Tax Commission	408.92		193,072.54
4/13/2021	R-00095	Oklahoma Tax Commission	145.87		193,218.41
4/15/2021	EFT	CSA Software		441.05	192,777.36
4/16/2021	A-10031	James G Buckley		2,513.34	190,264.02
4/16/2021	R-00100	Kerney Homes	762.91		191,026.93
4/19/2021	1125	OMAG		1,040.00	189,986.93
4/19/2021	1126	OMAG		125.00	189,861.93
4/19/2021	1127	Center for Economic Devel		180.00	189,681.93
4/19/2021	1128	Center for Economic Devel		1,465.00	188,216.93
4/19/2021	1130	OkMRF		2,086.68	186,130.25
4/20/2021	EFT	RWS Cloud Services		90.00	186,040.25
4/26/2021	R-00101	Kerney Homes	786.00		186,826.25
4/30/2021				77.01	186,749.24
4/30/2021	A-10032	James G Buckley		2,513.34	184,235.90
Town of CL Checking 9683 Totals			\$17,383.47	\$21,873.16	\$184,235.90
General Fund Totals			\$17,383.47	\$21,873.16	\$184,235.90
Report Totals			\$17,383.47	\$21,873.16	\$184,235.90
Records included in total = 34					

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Apr 2021 Apr 2021 Actual	Year-To-Date Jul 2020 Apr 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000 Sales Tax	11,724.44	131,641.31	80,000.00	(51,641.31)	164.6%
4005 Use Tax	921.44	6,136.18	7,200.00	1,063.82	85.2%
4010 Utility Tax	0.00	16,252.39	8,000.00	(8,252.39)	203.2%
4011 Lodging Tax	408.92	14,506.06	5,000.00	(9,506.06)	290.1%
4015 Pittsburgh County Sinking Fund	5,319.53	58,261.00	58,790.00	529.00	99.1%
4100 Building Permits/Inspection Fe	4,328.67	28,522.67	15,000.00	(13,522.67)	190.2%
4105 Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002 Transfer IN from TIF	0.00	71,030.44	111,458.30	40,427.86	63.7%
Non-Departmental Revenues Totals	\$22,703.00	\$326,366.05	\$363,565.77	\$37,199.72	
Unallocated					
9002 Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Unallocated Totals	\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue	\$22,703.00	\$326,366.05	\$369,659.52	\$43,293.47	
Gross Profit	\$22,703.00	\$326,366.05	\$369,659.52	\$0.00	
Expenses					
Administration					
5000 Salaries	9,946.14	73,438.36	87,924.00	14,485.64	83.5%
5001 Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010 Social Security	785.71	5,923.77	6,726.19	802.42	88.1%
5015 Unemployment Tax	31.33	545.42	1,758.48	1,213.06	31.0%
5020 Employer Paid Insurance	1,424.12	14,241.20	17,205.00	2,963.80	82.8%
5025 Employer Retirement Contributi	1,027.10	7,618.68	8,792.40	1,173.72	86.7%
5030 Vehicle/Cell Allowance	324.85	3,248.50	3,600.00	351.50	90.2%
5500 Office Supplies	0.00	99.00	600.00	501.00	16.5%
5510 Building Maintenance & Repairs	80.00	80.00	0.00	(80.00)	0.0%
6000 Utilities	216.00	3,724.52	7,825.00	4,100.48	47.6%
6005 Rent	0.00	7,300.49	9,000.00	1,699.51	81.1%
6035 Dues & Memberships	0.00	1,199.00	1,180.00	(19.00)	101.6%
6040 School, Training, Travel	0.00	324.00	4,000.00	3,676.00	8.1%
Administration Totals	\$13,835.25	\$118,492.94	\$148,611.07	\$30,118.13	
General Government					
5500 Office Supplies	149.70	1,335.72	1,500.00	164.28	89.0%
5520 Software Programs/ Services	1,584.90	6,364.35	6,372.70	8.35	99.9%
5530 Miscellaneous	77.01	634.27	600.00	(34.27)	105.7%
6010 Publication & Notice Expense	0.00	1,533.90	2,500.00	966.10	61.4%
6015 Insurance	1,165.00	1,253.08	1,800.00	546.92	69.6%
6020 Professional Services	7,318.00	49,747.00	40,000.00	(9,747.00)	124.4%
6030 Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035 Dues & Memberships	0.00	620.00	1,079.00	459.00	57.5%
6040 School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045 Road Maintenance	0.00	6,529.42	9,800.00	3,270.58	66.6%
6050 Website Expense	0.00	1,200.00	2,500.00	1,300.00	48.0%
7010 Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000 GO Bond Payments	0.00	600.00	58,790.00	58,190.00	1.0%
8500 Interest Expense	0.00	14,055.83	0.00	(14,055.83)	0.0%
General Government Totals	\$10,294.61	\$85,747.05	\$210,859.17	\$125,112.12	

5/12/2021
5:47 PM

CLEDT, General Fund, Reserve Fund
General Ledger
7/1/2020 to 4/30/2021

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Transaction Date	Transaction Number	Name / Description	Debits	Credits
4000 Sales Tax				
7/9/2020	R-00014	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Oklahoma Tax Commission		91.36
1/8/2021	R-00062	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Oklahoma Tax Commission		93.81
3/8/2021	R-00084	Oklahoma Tax Commission		14,390.75
3/10/2021	R-00085	Oklahoma Tax Commission		129.52
4/9/2021	R-00094	Oklahoma Tax Commission		11,578.57
4/13/2021	R-00095	Oklahoma Tax Commission		145.87
Net Activity for: Sales Tax				\$131,641.31
Ending Balance				\$131,641.31
4005 Use Tax				
7/9/2020	R-00015	Oklahoma Tax Commission		714.83
8/10/2020	R-00017	Oklahoma Tax Commission		569.76
9/9/2020	R-00024	Oklahoma Tax Commission		313.48
10/9/2020	R-00045	Oklahoma Tax Commission		228.44
11/9/2020	R-00053	Oklahoma Tax Commission		424.74
12/9/2020	R-00050	Oklahoma Tax Commission		559.76
1/8/2021	R-00060	Oklahoma Tax Commission		579.16
2/8/2021	R-00072	Oklahoma Tax Commission		957.30
3/8/2021	R-00082	Oklahoma Tax Commission		867.27
4/9/2021	R-00096	Oklahoma Tax Commission		921.44
Net Activity for: Use Tax				\$6,136.18
Ending Balance				\$6,136.18
4010 Utility Tax				
7/17/2020	R-00019	Kiamichi Electric		1,892.04
10/9/2020	R-00047	Kiamichi Electric		2,515.80
1/29/2021	R-00069	Kiamichi Electric		1,848.12
Net Activity for: Utility Tax				\$6,255.96
Ending Balance				\$6,255.96
4011 Lodging Tax				
12/9/2020	R-00049	Oklahoma Tax Commission		5,753.09
1/8/2021	R-00061	Oklahoma Tax Commission		4,574.48
2/8/2021	R-00071	Oklahoma Tax Commission		1,912.94
3/8/2021	R-00083	Oklahoma Tax Commission		1,856.63
4/9/2021	R-00097	Oklahoma Tax Commission		408.92
Net Activity for: Lodging Tax				\$14,506.06
Ending Balance				\$14,506.06

