

**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; **October 15, 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 September 17, 2022](#)

4. [Consider, discuss, and possibly vote to approve, amend, revise, or deny FY 22-23 Budget Amendment #1, or take any other appropriate action.](#)

Exhibit:[FY 22-23 BUDGET AMENDMENT #1 10-15-2022](#)

5. [Acknowledge receipt of Claims and Purchase Orders Report](#)

6. Items Removed from Consent Agenda

7. [Consider, discuss, and possibly vote to approve, amend, revise, or deny entering into a Contract for Administrative and Managerial Services with Rural Water, Sewer, and Solid Waste Management District No 20, Pittsburgh County, or take any other appropriate action.](#)

Exhibit:

8. [Consider, discuss, and possibly vote to approve, amend, revise, or deny creating the Deputy Town Clerk/Treasurer position, or take any other appropriate action.](#)

Exhibit:[Job Descpt - Deputy Clerk 10-7-22](#)

9. [Consider, discuss, and possibly vote to approve, amend, revise, or deny Amendment #1 to Employment Agreement between the Town of Carlton Landing and J. Gregory Buckley, or take any other appropriate action.](#)

Exhibit: [EMPLOYMENT AGREEMENT March 2022 - AMENDMENT 1 10-15-2022](#)

10. [Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2022-10-](#)

01 establishing the requirement for a Building Permit to be obtained prior to any construction, remodel, addition, or removal; setting a term for Building Permit being valid; and providing a penalty for failing to obtain a building permit, or take any other appropriate action.

- a. Declaring an emergency.

Exhibit: [ORD - Requiring Building Permit 10-12-2022](#)

11. Reports

- a. [Sales Tax Revenue](#) and other Financial Reports [Statement of Revenue and Expenditures BOT Sept 2022](#), [Bank Register - BOT Sept 2022](#), [Income Statement - BOT Sept 2022](#)
- b. [Town Administrator](#)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

12. 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.

13. 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 October 2022, being at least 24 hours prior to the Regular Meeting described above.

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; **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
 - Assssited 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	James G Buckley			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

9/13/2022
12:52 PM

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

Page 1 of 1

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

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.

DRAFT

Item No. _____

Date: October 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly approve, amend, revise, or deny FY 22-23 Budget Amendment #1, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the September 17, 2022 meeting, the Board of Trustees approved providing assistance to Carlton Landing Volunteer Fire and Rescue, Inc. and Carlton Landing Academy. The Budget Amendment increases the Sales Tax Revenue and the Community Support Agreements line items \$18,000.00 each. The FY 2022-2023 Budget had allocated \$6,000.00 for Community Support Agreements. The Carlton Landing Fire and Rescue, Inc. approved for \$750.00 per month, \$9,000.00 annually and the Carlton Landing Academy was up to \$15,000.00 for School Security Officer. With the \$18,000.00 increase Community Support Agreements line item will increase to \$24,000.00.

FUNDING: General Fund

EXHIBITS: FY 22-23 Budget Amendment #1

RECOMMENDED ACTION: Approve FY 22-23 Budget Amendment #1.

BUDGET AMENDMENT FORM

Fiscal Year: 22-23

Amendment #1:

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
GEN	Revenue	Sales Tax	10-000-4000-00	\$18,000.00	\$	\$	\$
	Gen Gov	Community Support Agree	10-15-6030-00	\$	\$	\$18,000.00	\$

Purpose – Increase Support to Volunteer Fire Department and School Security Officer.

Approved by the Town Bord of Trustees on October 15, 2022

Joanne Chinnici, Mayor

[Clerk Seal]

