

**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; **September 17, 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 8:10 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

ABSENT: Mary Myrick

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on August 20, 2022

4. Consider, discuss, and possibly vote to amend, revise, approve or deny the Estimate of Needs and Financial Statement of Fiscal Year 2021-2022 to be signed, notarized and published after approval by the Board of Trustees, or take any other appropriate action.
Exhibit:

The Estimate of Needs is required to be submitted to the Pittsburg County Excise Board to establish our ad valorem tax rate to cover the Towns indebtedness. The Estimate of Needs will also be used to determine the ability to issue any additional indebtedness.

MOTION: A motion was made by Mai and seconded by Brule' to approve Estimate of Needs and Financial Statement of Fiscal Year 2021-2022 to be signed, notarized and published after approval by the Board of Trustees.

AYE: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

5. Consider, discuss and possibly approve, amend, revise, or deny a Financial Services Agreement with Amanda Harjo with an effective date of July 1, 2022, or take any other

appropriate action.

Exhibit:

The Town contract with Amanda Harjo in July of 2021 for Financial Services. Her contract was for an initial one-year term which expired June 30, 2022. The Town Administrator had thought contract provided for autorenewal for subsequent one-year terms; however, her contract states it was for one year and may be renewed for additional terms upon action of the Board.

The Proposed Agreement is a renewal of Financial Services with Amanda Harjo.

MOTION: A motion was made by Mai and seconded by Brule' to approve the Financial Services Agreement with Amanda Harjo with an effective date of July 1, 2022.

AYE: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

6. Acknowledge receipt of Claims and Purchase Orders Report

A motion was made by Mai and seconded by Brule' to accept the consent Agenda as presented.

AYE: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

7. Items Removed from Consent Agenda

8. Consider, discuss and possibly approve, amend, revise, or deny a Fire Protection Services Contract with Carlton Landing Volunteer Fire District to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing, or take any other appropriate action.

Exhibit:

The Town of Carlton Landing understands the need for fire protection services within the boundaries of the Town. Fire Protection is a key service to ensure a viable community and pursuant to 11 O.S.1-29-105 the Town may contract for fire protection services.

The Carlton Landing Fire and Rescue, Inc. was created to provide fire protection services. Carlton Landing Fire and Rescue, Inc. needs the support of the Town, community, and residents to be a viable organization ready and able to provide fire protection. The

proposed Contract provides that funds provided to Carlton Landing Fire and Rescue, Inc. can be used for any costs associated with operating Fire Protection Services.

MOTION: Approve Fire Protection Services Contract in the amount of \$750 per month with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing

AYE: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

9. Consider, discuss and possibly approve, amend, revise, or deny a Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2022-2023, or take any other appropriate action..

Exhibit:

The Mayor and Administrator met with representatives of the Carlton Landing Academy School Board and Superintendent Amanda Tucker about the need for security during the school hours. While we wish and hope nothing bad will happen at our school, events around the country indicate the need for a proactive approach to school security and student safety. The School has implemented safety protocols and taken steps to better secure the school. One of the items proposed is the hiring of a School Safety Officer.

The School reached out to Pittsburgh County Sheriff who is willing to provide an Officer during School hours. The cost will be about \$40,000.00 per year. The School is not in a financial position to full cover the cost of an officer and is asking for community partners to assist with sharing the cost. The request is the Town to provide twenty-five percent (25%) up to Fifteen Thousand (\$15,000.00). The Community Foundation and HOA have also been approached about sharing the cost of the Officer.

Having a secure and safe environment for the students is a benefit to the community and having a Pittsburgh County Deputy around during the day would not be a bad thing.

MOTION: A motion was made by Chapman and seconded by Mai to approve Support Services Agreement for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2022-2023.

AYE: Joanne Chinnici
Kris Brule'
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

- Assisted Buckley with agreement for the Fire Department
- Asssited Buckley with agreement for School Security
- Attended Oklahoma Municipal Leagal Conference

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

None

12. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:28 a.m., September 17, 2022.