Town Administrator's Report – May 15, 2021

- ☐ Declaration of Emergency – Governor Stitt has rescinded the Declaration of Emergency related to COVID-19. While the Legislature passed legislation that allowed virtual meetings under modified rules until February 2022 or until 30 days after the rescinding of the Declaration of Emergency. Governor Stitt rescinded the Emergency effective May 4, 2021 which make June 4, 2021 the last day the special provisions of Public Meetings will expire. We will need to go back to regular in person meetings after June 4, 2021.
- ☐ Alley Improvements – The SWH Construction is working to finish the last pieces of the project. The sidewalks were to be replaced have been installed; however, upon a preliminary walk through we did not accept the sidewalks. SWH has agreed to replace those sections of sidewalk they installed.
- ☐ Sales Tax Revenue– The past several months has been very strong and have been some of the highest sales tax months ever received by the Town. April Financials shows April 2021 was the highest April receipts comparing April year to year. May's collection is almost 2X higher than the previous highest month. May's receipts are \$32,227.87, the previous highest monthly sales tax was \$18,444.22. Very exciting, but I think this will go back down as material costs correct themselves and until Phase 6 opens.
- ☐ Wastewater Treatment Plant – The RWD received three bids for the construction of the Plant. The RWD Board is scheduled to award the Bid at their May 15, 2021 Board meeting.

Thank you.

**TOWN OF CARLTON LANDING
SPECIAL MEETING OF THE BOARD OF TRUSTEES**

This meeting shall be held at the Town Hall of the Town of Carlton Landing
44 Water Street, Carlton Landing, OK 74432:
Wednesday; May19, 2021; 10:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 10:07 a.m. by Mayor Chinnici.

2. Roll Call

PRESENT: Joanne Chinnici
Clay Chapman
Chuck Mai

ABSENT: Mary Myrick
Kris Brule

3. Consider, discuss and possibly approve, amend, revise or deny the 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: Acknowledge Consent Agreement

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 Town Administrator submitted the proposed Agreement to the Corps. The Corps provided a couple amendments to the proposed Agreement, which incorporates the Town and the Corp's approval on an assignment of the lease based on a default of the loan.

Carlton Landing Enterprises and Crossfirst Bank were provided the Corps language changes and evaluated those changes.

MOTION: A motion was made by Chinnici and seconded by Mai to approve, 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.

AYE: Chinnici, Mai, Chapman

NAY: None

4. Consider, discuss and possibly establish a Fire Service Task Force to examine fire service options for the Town of Carlton Landing to include supporting Carlton Landing Volunteer Rural Fire Department, a fire station, sustainability of fire service, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Chapman to establish a task force to explore options for the Town of Carlton Landing to support a Fire Department.

AYE: Chinnici, Mai, Chapman

NAY: None

Task Force may be: Chuck Mai, Daryl Nieto, Susan Zubik, Jennifer Lafferty, Jeremy Tolman, Joel Baine, Joanne Chinnici

5. Recognize Citizens wishing to comment on non-Agenda Items
None
6. Comments and questions by Governing Body members regarding items for future consideration. None
7. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 10:17 a.m., May 19, 2021

Mayor

Attest:

Town Clerk

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

THIS AGREEMENT (the “Agreement”) is executed to be effective as of the 14th day of May, 2021, by and between the **TOWN OF CARLTON LANDING**, a public municipality (herein “Town”), **CARLTON LANDING ENTERPRISES, LLC**, an Oklahoma limited liability company (“CLE”), and **CROSSFIRST BANK**, a Kansas state-chartered bank (“Lender”) located at 5001 Gaillardia Corporate Place, Oklahoma City, OK 73142.

RECITALS:

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

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

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

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

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

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

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

G. CLE has obtained a \$2,150,000.00 loan from Lender (the “Lender’s Loan”), for the purposes of expanding the existing facilities and services, and operating the marina business, including, but not limited to, providing the minimum services required by the Master Lease as detailed above.

H. Lender's Loan of \$2,150,00.00 is made upon the terms and conditions set forth in the Loan Agreement of even date and the Loan Documents detailed therein, including CLE's grant to Lender of a valid first priority collateral assignment of CLE's right, title and interest in and to the Marina Lease and a first priority security interest in and to all of CLE's business assets, now owned or hereafter acquired, including, but not limited to, the business assets described in paragraph 4(f) below ("Collateral").

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

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

NOW THEREFORE, as an inducement to Lender to make the Lender's Loan of \$2,150,000.00 to CLE, and for good and other valuable consideration, Town, and CLE with Corps' consent stipulates, represents, covenants, and agrees with Lender as follows:

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

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

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

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

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

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

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

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

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

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

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

CrossFirst Bank
Attn: Amy Bailey

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-4-

5001 Gaillardia Corporate Place
Oklahoma City, OK 73142

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

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

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

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

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

Approved this ____ day of _____ 2021.

TOWN:

TOWN OF CARLTON LANDING, an
Oklahoma municipality

By: _____
JOANNE CHINNICI, D.O., Mayor of
Carlton Landing

CLE:

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

By: The Humphreys Company, LLC, Manager

By: _____
GRANT HUMPHREYS, CEO

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Assignment of Concession Agreement (KB Redline 20210401).docx

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LENDER:

CROSSFIRST BANK, a Kansas state-chartered bank

By:

AMY BAILEY, MANAGING DIRECTOR
OKC COMMERCIAL BANKING

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EXHIBIT A

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



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Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund						
Town of CL Checking 9683						
			Beginning Balance			183,179.08
5/1/2021	1133		Kay Robbins Wall		600.00	182,579.08
5/1/2021	1134		Renee Norman		750.00	181,829.08
5/1/2021	1135		OPEH&W		1,424.12	180,404.96
5/4/2021	EFT		OESC		208.67	180,196.29
5/10/2021			BOK Financial		170.64	180,025.65
5/10/2021	EFT		RWS Cloud Services		90.00	179,935.65
5/10/2021	R-00103		Oklahoma Tax Commission	32,227.87		212,163.52
5/10/2021	R-00104		Oklahoma Tax Commission	5,277.35		217,440.87
5/10/2021	R-00105		Oklahoma Tax Commission	711.20		218,152.07
5/12/2021	R-00106		Oklahoma Tax Commission	128.72		218,280.79
5/14/2021	A-10033		James G Buckley		2,745.07	215,535.72
5/14/2021	R-00107		CLEDT	7,211.57		222,747.29
5/14/2021	R-00108		CLEDT	7,523.01		230,270.30
5/17/2021	EFT		CSA Software		441.05	229,829.25
5/19/2021	1136		OMAG			229,829.25 Voided
5/19/2021	1137		Landmark		784.00	229,045.25
5/19/2021	1138		Freese and Nichols		8,998.00	220,047.25
5/19/2021	1139		Landmark		392.00	219,655.25
5/19/2021	1140		OPEH&W		1,424.12	218,231.13
5/19/2021	1141		Kay Robbins Wall		600.00	217,631.13
5/19/2021	1142		Renee Norman		750.00	216,881.13
5/19/2021	EFT		Kiamichi Electric		96.00	216,785.13
5/28/2021	A-10034		James G Buckley		2,513.34	214,271.79
5/28/2021	EFTPS		EFTPS		4,042.91	210,228.88
5/31/2021					65.99	210,162.89
Town of CL Checking 9683 Totals				\$53,079.72	\$26,095.91	\$210,162.89
General Fund Totals				\$53,079.72	\$26,095.91	\$210,162.89
Report Totals				\$53,079.72	\$26,095.91	\$210,162.89
Records included in total = 26						

Item No. _____

Date: June 19, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly approve, amend, revise, or deny a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021, or take any other appropriate action.

INITIATOR: Joanne Chinnici, Mayor

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the May 15, 2021, Board of Trustee meeting, the Board approved not renewing the Financial Services Agreement with Renee Norman. Ms. Harjo was approached about possibly providing ongoing financial services to the Town of Carlton Landing. Ms. Harjo holds a Professional Booking Certificate and has over twenty years of accounting experience covering, billing, accounts receivable, accounts payable, payroll, bank reconciliation, along with preparing monthly and annual reports. Her work experience includes working with a couple Oklahoma cities with their accounting, book keeping needs.

FUNDING: General Fund

EXHIBITS: Financial Services Agreement

RECOMMENDED ACTION: Approve a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021

Item No. _____

Date: June 19, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly amend, revise, approve or deny Resolution 2021-07-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and providing for the investment of said funds, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The preliminary draft Budget Fiscal Year 2021-2022 includes additional revenue items for Sales Tax and Lodging Tax. Sales tax is projected to be a little higher for Fiscal year 2021-2022 due to continued housing construction and has been adjusted from \$80,000 to \$100,000. Use Tax has been stable with FY 2020-2021 projections on target, projecting the same amount for Fiscal Year 2020-2021. Lodging Tax started in October 2020 with great success. Fiscal Year 2021-2022 will be the first full year for the Lodging Tax and has been projected at the same level as what is projected to be received for Fiscal Year 2020-2021, even though it was not a full year. The Balance Forward money is the GO Bond money from the 2020 GO Bond for the Street Lights Project. This is not new revenue but needs to be allocated so the money can be spent.

Changes to Expenditures include allocating funds for utilities and maintenance for the new Pavilion; increase funding for trail maintenance and improvements; added additional dollars to Road Maintenance for snow removal; cleaning services for new office; funds to continue codification of City Ordinances, GO Bond payments; funds to enhance website.

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed along with projected revenue for possible 2021 TIF Revenue Note. The TIF Committee met to review possible projects for budgeting purposes. They will make their formal recommendation in the fall as part of the Revenue Note determination process. The CLEDT Budget also budgets the proposed projects. In the event the TIF Revenue Note is more or less than Budgeted, the Budget will need to be amended.

Both the Town Budget and CLEDT Budget are submitted as balanced Budgets. At this time, the Town Budget does not project using any excess Fund Balance to balance the budget.

FUNDING: None

EXHIBITS: Budget Resolution, Budget Fiscal Year 2021-2022 Document,

RECOMMENDED ACTION: Approve the Resolution approving the Town of Carlton Landing, Oklahoma, budget for the general fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022.



BUDGET FY 2021 - 2022

Town of Carlton Landing

Budget Message

FY 2021-2022

Mayor and Trustees,

It is an honor and a privilege to submit my second budget for your consideration and approval. The past year has been full of firsts and many challenges. It was also a very prosperous growth year for development and housing. When we started the Fiscal Year, we were just a few months into the COVID-19 Pandemic with little expectation for a strong economic year. Along with many cities and towns we were taking a conservative wait and see approach with our forecast due to the shutting down and closing of businesses from the Declaration of Emergency by the State and Federal Governments.

While our forecast was conservative, we experienced an explosion of growth and set new housing records for homes sold, lots sold, and houses started. The increase in building activity also set new Sales Tax collection records. The implementation of the Lodging Tax exceeded expectations. Fiscal Year 2020-2021 was the first year of the Lodging Tax, with the Tax becoming effective in October 2020. Being conservative we budgeted \$5,000.00 for the entire year. The Town's first month collection for the Lodging Tax was just over \$5,753.00 and year-end projection is about \$24,700.00.

During Fiscal Year 2020-2021 we were successful in achieving many accomplishments: contracting with Freese and Nichols to serve as the Town's principal Engineer; completion of Phase 1A/B and 2 of the Alley Improvement Project; completion of the Community Pavilion; locating the Town Office in a trailer on the School grounds; partnering with the County to repair the Entrance Road; initiating the Codification of the Town's Ordinances; and updated Town's website to allow forms/permits to be submitted and payments made online.

Budgeted Revenue for Sales Tax, Utility Tax and Lodging Tax is increased slightly over Fiscal Year 2020-2021. The current building activity is projected to continue through Fiscal Year 2021-2022. Pittsburgh County Rural Water District 20 has awarded a contract for the construction of a wastewater treatment plant, which is scheduled to be completed in eight to ten months. The Developer is planning to begin installing the infrastructure for Phase 6 and hopes to have those lots available to begin housing construction by the end of Fiscal Year 2021-2022. As seen over the past year, unpredictable events can have a dramatic impact on our building, growth, and finances. While Carlton Landing has benefited this past year, a conservative approach to revenue projections and expenditures will ensure a stable financial future for the Town.

The proposed Budget for FY 21-22 is a balanced budget without using Balance Forward/Carryover to balance. The funds being carried over are directly tied to the GO Bond project which is not going to be completed in FY 20-21. To use the FY 20-21 Funds in FY 21-22 they need to be appropriated so they can be spent on the project in FY 21-22.

Other Highlights of the proposed FY 21-22 Budget include:

- Decreased TIF Funding for Administration from 75% to 70%
- Fund utilities and maintenance for the new Pavilion
- Increase Funding for trail maintenance and improvements
-

Key Projects to be continued from the FY 20-21 Budget Include:

- Community Center Facility
- Alley Improvements
- Stephens Road Extension
- Street Light Plan and pilot project
- Extend hiking/walking trails
- Expand features at Nature Center Playground
- Marina Relocation

The Budget has been prepared in accordance with the Oklahoma Municipal Budget Act, Title 11 Oklahoma Statutes.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Gregory Buckley', with a stylized flourish at the end.