Dr. Jan Summers, Town Clerk

General Fund
Payments Journal (Summary)
9/1/2022 to 9/30/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
9/2/2022	A-10067	James G Buckley	3,052.74
9/2/2022	1341	Dan Hurd	2,300.00
9/2/2022	1340	Anne Marie Elfrink, MS	600.00
9/2/2022	1339	Kiamichi Electric	167.00
9/8/2022	EFT	RWS Cloud Services	94.00
9/9/2022	1343	Cross Telephone Co	97.00
9/9/2022	1342	Landmark	706.80
9/15/2022	EFTPS	EFTPS	1,847.99
9/16/2022	1346	OPEH&W	1,563.82
9/16/2022	1345	OKMRF	1,167.96
9/16/2022	1344	OMMS	500.00
9/16/2022	A-10068	James G Buckley	2,821.01
9/20/2022	EFT	Oklahoma Tax Commission	271.00
9/23/2022	1348	McAlester News Capital	259.00
9/23/2022	1347	Kay Robbins Wall	600.00
9/30/2022			71.49
9/30/2022	1355	Pied Piper Service	80.00
9/30/2022	1354	Landmark	706.80
9/30/2022	1353	Amanda Harjo	800.00
9/30/2022	1352	Freese and Nichols	1,325.50
9/30/2022	1351	Crawford & Associates, P.C.	5,488.75
9/30/2022	1350	Greg Buckley - Reimbursements	500.16
9/30/2022	1349	BOK Credit Card	612.65
9/30/2022	A-10069	James G Buckley	2,821.01
1000 Town of CL Checking 9683 Totals			\$28,454.68
1030 Sinking Fund Checking 3087			
9/28/2022	0005	BOK Financial	1,695.00
9/28/2022	0003	BOK Financial	2,700.00
9/28/2022	0004	BOK Financial	1,600.00
1030 Sinking Fund Checking 3087 Totals			\$5,995.00

Report Options

Check Date: 9/1/2022 to 9/30/2022

Display Notation: No

Fund: General Fund

Item No. _____

Date: October 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly approve, amend, revise, or deny entering into a Contract for Administrative and Managerial Services with Rural Water, Sewer, and Solid Waste Management District No 20, Pittsburgh County, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Rural Water, Sewer, and Solid Waste Management District No. 20, Pittsburgh, County (RWD) has approached the Town about Contracting with the Town to provide Administrative and Managerial Services. The scope of services with the Contract covers general administrative and managerial oversight of the RWD to include – utility billing; account set-up and changes; customer service; general accounting and record keeping; financial reporting and management; assist with Agendas and Board meeting; and assistance with other vendors, contractors, outside agencies on behalf of the RWD.

The initial term is for one (1) year at \$60,000.00. Either Party may cancel with proper Notice. To meet the terms and scope of services the Town will need to add a staff position. The Town Administrator will provide the general oversight, financial management, and representative of RWD to outside groups, vendors, agencies. The utility billing, account management, accounting and financial reporting, and customer service would account for the equivalent of a part time position.

FUNDING: None

EXHIBITS: Administrative and Management Services Agreement

RECOMMENDED ACTION: Approve entering into a Contract for Administrative and Managerial Services with Rural Water, Sewer, and Solid Waste Management District No 20, Pittsburgh County.

Item No. _____

Date: October 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly approve, amend, revise, or deny creating the Deputy Town Clerk/Treasurer position, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The FY 22-23 Budget budgeted for a full-time clerk position. The purpose was to allow for an appointed staff position to cover the day to day administrative duties of the Town Clerk. The duties of the Town Clerk do not account for a full time position; however, they do account for a part-time position. Between the Clerk duties and the Rural Water District duties a full time position is justified.

The Rural Water, Sewer, and Solid Waste Management District No. 20, Pittsburgh, County (RWD) has approached the Town about Contracting with the Town to provide Administrative and Managerial Services. The scope of services with the Contract covers general administrative and managerial oversight of the RWD to include – utility billing; account set-up and changes; customer service; general accounting and record keeping; financial reporting and management; assist with Agendas and Board meeting; and assistance with other vendors, contractors, outside agencies on behalf of the RWD.

The initial term is for one (1) year at \$60,000.00. Either Party may cancel with proper Notice. To meet the terms and scope of services the Town will need to add a staff position. The Town Administrator will provide the general oversight, financial management, and representative of RWD to outside groups, vendors, agencies. The newly created Deputy Town Clerk/ Treasurer position would cover utility billing, account management, accounting and financial reporting, and customer service. The general duties for the Town do not fully support a full time person and the duties for the RWD do not fully support a full time position, by combining the two responsibilities would account for a full time position.

The salary and related expenses for the Deputy Town Clerk would be shared equally between the Toan and the funds from RWD. It is anticipated the cost for a full time person would be \$64,3245.50. The amount covers \$57,000.00 for salary, \$2,850.00 for Retirement, and \$4,474.50 for Taxes. No Health Benefits are provided at this time. The Town would be responsible for \$32,162.25. I have had discussion with Amanda Harjo about the position, if hired, the Town would save the \$800 per month (\$9,600.00 annual) for the Financial Services Agreement.

Additional action items if position is authorized, expanding Retirement Plan to general employees. Retirement model would be 5% match (5% employee/5% Town) Defined Contribution Plan with five (5) year vesting at 20% vesting per year. We would need to establish

an employee Policy Manual establishing Paid Time Off Leave, Holiday Schedule, Travel and Training Policy, and State and Federal required policies.

