

**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; **July 16, 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 8:17 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on June 18, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Brule' 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. Presentation from Fire Services Committee on status of Fire Services within Carlton Landing.

Susan Zubik updated the Board regarding status of Firehouse Committee. The initial fire district was disbanded. At this time all surrounding Pittsburg fire departments will cover us for fires. At this time we have 12 volunteers, none of whom have been trained.

Title 18 will allow us state funding.

7. Consider, discuss and possible vote to amend, revise, approve or deny Ordinance 2022-07-01 related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting; and Declaring an Emergency, or take any other appropriate action.

Exhibit:

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. At this point Freese and Nichols would like to make a presentation and review some of the assumptions used in developing the Ordinance/Policy. The review includes helping the Board and Community understand some of the differences between lighting styles, types, illumination, etc.

On December 11, 2021 at a Special Board of Trustee meeting Freese and Nichols held a street light demonstration. The demonstration provided a visual understanding of two light spectrums, 4000K and 3000K, at the same light level. The demonstration also highlighted the benefits of having an outdoor lighting ordinance which sets the levels of light within certain areas or zones.

At the December 18, 2021 Board of Trustees meeting the Board reviewed and discussed the Street Light Ordinance. The Board and comments from the residents provided the need for further refinement and clarification on some areas of the Ordinance. The Staff and Freese and Nichols have continued to work to address the issues discussed during the meeting. Manly clarified language related to residential outdoor lighting and exemptions, further develop language for Mater Lighting Plan, and establishing warrant guidelines for determining need for a streetlight.

The proposed Outdoor Lighting Ordinance continues to follow “Dark Sky” policy which is a model of restrictive lighting to help minimize light pollution and ambient glare. Carlton Landing currently has minimum light glare which allows for viewing of the night sky and stars. Our desire is to maintain minimal light glare from outdoor light sources and uses as the Town continues to grow and develop. The Ordinance creates multiple lighting zones, which sets the allowed light intensity within each zone. Zone 0 allows no ambient lighting while Zone 4 allows high ambient lighting. Residential areas have been set to Zone 1 or low ambient lighting.

MOTION: A motion was made by Myrick and seconded by Chinnici to Approve Ordinance 2022-07-01 related to Outdoor Lighting establishing permitted use of outdoor lights, lighting zones, and street lighting.

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

NAY: None

- a. Vote to approve or deny Declaring an Emergency for the purpose of the health and safety of citizens.

MOTION: A motion was made by Chinnici and seconded by Mai to approve Declaring an Emergency

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

NAY: None

8. Consider, discuss and possible vote to amend, revise, approve or deny the placement of a streetlight, or take any other appropriate action.
Exhibit:

At the May 21, 2022, Board meeting the Board approved the streetlight fixture as the standard for streetlights within Carlton Landing. Staff, Project Manager and Freese and Nichols have discussed possible locations for the installation of the streetlight. Consideration has been made related to accessibility to electric service, visibility, and possible need. You may recall the installation of a streetlight is a requirement within the GO Bond, Series 2020.

The following locations have been identified as possible location for the streetlight.

Water Street and Park Street – on the east side of Water Street

Water Street south of Water Street Pavilion

Water Street and the walkway to Marina – either on the east or west side of Water Street depending on electric access

Ridgeline and Lower Green Way – on the northeast corner

Any of these locations meet the general purposes for installation of a streetlight. One location does not specifically stand out as a best choice compared to the others. The recent changes around Water Street and Park Street have changed the previous lighting limitations with the addition of ambient lighting, however; those still do not provide all night lighting.

MOTION: A motion was made by Chinnici and seconded by Mai to approve Placement and installation of a streetlight at the Water Street walkway to the Marina.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

Clay Chapman

NAY: None

9. Consider, discuss and possible vote to amend, revise, approve or deny a Town of Carlton Landing Communication Plan, or take any other appropriate action.