J. Gregory Buckley
City Manager

General Fund Summary

		Actual <u>FY 19-20</u>	Amended Budget <u>FY 20-21</u>	Proposed Budget <u>FY 21-22</u>
REVENUES				
Non-Departmental	\$	377,070.00	\$ 369,659.52	\$ 376,159.00
EXPENDITURES				
<u>Adminstration</u>				
Personal Services	\$	114,896.11	\$ 126,006.07	\$ 127,319.00
Material and Supplies	\$	311.53	\$ 600.00	\$ 1,020.00
Other Services	\$	6,640.39	\$ 22,005.00	\$ 17,359.00
TOTAL DEPARTMENT	\$	121,848.03	\$ 148,611.07	\$ 145,698.00
<u>General Government</u>				
Material and Supplies	\$	2,843.01	\$ 8,472.70	\$ 12,888.00
Other Services	\$	157,319.87	\$ 65,679.00	\$ 91,830.00
Capital Outlay	\$	-	\$ 77,917.47	\$ 50,000.00
Debt Service	\$	12,800.00	\$ 58,790.00	\$ 57,190.00
TOTAL DEPARTMENT	\$	172,962.88	\$ 210,859.17	\$ 211,908.00
TOTAL EXPENDITURES	\$	294,810.91	\$ 359,470.23	\$ 357,606.00
YEAR END FUND BAL	\$	82,259.09	\$ 10,189.29	\$ 18,553.00

CLEDT Fund Summary

		<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>
REVENUES				
Non-Departmental	\$	3,898,921.31	\$ 2,502,846.81	\$ 2,759,598.55
EXPENDITURES				
<u>General Government</u>				
Material and Supplies				
Other Services				
Capital Outlay				
Debt Service	\$	272,000.00	\$ 574,125.00	\$ 821,297.71
Transfers - Out			\$ 117,552.05	\$ 101,989.00
TOTAL DEPARTMENT	\$	272,000.00	\$ 691,677.05	\$ 923,286.71
<u>TIF Projects</u>				
Capital Outlay	\$	2,754,203.77	\$ 1,624,356.81	\$ 1,832,985.81
TOTAL DEPARTMENT	\$	2,754,203.77	\$ 1,624,356.81	\$ 1,832,985.81
TOTAL EXPENDITURES	\$	3,026,203.77	\$ 2,316,033.86	\$ 2,756,272.52
YEAR END FUND BAL	\$	872,717.54	\$ 186,812.95	\$ 3,326.03

Note: In FY 19-20 the Town changed is Accounting structure

GENERAL FUND - Budget Supplement Information - FY 21-22

Ledger ID	Ledger Description	Actual FY 19-20	Budgeted FY 20-21	Proposed Budget 21-22
Non-Departmental Revenue				
01-00-1000-00	Sale Tax	\$80,285.00	\$ 80,000.00	\$ 100,000.00
01-00-1005-00	Use Tax	\$1,877.00	\$ 7,200.00	\$ 7,200.00
01-00-1010-00	Utility Tax	\$3,280.00	\$ 8,000.00	\$ 12,000.00
01-00-1015-00	Lodging Tax		\$ 5,000.00	\$ 24,000.00
01-00-1015-00	Pittsburgh County Sinking Fund Receipts	\$41,142.00	\$ 58,790.00	\$ 57,190.00
01-00-1100-00	Building Permits/Inspection Fees	\$6,700.00	\$ 15,000.00	\$ 23,580.00
01-00-1105-00	Business License and Permits	\$1,022.00	\$ 200.00	\$ 200.00
01-00-9001-00	Transfer IN from CLEDT			
01-00-9002-00	Transfer IN from TIF	\$89,259.00	\$117,552.05	\$ 101,989.00
	Balance Forward/Carry-over	\$153,505.00	\$77,917.47	\$ 50,000.00
	TOTAL AVAILABLE REVENUES	\$377,070.00	\$369,659.52	\$376,159.00
Administration				
<u>Personal Services</u>				
01-10-4000-00	Salaries	\$86,300.04	\$ 87,924.00	\$ 88,424.00
01-10-4005-00	Overtime			
01-10-4010-00	Social Security	\$8,516.11	\$ 6,726.19	\$ 7,063.00
01-10-4015-00	Unemployment Tax	\$256.80	\$ 1,758.48	\$ 1,846.00
01-10-4020-00	Employer Paid Insurance	\$7,315.50	\$ 17,205.00	\$ 17,244.00
01-10-4025-00	Employer Retirement Contribution	\$9,308.86	\$ 8,792.40	\$ 8,842.00
01-10-4030-00	Vehicle/Cell Allowance	\$3,198.80	\$ 3,600.00	\$ 3,900.00
	SUB TOTAL	\$ 114,896.11	\$ 126,006.07	\$ 127,319.00
<u>Materials & Supplies</u>				
01-10-5000-00	Office Supplies	\$291.53	\$ 600.00	\$ 600.00
01-10-5010-00	Building Maintenance & Repairs			\$ 320.00
01-10-5015-00	Vehicle Maintenance & Repairs			
01-10-5020-00	Software Programs/ Services			
01-10-5025-00	Gas, Oil, Tires			
	Miscellaneous - Fees, Events, Activities	\$20.00		\$ 100.00
	SUB TOTAL	\$311.53	\$ 600.00	\$ 1,020.00
<u>Other Services</u>				
01-10-6000-00	Utilities	\$714.00	\$ 7,825.00	\$ 4,339.00
01-10-6005-00	Rent	\$5,700.00	\$ 9,000.00	\$ 5,760.00
01-10-6015-00	Insurance			\$ 350.00
01-10-6035-00	Dues & Memberships		\$ 1,180.00	\$ 1,210.00
01-10-6040-00	School, Training, Travel	\$226.39	\$ 4,000.00	\$ 5,700.00
	SUB TOTAL	\$ 6,640.39	\$ 22,005.00	\$ 17,359.00
<u>Capital Outlay</u>				
	SUB TOTAL	\$ -	\$ -	\$ -