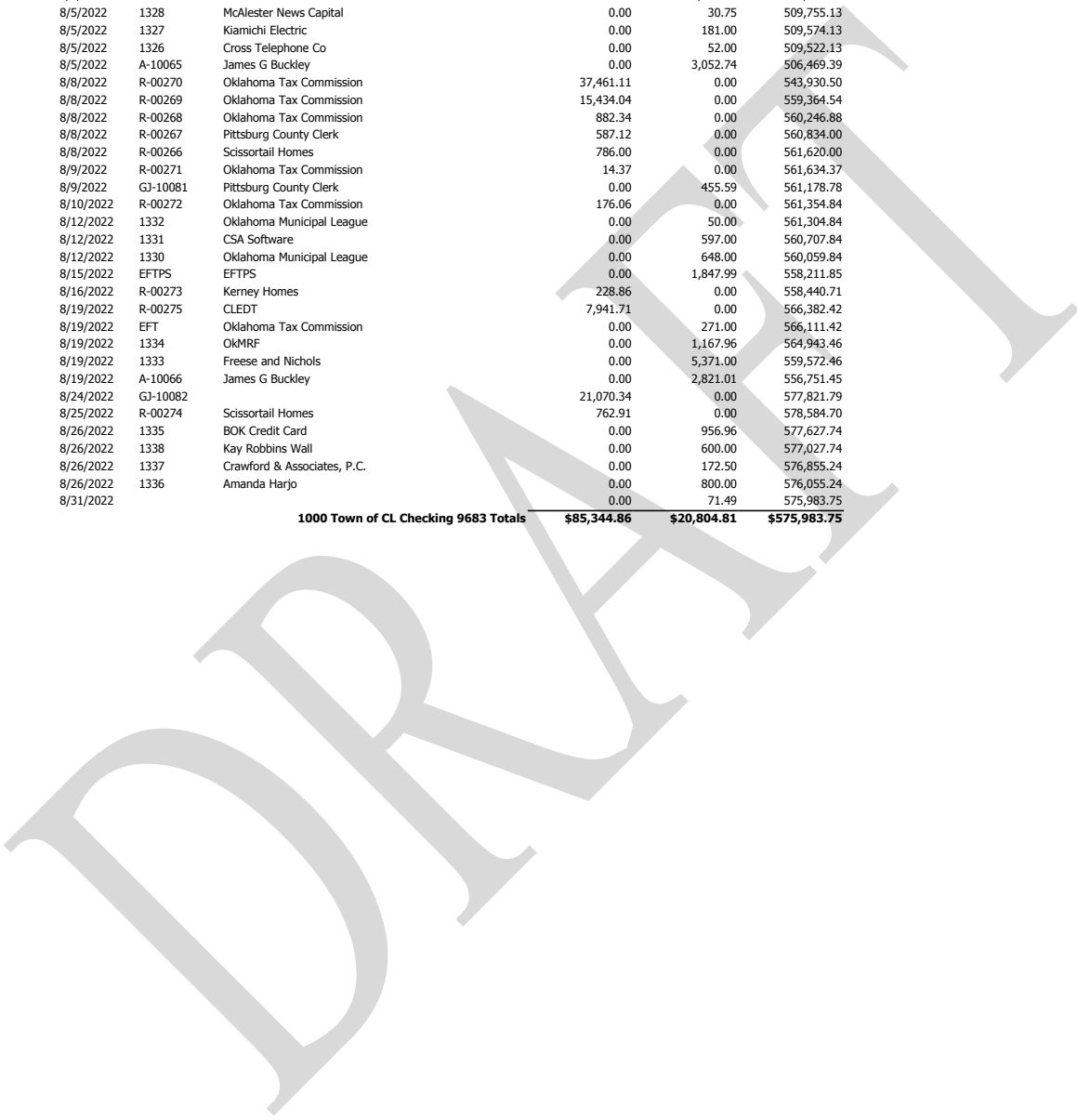
Mayor

Attest:

Town Clerk

**General Fund
Bank Register
8/1/2022 to 8/31/2022**

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	511,443.70
8/4/2022	EFT	RWS Cloud Services			0.00	94.00	511,349.70
8/5/2022	1329	OPEH&W			0.00	1,563.82	509,785.88
8/5/2022	1328	McAlester News Capital			0.00	30.75	509,755.13
8/5/2022	1327	Kiamichi Electric			0.00	181.00	509,574.13
8/5/2022	1326	Cross Telephone Co			0.00	52.00	509,522.13
8/5/2022	A-10065	James G Buckley			0.00	3,052.74	506,469.39
8/8/2022	R-00270	Oklahoma Tax Commission			37,461.11	0.00	543,930.50
8/8/2022	R-00269	Oklahoma Tax Commission			15,434.04	0.00	559,364.54
8/8/2022	R-00268	Oklahoma Tax Commission			882.34	0.00	560,246.88
8/8/2022	R-00267	Pittsburg County Clerk			587.12	0.00	560,834.00
8/8/2022	R-00266	Scissortail Homes			786.00	0.00	561,620.00
8/9/2022	R-00271	Oklahoma Tax Commission			14.37	0.00	561,634.37
8/9/2022	GJ-10081	Pittsburg County Clerk			0.00	455.59	561,178.78
8/10/2022	R-00272	Oklahoma Tax Commission			176.06	0.00	561,354.84
8/12/2022	1332	Oklahoma Municipal League			0.00	50.00	561,304.84
8/12/2022	1331	CSA Software			0.00	597.00	560,707.84
8/12/2022	1330	Oklahoma Municipal League			0.00	648.00	560,059.84
8/15/2022	EFTPS	EFTPS			0.00	1,847.99	558,211.85
8/16/2022	R-00273	Kerney Homes			228.86	0.00	558,440.71
8/19/2022	R-00275	CLEDT			7,941.71	0.00	566,382.42
8/19/2022	EFT	Oklahoma Tax Commission			0.00	271.00	566,111.42
8/19/2022	1334	OkMRF			0.00	1,167.96	564,943.46
8/19/2022	1333	Freese and Nichols			0.00	5,371.00	559,572.46
8/19/2022	A-10066	James G Buckley			0.00	2,821.01	556,751.45
8/24/2022	GJ-10082				21,070.34	0.00	577,821.79
8/25/2022	R-00274	Scissortail Homes			762.91	0.00	578,584.70
8/26/2022	1335	BOK Credit Card			0.00	956.96	577,627.74
8/26/2022	1338	Kay Robbins Wall			0.00	600.00	577,027.74
8/26/2022	1337	Crawford & Associates, P.C.			0.00	172.50	576,855.24
8/26/2022	1336	Amanda Harjo			0.00	800.00	576,055.24
8/31/2022					0.00	71.49	575,983.75
1000 Town of CL Checking 9683 Totals					\$85,344.86	\$20,804.81	\$575,983.75



General Fund
Payments Journal (Summary)
8/1/2022 to 8/31/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
8/4/2022	EFT	RWS Cloud Services	94.00
8/5/2022	1329	OPEH&W	1,563.82
8/5/2022	1328	McAlester News Capital	30.75
8/5/2022	1327	Kiamichi Electric	181.00
8/5/2022	1326	Cross Telephone Co	52.00
8/5/2022	A-10065	James G Buckley	3,052.74
8/9/2022	GJ-10081	Pittsburg County Clerk	455.59
8/12/2022	1332	Oklahoma Municipal League	50.00
8/12/2022	1331	CSA Software	597.00
8/12/2022	1330	Oklahoma Municipal League	648.00
8/15/2022	EFTPS	EFTPS	1,847.99
8/19/2022	EFT	Oklahoma Tax Commission	271.00
8/19/2022	1334	OkMRF	1,167.96
8/19/2022	1333	Freese and Nichols	5,371.00
8/19/2022	A-10066	James G Buckley	2,821.01
8/26/2022	1335	BOK Credit Card	956.96
8/26/2022	1338	Kay Robbins Wall	600.00
8/26/2022	1337	Crawford & Associates, P.C.	172.50
8/26/2022	1336	Amanda Harjo	800.00
8/31/2022			71.49
1000 Town of CL Checking 9683 Totals			\$20,804.81
1030 Sinking Fund Checking 3087			
8/24/2022	GJ-10083		6,795.00
8/24/2022	GJ-10082		21,070.34
1030 Sinking Fund Checking 3087 Totals			\$27,865.34

Report Options
Check Date: 8/1/2022 to 8/31/2022
Display Notation: No
Fund: General Fund