Exhibit: (See attachment)

MOTION: A motion was made by Mai and seconded by Chinnici to Approve the Town of Carlton Landing Communication Plan with the addition of AppFolio.

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

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, town attorney, reported she had met with Greg Buckley regarding agenda items. She also expressed appreciation for timely postings in the Dropbox.

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

During meeting and prior to votes Craig Ireland expressed concerns for the Lighting Ordinance. He expressed opposition to residential lighting restrictions. He also reiterated a desire to require registration and numbering of golf carts.

Heather Scott spoke in support of the Communication Plan and suggested AppFolio be added. She also expressed a desire for Freese & Nichols to engage members of the community to give input for the design of the Community Center.

Grant Humphreys announced he would be presenting a workforce/attainable housing plan at the next meeting of the Board.

12. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:45 a.m., July 16, 2022

Mayor

Attest:

Town Clerk

DRAFT

Town of Carlton Landing

Communication Plan

In order to provide for the general health and welfare of the Citizens and Guests of the Town of Carlton Landing. And, in addition, to foster the peaceful enjoyment of the Town amenities by the Citizens and Guests of the Town. The Board of Trustees of the Town of Carlton Landing hereby set forth the following Communication Guidelines.

I. Emergency Communications

- A. Emergency communications will be “broadcast” via the Code Red System
- B. Code Red Alerts may be “posted” by the Town Trustee designated by the Board and by the Town Administrator in addition to other designees appointed by the Board of Trustees of the Town of Carlton Landing.
- C. Emergency Communications include but may not be limited to: Weather Emergencies such as Tornado alerts, potential flooding, lost child, or other shelter in place alert.

II. Urgent Communications

- A. Urgent Communications include serious situations not deemed to be an Emergency.
- B. Urgent Communications will be placed on the Community Bulletin Board by the Town Clerk or his/her designee or by the Town Administrator or his/her designee. The Town Administrator and/or Town Clerk may deem the situation serious enough for the Code Red System or may also request a mass HOA e-mail be sent.

III. General Communication

- A. General Communication includes material needed to satisfy compliance with the ordinances of the Town. It may also include information regarding recreational and planned functions of the town.
- B. General Communication is announced on the Community Bulletin Board of Facebook. It may be placed by any concerned citizen or person organizing the activity.
- C. The Town Clerk will be responsible to provide a Town Information Bulletin which will include important upcoming events in addition to reminders of opportunity for compliance with Town Ordinances. The Bulletin will be placed on the Community Bulletin Board, Town website and sent by mass e-mail to homeowners in March, June, and September.

Adopted by the Board of Trustees and signed by the Mayor on July 16, 2022

Joanne Chinnici, Mayor

Jan Summers, Town Clerk

Exhibit A

Schedule for Information Bulletin

The scheduled publication release will be:

- Last Friday in March
- Third Friday in June
- Last Friday in September

The deadline for submission of material to be included in the Bulletin will be the Friday two weeks prior to the publication release.