FUNDING: General Fund and Rural Water District Contract

EXHIBITS: Job Description – Deputy Town Clerk/Treasurer

RECOMMENDED ACTION: Approve creating the Deputy Town Clerk/Treasurer position.

TOWN OF CARLTON LANDING

OCCUPATIONAL TITLE: Deputy Clerk/Treasurer

DEPARTMENT/DIVISION: Administration

GENERAL DEFINITION:

The Deputy Clerk/Treasurer shall serve as the official City custodian of documents.

The work of the Deputy Clerk/Treasurer entails the completion of a variety of special assignments as designated by the Town Administrator, who provides general supervision. The Deputy Clerk/Treasurer shall exercise the powers and duties as prescribed by the Town Administrator and Board of Trustees.

The incumbent receives management direction from the Town Administrator, who reviews work through reports, conferences, and an assessment of results obtained.

ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Serve as custodian of all Town records; attends required meetings, takes minutes, and keeps the journal of the proceedings of the Town Board of Trustees and Town Trusts
- Assist with preparing, posting Agendas;
- Properly publishing and or filing records, documents, notices as required.
- Maintains a record of all ordinances and resolutions approved by the Town Board of Trustees;
- Knowledge of all federal, state and county fiscal reports to the Town Board of Trustees;
- Process and account for Accounts Receivable and Accounts Payable,
- Prepare financial records, reports, and filings as needed for monthly, year-end and annual audit.
- Manage and maintain utility accounts, monthly billing, payments and account changes.
- Knowledge of policies and procedures of the Town;
- Knowledge of the accounting and computer systems;
- Plan and prepare for municipal elections;
- Maintain an awareness of proper safety procedures and guidelines, and apply these in performing daily activities;
- Assist in preparation of all licenses and permits;
- Assist with the customer service;
- Do any and all other functions required by the Town Administrator.

MINIMUM QUALIFICATIONS:

- Knowledge equivalent of an Associate's Degree in public or business administration, accounting, financial management, or a closely related field;
- Four (4) years of experience in managing fiscal operations (preferably in a local government setting); or an equivalent combination of training and/or experience which would afford the applicant with the below referenced knowledge, skills, and abilities;
- Knowledge of modern principles of public financial management, administration, budget preparation, and accounting;
- Substantial knowledge of data processing, personnel administration, and purchasing;
- Knowledge of the rules and regulations governing municipal financial management in Oklahoma;
- Knowledge of modern office management, practices, and procedures and equipment, particularly as applied to municipal accounting operations;
- Ability to maintain effective working relationships with subordinates, other department heads and coworkers;
- Ability to plan, layout and execute municipal accounting programs;
- Ability to communicate effectively, both orally and in writing;
- Skills in administration and management involving principles as well as people.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Some exposure to unpleasant citizens, must be able to handle tactfully;
- Subject to abnormal daily stress;
- Must be able to handle and properly account for large volumes of documentation with confidentiality;
- Must handle detailed, complex concepts and problems; and make rapid decisions regarding administrative issues;
- Work is typically indoors, subject to sitting, standing, walking, and using a telephone for extended periods of time;
- Subject to constant noise of a computer, copying machine, ten-key, and telephone;
- Subject to working in a confined area in close proximity to others, with frequent interruptions;
- Hearing and speech required to communicate clearly and distinctly in English, by telephone and in person, within the confinement of a semi-noisy environment;
- High degree of concentration required to fulfill essential job duties;
- Vision required to read and review written correspondence, reports, statistical and technical information, computer screen, etc.;
- Subject to continuous exposure to light and glare from a computer terminal;
- Must have a professional appearance and demeanor; and convey a professional and positive image and attitude regarding the Town;
- Some local travel may be required to conduct site visits; may be required to attend local or out-of-town conferences and seminars, etc.;
- Must maintain a flexible work schedule to meet various demands of Town Administrator; hours may be long and irregular.

SUPERVISION:

This position is under the supervision of the Town Administrator.

EEO Class: Officials and Administrators (OA/9131)

FLSA Status: exempt

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of Harrah or I may terminate my employment relationship at any time.

Employee

Date

The Town of Carlton Landing, Oklahoma, is an Equal Opportunity Employer.

