

**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; **December 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 8:09 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici  
Mary Myrick  
Kris Brule'  
Chuck Mai

ABSENT: Clay Chapman

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on November 19, 2022
- b. Special Meeting of the CL Board of Trustees on November 28, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Chinnici to accept  
The consent agenda as presented.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss and possibly vote to amend, revise, approve or deny a Resolution of the Board of Trustees of the Town of Carlton Landing, Oklahoma (The "Town") Authorizing the Carlton Landing Economic Development Trust (The "Authority") to assist the Town in carrying out and administering the Carlton Landing Economic Development Project Plan Adopted by the Town; Approving the Incurrence of Indebtedness by the Authority issuing its Tax Increment Revenue Note, Taxable Series 2022 (The "Note"); Providing that the

Organizational Document Creating the Authority is Subject to the Provisions of the Indenture Authorizing the Issuance of said Note; Waiving Competitive Bidding with respect to the sale of said Note and Approving the Proceedings of the Authority pertaining to the sale of said Note; Ratifying and Confirming a Security Agreement by and between the Town and the Authority pertaining to the Pledge of Certain Ad Valorem Tax Increment Revenue; Approving the use of assistance in Development Financing; and containing other provisions relating thereto, or take any other appropriate action.  
Exhibit:

The TIF Committee met on November 3, 2022 to discuss recommending a 2022 TIF Revenue Note. Part of the meeting included review of existing TIF Notes, previously identified projects and additional projects. The Committee discussed revising their process and desire to establish a three (3) to five (5) year project priority list. The projects and funding could then be adjusted based on project timing and readiness. Currently, with approving projects on a one (1) year basis funds are allocated to those projects so if a project has parts or is not fully ready to proceed those funds are waiting to be spent. A multiyear approach would allow flexibility to move projects and re-appropriate funds to projects that are ready to go if another approved project is not going to be able to spend all of its appropriated funds within the funding year.

At this time the TIF Committee does not have a project priority list but does support the issuance of the TIF Revenue Note for 2022. This will provide funds are available for ready to go projects when a full plan has been established. Projects for funding would still be brought to the Board of Trustees for approval and funding.

Staff is working on a possible model for TIF Requests and approval process for consideration by the TIF Committee.

MOTION: A motion was made by Brule' and seconded by Chinnici to approve Resolution of the Board of Trustees of the Town of Carlton Landing, Oklahoma (The "Town") Authorizing the Carlton Landing Economic Development Trust (The "Authority") to assist the Town in carrying out and administering the Carlton Landing Economic Development Project Plan Adopted by the Town; Approving the Incurrence of Indebtedness by the Authority issuing its Tax Increment Revenue Note, Taxable Series 2022 (The "Note"); Providing that the Organizational Document Creating the Authority is Subject to the Provisions of the Indenture Authorizing the Issuance of said Note; Waiving Competitive Bidding with respect to the sale of said Note and Approving the Proceedings of the Authority pertaining to the sale of said Note; Ratifying and Confirming a Security Agreement by and between the Town and the Authority pertaining to the Pledge of Certain Ad Valorem Tax Increment Revenue; Approving the use of assistance in Development Financing; and containing other provisions relating thereto.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai

NAY: None

7. Consider, discuss and possibly vote to provide direction to staff on preparing a Residential Short-term Rental Ordinance and a proposed fee schedule, or take any other appropriate action.

Exhibit:

The Town continues to see a growth in the use of residential short-term rentals. We have several businesses that have registered for business licenses indicating they are property managing residential properties. We also have several individuals who have received business licenses for short-term rentals. Staff has been working to educate those with a business license and others about the sales and lodging tax requirements.

Several other Cities have developed and implemented Residential Short-term Rental Ordinance to help manage issues that arise related to rentals. The proposed Ordinance provides for a requirement to register for a residential short-term license. As part of the application and license the property owner would have to identify a contact person if they do not reside in Town. There are requirements for information which must be posted on the property, on marketing/advertising material and provided to each renter. The license is an annual license. Each year the property owner would need to provide evidence they have paid sales and lodging taxes.

The item has been placed on as a discussion item to allow the Board and public to review and provide feedback prior to the Board considering for approval.

Discussion included a suggestion to limit number of occupants to number of beds, a process for tax collection, HOA security, direction for security, addition of golf carts and licenses, and a list of definitions.

MOTION: NO action required

8. Consider, discuss and possibly vote to direct staff on preparing an Ordinance amending the elected Clerk/Treasurer compensation, or take any other appropriate action.