Ledger ID	Ledger Description	Actual FY 19-20	Budgeted FY 20-21	Proposed Budget 21-22
<u>Debt Service</u>				
	SUB TOTAL	\$ -	\$ -	\$ -
	DEPT TOTAL	\$ 121,848.03	\$ 148,611.07	\$ 145,698.00
General Government				
<u>Personal Services</u>				
	SUB TOTAL	\$ -		
<u>Materials & Supplies</u>				
01-15-5000-00	Office Supplies	\$291.00	\$ 1,500.00	\$ 1,500.00
01-15-5010-00	Building Maintenance & Repairs			\$ 2,500.00
01-15-5020-00	Software Programs/ Services	\$1,944.20	\$ 6,372.70	\$ 7,428.00
01-15-5030-00	Miscellaneous - Fees, Events, Activities	\$607.81	\$ 600.00	\$ 1,460.00
	SUB TOTAL	\$ 2,843.01	\$ 8,472.70	\$ 12,888.00
<u>Other Services</u>				
01-15-6000-00	Utilities			\$ 1,000.00
01-15-6005-00	Rent			
01-15-6010-00	Publication & Notice Expense	\$2,410.45	\$ 2,500.00	\$ 2,500.00
01-15-6015-00	Insurance		\$ 1,800.00	\$ 1,800.00
01-15-6020-00	Professional Services	\$16,443.74	\$ 40,000.00	\$ 58,800.00
01-15-6025-00	Contracts & Leases			
01-15-6030-00	Community Support Agreements	\$2,000.00	\$ 6,000.00	\$ 6,000.00
01-15-6035-00	Dues & Memberships	\$2,325.62	\$ 1,079.00	\$ 2,830.00
01-15-6040-00	School, Training, Travel		\$ 2,000.00	\$ 2,000.00
01-15-6045-00	Road and Trail Maintenance	\$133,611.36	\$ 9,800.00	\$ 14,400.00
01-15-6050-00	Website Expense	\$528.70	\$ 2,500.00	\$ 2,500.00
01-15-6055-00	Grant Match			
	SUB TOTAL	\$ 157,319.87	\$ 65,679.00	\$ 91,830.00
<u>Capital Outlay</u>				
01-15-7010-00	Projects		\$ 77,917.47	\$ 50,000.00
	SUB TOTAL	\$ -	\$ 77,917.47	\$ 50,000.00
<u>Debt Service</u>				
01-15-8000-00	GO Bond Payments	\$12,800.00	\$ 58,790.00	\$ 57,190.00
	SUB TOTAL	\$ 12,800.00	\$ 58,790.00	\$ 57,190.00
<u>Transfers - Out</u>				
01-15-9501-00	Transfer OUT to CLEDT			
01-15-9503-00	Transfer OUT to RESERVE Fund			
	DEPT. TOTAL	\$ 172,962.88	\$ 210,859.17	\$ 211,908.00
	TOTAL EXPENSES	\$ 294,810.91	\$ 359,470.23	\$ 357,606.00
	YEAR END FUND BALANCE	\$ 82,259.09	\$ 10,189.29	\$ 18,553.00
	RESERVE		\$ 89,867.56	\$ 89,401.50

CLEDT - Budget Supplement Information - FY 21-22

Ledger ID	Ledger Description	Actual FY 19-20	Amended Budget FY 20-21	Proposed FY 21-22
CLEDT				
<u>Non-Departmental Revenue</u>				
05-00-1015-00	Pittsburgh County Sinking Fund Receipts	\$ 497,061.31	\$ 793,000.00	\$ 868,289.00
05-00-2501-00	Revenue Bond	\$ 1,455,000.00	\$ 670,000.00	\$ 1,246,424.55
05-00-9000-00	Transfer IN from Gen Fund			
	Balance Forward/Carry-over	\$ 1,946,860.00	\$ 1,039,846.81	\$ 644,885.00
	TOTAL AVAILABLE REVENUES	\$ 3,898,921.31	\$ 2,502,846.81	\$ 2,759,598.55
General Government				
<u>Personal Services</u>				
	SUBTOTAL		\$ -	\$ -
<u>Materials & Supplies</u>				
	SUBTOTAL		\$ -	\$ -
<u>Other Services</u>				
	SUBTOTAL	\$ 1,143.13	\$ -	\$ -
<u>Capital Outlay</u>				
	SUBTOTAL		\$ -	\$ -
<u>Debt Service</u>				
05-15-8100-00	2018 Revenue Bond	\$ 126,500.00	\$ 211,187.50	\$ 208,425.21
05-15-8100-01	2018B Revenue Bond	\$ 71,500.00	\$ 123,012.50	\$ 123,700.00
05-15-8100-02	2019 Revenue Bond	\$ 74,000.00	\$ 184,925.00	\$ 188,887.50
05-15-8100-03	2020 Revenue Bond		\$ 55,000.00	\$ 79,925.00
	2021 Revenue Bond			\$ 165,360.00
	Bond Origination Fees	\$ 47,500.00		\$ 55,000.00
	Interest Expense	\$ 171,444.33		
	SUBTOTAL	\$ 272,000.00	\$ 574,125.00	\$ 821,297.71
<u>Transfers - Out</u>				
05-15-9500-00	Transfer OUT to Gen Fund		\$ 117,552.05	\$ 101,989.00
05-15-9503-00	Transfer OUT to RESERVE Fund			
	SUBTOTAL		\$ 117,552.05	\$ 101,989.00
	DEPT. TOTAL	\$ 273,143.13	\$ 691,677.05	\$ 923,286.71
TIF Projects				
<u>Capital Outlay</u>				
05-20-7100-00	2018 Rev Bond - School Support	\$ 459,798.00		
05-20-7100-01	2018 Rev Bond - Infrastructure Reimbursement	\$ 337,614.00		
05-20-7100-02	2018 Rev Bond - County Support			
05-20-7100-03	2018 Rev Bond - Developer Reimbursement	\$ 36,238.00		
05-20-7100-04	2018 Rev Bond - Alley Beautification	\$ 14,606.02	\$ 316,859.99	
05-20-7100-05	2018 Rev Bond - Marina Center - Courtesy Dock	\$ 28,000.00		
05-20-7100-06	2018 Rev Bond - Marina Center - Clearing	\$ 67,345.71		
05-20-7100-07	2018 Rev Bond - Marina Center Fencing	\$ 10,400.00		

