

**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

**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 July 16, 2022](#)

4. Acknowledge receipt of Claims and Purchase Orders Report

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:[Resolution 2022-08-01 Planning Commission](#)

7. [AIC - Final Plat Phase 8](#) 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:[CARLTON LANDING PHASE 8 - Final Plat](#)

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

9. Reports

a. [Sales Tax Revenue](#) and other Financial Reports[Statement of Revenue and Expenditures](#)

- CLEDT July 2022; Payments Journal - BOT July 2022; Bank Register - BOT July 2022

b. [Town Administrator](#)  
[FNI Carlton Landing\\_2022-07](#)

c. Legal Reports, Comments, and Recommendations to the Governing Body

10. 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.

11. 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 4:00 PM on the \_\_\_th day of August 2022, being at least 24 hours prior to the Regular Meeting described above.**

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**Signature of Person Posting the Agenda**

**Jan Summers**  
**Printed Name of Person Posting the Agenda**

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the Carlton Landing Academy Cafeteria

Saturday; **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

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# 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

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Joanne Chinnici, Mayor

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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.

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**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
<b>1000 Town of CL Checking 9683</b>							
		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	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
<b>1000 Town of CL Checking 9683 Totals</b>					<b>\$39,394.74</b>	<b>\$18,924.86</b>	<b>\$476,748.01</b>

7/14/2022  
8:09 AM

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

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
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
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$18,924.86</b>

*Report Options*

Check Date: 6/1/2022 to 6/30/2022

Display Notation: No

Fund: General 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
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Non-Departmental Revenues</b>					
<b>Budget Carryover</b>					
3999 Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
<b>Total Budget Carryover</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	
<b>Other Revenue</b>					
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%
<b>Total Other Revenue</b>	<b>\$39,394.74</b>	<b>\$525,343.64</b>	<b>\$438,559.00</b>	<b>(\$86,784.64)</b>	
<b>Non-Departmental Revenues Totals</b>	<b>\$39,394.74</b>	<b>\$525,343.64</b>	<b>\$488,559.00</b>	<b>(\$36,784.64)</b>	
<b>Revenue</b>	<b>\$39,394.74</b>	<b>\$525,343.64</b>	<b>\$488,559.00</b>	<b>(\$36,784.64)</b>	
<b>Gross Profit</b>	<b>\$39,394.74</b>	<b>\$525,343.64</b>	<b>\$488,559.00</b>	<b>\$0.00</b>	
<b>Expenses</b>					
<b>Administration</b>					
<b>Personal Services</b>					
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%
<b>Total Personal Services</b>	<b>\$10,597.66</b>	<b>\$131,109.11</b>	<b>\$132,351.00</b>	<b>\$1,241.89</b>	
<b>Materials &amp; Supplies</b>					
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%
<b>Total Materials &amp; Supplies</b>	<b>\$80.00</b>	<b>\$819.00</b>	<b>\$1,020.00</b>	<b>\$201.00</b>	
<b>Other Services</b>					
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%
<b>Total Other Services</b>	<b>\$954.78</b>	<b>\$11,087.79</b>	<b>\$17,359.00</b>	<b>\$6,271.21</b>	
<b>Administration Totals</b>	<b>\$11,632.44</b>	<b>\$143,015.90</b>	<b>\$150,730.00</b>	<b>\$7,714.10</b>	
<b>General Government</b>					
<b>Materials &amp; Supplies</b>					
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.

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.

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Joanne Chinnici, Mayor

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Jan Summers, Clerk

Item No. \_\_\_\_\_

Date: August 20, 2022

## **AGENDA ITEM COMMENTARY**

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

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** 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.

**FUNDING:** None

**EXHIBITS:** Final Plat Phase 8 - Amended

**RECOMMENDED ACTION:** Approve Final Plat of Carlton Landing Phase 8 as amended and recommended for approval by the Planning Commission.