Item No. _____

Date: October 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise, or deny Amendment #1 to Employment Agreement between the Town of Carlton Landing and J. Gregory Buckley, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Rural Water, Sewer, and Solid Waste Management District No. 20, Pittsburgh, County (RWD) has approached the Town about Contracting with the Town to provide Administrative and Managerial Services. The scope of services with the Contract covers general administrative and managerial oversight of the RWD to include – utility billing; account set-up and changes; customer service; general accounting and record keeping; financial reporting and management; assist with Agendas and Board meeting; and assistance with other vendors, contractors, outside agencies on behalf of the RWD.

The initial term is for one (1) year at \$60,000.00. After accounting for the Deputy Town Clerk/Treasurer position (\$32,162.25) there is available balance of \$27,857.75. The proposed Amendment would provide \$23,500.00 to the Town Administrator for services, \$2,360.00 in Retirement, and approximately \$1,852.60 in taxes, leaving a cushion of about \$125.15 for calculation errors or to the Town General Fund. In addition, the Amendment is directly tied to the RWD Contract, if the Contract terminates so does the additional compensation.

FUNDING: None

EXHIBITS: Amendment #1

RECOMMENDED ACTION: Approve Amendment #1 to Employment Agreement between the Town of Carlton Landing and J. Gregory Buckley.

**AMENDMENT #1 to MARCH 1, 2022
EMPLOYMENT AGREEMENT
BETWEEN THE TOWN OF CARLTON LANDING,
OKLAHOMA
and
J. Gregory Buckley,
TOWN ADMINISTRATOR**

Amendment 1

During the contract period between the Town of Carlton Landing and Rural Water, Sewer, and Solid Waste Management District No. 20 (RWD #20) for Administrative and Management Services the Town agrees to pay EMPLOYEE an additional annual compensation of Twenty-three Thousand Five Hundred and No/100 dollars (\$23,500.00).

It is understood the additional compensations is for additional services provided for performing services related to the Contract with RWD #20, in the event the Contract is terminated, the additional compensation will terminate.

Said Amendment to the Employment Agreement is the only amendment or change to the terms of the Employment Agreement with the effective date of March 1, 2022.

BY:

Joanne Chinnici, Mayor

Date

J. Gregory Buckley, Town Administrator

Date

ATTEST:

Dr. Jan Summers, Clerk-Treasurer

Date

Item No. _____

Date: October 15, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2022-10-01 establishing the requirement for a Building Permit to be obtained prior to any construction, remodel, addition, or removal; setting a term for Building Permit being valid; and providing a penalty for failing to obtain a building permit, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: In reviewing the Building Permit requirements in preparation of attending the September 30, 2022 Builders Guild Meeting, I found no specific requirement for obtaining a Building Permit. While the Town passed Ordinances approving building standards in accordance with State Statutes and setting building permit fees, there is no ordinance or reference to requiring a building permit be obtained. It appears the intent was for a Building Permit to be required and generally Builders have been obtaining permits prior to starting construction.

The proposed Ordinance establishes the requirement for a Building Permit to be obtained prior to starting to build, remodel, enlarge, move, or remove and building or structure. It sets the valid term of the permit to six (6) months for starting and eight (8) months for completion. There is ability for a building permit to be extended at ninety (90) day intervals. A penalty of triple the Building Permit Fee is established for not obtaining a Building Permit prior to beginning any construction work.

FUNDING: None

EXHIBITS: Ord 2022-10-01

RECOMMENDED ACTION: Approve Ordinance 2022-10-01 establishing the requirement for a Building Permit to be obtained prior to any construction, remodel, addition, or removal; setting a term for Building Permit being valid; and providing a penalty for failing to obtain a building permit.

**TOWN OF CARLTON LANDING
ORDINANCE 2022-10-01**

BUILDING PERMIT REQUIRED

AN ORDINANCE ESTABLISHING THE REQUIREMENT FOR A BUILDING PERMIT TO BE OBTAINED PRIOR TO ANY CONSTRUCTION, REMODEL, ADDITION, OR REMOVAL; SETTING A TERM FOR BUILDING PERMIT BEING VALID; AND PROVIDING A PENALTY FOR FAILING TO OBTAIN A BUILDING PERMIT.

