

**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 18, 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 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

ABSENT: Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on May 21, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

NAY: None

5. Consider, discuss and possible vote to amend, revise, approve or deny the engagement letter with Crawford and Associates for financial services, or take any other appropriate action.

Exhibit:

Included in the Consent Agenda to approve the Engagement letter with Crawford and Associates for financial services.

6. Consider, discuss and possible vote to amend, revise, approve or deny the engagement letter with Elfrink & Associates for Auditing Services, or take any other appropriate action

Exhibit:

Included in the Consent Agenda to approve the engagement letter with Elfrink & Associates for auditing services.

7. Items Removed from Consent Agenda

8. Consider, discuss, and possibly vote to approve, amend, revise, or deny FY 21-22 Budget Amendment #2 for Carlton Landing General Fund Fiscal Year End Budget Adjustments, or take any other appropriate action.

Exhibits:

MOTION: A motion was made by Chinnici and seconded by Mai to approve FY 21-22 Budget Amendment ##2 for Carlton Landing General Fund Fiscal Year End Budget Adjustments.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

NAY: None

9. Reports

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

Kay Wall, Town Attorney reported her review of and approval of the agenda.

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

Heather Scott spoke as a representative of the people to request that the HOA and town work more closely together to provide security and the creation of the fire district.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:34 a.m., June 18, 2022

Mayor

Attest:

Town Clerk

BUDGET AMENDMENT FORM

Fiscal Year: 21-22

Amendment #2:

Fund	Expense		Account Code	Estimated Revenue		
	Department	Line Item		Increase	Decrease	Increase
				<u>Decrease</u>		
GEN	Revenue	Sales Tax	10-000-4000-00	\$97,000.00	\$	\$
	\$					
	Admin	Salaries	10-10-5000-00	\$	\$	\$ 2,576.00
	\$					
	Admin	Social Security	10-10-5510-00	\$	\$	\$ 337.00
	\$					
	Admin	Employer Paid Insurance	10-10-5020-00	\$	\$	\$ 1,471.00
	\$					
	Admin	Employer Retirement Cont.	10-10-5025-00	\$	\$	\$ 648.00
	\$					
	Gen Gov	Community Support Agree	10-15-6030-00	\$	\$	\$
	\$5,000.00					
	Gen Gov	Transfer Out Reserve	10-15-9503-00	\$	\$	\$97,000.00
	\$					
	Purpose – Year End Budget Adjustments.					
RESERVE	Revenue	Transfer IN Gen Fund	40-00-9000-00	\$97,000.00	\$	\$
	\$					
	Purpose – Year End Budget Adjustments.					

Approved by the Town Bord of Trustees on June 18, 2022

Joanne Chinnici, Mayor

[Clerk Seal]

**General Fund
Bank Register
5/1/2022 to 5/31/2022**

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	435,159.62
5/2/2022	R-00227	Humphreys Partners 2009			228.86	0.00	435,388.48
5/4/2022	EFT	RWS Cloud Services			0.00	90.00	435,298.48
5/9/2022	R-00230	Oklahoma Tax Commission			21,537.34	0.00	456,835.82
5/9/2022	R-00229	Oklahoma Tax Commission			5,478.61	0.00	462,314.43
5/9/2022	R-00228	Oklahoma Tax Commission			1,305.58	0.00	463,620.01
5/9/2022	R-00226	Pittsburg County Clerk			552.16	0.00	464,172.17
5/10/2022	R-00231	Oklahoma Tax Commission			14.19	0.00	464,186.36
5/11/2022	R-00232	Oklahoma Tax Commission			249.39	0.00	464,435.75
5/12/2022	EFT	EFTPS			0.00	2,728.62	461,707.13
5/13/2022					0.00	71.49	461,635.64
5/13/2022	1289	OPEH&W			0.00	1,436.96	460,198.68
5/13/2022	A-10059	James G Buckley			0.00	3,052.74	457,145.94
5/16/2022	EFT	Oklahoma Tax Commission			0.00	399.00	456,746.94
5/17/2022	R-00233	Kerney Homes			686.58	0.00	457,433.52
5/17/2022	GJ-10075	Pittsburg County Clerk			0.00	400.49	457,033.03
5/20/2022	1291	Freese and Nichols			0.00	3,269.25	453,763.78
5/20/2022	1290	McAlester News Capital			0.00	160.00	453,603.78
5/23/2022	R-00234	Scissortail Homes			1,525.82	0.00	455,129.60
5/27/2022	1299	OKMRF			0.00	1,727.58	453,402.02
5/27/2022	1298	Amanda Harjo			0.00	800.00	452,602.02
5/27/2022	1297	Kay Robbins Wall			0.00	1,200.00	451,402.02
5/27/2022	1296	Kiamichi Economic Dev Dist			0.00	50.00	451,352.02
5/27/2022	1295	BOK Credit Card			0.00	1,208.72	450,143.30
5/27/2022	1294	Crawford & Associates, P.C.			0.00	287.50	449,855.80
5/27/2022	1293	Oklahoma Municipal League			0.00	714.73	449,141.07
5/27/2022	1292	OMAG			0.00	175.00	448,966.07
5/27/2022	A-10060	James G Buckley			0.00	2,821.01	446,145.06
5/31/2022	R-00235	CLEDT			10,133.07	0.00	456,278.13
1000 Town of CL Checking 9683 Totals					\$41,711.60	\$20,593.09	\$456,278.13
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