Exhibit:

MOTION: Strike and prepare a list of duties for Clerk/Treasurer

9. 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

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

None

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:59 a.m., December 17, 2022.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Town Clerk

DRAFT

**General Fund  
Bank Register  
11/1/2022 to 11/30/2022**

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	663,292.62
11/4/2022	R-00305	Anchor Homes			762.91	0.00	664,055.53
11/4/2022	R-00304	Born Again Restored LLC			1,525.82	0.00	665,581.35
11/4/2022	EFT	RWS Cloud Services			0.00	94.00	665,487.35
11/4/2022	1372	Oklahoma Uniform Building			0.00	144.00	665,343.35
11/4/2022	1370	Dan Hurd			0.00	5,800.00	659,543.35
11/4/2022	1369	Cross Telephone Co			0.00	97.00	659,446.35
11/7/2022	R-00306	Born Again Restored LLC			762.91	0.00	660,209.26
11/9/2022	R-00301	Oklahoma Tax Commission			36,148.41	0.00	696,357.67
11/9/2022	R-00300	Oklahoma Tax Commission			5,631.70	0.00	701,989.37
11/9/2022	R-00299	Oklahoma Tax Commission			1,458.21	0.00	703,447.58
11/10/2022	R-00302	Oklahoma Tax Commission			14.09	0.00	703,461.67
11/10/2022	A-10072	James G Buckley			0.00	3,052.74	700,408.93
11/11/2022	1375	OkMRF			0.00	1,167.96	699,240.97
11/11/2022	1374	Landmark			0.00	706.80	698,534.17
11/11/2022	1373	Anne Marie Efrink, MS			0.00	6,500.00	692,034.17
11/14/2022	EFTPS	EFTPS			0.00	1,847.99	690,186.18
11/14/2022	R-00307	Kerney Homes			762.91	0.00	690,949.09
11/14/2022	R-00303	Oklahoma Tax Commission			189.47	0.00	691,138.56
11/15/2022	R-00308	Scisortail Homes			762.91	0.00	691,901.47
11/15/2022	R-00298	Pittsburg County Clerk			171.99	0.00	692,073.46
11/17/2022	EFT	Oklahoma Tax Commission			0.00	271.00	691,802.46
11/18/2022	1377	Landmark			0.00	4,064.20	687,738.26
11/18/2022	1376	Freese and Nichols			0.00	989.25	686,749.01
11/22/2022	R-00310	Scisortail Homes			228.86	0.00	686,977.87
11/23/2022	1380	Kay Robbins Wall			0.00	600.00	686,377.87
11/23/2022	1379	OMAG			0.00	70.00	686,307.87
11/23/2022	1378	BOK Credit Card			0.00	1,753.01	684,554.86
11/25/2022	A-10073	James G Buckley			0.00	2,821.01	681,733.85
11/29/2022	R-00309	CLEDT			8,810.22	0.00	690,544.07
11/30/2022					0.00	70.99	690,473.08
<b>1000 Town of CL Checking 9683 Totals</b>					<b>\$57,230.41</b>	<b>\$30,049.95</b>	<b>\$690,473.08</b>
<b>1010 2018 GO Bond Checking</b>							
		Beginning Balance			0.00	0.00	69,786.67
<b>1010 2018 GO Bond Checking Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,786.67</b>

**General Fund**  
**Income Statement**  
**11/1/2022 to 11/30/2022**

	Nov 2022
	Nov 2022 Actual
<b>Revenue</b>	
<b>Other Revenue</b>	
Sales Tax	36,337.88
Use Tax	1,458.21
Lodging Tax	5,631.70
Alcohol Beverage Tax	108.95
Vehicle Gas/Fuel Tax	77.13
Building Permits/Inspection Fe	4,806.32
Transfer IN from TIF	8,810.22
<b>Revenue</b>	<b>\$57,230.41</b>
<b>Gross Profit</b>	<b>\$57,230.41</b>
<b>Expenses</b>	
<b>Personal Services</b>	
Salaries	7,461.54
Social Security	595.67
Employer Retirement Contributi	778.64
Vehicle/Cell Allowance	324.85
<b>Materials &amp; Supplies</b>	
Building Maintenance & Repairs	1,866.60
Software Programs/ Services	94.00
<b>Other Services</b>	
Utilities	240.00
Rent	477.78
Insurance	70.00
Professional Services	13,044.00
Contracts & Leases	2,120.40
Dues & Memberships	504.99
School, Training, Travel	627.24
Road & Trail Maintenance	784.00
<b>Capital Outlay</b>	
Projects	989.25
<b>Debt Service</b>	
Interest Expense	70.99
<b>Expenses</b>	<b>\$30,049.95</b>
<b>Income (Loss) From Operations</b>	<b>\$27,180.46</b>
<b>Net Income (Loss)</b>	<b>\$27,180.46</b>

*Report Options*  
 Period: 11/1/2022 to 11/30/2022  
 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)**  
**11/1/2022 to 11/30/2022**