WHEREAS, Title 11 of the Oklahoma Statutes, Section 14-107 provides Towns the ability to regulate building regulations;

WHEREAS, The Town has a duty and responsibility to ensure construction standards are met, inspected and enforced and the issuance of a Building Permit establishes the record for what construction activity will occur on a given property;

NOW THEREFORE, be it ordained by the Council of the Town of Carlton Landing, in the State of Oklahoma, as follows:

SECTION 1: **ADOPTION** “20.02 Building Permit Required” of the Carlton Landing Municipal Code is hereby *added* as follows:

ADOPTION

20.02 Building Permit Required*(Added)*

- A. Permit Required. No person shall erect, construct, enlarge, alter, repair, move, improve, remove, demolish, or convert any building or structure or utility such as water, sewer, gas, electrical or cable, or cause to or begin to do the same, without securing from the Town a permit therefor and as required in the building code. Ordinary minor repairs may be made with the approval of the building official without a permit, provided that such repairs shall not violate any of the provisions of this code
- B. Application for Permit. Each application for a permit shall be submitted with the required fee and be filed with the Town on a form furnished for that purpose and shall contain a general description of the proposed work and its location.
- C. Term of Permit. Building permits shall be valid for a term of six (6) months from issuance. If the work authorized has not commenced, is suspended, or abandon within the six (6) month term an application for a new building permit shall be made. All work shall be completed with eight (8) months of issuance of a building permit. For cause, one or more extensions of time, for periods not to exceed 90 days each, may be allowed, if granted in writing by the building official.

- D. Penalty. If any person commences any work before obtaining the necessary permit from the Town, such person shall be subject to the penalty prescribed herein. Where construction is commenced before a permit is obtained, the permit fees shall be tripled. If any work is conducted in violation of the provisions of this chapter or other ordinances of the Town, the building, plumbing, electrical or other permit issued pursuant to this chapter may be suspended, and it is unlawful to continue work until the violation has been corrected to the satisfaction of the building official.

SECTION 2: **EMERGENCY CLAUSE:** It being immediately necessary for the preservation of the public peace, health and safety of the Town of Carlton Landing, Oklahoma, and the inhabitants thereof, an emergency is hereby declared to exist. By reason whereof it is necessary that this ordinance shall go into full effect and be of force immediately upon its passage.

PASSED AND ADOPTED BY THE TOWN OF CARLTON LANDING COUNCIL

_____.

Presiding Officer

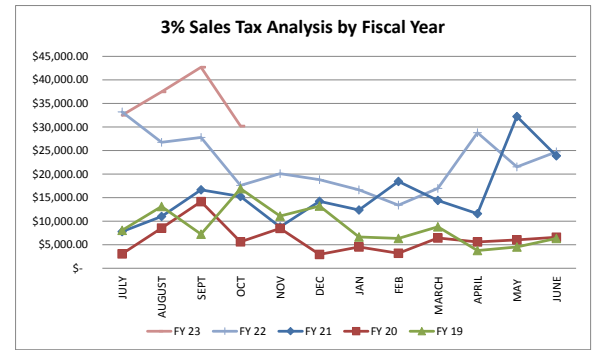
Attest

Joanne Chinnici, Mayor, Town of
Carlton Landing

Dr. Jan Summers, Town
Clerk/Treasurer, Town of Carlton
Landing

**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>
<u>FY 23</u>	\$ 32,499.83	\$ 37,461.11	\$ 42,690.75	\$ 30,204.63									\$ 142,856.32
<u>FY22</u>	\$ 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
<u>FY21</u>	\$ 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
<u>FY20</u>	\$ 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
<u>FY19</u>	\$ 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
<u>FY18</u>	\$ 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
<u>FY17</u>	\$ 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>
<u>FY 23</u>	\$ 1,065.28	\$ 882.34	\$ 1,359.64	\$ 1,147.96									\$ 4,455.22
<u>FY22</u>	\$ 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
<u>FY21</u>	\$ 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
<u>FY20</u>								\$ 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>
<u>FY 23</u>	\$ 6,831.18	\$ 15,434.04	\$ 18,219.98	\$ 8,483.01									\$ 48,968.21
<u>FY22</u>	\$ 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
<u>FY21</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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