Statement of Revenue and Expenditures

		Current Period Aug 2022 Aug 2022 Actual	Year-To-Date Jul 2022 Aug 2022 Actual	Annual Budget Jul 2022 Jun 2023	Annual Budget Jul 2022 Jun 2023 Variance	Jul 2022 Jun 2023 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	117.99	235.82	800.00	564.18	29.48%
4100	Building Permits/Inspection Fe	1,777.77	1,777.77	23,580.00	21,802.23	7.54%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	15,434.04	22,265.22	48,000.00	25,734.78	46.39%
4015	Pittsburgh County Sinking Fund	455.59	1,304.42	55,600.00	54,295.58	2.35%
4000	Sales Tax	37,637.17	70,328.89	180,000.00	109,671.11	39.07%
9002	Transfer IN from TIF	7,941.71	16,084.42	120,148.00	104,063.58	13.39%
4005	Use Tax	882.34	1,947.62	8,000.00	6,052.38	24.35%
4010	Utility Tax	0.00	2,486.45	12,000.00	9,513.55	20.72%
4013	Vehicle Gas/Fuel Tax	27.91	105.70	0.00	(105.70)	0.00%
Total Other Revenue		\$64,274.52	\$116,728.07	\$448,328.00	\$331,599.93	
Non-Departmental Revenues Totals		\$64,274.52	\$116,728.07	\$498,328.00	\$381,599.93	
Revenue		\$64,274.52	\$116,728.07	\$498,328.00	\$381,599.93	
Gross Profit		\$64,274.52	\$116,728.07	\$498,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,563.82	3,127.64	27,420.00	24,292.36	11.41%
5025	Employer Retirement Contributi	778.64	1,557.28	15,800.00	14,242.72	9.86%
5000	Salaries	7,461.54	14,923.08	158,000.00	143,076.92	9.44%
5010	Social Security	595.67	1,191.34	12,385.00	11,193.66	9.62%
5015	Unemployment Tax	0.00	0.00	3,238.00	3,238.00	0.00%
5030	Vehicle/Cell Allowance	324.85	649.70	3,900.00	3,250.30	16.66%
Total Personal Services		\$10,724.52	\$21,449.04	\$220,743.00	\$199,293.96	
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	0.00	320.00	320.00	0.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	0.00	800.00	800.00	0.00%
5520	Software Programs/ Services	0.00	0.00	200.00	200.00	0.00%
Total Materials & Supplies		\$0.00	\$0.00	\$1,420.00	\$1,420.00	
Other Services						
6035	Dues & Memberships	0.00	0.00	1,380.00	1,380.00	0.00%
6015	Insurance	0.00	0.00	570.00	570.00	0.00%
6005	Rent	477.78	955.56	5,820.00	4,864.44	16.42%
6040	School, Training, Travel	0.00	0.00	6,000.00	6,000.00	0.00%
6000	Utilities	365.79	508.79	4,363.00	3,854.21	11.66%
Total Other Services		\$843.57	\$1,464.35	\$18,133.00	\$16,668.65	
Administration Totals		\$11,568.09	\$22,913.39	\$240,296.00	\$217,382.61	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	0.00	2,500.00	2,500.00	0.00%
5530	Miscellaneous	0.00	0.00	1,460.00	1,460.00	0.00%
5500	Office Supplies	0.00	0.00	1,500.00	1,500.00	0.00%

Town Administrator's Report September 17, 2022

- FY 21-22 Audit – Assisted with getting Documents for Crawford to prepare Year End Financial Report. Deanna Crawford performed field review on September 1, 2022. Anne Elfrink will be here October 4, 2022 to perform their field work for preparation of Audit.
- Block 10 Parking Lot –Visited with Mike Kerney, Jim Boohaker and Freese and Nichols regarding plan and cost for asphaltting Blot 10 Parking Lot. The Alley around the Parking Lot is scheduled to be part of 2022 TIF Projects. I am working to incorporate these two items into a single project. As the Alley and Parking lot get paved, we need to assess paving the road in front of the office as part of this project, otherwise we will have gravel road section between paved sections.
- Community Center – Participated in a zoom meeting with Trustee Myrick, Freese and Nichols and the Architect to kick-off the concept planning process for the community center.
- Rural Water District – Met with the Chairman of the Carlton Landing Rural Water District regarding the Town partnering with them on performing Administrative and Management Services. Visited with Trustees about the concept. Met with Kay Wall about the possibility and drafting of an Agreement.
- Hunting Designation on Corp Lease – A while ago the Town requested the Hunting designation on Corp Property be removed. We received notice the Corps had removed Hunting from being allowed within the Carlton Landing Leased area. The State also had the area designated for public hunting. The State has not removed the area for Hunting. In conversations with the Department of Wildlife and Conservation the area has been added to this year's list for removal for public hunting. Once the area is removed for hunting by the State, Game Wardens will be able to enforce no hunting. We are working on ordering "No Hunting" signs that will be installed.
- I will be out of the Office Sept 14 – 23 at OML and ICMA Conferences. I will have my phone and laptop with me if you need anything.

Thank you.