Curve Table						
Curve #	Length	Radius	Tangent	Chord Length	Chord Direction	Delta
C1	691.26'	2127.00'	348.70'	688.22'	S48°56'55"W	018°37'15"
C2	730.33'	2810.00'	367.24'	728.28'	N47°10'51"E	014°53'29"
C3	232.17'	2297.00'	116.18'	232.07'	N57°36'17"E	005°47'28"
C4	815.56'	2285.00'	412.16'	811.24'	S50°06'51"W	020°27'00"
C5	670.67'	2585.00'	337.23'	668.79'	S47°13'34"W	014°51'55"
C6	717.08'	2760.00'	360.57'	715.06'	S47°11'25"W	014°53'10"

FINAL PLAT  
of  
**CARLTON LANDING PHASE 8**  
BEING A PART OF SE/4, SEC. 31, T9N, R17E, I.M.  
AN ADDITION TO THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA

NOTES:

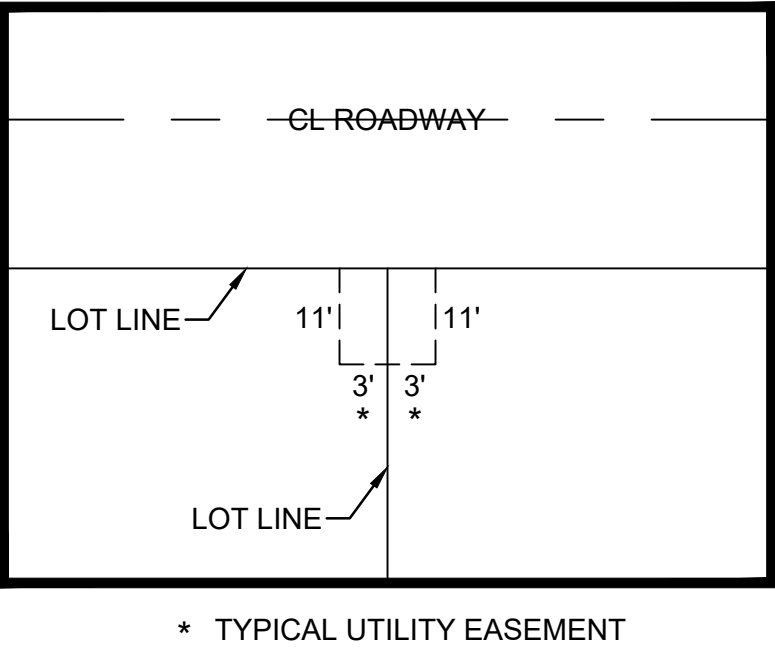
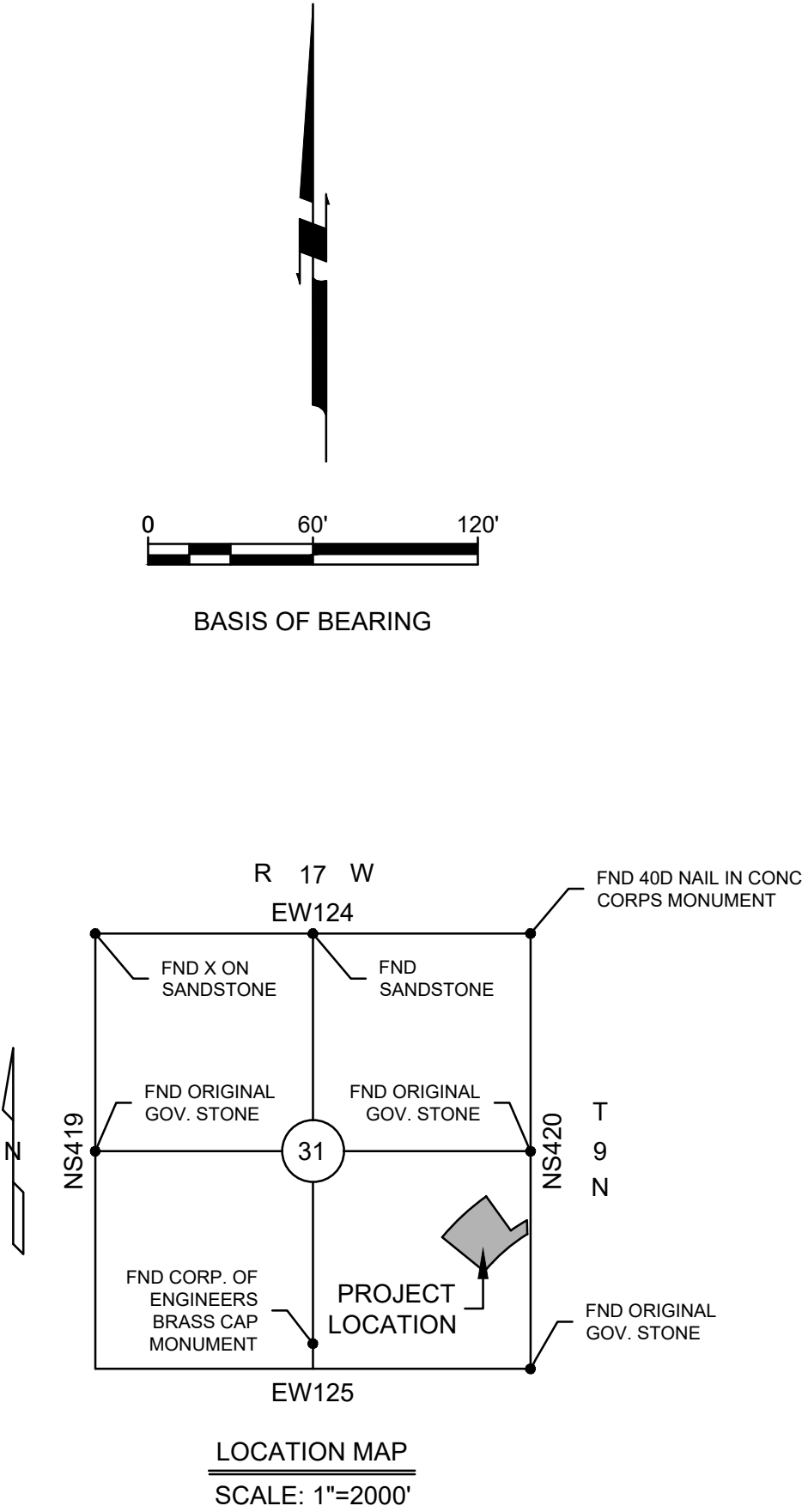
- This plat is submitted by HUMPHREYS PARTNERS 2009, LLC. The plat consists of private lots, common areas and private roadways (collectively, the "Platted Property").
- All private lots included in this plat are located within Increment District Number One as created by Town of Carlton Landing in accordance with the Local Development Act, Title 62 Oklahoma Statutes and adopted through Ordinance No. 26 on September 5, 2015.
- Each lot included in this plat is subject to a Declaration of Covenants, Conditions and Restrictions for Carlton Landing which was recorded on November 8, 2010 in Book 1837, Page 352 with the Pittsburg County Clerk (the "Declaration").
- All roadways and common areas defined in this plat are private and shall be maintained by Carlton Landing Association Inc.