CLEDT		Actual FY 19-20	Amended Budget FY 20-21	Proposed FY 21-22
05-20-7100-08	2018 Rev Bond - Marina CenterRoad Access	\$ 78,000.00		
05-20-7100-09	2018 Rev Bond - Playground	\$ 69,470.59	\$ 10,000.00	\$ 10,000.00
05-20-7100-10	2018 Rev Bond - Pavilion		\$ 160,300.00	
05-20-7100-11	2018 Rev Bond - Mailboxes	\$ 13,519.02	\$ 10,000.00	
05-20-7101-00	2018B Rev Bond - School Support		\$ 123,600.00	
05-20-7101-01	2018B Rev Bond - Infrastructure Reimbursement	\$ 206,000.00		
05-20-7101-02	2018B Rev Bond - County Support	\$ 222,292.29		
05-20-7101-03	2018B Rev Bond - Developer Reimbursement	\$ 144,241.14		
05-20-7101-04	2018B Rev Bond - Pavilion		\$ -	
05-20-7101-05	2018B Rev Bond - Town Green - Public Amenity	\$ 131,622.00		
05-20-7101-06	2018B Rev Bond - Town Hall Phase 1	\$ 30,621.00		
05-20-7101-07	2018B Rev Bond - campsites - business Incentive		\$ 1,170.98	\$ 1,170.98
05-20-7102-00	2019 Rev Bond - Scool Buildings		\$ -	
05-20-7102-01	2019 Rev Bond -Community Center	\$ 904,436.00	\$ 350,000.00	\$ 350,000.00
05-20-7102-02	2019 Rev Bond - campsites - business Incentive		\$ 67,305.84	\$ 67,305.84
05-20-7103-00	2020 Rev Bond - Pavilion Facility		\$ 339,700.00	\$ 91,030.00
05-20-7103-01	2020 Rev Bond - Ridgeline trail		\$ 125,000.00	\$ 101,700.00
05-20-7103-02	2020 Rev Bond - campsites - business Incentive		\$ 6,523.18	\$ 6,532.18
05-20-7103-03	2020 Rev Bond - Alley Improvement		\$ 76,750.01	
05-20-7103-04	2020 Rev Bond - Future Project Plan/Cost		\$ 17,146.81	\$ 17,146.81
05-20-7103-05	2020 RevBond - Parking Lot 10 -Trees/Improv		\$ 20,000.00	
05-20-7104-00	2021 Rev Bond - Community Center			\$ 550,000.00
05-20-7104-01	2021 Rev Bond - Marina Relocation			\$ 250,000.00
05-20-7104-02	2021 RevBond - Stephens Road			\$ 250,000.00
05-20-7104-03	2021 Rev Bond - Alley Phase 3			\$ 138,100.00
	SUBTOTAL	\$ 2,754,203.77	\$ 1,624,356.81	\$ 1,832,985.81
	DEPT. TOTAL	\$ 2,754,203.77	\$ 1,624,356.81	\$ 1,832,985.81
	TOTAL EXPENSES	\$ 3,027,346.90	\$ 2,316,033.86	\$ 2,756,272.52
	Balance Forward	\$ 871,574.41	\$ 186,812.95	\$ 3,326.03
	RESERVE			

RESOLUTION NO. _____

A RESOLUTION APPROVING THE TOWN OF CARLTON LANDING, OKLAHOMA BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022, ESTABLISHING BUDGET AMENDMENT AUTHORITY AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.

WHEREAS, notice of a public hearing on the budget for the Town of Carlton Landing, Oklahoma, for the Fiscal Year 2021-2022 has heretofore been published in accordance with the law, and a summary of budgeted funds is as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Projected Ending Balance</u>
General Fund	\$ 376,159.00	\$ 357,606.00	\$ 18,553.00
CLEDT	\$2,759,598.55	\$2,756,272.52	\$ 3,326.03

WHEREAS, a public hearing was duly held at the time and place as provided for in the notice of such public hearing and all interested persons were given opportunities to be heard on said budget; and,

WHEREAS, the Town of Carlton Landing prepares its annual operating budget in accordance with the Oklahoma Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes; and,

WHEREAS, the Town of Carlton Landing has need throughout the fiscal year to amend its annual operating budget through supplemental appropriations, decrease in appropriations or appropriation transfers; and,

WHEREAS, the Board of Trustees desires to provide limited budget control flexibility to the Town Administrator in amending certain budget categories as needed without Board action as provided for by Title 11, Section 17-215.

IT IS HEREBY RESOLVED that the Board of Trustees has authorized the Town Administrator to transfer monies from one account or object category to another within the same department or from department to department within the same fund as well as to transfer sales tax revenues from the General Fund to the Carlton Landing Economic Development Trust or from the Carlton Landing Economic Development Trust to the General Fund; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimum required. The Town Administrator is also required to submit for Board action all other budget amendments including all supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to the Board, for action, on a properly completed Budget Amendment Form.

WHEREAS, it is necessary at this time, that said budget be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA AS FOLLOWS:

SECTION 1: That the budget presented by the Town Administrator and reviewed during the public hearing is hereby approved and adopted for the Fiscal Year 2021-2022.

SECTION 2: That staff is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in United States Treasury bills, savings accounts or certificates of deposit. Interest accrued from such investments may be deposited in the fund from which the investment was made. All investments shall be in accordance with the law.

PASSED, APPROVED AND ADOPTED, THIS 17TH DAY OF JUNE, 2021.

ATTEST: _____

RESOLUTION NO. _____

A RESOLUTION APPROVING THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST, CARLTON LANDING, OKLAHOMA BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022, ESTABLISHING BUDGET AMENDMENT AUTHORITY AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.

WHEREAS, notice of a public hearing on the budget for the Carlton Landing Economic Development Trust, the Fiscal Year 2021-2022 Budget has heretofore been published in accordance with the law, and a summary of budgeted funds is as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Projected Ending Balance</u>
CLEDT	\$2,759,598.55	\$2,756,272.52	\$ 3,326.03

WHEREAS, a public hearing was duly held at the time and place as provided for in the notice of such public hearing and all interested persons were given opportunities to be heard on said budget; and,

WHEREAS, the Carlton Landing Economic Development Trust prepares its annual operating budget in accordance with the Oklahoma Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes; and,

WHEREAS, the Carlton Landing Economic Development Trust has need throughout the fiscal year to amend its annual operating budget through supplemental appropriations, decreases in appropriations or appropriation transfers; and,

WHEREAS, the Trustees of the Carlton Landing Economic Development Trust desires to provide limited budget control flexibility to the Trust Manager in amending certain budget categories as needed without Authority action as provided for by Title 11, Section 17-215.

IT IS HEREBY RESOLVED that the Trustees of Carlton Landing Economic Development Trust has authorized the Trust Manager to transfer monies from one account or object category to another within the same department or from department to department within the same fund as well as to transfer revenues from the General Fund to the Carlton Landing Economic Development Trust or from the Carlton Landing Economic Development Trust to the General Fund; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimum required. The Trust Manager is also required to submit for Trustee action all other budget amendments including all supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to Trustees, for action, on a properly completed Budget Amendment Form.

WHEREAS, it is necessary at this time, that said budget be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST, EUFAULA, OKLAHOMA AS FOLLOWS:

SECTION 1: That the budget presented by the Trust Manager and reviewed during the public hearing is hereby approved and adopted for the Fiscal Year 2021-2022.

SECTION 2: That staff is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in United States Treasury bills, savings accounts or certificates of deposit. Interest accrued from such investments may be deposited in the fund from which the investment was made. All investments shall be in accordance with the law.

PASSED, APPROVED AND ADOPTED, THIS 17th DAY OF JUNE, 2021.