General Fund
Payments Journal (Summary)
5/1/2022 to 5/31/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
5/4/2022	EFT	RWS Cloud Services	90.00
5/12/2022	EFT	EFTPS	2,728.62
5/13/2022			71.49
5/13/2022	1289	OPEH&W	1,436.96
5/13/2022	A-10059	James G Buckley	3,052.74
5/16/2022	EFT	Oklahoma Tax Commission	399.00
5/17/2022	GJ-10075	Pittsburg County Clerk	400.49
5/20/2022	1291	Freese and Nichols	3,269.25
5/20/2022	1290	McAlester News Capital	160.00
5/27/2022	1299	OkMRF	1,727.58
5/27/2022	1298	Amanda Harjo	800.00
5/27/2022	1297	Kay Robbins Wall	1,200.00
5/27/2022	1296	Kiamichi Economic Dev Dist of	50.00
5/27/2022	1295	BOK Credit Card	1,208.72
5/27/2022	1294	Crawford & Associates, P.C.	287.50
5/27/2022	1293	Oklahoma Municipal League	714.73
5/27/2022	1292	OMAG	175.00
5/27/2022	A-10060	James G Buckley	2,821.01
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Report Options

Check Date: 5/1/2022 to 5/31/2022

Display Notation: No

Fund: General Fund

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Report Options

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Display Notation: No

Fund: General Fund

Statement of Revenue and Expenditures

		Current Period May 2022 May 2022 Actual	Year-To-Date Jul 2021 May 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%
Total Budget Carryover		\$0.00	\$0.00	\$50,000.00	\$50,000.00	
Other Revenue						
4012	Alcohol Beverage Tax	83.66	825.80	600.00	(225.80)	137.63%
4100	Building Permits/Inspection Fe	2,441.26	15,360.64	23,580.00	8,219.36	65.14%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	5,478.61	72,344.66	24,000.00	(48,344.66)	301.44%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	400.49	45,213.93	57,190.00	11,976.07	79.06%
4000	Sales Tax	21,786.73	243,605.15	114,800.00	(128,805.15)	212.20%
9002	Transfer IN from TIF	10,133.07	83,663.36	101,989.00	18,325.64	82.03%
4005	Use Tax	1,305.58	10,797.83	7,200.00	(3,597.83)	149.97%
4010	Utility Tax	0.00	12,956.67	12,000.00	(956.67)	107.97%
4013	Vehicle Gas/Fuel Tax	82.20	608.50	0.00	(608.50)	0.00%
Total Other Revenue		\$41,711.60	\$485,948.90	\$341,559.00	(\$144,389.90)	
Non-Departmental Revenues Totals		\$41,711.60	\$485,948.90	\$391,559.00	(\$94,389.90)	
Revenue		\$41,711.60	\$485,948.90	\$391,559.00	(\$94,389.90)	
Gross Profit		\$41,711.60	\$485,948.90	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	17,277.22	17,244.00	(33.22)	100.19%
5025	Employer Retirement Contributi	778.64	8,711.10	8,842.00	130.90	98.52%
5000	Salaries	7,461.54	83,537.81	88,424.00	4,886.19	94.47%
5010	Social Security	595.67	6,663.95	7,063.00	399.05	94.35%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	0.00	248.02	1,846.00	1,597.98	13.44%
5030	Vehicle/Cell Allowance	324.85	3,573.35	3,900.00	326.65	91.62%
Total Personal Services		\$10,597.66	\$120,511.45	\$127,319.00	\$6,807.55	
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	240.00	320.00	80.00	75.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	474.05	600.00	125.95	79.01%
5520	Software Programs/ Services	0.00	24.95	0.00	(24.95)	0.00%
Total Materials & Supplies		\$0.00	\$739.00	\$1,020.00	\$281.00	
Other Services						
6035	Dues & Memberships	0.00	1,179.00	1,210.00	31.00	97.44%
6015	Insurance	175.00	735.00	350.00	(385.00)	210.00%
6005	Rent	997.73	4,784.85	5,760.00	975.15	83.07%
6040	School, Training, Travel	0.00	1,241.51	5,700.00	4,458.49	21.78%
6000	Utilities	144.00	2,192.65	4,339.00	2,146.35	50.53%
Total Other Services		\$1,316.73	\$10,133.01	\$17,359.00	\$7,225.99	
Administration Totals		\$11,914.39	\$131,383.46	\$145,698.00	\$14,314.54	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%

Town Administrator's Report – June 18, 2022

- Entrance Road – Contacted Pittsburgh County about filling potholes and road repair. Pittsburgh County began repairs to the Entrance Road by digging out a few soft spots, adding stabilization material and filling some potholes.
- Park and Redbud Alley Improvement – Mike and met with Freese and Nichols to review the 30% plans for Alley projects. Outlined suggest changes and next steps.
- Stephens Road – Mike and met with Freese and Nichols to review the 30% plans for Stephens Road. Outlined suggest changes and next steps.
- Fire House – Attended and participated in the Fire House group meeting. Participated in other conversations and discussion related to Fire Services.
- Code Red – Participated in training on Code Red – setting up message, establishing groups, sending message, user management, etc.
- Builders Guild Meeting– Attended Builders Guild meeting,
- Phase 8 and Carlton Landing Estates Plats – Developer submitted preliminary Plats for Phase 8 and Carlton Landing Estates. Performed a preliminary review and provided suggestions to Developer and visited with Chairman of Planning Commission.
- Planning Commission Meeting and Training – Working with Planning Commission Chairman on rescheduling July 2 Planning Commission Meeting to July 16 and scheduling training for the Commission and Board of Adjustments.
- FY 21-22 Budget Amendment– Reviewed account categories and prepared a Budget Amendment to ensure we remain in compliance with Statues prior to Year-end.