- DENOTES FND. #3 BAR w/CAP STAMPED "J&A 1484" UNLESS OTHERWISE NOTED
- DENOTES SET #3 BAR w/CAP STAMPED "J&A 1484" UNLESS OTHERWISE NOTED
- △ DENOTES SET NAIL IN "1484 J&A SHINER" UNLESS OTHERWISE NOTED

LEGEND:

P.O.C. = POINT OF COMMENCEMENT  
P.O.B. = POINT OF BEGINNING  
R/W = RIGHT OF WAY  
= LIMITS OF NO ACCESS  
NR = NOT RADIAL  
B/L = BUILDING LIMIT LINE  
U/E = UTILITY EASEMENT  
D/E = DRAINAGE EASEMENT

\*\*\*\*\* NOTE \*\*\*\*\*  
THIS SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYORS AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS; AND THAT SAID FINAL PLAT COMPLIES WITH THE REQUIREMENTS OF TITLE 11 SECTION 41-108 OF THE OKLAHOMA STATE STATUTES.



FINAL PLAT  
of  
**CARLTON LANDING PHASE 8**



Johnson & Associates  
1 E. Sheridan Ave., Suite 200  
Oklahoma City, OK 73104  
(405) 235-8075 FAX (405) 235-8078 www.jaokc.com  
Certificate of Authorization #1484 Exp. Date: 06-30-2023  
• ENGINEERS • SURVEYORS • PLANNERS •

Item No. \_\_\_\_\_

Date: August 20, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, 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.

**INITIATOR:** Mary Myrick, Trustee  
Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** 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.

I 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 its 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. I do not have a cost estimate for paving and striping the parking lot.