ATTEST: _____

Item No. _____

Date: June 19, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly approve, amend, revise or deny FY 20-21 Budget Amendment #3 for Carlton Landing General Fund to recognize and appropriate excess Sales Tax received, transferring said revenue to the Reserve Fund, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The FY 20-21 Budget Sales Tax revenue was budgeted for \$80,000.00. Through May, Sales Tax collections received from the Oklahoma Tax Commission is approximately \$163,997.00, which represents an excess of about \$83,997.00. Ordinance 2019-09-39 included a Reserve Fund policy, which provided a Fund Reserve of not less than twenty-five percent (25%). The policy provided the ability of gradually get to the 25% level. Having and maintaining a Reserve Fund is good fiscal management, which can be hard to achieve during lean or tight Fiscal Years. Currently, the Town has not been in a financial position to establish the Reserve Fund. Using excess funds is a good mechanism to help achieve the Fund Reserve goal without out negatively impacting operations of projects.

For Fiscal Year 20-21 based on projected expenses, the Town should have a Fund Reserve for the General Fund in the amount of approximately \$89,867.00. While recognizing and appropriating \$70,000.00 of the excess Sales Tax received does not fully achieve the goal of a 25% Fund Reserve, it accomplishes a large portion of the goal without unduly impacting or straining the operations or the Town. Additionally, this only recognizes the Sales Tax received through May, June's Sales Tax amount was about \$23,870.00. The full year-end projection for Sales Tax Collection is \$186,579.00, leaving an unrecognized unappropriated year-end balance of \$36,579.

FUNDING:

EXHIBITS: Budget Amendment #3,

RECOMMENDED ACTION: Approve FY 20-21 Budget Amendment #2 Carlton Landing Economic Development Trust to amend Revenue of 2020 Revenue Bond, appropriate unallocated funds from 2018, 2018B, 2019 and 2020 Revenue Bonds for Projects.

BUDGET AMENDMENT FORM

Fiscal Year: 20-21

Amendment #3:

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
GEN	Revenue	Sales Tax	10-00-4000-00	\$70,000.00	\$	\$	\$
	General Govt	Transfer OUT - Reserve Fund	10-15-9503-00	\$	\$	\$70,000.00	\$
RESRV	Revenue	Transfer IN – Gen Govt Fund	30-00-9000-00	\$70,000.00	\$		\$

Purpose: To recognize and appropriate excess Sales Tax received and transfer to Reserve Fund.

Approved by the Town Bord of Trustees on June 19, 2021

Joanne Chinnici, Mayor

[Clerk Seal]

Dr. Jan Summers, Town Clerk

6/15/2021
5:10 PM

CLEDT, General Fund, Reserve Fund
General Ledger Account Activity
7/1/2020 to 5/31/2021

Transaction Date	Transaction Number	Transaction Type	Name	Debits	Credits
4000 Sales Tax					
7/9/2020	R-00014	Cash Receipt	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Cash Receipt	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Cash Receipt	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Cash Receipt	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Cash Receipt	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Cash Receipt	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Cash Receipt	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Cash Receipt	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Cash Receipt	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Cash Receipt	Oklahoma Tax Commission		147.52
12/10/2020	R-00048	Cash Receipt	Oklahoma Tax Commission		14,225.44
12/11/2020	R-00051	Cash Receipt	Oklahoma Tax Commission		91.36
1/8/2021	R-00062	Cash Receipt	Oklahoma Tax Commission		12,374.07
1/12/2021	R-00063	Cash Receipt	Oklahoma Tax Commission		144.13
2/8/2021	R-00070	Cash Receipt	Oklahoma Tax Commission		18,444.22
2/10/2021	R-00073	Cash Receipt	Oklahoma Tax Commission		93.81
3/8/2021	R-00084	Cash Receipt	Oklahoma Tax Commission		14,390.75
3/10/2021	R-00085	Cash Receipt	Oklahoma Tax Commission		129.52
4/9/2021	R-00094	Cash Receipt	Oklahoma Tax Commission		11,578.57
4/13/2021	R-00095	Cash Receipt	Oklahoma Tax Commission		145.87
5/10/2021	R-00103	Cash Receipt	Oklahoma Tax Commission		32,227.87
5/12/2021	R-00106	Cash Receipt	Oklahoma Tax Commission		128.72
4000 Sales Tax Totals					\$163,997.90
4005 Use Tax					
7/9/2020	R-00015	Cash Receipt	Oklahoma Tax Commission		714.83
8/10/2020	R-00017	Cash Receipt	Oklahoma Tax Commission		569.76
9/9/2020	R-00024	Cash Receipt	Oklahoma Tax Commission		313.48
10/9/2020	R-00045	Cash Receipt	Oklahoma Tax Commission		228.44
11/9/2020	R-00053	Cash Receipt	Oklahoma Tax Commission		424.74
12/9/2020	R-00050	Cash Receipt	Oklahoma Tax Commission		559.76
1/8/2021	R-00060	Cash Receipt	Oklahoma Tax Commission		579.16
2/8/2021	R-00072	Cash Receipt	Oklahoma Tax Commission		957.30
3/8/2021	R-00082	Cash Receipt	Oklahoma Tax Commission		867.27
4/9/2021	R-00096	Cash Receipt	Oklahoma Tax Commission		921.44
5/10/2021	R-00105	Cash Receipt	Oklahoma Tax Commission		711.20
4005 Use Tax Totals					\$6,847.38
4010 Utility Tax					
7/17/2020	R-00019	Cash Receipt	Kiamichi Electric		1,892.04
10/9/2020	R-00047	Cash Receipt	Kiamichi Electric		2,515.80
1/29/2021	R-00069	Cash Receipt	Kiamichi Electric		1,848.12
4010 Utility Tax Totals					\$6,255.96
4011 Lodging Tax					
12/9/2020	R-00049	Cash Receipt	Oklahoma Tax Commission		5,753.09
1/8/2021	R-00061	Cash Receipt	Oklahoma Tax Commission		4,574.48
2/8/2021	R-00071	Cash Receipt	Oklahoma Tax Commission		1,912.94
3/8/2021	R-00083	Cash Receipt	Oklahoma Tax Commission		1,856.63
4/9/2021	R-00097	Cash Receipt	Oklahoma Tax Commission		408.92
5/10/2021	R-00104	Cash Receipt	Oklahoma Tax Commission		5,277.35
4011 Lodging Tax Totals					\$19,783.41

6/15/2021
5:10 PM

CLEDT, General Fund, Reserve Fund
General Ledger Account Activity
7/1/2020 to 5/31/2021

