

**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; **August 20, 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 8:09 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on July 16, 2022

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

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss, and possibly vote to amend, revise, approve or deny Resolution 2022-08-01 reappointing Craig Ireland, Commissioner #3, and Mary Myrick, Commissioner #4 to the Planning Commission of the Town of Carlton Landing, Oklahoma, for three-year term ending August 2025, or take any other appropriate action.

Exhibit:

MOTION: A motion was made by Mai and seconded by Chapman to reappoint Craig Ireland, commissioner #3, and Mary Myrick, commissioner #4 to the Planning Commission.

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

NAY: None

7. Consider, discuss, and possibly vote to amend, revise, approve or deny Final Plat of Carlton Landing Phase 8 as recommended for approval by the Planning Commission, or take any other appropriate action.  
Exhibit:

On August 13, 2022, the Planning Commission met to review Final Plat of Carlton Landing Phase 8. The Planning Commission voted to recommend approval of the submitted Plat with the following amendments:

- Common areas J & L along with Lot 17 will be combined with and labeled Lot 16 on the Phase 8 Plat.
- Lot 18 will be relabeled Lot 17.
- Lot 19 will be labeled Lot 18.
- new Lot 16 will be limited to 14 living units plus a civic structure and 22 dedicated parking spaces.

The Developer agreed to those stipulations and provided an updated amended Phase 8 Final Plat. He also indicated he would make the Lot 16 stipulations as part of a Deed Restriction.

MOTION: A motion was made by Mai and seconded by Chinnici to approve Final Plat of Carlton Landing Phase 8 as amended and recommended for approval by the Planning Commission.

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

NAY: None

8. Consider and discuss community parking; parking regulations and policies; possible partnership in paving and striping Block 10 Parking and provide direction to Staff, or take any other appropriate action  
Exhibit

Parking has been an ongoing discussion with Staff, Trustees, the Developer, Planning Commission, Homeowners Association, and residents. The Developer has been working on a proposed parking plan which identifies approximately 2,300 possible parking spaces. The identified spaces are a combination of on street and off street parking.

We have not been able to find an Ordinance or Resolution establishing parking standards or requirements. Parking Standards would specify type and kind of parking based on type of use. The Developer with the HOA is preparing a Parking Policy to establish rules for parking.

Block 10 Parking Lot has been the general parking lot for off-street parking. The challenge has been it use as storage, trailer parking and building material yard. Recently improvements have been made to better regulate and have available as vehicle parking. Previously the Town partnered with the Developer to address the berms and plant trees. Comments and concerns for the use of the Block 10 parking lot orient around it being a gravel parking lot and people do not want to park on gravel with nice cars. Continuing the partnership in improving the Block 10 parking lot do the Trustees want to assist with making the parking lot paved with striping? A couple options: help cover the cost for the paving and striping and ask the Developer to make improvement or take ownership of the property and the Town make the improvement and control of the parking lot.

General estimates are the Block 10 parking lot would provide approximately 70 striped parking spaces. Cost for paving and striping have not been determined.sd

MOTION: A motion was made by Myrick and seconded by Mai to provide a proposal to include paved and stripped at the September Board of Trustees meeting.

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

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  
Attended OML conference in Oklahoma City and while there attended the legal seminars.

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

Susan Zubik reported the Fire Department is now a legal non-profit. She suggested the town subsidize the Fire Department and asked that a service agreement be put on the agenda for the September meeting.

## 11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:42 a.m., August 20, 2022.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Town Clerk

DRAFT

# TOWN OF CARLTON LANDING

## RESOLUTION NO. 2022-08-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA, WHEREBY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA RESOLVES TO APPOINT THE FOLLOWING PERSONS TO THE PLANNING COMMISSION OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA.

WHEREAS, the Board of Trustees of the town of Carlton Landing, Pittsburg County, Oklahoma, during a Regular Meeting on August 20, 2022, does hereby consider and hereby resolves to appoint the following persons to fill expiring positions on the Planning Commission of the Town of Carlton Landing, Pittsburg County, Oklahoma:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma

That Member #3 and Member #4 of the Planning Commission of the Town of Carlton Landing, Pittsburg County, Oklahoma shall be:

Commissioner #3      Craig Ireland      for a term ending  
August, 2025

Commissioner #4      Mary Myrick      for a term ending  
August, 2025

ADOPTED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, and SIGNED by the mayor of the Town of Carlton Landing, Pittsburg County, Oklahoma on this 20<sup>th</sup> day of August, 2022.

