

**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

**MINUTES**

1. Call to Order

The meeting was called to order at 8:41 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici  
Mary Myrick  
Kris Brule'

ABSENT: Chuck Mai  
Clay Chapman

Consent Items

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:

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.

MOTION: A motion was made by Brule' and seconded by Chinnici to approve FY 22-23 Budget Amendment #1.

AYE: Joanne Chinnici  
Kris Brule'

NAY: None  
ABSTAIN: Mary Myrick

5. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Joanne Chinnici  
Mary Myrick  
Kris Brule'

NAY: None  
ABSTAIN: Mary Myrick

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:

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.

**MOTION:** A motion was made by Myrick and seconded by Chinnici to approve the *concept* of entering into a Contract for Administrative and Managerial Services with Rural Water, Sewer, and Solid Waste Management District No 20, Pittsburgh County.

AYE: Joanne Chinnici  
Mary Myrick  
Kris Brule'

NAY: None

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:

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 Town 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.

MOTION: A motion was made by Chinnici and seconded by Brule' to STRIKE this item from the agenda.

AYE: Joanne Chinnici

Mary Myrick  
Kris Brule'

NAY: None

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.

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.

MOTION: A motion was made by Brule' and seconded by Chinnici to STRIKE this item from the agenda.

AYE: Joanne Chinnici  
Mary Myrick  
Kris Brule'

NAY: None

10. Consider, discuss, and possibly vote to approve, amend, revise, or deny Ordinance 2022-10-1 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:

In reviewing the Building Permit requirements in preparation of attending the September 30, 2022 Builders Guild Meeting, it was found no specific requirement for obtaining a Building Permit existed. 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.

MOTION: A motion was made by Chinnici and seconded by Brule' to 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.

AYE: Joanne Chinnici  
Mary Myrick  
Kris Brule'

NAY: None

MOTION: A motion was made Brule' and seconded by Chinnici to declare an emergency.

AYE: Joanne Chinnici  
Mary Myrick  
Kris Brule'

NAY: None

## 11. 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  
None

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

Craig Ireland: Expressed a desire for the Board to establish a short-term rental policy Ordinance that would require them to pay a lodging tax. Kay Wall will explore.

Susan Kubik: Questioned WHO handles 911 in Carlton Landing at this time.

## 13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:28 a.m., October 15, 2022.

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Mayor

Attest:

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Town Clerk

**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    |
|--------------------------------------|--------------------|-----------------------------|--------------|----------------|--------------------|-------------------|------------|
| <b>1000 Town of CL Checking 9683</b> |                    |                             |              |                |                    |                   |            |
|                                      |                    | 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            | Scisortail 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**  
**Income Statement**  
**9/1/2022 to 9/30/2022**

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|                                      | <b>Sep 2022</b>    |
|--------------------------------------|--------------------|
|                                      | <b>Sep 2022</b>    |
|                                      | <b>Actual</b>      |
| <hr/>                                |                    |
| <b>Revenue</b>                       |                    |
| <b>Other Revenue</b>                 |                    |
| 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           |
| <b>Revenue</b>                       | <b>\$71,663.24</b> |
| <b>Gross Profit</b>                  | <b>\$71,663.24</b> |
| <br>                                 |                    |
| <b>Expenses</b>                      |                    |
| <b>Personal Services</b>             |                    |
| 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             |
| <b>Materials &amp; Supplies</b>      |                    |
| Building Maintenance & Repairs       | 80.00              |
| Software Programs/ Services          | 213.88             |
| <b>Other Services</b>                |                    |
| 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             |
| <b>Capital Outlay</b>                |                    |
| Projects                             | 1,325.50           |
| <b>Debt Service</b>                  |                    |
| Interest Expense                     | 5,466.49           |
| <b>Expenses</b>                      | <b>\$36,017.93</b> |
| <b>Income (Loss) From Operations</b> | <b>\$35,645.31</b> |
| <b>Net Income (Loss)</b>             | <b>\$35,645.31</b> |

*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



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

| Check Date                                    | Check / Reference # | Payee                         | Amount             |
|---|---------------------|-------------------------------|--------------------|
| <b>1000 Town of CL Checking 9683</b>          |                     |                               |                    |
| 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           |
| <b>1000 Town of CL Checking 9683 Totals</b>   |                     |                               | <b>\$28,454.68</b> |
| <b>1030 Sinking Fund Checking 3087</b>        |                     |                               |                    |
| 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           |
| <b>1030 Sinking Fund Checking 3087 Totals</b> |                     |                               | <b>\$5,995.00</b>  |

*Report Options*

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

Display Notation: No

Fund: General Fund

**General Fund**  
**Statement of Revenue and Expenditures**

|   |                                | Current<br>Period<br>Sep 2022<br>Sep 2022<br>Actual | Year-To-Date<br>Jul 2022<br>Sep 2022<br>Actual | Annual Budget<br>Jul 2022<br>Jun 2023 | Annual Budget<br>Jul 2022<br>Jun 2023<br>Variance | Jul 2022<br>Jun 2023<br>Percent of<br>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           | 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%  |
| <b>Total Other Revenue</b>              |                                | <b>\$71,663.24</b>                                  | <b>\$188,391.31</b>                            | <b>\$448,328.00</b>                   | <b>\$259,936.69</b>                               |  |
| <b>Non-Departmental Revenues Totals</b> |                                | <b>\$71,663.24</b>                                  | <b>\$188,391.31</b>                            | <b>\$498,328.00</b>                   | <b>\$309,936.69</b>                               |  |
| <b>Revenue</b>                          |                                | <b>\$71,663.24</b>                                  | <b>\$188,391.31</b>                            | <b>\$498,328.00</b>                   | <b>\$309,936.69</b>                               |  |
| <b>Gross Profit</b>                     |                                | <b>\$71,663.24</b>                                  | <b>\$188,391.31</b>                            | <b>\$498,328.00</b>                   | <b>\$0.00</b>                                     |  |
| <b>Expenses</b>                         |                                |   |  |                                       |   |  |
| <b>Administration</b>                   |                                |   |  |                                       |   |  |
| <b>Personal Services</b>                |                                |   |  |                                       |   |  |
| 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%                                       |
| <b>Total Personal Services</b>          |                                | <b>\$15,113.78</b>                                  | <b>\$36,562.82</b>                             | <b>\$220,743.00</b>                   | <b>\$184,180.18</b>                               |  |
| <b>Materials &amp; Supplies</b>         |                                |   |  |                                       |   |  |
| 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%                                       |
| <b>Total Materials &amp; Supplies</b>   |                                | <b>\$199.88</b>                                     | <b>\$199.88</b>                                | <b>\$1,420.00</b>                     | <b>\$1,220.12</b>                                 |  |
| <b>Other Services</b>                   |                                |   |  |                                       |   |  |
| 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%                                       |
| <b>Total Other Services</b>             |                                | <b>\$1,188.94</b>                                   | <b>\$2,653.29</b>                              | <b>\$18,133.00</b>                    | <b>\$15,479.71</b>                                |  |
| <b>Administration Totals</b>            |                                | <b>\$16,502.60</b>                                  | <b>\$39,415.99</b>                             | <b>\$240,296.00</b>                   | <b>\$200,880.01</b>                               |  |
| <b>General Government</b>               |                                |   |  |                                       |   |  |
| <b>Materials &amp; Supplies</b>         |                                |   |  |                                       |   |  |
| 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%  |

## 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.