		Current Period Sep 2022 Sep 2022 Actual	Year-To-Date Jul 2022 Sep 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	125.02	360.84	800.00	439.16	45.11%
4100	Building Permits/Inspection Fe	762.91	2,540.68	23,580.00	21,039.32	10.77%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	18,219.98	40,485.20	48,000.00	7,514.80	84.34%
4500	Miscellaneous Revenue	57.00	57.00	0.00	(57.00)	0.00%
4015	Pittsburgh County Sinking Fund	0.00	1,304.42	55,600.00	54,295.58	2.35%
4000	Sales Tax	42,964.52	113,293.41	180,000.00	66,706.59	62.94%
9002	Transfer IN from TIF	8,097.66	24,182.08	120,148.00	95,965.92	20.13%
4005	Use Tax	1,359.64	3,307.26	8,000.00	4,692.74	41.34%
4010	Utility Tax	0.00	2,486.45	12,000.00	9,513.55	20.72%
4013	Vehicle Gas/Fuel Tax	76.51	182.21	0.00	(182.21)	0.00%
Total Other Revenue		\$71,663.24	\$188,391.31	\$448,328.00	\$259,936.69	
Non-Departmental Revenues Totals		\$71,663.24	\$188,391.31	\$498,328.00	\$309,936.69	
Revenue		\$71,663.24	\$188,391.31	\$498,328.00	\$309,936.69	
Gross Profit		\$71,663.24	\$188,391.31	\$498,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,563.82	4,691.46	27,420.00	22,728.54	17.11%
5025	Employer Retirement Contributi	1,151.72	2,709.00	15,800.00	13,091.00	17.15%
5000	Salaries	11,192.31	26,115.39	158,000.00	131,884.61	16.53%
5010	Social Security	881.08	2,072.42	12,385.00	10,312.58	16.73%
5015	Unemployment Tax	0.00	0.00	3,238.00	3,238.00	0.00%
5030	Vehicle/Cell Allowance	324.85	974.55	3,900.00	2,925.45	24.99%
Total Personal Services		\$15,113.78	\$36,562.82	\$220,743.00	\$184,180.18	
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	80.00	320.00	240.00	25.00%
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	119.88	119.88	200.00	80.12	59.94%
Total Materials & Supplies		\$199.88	\$199.88	\$1,420.00	\$1,220.12	
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	1,433.34	5,820.00	4,386.66	24.63%
6040	School, Training, Travel	500.16	500.16	6,000.00	5,499.84	8.34%
6000	Utilities	211.00	719.79	4,363.00	3,643.21	16.50%
Total Other Services		\$1,188.94	\$2,653.29	\$18,133.00	\$15,479.71	
Administration Totals		\$16,502.60	\$39,415.99	\$240,296.00	\$200,880.01	
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%

Statement of Revenue and Expenditures

		Current Period Sep 2022 Sep 2022 Actual	Year-To-Date Jul 2022 Sep 2022 Actual	Annual Budget Jul 2022 Jun 2023	Annual Budget Jul 2022 Jun 2023 Variance	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures						
Expenses						
General Government						
Materials & Supplies						
5500	Office Supplies	0.00	0.00	1,500.00	1,500.00	0.00%
5505	Posatge	0.00	60.00	600.00	540.00	10.00%
5520	Software Programs/ Services	94.00	478.00	4,280.00	3,802.00	11.17%
Total Materials & Supplies		\$94.00	\$538.00	\$10,340.00	\$9,802.00	
Other Services						
6030	Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
6025	Contracts & Leases	1,413.60	1,413.60	0.00	(1,413.60)	0.00%
6035	Dues & Memberships	514.99	594.97	3,050.00	2,455.03	19.51%
6015	Insurance	0.00	0.00	5,000.00	5,000.00	0.00%
6800	Office/Gen Administrative Exp	0.00	0.00	15,000.00	15,000.00	0.00%
6020	Professional Services	10,388.75	15,909.25	59,300.00	43,390.75	26.83%
6010	Publication & Notice Expense	259.00	289.75	2,500.00	2,210.25	11.59%
6045	Road & Trail Maintenance	0.00	706.80	21,096.00	20,389.20	3.35%
6040	School, Training, Travel	0.00	1,579.33	2,500.00	920.67	63.17%
6000	Utilities	53.00	159.00	1,000.00	841.00	15.90%
6050	Website Expense	0.00	0.00	4,000.00	4,000.00	0.00%
Total Other Services		\$12,629.34	\$20,652.70	\$119,446.00	\$98,793.30	
Capital Outlay						
7010	Projects	1,325.50	6,696.50	50,000.00	43,303.50	13.39%
Total Capital Outlay		\$1,325.50	\$6,696.50	\$50,000.00	\$43,303.50	
Debt Service						
8000	GO Bond Payments	0.00	0.00	55,600.00	55,600.00	0.00%
8500	Interest Expense	5,466.49	5,944.62	0.00	(5,944.62)	0.00%
Total Debt Service		\$5,466.49	\$5,944.62	\$55,600.00	\$49,655.38	
Transfers Out						
9503	Transfer OUT to Reserve Fund	0.00	0.00	15,000.00	15,000.00	0.00%
Total Transfers Out		\$0.00	\$0.00	\$15,000.00	\$15,000.00	
General Government Totals		\$19,515.33	\$33,831.82	\$250,386.00	\$216,554.18	
Expenses		\$36,017.93	\$73,247.81	\$490,682.00	\$417,434.19	
Revenue Less Expenditures		\$35,645.31	\$115,143.50	\$7,646.00	\$0.00	
Net Change in Fund Balance		\$35,645.31	\$115,143.50	\$7,646.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,014,405.29	934,907.10	0.00	0.00	0.00%
Net Change in Fund Balance		35,645.31	115,143.50	7,646.00	0.00	0.00%
Ending Fund Balance		1,050,050.60	1,050,050.60	0.00	0.00	0.00%