DRAFT

**General Fund
Bank Register
6/1/2022 to 6/30/2022**

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	456,278.13
6/3/2022	1302	OutLaw Construction			0.00	1,650.00	454,628.13
6/3/2022	1301	Kiamichi Electric			0.00	127.00	454,501.13
6/3/2022	1300	Cross Telephone Co			0.00	52.00	454,449.13
6/6/2022	EFT	RWS Cloud Services			0.00	90.00	454,359.13
6/9/2022	R-00239	Oklahoma Tax Commission			24,724.76	0.00	479,083.89
6/9/2022	R-00238	Oklahoma Tax Commission			2,963.09	0.00	482,046.98
6/9/2022	R-00237	Oklahoma Tax Commission			575.80	0.00	482,622.78
6/9/2022	GJ-10076	Pittsburg County Clerk			0.00	760.37	481,862.41
6/9/2022	R-00236	Pittsburg County Clerk			947.01	0.00	482,809.42
6/10/2022	R-00240	Oklahoma Tax Commission			14.03	0.00	482,823.45
6/10/2022	1306	Oklahoma Uniform Building			0.00	64.00	482,759.45
6/10/2022	1305	Dan Hurd			0.00	800.00	481,959.45
6/10/2022	1304	OMAG			0.00	350.00	481,609.45
6/10/2022	1303	OPEH&W			0.00	1,436.96	480,172.49
6/10/2022	A-10061	James G Buckley			0.00	3,052.74	477,119.75
6/13/2022	R-00241	Oklahoma Tax Commission			161.22	0.00	477,280.97
6/14/2022					0.00	71.49	477,209.48
6/14/2022	EFTPS	Oklahoma Tax Commission			0.00	271.00	476,938.48
6/14/2022	EFTPS				0.00	1,847.99	475,090.49
6/16/2022	R-00242	Scissortail Homes			762.91	0.00	475,853.40
6/22/2022	R-00246	CLEDT			8,340.07	0.00	484,193.47
6/22/2022	1308	OkMRF			0.00	1,167.96	483,025.51
6/23/2022	R-00245	Rachel Raiford			23.97	0.00	483,049.48
6/23/2022	R-00244	Jennifer Kerby			23.97	0.00	483,073.45
6/23/2022	R-00243	Micah Gautreaux			23.97	0.00	483,097.42
6/24/2022	1311	BOK Credit Card			0.00	2,508.59	480,588.83
6/24/2022	1310	Kay Robbins Wall			0.00	600.00	479,988.83
6/24/2022	1309	Crawford & Associates, P.C.			0.00	373.75	479,615.08
6/24/2022	A-10062	James G Buckley			0.00	2,821.01	476,794.07
6/27/2022	R-00247	Scissortail Homes			786.00	0.00	477,580.07
6/28/2022	R-00249	Alta Owen			23.97	0.00	477,604.04
6/28/2022	R-00248	Deziray Click			23.97	0.00	477,628.01
6/30/2022	1313	Pied Piper Service			0.00	80.00	477,548.01
6/30/2022	1312	Amanda Harjo			0.00	800.00	476,748.01
1000 Town of CL Checking 9683 Totals					\$39,394.74	\$18,924.86	\$476,748.01

General Fund
Payments Journal (Summary)
6/1/2022 to 6/30/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
6/3/2022	1302	OutLaw Construction	1,650.00
6/3/2022	1301	Kiamichi Electric	127.00
6/3/2022	1300	Cross Telephone Co	52.00
6/6/2022	EFT	RWS Cloud Services	90.00
6/9/2022	GJ-10076	Pittsburg County Clerk	760.37
6/10/2022	1306	Oklahoma Uniform Building	64.00
6/10/2022	1305	Dan Hurd	800.00
6/10/2022	1304	OMAG	350.00
6/10/2022	1303	OPEH&W	1,436.96
6/10/2022	A-10061	James G Buckley	3,052.74
6/14/2022			71.49
6/14/2022	EFTPS	Oklahoma Tax Commission	271.00
6/14/2022	EFTPS	EFTPS	1,847.99
6/22/2022	1308	OKMRF	1,167.96
6/24/2022	1311	BOK Credit Card	2,508.59
6/24/2022	1310	Kay Robbins Wall	600.00
6/24/2022	1309	Crawford & Associates, P.C.	373.75
6/24/2022	A-10062	James G Buckley	2,821.01
6/30/2022	1313	Pied Piper Service	80.00
6/30/2022	1312	Amanda Harjo	800.00
1000 Town of CL Checking 9683 Totals			\$18,924.86

Report Options
Check Date: 6/1/2022 to 6/30/2022
Display Notation: No
Fund: General Fund