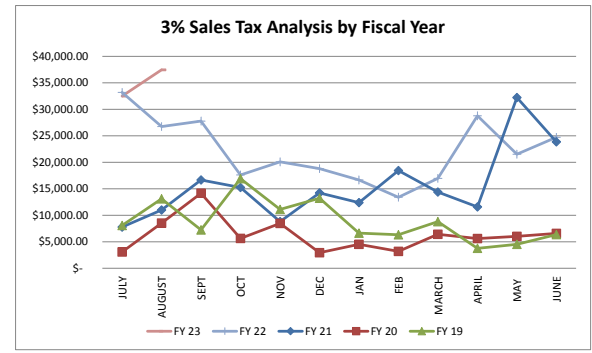
**FUNDING:** None

**EXHIBITS:**

**RECOMMENDED ACTION:** Provide direction to Staff.

**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>
<b><u>FY 23</u></b>	\$ 32,499.83	\$ 37,461.11											\$ 69,960.94
<b><u>FY22</u></b>	\$ 33,205.30	\$ 26,739.30	\$ 27,778.11	\$ 17,599.62	\$ 20,093.03	\$ 18,805.23	\$ 16,669.69	\$ 13,403.28	\$ 16,978.58	\$ 28,789.33	\$ 21,537.34	\$ 24,724.76	\$ 266,323.57
<b><u>FY21</u></b>	\$ 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
<b><u>FY20</u></b>	\$ 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
<b><u>FY19</u></b>	\$ 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
<b><u>FY18</u></b>	\$ 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
<b><u>FY17</u></b>	\$ 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>
<b><u>FY 23</u></b>	\$ 1,065.28	\$ 882.34											\$ 1,947.62
<b><u>FY22</u></b>	\$ 985.86	\$ 1,463.42	\$ 343.94	\$ 1,165.01	\$ 715.56	\$ 1,058.05	\$ 685.52	\$ 1,234.03	\$ 779.74	\$ 1,061.12	\$ 1,305.58	\$ 575.80	\$ 11,373.63
<b><u>FY21</u></b>	\$ 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
<b><u>FY20</u></b>								\$ 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>
<b><u>FY 23</u></b>	\$ 6,831.18	\$ 15,434.04											\$ 22,265.22
<b><u>FY22</u></b>	\$ 5,672.25	\$ 12,679.63	\$ 15,631.81	\$ 9,357.10	\$ 6,728.90	\$ 6,713.56	\$ 3,463.33	\$ 3,097.16	\$ 1,664.17	\$ 1,858.14	\$ 5,478.61	\$ 2,963.09	\$ 75,307.75
<b><u>FY21</u></b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

## Statement of Revenue and Expenditures

Acct		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022			
		Jul 2022	Jul 2022	Jul 2022	Jul 2022	Jun 2023			
		Jul 2022	Jul 2022	Jun 2023	Jun 2023	Percent of			
Actual							Actual	Variance	Budget
Revenue & Expenditures									
Revenue									
Non-Departmental Revenues									
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%			
Non-Departmental Revenues Totals		\$1,619.99	\$1,619.99	\$1,935,000.00	\$1,933,380.01				
Revenue		\$1,619.99	\$1,619.99	\$1,935,000.00	\$1,933,380.01				
Gross Profit		\$1,619.99	\$1,619.99	\$1,935,000.00	\$0.00				
Expenses									
General Government									
9500	Transfer OUT to General Fund	8,142.71	8,142.71	0.00	(8,142.71)	0.0%			
General Government Totals		\$8,142.71	\$8,142.71	\$0.00	(\$8,142.71)				
TIF Projects									
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%			
TIF Projects Totals		\$3,373.55	\$3,373.55	\$1,035,000.00	\$1,031,626.45				
Expenses		\$11,516.26	\$11,516.26	\$1,035,000.00	\$1,023,483.74				
Revenue Less Expenditures		(\$9,896.27)	(\$9,896.27)	\$900,000.00	\$0.00				
Net Change in Fund Balance		(\$9,896.27)	(\$9,896.27)	\$900,000.00	\$0.00				
Fund Balances									
	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%			