**General Fund  
Bank Register  
7/1/2022 to 7/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1000 Town of CL Checking 9683</b>							
		Beginning Balance			0.00	0.00	476,748.01
7/1/2022	R-00251	Pamela Wright			23.97	0.00	476,771.98
7/1/2022	R-00250	Jayne Willcox			23.97	0.00	476,795.95
7/6/2022	R-00253	Christopher Calcara			23.97	0.00	476,819.92
7/6/2022	R-00252	Lisa Augustine			23.97	0.00	476,843.89
7/7/2022	EFT	RWS Cloud Services			0.00	92.00	476,751.89
7/7/2022	R-00257	Chelsi Wallingford			23.97	0.00	476,775.86
7/7/2022	R-00256	Tim Lawrence			23.97	0.00	476,799.83
7/7/2022	R-00255	Whitney Ellsworth			23.97	0.00	476,823.80
7/7/2022	R-00254	Rebecca Burt			23.97	0.00	476,847.77
7/8/2022	R-00262	Oklahoma Tax Commission			32,499.83	0.00	509,347.60
7/8/2022	R-00261	Oklahoma Tax Commission			6,831.18	0.00	516,178.78
7/8/2022	R-00260	Oklahoma Tax Commission			1,065.28	0.00	517,244.06
7/8/2022	1317	Cross Telephone Co			0.00	52.00	517,192.06
7/8/2022	1316	Kiamichi Electric			0.00	144.00	517,048.06
7/8/2022	1315	Oklahoma Uniform Building			0.00	48.00	517,000.06
7/8/2022	1314	Dan Hurd			0.00	2,100.00	514,900.06
7/8/2022	A-10063	James G Buckley			0.00	3,052.74	511,847.32
7/11/2022	R-00263	Oklahoma Tax Commission			14.89	0.00	511,862.21
7/11/2022	R-00259	Pittsburg County Clerk			1,029.56	0.00	512,891.77
7/11/2022	R-00258	Kiamichi Electric			2,486.45	0.00	515,378.22
7/12/2022	R-00264	Oklahoma Tax Commission			191.89	0.00	515,570.11
7/12/2022	GJ-10078	Pittsburg County Clerk			0.00	848.83	514,721.28
7/13/2022	EFTPS	Oklahoma Tax Commission			0.00	271.00	514,450.28
7/13/2022	EFTPS	EFTPS			0.00	1,847.99	512,602.29
7/15/2022					0.00	71.49	512,530.80
7/15/2022	1320	OKMRF			0.00	1,167.96	511,362.84
7/15/2022	1319	OPEH&W			0.00	1,563.82	509,799.02
7/15/2022	1318	Crawford & Associates, P.C.			0.00	313.75	509,485.27
7/19/2022	R-00265	CLEDT			8,142.71	0.00	517,627.98
7/22/2022	1322	Landmark			0.00	706.80	516,921.18
7/22/2022	1321	Kay Robbins Wall			0.00	600.00	516,321.18
7/22/2022	A-10064	James G Buckley			0.00	2,821.01	513,500.17
7/25/2022	EFTPS	EFTPS			0.00	335.15	513,165.02
7/25/2022	EFT	OESC			0.00	28.37	513,136.65

**General Fund**  
**Payments Journal (Summary)**  
**7/1/2022 to 7/31/2022**

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
7/7/2022	EFT	RWS Cloud Services	92.00
7/8/2022	1317	Cross Telephone Co	52.00
7/8/2022	1316	Kiamichi Electric	144.00
7/8/2022	1315	Oklahoma Uniform Building	48.00
7/8/2022	1314	Dan Hurd	2,100.00
7/8/2022	A-10063	James G Buckley	3,052.74
7/12/2022	GJ-10078	Pittsburg County Clerk	848.83
7/13/2022	EFTPS	Oklahoma Tax Commission	271.00
7/13/2022	EFTPS	EFTPS	1,847.99
7/15/2022			71.49
7/15/2022	1320	OkMRF	1,167.96
7/15/2022	1319	OPEH&W	1,563.82
7/15/2022	1318	Crawford & Associates, P.C.	313.75
7/22/2022	1322	Landmark	706.80
7/22/2022	1321	Kay Robbins Wall	600.00
7/22/2022	A-10064	James G Buckley	2,821.01
7/25/2022	EFTPS	EFTPS	335.15
7/25/2022	EFT	OESC	28.37
7/29/2022	1323	BOK Credit Card	806.70
7/29/2022	1325	Amanda Harjo	800.00
7/29/2022	1324	Crawford & Associates, P.C.	86.25
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$17,757.86</b>