Statement of Revenue and Expenditures

		Current Period Jun 2022 Jun 2022 Actual	Year-To-Date Jul 2021 Jun 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	127.75	953.55	600.00	(353.55)	158.93%
4100	Building Permits/Inspection Fe	1,548.91	16,909.55	23,580.00	6,670.45	71.71%
4105	Business License and Permits	119.85	311.61	200.00	(111.61)	155.81%
4011	Lodging Tax	2,963.09	75,307.75	24,000.00	(51,307.75)	313.78%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	760.37	45,974.30	57,190.00	11,215.70	80.39%
4000	Sales Tax	24,885.98	268,491.13	211,800.00	(56,691.13)	126.77%
9002	Transfer IN from TIF	8,340.07	92,003.43	101,989.00	9,985.57	90.21%
4005	Use Tax	575.80	11,373.63	7,200.00	(4,173.63)	157.97%
4010	Utility Tax	0.00	12,956.67	12,000.00	(956.67)	107.97%
4013	Vehicle Gas/Fuel Tax	72.92	681.42	0.00	(681.42)	0.00%
Total Other Revenue		\$39,394.74	\$525,343.64	\$438,559.00	(\$86,784.64)	
Non-Departmental Revenues Totals		\$39,394.74	\$525,343.64	\$488,559.00	(\$36,784.64)	
Revenue		\$39,394.74	\$525,343.64	\$488,559.00	(\$36,784.64)	
Gross Profit		\$39,394.74	\$525,343.64	\$488,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	18,714.18	18,715.00	0.82	100.00%
5025	Employer Retirement Contributi	778.64	9,489.74	9,490.00	0.26	100.00%
5000	Salaries	7,461.54	90,999.35	91,000.00	0.65	100.00%
5010	Social Security	595.67	7,259.62	7,400.00	140.38	98.10%
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	3,898.20	3,900.00	1.80	99.95%
Total Personal Services		\$10,597.66	\$131,109.11	\$132,351.00	\$1,241.89	
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	320.00	320.00	0.00	100.00%
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		\$80.00	\$819.00	\$1,020.00	\$201.00	
Other Services						
6035	Dues & Memberships	0.00	1,179.00	1,210.00	31.00	97.44%
6015	Insurance	350.00	1,085.00	350.00	(735.00)	310.00%
6005	Rent	477.78	5,262.63	5,760.00	497.37	91.37%
6040	School, Training, Travel	0.00	1,241.51	5,700.00	4,458.49	21.78%
6000	Utilities	127.00	2,319.65	4,339.00	2,019.35	53.46%
Total Other Services		\$954.78	\$11,087.79	\$17,359.00	\$6,271.21	
Administration Totals		\$11,632.44	\$143,015.90	\$150,730.00	\$7,714.10	
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 – July 16, 2022

- Entrance Road – Worked with Pittsburgh County to bring in and add chips in areas seeping oil to the surface from the hot temperatures. Pittsburgh County did bring in and put down chips, although the heat has continued to impact the road.
- Park and Redbud Alley Improvement – Worked with Freese and Nichols on Amendment No 1. for Alley Project related to review of 30% plans.
- Stephens Road – Freese and Nichols updated 30% plans based on our meeting. Worked to set-up meeting with the Corp to review plans, alignment, need for Environmental study. Meeting with Corp is scheduled for July 28.
- Community Center – Worked with Freese and Nichols on updating Community Center Conceptual Plan Task Authorization.
- Street Light Pilot Project – Discussed possible locations for streetlight installation with Project Manager Mike Kerney and Freese and Nichols.
- Outdoor/Street Light Ordinance – Finalized work with Freese and Nichols to revise and amend Outdoor/ Street Light Ordinance based on comments and feedback from the December Board meeting.
- Code Red – Code Red sign-up and logo is on Town's website, main page. Working to add text to the logo.
- Communication Plan – Worked with Mayor Chinnici and City Clerk Dr. Summers on Communication Plan and schedule.
- Planning Commission Meeting and Training – Prepared Planning Commission Agenda and coordinated training for Special Planning Commission meeting on July 16.