General Fund
Bank Register
9/1/2022 to 9/30/2022

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	575,983.75
9/1/2022		Oklahoma Tax Commission			0.00	0.00	575,983.75
9/1/2022		EFTPS			0.00	0.00	575,983.75
9/2/2022	A-10067	James G Buckley			0.00	3,052.74	572,931.01
9/2/2022	1341	Dan Hurd			0.00	2,300.00	570,631.01
9/2/2022	1340	Anne Marie Elfrink, MS			0.00	600.00	570,031.01
9/2/2022	1339	Kiamichi Electric			0.00	167.00	569,864.01
9/8/2022	EFT	RWS Cloud Services			0.00	94.00	569,770.01
9/9/2022	R-00278	Oklahoma Tax Commission			42,690.75	0.00	612,460.76
9/9/2022	R-00277	Oklahoma Tax Commission			18,219.98	0.00	630,680.74
9/9/2022	R-00276	Oklahoma Tax Commission			1,359.64	0.00	632,040.38
9/9/2022	1343	Cross Telephone Co			0.00	97.00	631,943.38
9/9/2022	1342	Landmark			0.00	706.80	631,236.58
9/12/2022	R-00280	Pittsburg County Clerk			187.45	0.00	631,424.03
9/12/2022	R-00279	Oklahoma Tax Commission			14.08	0.00	631,438.11
9/13/2022	R-00283	Oklahoma Tax Commission			273.77	0.00	631,711.88
9/13/2022	R-00281	OMAG			57.00	0.00	631,768.88
9/15/2022	EFTPS	EFTPS			0.00	1,847.99	629,920.89
9/16/2022	1346	OPEH&W			0.00	1,563.82	628,357.07
9/16/2022	1345	OkMRF			0.00	1,167.96	627,189.11
9/16/2022	1344	OMMS			0.00	500.00	626,689.11
9/16/2022	A-10068	James G Buckley			0.00	2,821.01	623,868.10
9/19/2022	R-00282	CLEDT			8,097.66	0.00	631,965.76
9/20/2022	EFT	Oklahoma Tax Commission			0.00	271.00	631,694.76
9/21/2022	R-00284	Scissortail Homes			762.91	0.00	632,457.67
9/23/2022	1348	McAlester News Capital			0.00	259.00	632,198.67
9/23/2022	1347	Kay Robbins Wall			0.00	600.00	631,598.67
9/30/2022					0.00	71.49	631,527.18
9/30/2022	1355	Pied Piper Service			0.00	80.00	631,447.18
9/30/2022	1354	Landmark			0.00	706.80	630,740.38
9/30/2022	1353	Amanda Harjo			0.00	800.00	629,940.38
9/30/2022	1352	Freese and Nichols			0.00	1,325.50	628,614.88
9/30/2022	1351	Crawford & Associates, P.C.			0.00	5,488.75	623,126.13
9/30/2022	1350	Greg Buckley -			0.00	500.16	622,625.97
9/30/2022	1349	BOK Credit Card			0.00	612.65	622,013.32

General Fund
Bank Register
9/1/2022 to 9/30/2022

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
9/30/2022	A-10069	James G Buckley			0.00	2,821.01	619,192.31
1000 Town of CL Checking 9683 Totals					\$71,663.24	\$28,454.68	\$619,192.31
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
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
1020 2020 GO Bond Checking Totals					\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	47,682.56
9/28/2022	0005	BOK Financial			0.00	1,695.00	45,987.56
9/28/2022	0003	BOK Financial			0.00	2,700.00	43,287.56
9/28/2022	0004	BOK Financial			0.00	1,600.00	41,687.56
1030 Sinking Fund Checking 3087 Totals					\$0.00	\$5,995.00	\$41,687.56
Report Totals					\$71,663.24	\$34,449.68	\$810,544.01
Records included in total = 42							