*Report Options*  
Check Date: 7/1/2022 to 7/31/2022  
Display Notation: No  
Fund: General Fund

**CLEDT**  
**Statement of Revenue and Expenditures**

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022	
	Jul 2022 Actual	Jul 2022 Actual	Jul 2022 Jun 2023	Jul 2022 Jun 2023 Variance	Jun 2023 Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Non-Departmental Revenues</b>						
3999	Fund Balance Carryover	0.00	0.00	1,135,000.00	1,135,000.00	0.0%
4050	Tax Increment from County	971.00	971.00	800,000.00	799,029.00	0.1%
4400	Interest Income	648.99	648.99	0.00	(648.99)	0.0%
<b>Non-Departmental Revenues Totals</b>		<b>\$1,619.99</b>	<b>\$1,619.99</b>	<b>\$1,935,000.00</b>	<b>\$1,933,380.01</b>	
<b>Revenue</b>		<b>\$1,619.99</b>	<b>\$1,619.99</b>	<b>\$1,935,000.00</b>	<b>\$1,933,380.01</b>	
<b>Gross Profit</b>		<b>\$1,619.99</b>	<b>\$1,619.99</b>	<b>\$1,935,000.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>General Government</b>						
9500	Transfer OUT to General Fund	8,142.71	8,142.71	0.00	(8,142.71)	0.0%
<b>General Government Totals</b>		<b>\$8,142.71</b>	<b>\$8,142.71</b>	<b>\$0.00</b>	<b>(\$8,142.71)</b>	
<b>TIF Projects</b>						
7133	2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	0.0%
7160	2021 Rev Bond-Community	0.00	0.00	35,000.00	35,000.00	0.0%
7161	2021 Rev Bond- Stephens Road	3,373.55	3,373.55	750,000.00	746,626.45	0.4%
7163	2021 Rev Bond-Alley Imp	0.00	0.00	225,000.00	225,000.00	0.0%
<b>TIF Projects Totals</b>		<b>\$3,373.55</b>	<b>\$3,373.55</b>	<b>\$1,035,000.00</b>	<b>\$1,031,626.45</b>	
<b>Expenses</b>		<b>\$11,516.26</b>	<b>\$11,516.26</b>	<b>\$1,035,000.00</b>	<b>\$1,023,483.74</b>	
<b>Revenue Less Expenditures</b>		<b>(\$9,896.27)</b>	<b>(\$9,896.27)</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$9,896.27)</b>	<b>(\$9,896.27)</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
	Beginning Fund Balance	(824,044.70)	(824,044.70)	0.00	0.00	0.0%
	Net Change in Fund Balance	(9,896.27)	(9,896.27)	900,000.00	0.00	0.0%
	Ending Fund Balance	(833,940.97)	(833,940.97)	0.00	0.00	0.0%



Town Administrator's Report – August 20, 2022

- Estimate of Needs – Obtained the Pittsburgh County Assessor's report on Assessed Valuation and provided to Anne Elfrink to prepare Estimate of Needs. Started reviewing TIF Revenue estimate based on Assessed Valuation.
- Planning Commission – Worked with Planning Commission on Agenda and scheduling a Special Meeting to review Phase 8 Final Plat. Reviewed Phase 8 Plat, made suggestions related to compliance to Code. Attended Planning Commission meeting on Aug 13.
- Stephens Road – Meet with Corp July 28 to review 30% plans and discussed what environmental permits we will need to get. Met with Freese and Nichols on Amendment #1 to provide Environmental Permitting Services.
- Community Center – Visited with Freese and Nichols on planning for process and coordination with the Architect.
- OML Dinner – Attended OML Regional Dinner with the Mayor, Town Clerk and Town Attorney.
- Outdoor/Street Light Ordinance – Uploaded Ordinance to Municode so it was on website and part of Codified Code. Since it was prepared as outside document had to manually put in system and create the tables.
- TIF Revenue Note 2022 – Started updating Project list and tables for discussion with TIF Committee. Visited with Chris Gander about Assessed Valuation and possible Revenue Note Amount.
- Attended CMAO Summer Conference July 20 – 23.