**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

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

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
7/29/2022	1323	BOK Credit Card			0.00	806.70	512,329.95
7/29/2022	1325	Amanda Harjo			0.00	800.00	511,529.95
7/29/2022	1324	Crawford & Associates, P.C.			0.00	86.25	511,443.70
<b>1000 Town of CL Checking 9683 Totals</b>					<b>\$52,453.55</b>	<b>\$17,757.86</b>	<b>\$511,443.70</b>
<b>1010 2018 GO Bond Checking</b>							
Beginning Balance					0.00	0.00	69,786.67
<b>1010 2018 GO Bond Checking Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,786.67</b>
<b>1020 2020 GO Bond Checking</b>							
Beginning Balance					0.00	0.00	79,877.47
<b>1020 2020 GO Bond Checking Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,877.47</b>
<b>1030 Sinking Fund Checking 3087</b>							
Beginning Balance					0.00	0.00	74,243.48
7/12/2022	GJ-10078	Pittsburg County Clerk			848.83	0.00	75,092.31
<b>1030 Sinking Fund Checking 3087 Totals</b>					<b>\$848.83</b>	<b>\$0.00</b>	<b>\$75,092.31</b>
<b>1080 BOK 3045 Rev Bond 2020</b>							
Beginning Balance					0.00	0.00	51,708.07
<b>1080 BOK 3045 Rev Bond 2020 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,708.07</b>
<b>1090 BOK 4044 Rev Bond 2021</b>							
Beginning Balance					0.00	0.00	(51,708.07)
<b>1090 BOK 4044 Rev Bond 2021 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$51,708.07)</b>
<b>Report Totals</b>					<b>\$53,302.38</b>	<b>\$17,757.86</b>	<b>\$736,200.15</b>
<b>Records included in total = 44</b>							

*Report Options*

Trans Date: 7/1/2022 to 7/31/2022

Fund: General Fund

Display Notation: No

## 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.

Thank you.



**PROJECT NO.:** CRL21229/CRL22138/CRL22147  
**PROJECTS:** *Street Light Policy and Standards*  
*2022 Alley Paving*  
*Stephens Road*  
**TO:** Greg Buckley  
**FROM:** Keith Beatty, P.E. / Dawn Warrick/ Brandon Huxford  
**DATE** 8/15/2022

## PROJECT UPDATES

### Street Light Policy and Standards – Design Project

#### Phase A – Develop Lighting Policy

- Staff working on Lighting Policy examples - Completed
- Sent to Town Administrator – 5/10/2021
- Board of Trustees Discussion – 5/15/2021
- Anticipated lighting demo – December Trustees meeting – Completed
- Lighting Policy – December Trustees meeting – 12-18-2021
- Waiting on Discussion with Trustees
- Discussed Lighting Policy with City Administrator, changes will be provided to Trustees for July meeting.
- Lighting policy completed.

#### Phase B – Develop Light Standard

- Phase B to follow Phase A
- Received possible light standards from Town Administrator – 5/12/2021
- Board of Trustees Discussion – 5/15/2021
- May have some discussions regarding the standard prior to finish of Phase A
- Anticipated lighting demo – Completed
- Working on Lighting Standards
- Meet to discuss look week of 4/18/2022
- Lighting standard finalized.
- New light location selected

#### 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 August 31

### **Community Center Planning**

- **FNI developing scope and fee – Completed Scope and fee. Delivered to Town Administrator**
- **Meeting with Town Administrator and Architect – 7/14/2021**
- **Meeting anticipated with Town Administrator week of June 27.**
- **Working on plans – Anticipated submittal 9/15/2022**

### **2022 Alley Paving**

- **FNI developing scope and fee**
- **Board of Trustees – January meeting**
- **Survey portion of project completed**
- **Anticipated 30% delivery to City March 22<sup>nd</sup>**
- **Set up meeting with Town**
- **Met with Town and developing survey for additional area.**
- **Requested addendum for additional area and stormwater review**
- **Submittal approved**
- **Waiting on updated survey.**

### **Stephens Road**

- **FNI developing scope and fee**
- **Board of Trustees – January meeting**
- **Survey portion of project started**
- **Survey complete**
- **Anticipated 30% delivery to City March 22<sup>nd</sup>**
- **Set up meeting with Town**
- **Submitted 30% Plans to the Town for review**
- **Scheduled and attended 30% Plan review meeting**
- **FNI developing amendment to add Environmental permitting and construction services to the contract**
- **Starting plan development in moving to 60% Plans**
- **Scheduled, attended and provided minutes on the 30% Plan Review Meeting**
- **Coordinated with the Town to acquire a copy of the Towns previous EIS that was performed**
- **Evaluated different drainage design year events and their impacts and coordinated with the Town. FNI to revise the drainage structures to a lesser year for cost savings.**
- **FNI developing amendment to add Environmental permitting and construction services to the contract**
  - **Coordinated with Town staff to schedule a meeting with the USACE to discuss their needs to aide in developing the amendment**
  - **Scheduled meeting with the Town and USACE to discuss Stephens Road – 7/28**
- **FNI holding on 60% plan development until after the USACE meeting**
- **Submitted Amendment #1 8/15/2022 for review**