Report Options

Trans Date: 9/1/2022 to 9/30/2022

Fund: General Fund

Display Notation: No

General Fund
Income Statement
9/1/2022 to 9/30/2022

	Sep 2022
	Sep 2022
	Actual
Revenue	
Other Revenue	
Sales Tax	42,964.52
Use Tax	1,359.64
Lodging Tax	18,219.98
Alcohol Beverage Tax	125.02
Vehicle Gas/Fuel Tax	76.51
Building Permits/Inspection Fe	762.91
Miscellaneous Revenue	57.00
Transfer IN from TIF	8,097.66
Revenue	\$71,663.24
Gross Profit	\$71,663.24
Expenses	
Personal Services	
Salaries	11,192.31
Social Security	881.08
Employer Paid Insurance	1,563.82
Employer Retirement Contributi	1,151.72
Vehicle/Cell Allowance	324.85
Materials & Supplies	
Building Maintenance & Repairs	80.00
Software Programs/ Services	213.88
Other Services	
Utilities	264.00
Rent	477.78
Publication & Notice Expense	259.00
Professional Services	10,388.75
Contracts & Leases	1,413.60
Dues & Memberships	514.99
School, Training, Travel	500.16
Capital Outlay	
Projects	1,325.50
Debt Service	
Interest Expense	5,466.49
Expenses	\$36,017.93
Income (Loss) From Operations	\$35,645.31
Net Income (Loss)	\$35,645.31

Report Options

Period: 9/1/2022 to 9/30/2022
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: General Fund
Include Accounts: Accounts With Activity

Town Administrator's Report October 15, 2022

- Block 10 Parking Lot –Met with Freese and Nichols to get Engineering proposal and clarify a timeframe for the work and completion of the Parking Lot. To help expedite this project will be combined with the Park Lane and Redbud Lane Alley Improvement project. If Alley Improvement Amendment is approved at October meeting, the Surveyor is scheduled to be out the week of October 17 to do the surveying. The timetable for the project is: Receive Engineering Plans by early December; Go out to Bid mid-December; award Bid in January; Parking Lot completion end of April/first part of May. To help with Parking Lot completion we will prioritize the Parking Lot with the Contractor.
- Community Center – We have scheduled a site visit with the Engineer and Architect for November 18. This will provide opportunity to Architect to better understand the conditions of the land and experience the character of Carlton Landing.
- Rural Water District – I prepared a possible scope of work and attended a Special Meeting with the RWD to discuss the concept of the Town contracting to perform administrative and managerial services. We had good discussion about the needs for the RWD and what the Town could provide. Basically, the Town would provide billing services, financial management and reporting, and general administrative/management duties. The Board approved a concept plan for the Town to perform administrative and managerial services for a one-year term at \$60,000.00 per year. Kay and I have been working on a draft Agreement for approval by each of the Boards.
- TIF Revenue Note 2022 - From the Estimate of Needs, updated the projected amount for the TIF Revenue Note 2022. Have discussed with Chris Gander his projection and it appears the Note will be about \$1.25 Million. We have received several projects to be included on the project list. I am working on putting the information together so the TIF Committee can meet, have discussion, and make a recommendation. I plan on having the TIF Note approval and recommendation from the TIF Committee on the November Agenda.
- Builders Guild Meeting – I attended the September 30 Builders Guild meeting. In preparing to have discussion with the Builders about getting permits I found there was not a specific requirement to get a Building Permit. There was approval of the building codes and permit fee, but not a specific requirement to obtain. Worked on a proposed Ordinance providing the requirement that a building

permit must be obtained, establishing how long a permit is valid, and creating a penalty for not getting a permit prior to construction.

- Crossings Building Complaint – Late on September 15, the Town received a complaint regarding possible violation of covenants and the building of a carport next to a house. Mr. and Mrs. Ellsworth sent the complaint for their property at 56 Center Lane. I reviewed with Jim Hasenbeck the Building Code and zoning code. Jim provided the design review for both the House and the Carport. The design review was approved as meeting building code requirements. There is no indication both structures were not properly reviewed and approved. The Town was not part of the convenience of the property. Kay and I are coordinating a response to Mr. and Mrs. Ellsworth.
- FY 22-23 Audit – Elfrink and Associates performed their field work on October 4. They anticipate having a draft and internal review completed by October 21. If all is in order, we should get the Audit and be able to approve at the November Board meeting. Thank you to Amanda for assisting with year-end financials and Auditor requests.

Thank you.