Report Options

Transaction Date: 7/1/2020 to 5/31/2021

Account: Use Tax, Sales Tax, Utility Tax, Lodging Tax

Display Notation: No

Account Type: Revenue

General Fund

Statement of Revenue and Expenditures

Acct	Current Period May 2021 May 2021 Actual	Year-To-Date Jul 2020 May 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000 Sales Tax	32,356.59	163,997.90	80,000.00	(83,997.90)	205.0%
4005 Use Tax	711.20	6,847.38	7,200.00	352.62	95.1%
4010 Utility Tax	0.00	6,255.96	8,000.00	1,744.04	78.2%
4011 Lodging Tax	5,277.35	19,783.41	5,000.00	(14,783.41)	395.7%
4015 Pittsburgh County Sinking Fund	913.34	60,039.22	58,790.00	(1,249.22)	102.1%
4100 Building Permits/Inspection Fe	0.00	28,522.67	15,000.00	(13,522.67)	190.2%
4105 Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002 Transfer IN from TIF	14,734.58	95,761.45	111,458.30	15,696.85	85.9%
Non-Departmental Revenues Totals	\$53,993.06	\$381,223.99	\$363,565.77	(\$17,658.22)	
Unallocated					
9002 Transfer IN from TIF	0.00	0.00	6,093.75	6,093.75	0.0%
Unallocated Totals	\$0.00	\$0.00	\$6,093.75	\$6,093.75	
Revenue	\$53,993.06	\$381,223.99	\$369,659.52	(\$11,564.47)	
Gross Profit	\$53,993.06	\$381,223.99	\$369,659.52	\$0.00	
Expenses					
Administration					
5000 Salaries	6,630.76	80,069.12	87,924.00	7,854.88	91.1%
5001 Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010 Social Security	532.09	6,455.86	6,726.19	270.33	96.0%
5015 Unemployment Tax	208.67	754.09	1,758.48	1,004.39	42.9%
5020 Employer Paid Insurance	2,848.24	17,089.44	17,205.00	115.56	99.3%
5025 Employer Retirement Contributi	695.56	8,314.24	8,792.40	478.16	94.6%
5030 Vehicle/Cell Allowance	324.85	3,573.35	3,600.00	26.65	99.3%
5500 Office Supplies	0.00	99.00	600.00	501.00	16.5%
5510 Building Maintenance & Repairs	0.00	80.00	0.00	(80.00)	0.0%
6000 Utilities	148.00	3,872.52	7,825.00	3,952.48	49.5%
6005 Rent	0.00	7,778.26	9,000.00	1,221.74	86.4%
6035 Dues & Memberships	0.00	1,199.00	1,180.00	(19.00)	101.6%
6040 School, Training, Travel	0.00	324.00	4,000.00	3,676.00	8.1%
Administration Totals	\$11,388.17	\$130,358.88	\$148,611.07	\$18,252.19	
General Government					
5500 Office Supplies	118.64	1,454.36	1,500.00	45.64	97.0%
5520 Software Programs/ Services	531.05	7,336.45	6,372.70	(963.75)	115.1%
5530 Miscellaneous	65.99	701.26	600.00	(101.26)	116.9%
6010 Publication & Notice Expense	0.00	1,533.90	2,500.00	966.10	61.4%
6015 Insurance	0.00	1,253.08	1,800.00	546.92	69.6%
6020 Professional Services	2,700.00	52,447.00	40,000.00	(12,447.00)	131.1%
6025 Contracts & Leases	1,176.00	1,176.00	0.00	(1,176.00)	0.0%
6030 Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035 Dues & Memberships	0.00	620.00	1,079.00	459.00	57.5%
6040 School, Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045 Road Maintenance	0.00	6,529.42	9,800.00	3,270.58	66.6%
6050 Website Expense	0.00	1,200.00	2,500.00	1,300.00	48.0%
7010 Projects	8,998.00	10,871.48	77,917.47	67,045.99	14.0%
8000 GO Bond Payments	0.00	600.00	58,790.00	58,190.00	1.0%
8500 Interest Expense	0.00	14,055.83	0.00	(14,055.83)	0.0%

General Fund

Statement of Revenue and Expenditures

Acct	Current Period May 2021 May 2021 Actual	Year-To-Date Jul 2020 May 2021 Actual	Annual Budget Jul 2020 Jun 2021	Annual Budget Jul 2020 Jun 2021 Variance	Jul 2020 Jun 2021 Percent of Budget
Revenue & Expenditures					
Expenses					
General Government Totals	\$13,589.68	\$99,778.78	\$210,859.17	\$111,080.39	
Expenses	\$24,977.85	\$230,137.66	\$359,470.24	\$129,332.58	
Revenue Less Expenditures	\$29,015.21	\$151,086.33	\$10,189.28	\$0.00	
Net Change in Fund Balance	\$29,015.21	\$151,086.33	\$10,189.28	\$0.00	
Fund Balances					
Beginning Fund Balance	281,862.21	159,791.09	0.00	0.00	0.0%
Net Change in Fund Balance	29,015.21	151,086.33	10,189.28	0.00	0.0%
Ending Fund Balance	310,877.42	310,877.42	0.00	0.00	0.0%

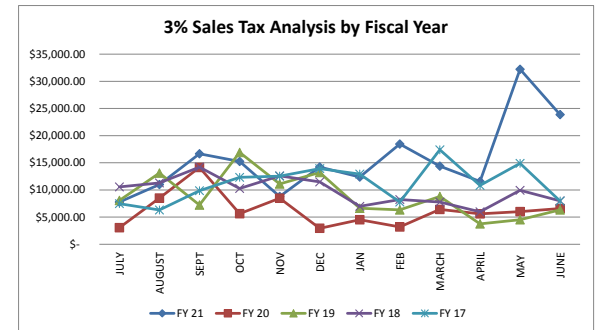
Town Administrator's Report – June 19, 2021

- Entrance Road – I have been communicating with the Pittsburgh County on getting short term potholes filled and longer term repairs to the road. The County has been struggling on a couple fronts in doing road work. One has been the rain. The other, which has been a bigger issue, has been the Asphalt plant has been out of service. With the Asphalt being down the County has not been able to get asphalt to do any road work. Since we are a chip and seal road I asked if we could start main repairs with chip and seal. Unless they remove the section and rebuild the base, they will use asphalt for leveling, which puts us back to needing asphalt. I reached out to the City of Eufaula because they have a pothole patching machine to see if they would assist with some pothole repairs. Their machine keeps asphalt hot, it doesn't make asphalt, so with the Asphalt Plant down they are in the same boat as the County.
- Management Services Agreement – Kay and I are working on a revised Management Services Agreement which would include management oversight of the Town Green Park and Pavilion areas. Grant and I had discussion related to Carlton Landing Enterprises expanding their role and he was open to the concept.
- CMAO Conference – the City Managers Association conference is being held in Enid July 21-23. I am planning to attend but will be available by phone and email.

Thank you.

**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>FY21</u>	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22	\$ 14,390.75	\$ 11,578.57	\$ 32,227.87	\$ 23,870.40	\$ 186,579.96
<u>FY20</u>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<u>FY19</u>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<u>FY18</u>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<u>FY17</u>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92



USE TAX COLLECTIONS

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>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>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

PROJECT NO.: CRL21228/21229

PROJECTS: *Street Light Policy and Standards*
Community Center Planning

TO: Greg Buckley

FROM: Keith Beatty, P.E.

DATE June 15, 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 – July 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 – July 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 8/1/21

Community Center Planning

- FNI developing scope and fee – Discussed initial scope with City Administrator