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
11/4/2022	EFT	RWS Cloud Services	94.00
11/4/2022	1372	Oklahoma Uniform Building	144.00
11/4/2022	1370	Dan Hurd	5,800.00
11/4/2022	1369	Cross Telephone Co	97.00
11/10/2022	A-10072	James G Buckley	3,052.74
11/11/2022	1375	OkMRF	1,167.96
11/11/2022	1374	Landmark	706.80
11/11/2022	1373	Anne Marie Elfrink, MS	6,500.00
11/14/2022	EFTPS	EFTPS	1,847.99
11/17/2022	EFT	Oklahoma Tax Commission	271.00
11/18/2022	1377	Landmark	4,064.20
11/18/2022	1376	Freese and Nichols	989.25
11/23/2022	1380	Kay Robbins Wall	600.00
11/23/2022	1379	OMAG	70.00
11/23/2022	1378	BOK Credit Card	1,753.01
11/25/2022	A-10073	James G Buckley	2,821.01
11/30/2022			70.99
		<b>1000 Town of CL Checking 9683 Totals</b>	<b>\$30,049.95</b>

*Report Options*  
Check Date: 11/1/2022 to 11/30/2022  
Display Notation: No  
Fund: General Fund

Statement of Revenue and Expenditures

		Current Period Nov 2022 Nov 2022 Actual	Year-To-Date Jul 2022 Nov 2022 Actual	Annual Budget Jul 2022 Jun 2023	Annual Budget Jul 2022 Jun 2023 Variance	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Non-Departmental Revenues</b>						
<b>Budget Carryover</b>						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
<b>Total Budget Carryover</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	
<b>Other Revenue</b>						
4012	Alcohol Beverage Tax	108.95	587.78	800.00	212.22	73.47%
4100	Building Permits/Inspection Fe	4,806.32	13,908.00	23,580.00	9,672.00	58.98%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	5,631.70	54,599.91	48,000.00	(6,599.91)	113.75%
4500	Miscellaneous Revenue	0.00	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	36,337.88	180,160.32	198,000.00	17,839.68	90.99%
9002	Transfer IN from TIF	8,810.22	44,544.12	120,148.00	75,603.88	37.07%
4005	Use Tax	1,458.21	5,913.43	8,000.00	2,086.57	73.92%
4010	Utility Tax	0.00	6,540.97	12,000.00	5,459.03	54.51%
4013	Vehicle Gas/Fuel Tax	77.13	340.45	0.00	(340.45)	0.00%
<b>Total Other Revenue</b>		<b>\$57,230.41</b>	<b>\$308,148.16</b>	<b>\$466,328.00</b>	<b>\$158,179.84</b>	
<b>Non-Departmental Revenues Totals</b>		<b>\$57,230.41</b>	<b>\$308,148.16</b>	<b>\$516,328.00</b>	<b>\$208,179.84</b>	
<b>Revenue</b>		<b>\$57,230.41</b>	<b>\$308,148.16</b>	<b>\$516,328.00</b>	<b>\$208,179.84</b>	
<b>Gross Profit</b>		<b>\$57,230.41</b>	<b>\$308,148.16</b>	<b>\$516,328.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>Administration</b>						
<b>Personal Services</b>						
5020	Employer Paid Insurance	0.00	6,255.28	27,420.00	21,164.72	22.81%
5025	Employer Retirement Contributi	778.64	4,266.28	15,800.00	11,533.72	27.00%
5000	Salaries	7,461.54	41,038.47	158,000.00	116,961.53	25.97%
5010	Social Security	595.67	3,263.76	12,385.00	9,121.24	26.35%
5015	Unemployment Tax	0.00	0.00	3,238.00	3,238.00	0.00%
5030	Vehicle/Cell Allowance	324.85	1,624.25	3,900.00	2,275.75	41.65%
<b>Total Personal Services</b>		<b>\$9,160.70</b>	<b>\$56,448.04</b>	<b>\$220,743.00</b>	<b>\$164,294.96</b>	
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	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	246.73	800.00	553.27	30.84%
5520	Software Programs/ Services	0.00	119.88	200.00	80.12	59.94%
<b>Total Materials &amp; Supplies</b>		<b>\$0.00</b>	<b>\$446.61</b>	<b>\$1,420.00</b>	<b>\$973.39</b>	
<b>Other Services</b>						
6035	Dues & Memberships	490.00	490.00	1,380.00	890.00	35.51%
6015	Insurance	70.00	140.00	570.00	430.00	24.56%
6005	Rent	477.78	2,388.90	5,820.00	3,431.10	41.05%
6040	School, Training, Travel	627.24	1,998.40	6,000.00	4,001.60	33.31%
6000	Utilities	183.00	1,098.79	4,363.00	3,264.21	25.18%
<b>Total Other Services</b>		<b>\$1,848.02</b>	<b>\$6,116.09</b>	<b>\$18,133.00</b>	<b>\$12,016.91</b>	
<b>Administration Totals</b>		<b>\$11,008.72</b>	<b>\$63,010.74</b>	<b>\$240,296.00</b>	<b>\$177,285.26</b>	
<b>General Government</b>						
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	1,866.60	1,866.60	2,500.00	633.40	74.66%
5530	Miscellaneous	0.00	0.00	1,460.00	1,460.00	0.00%



## Town Administrator's Report December 17, 2022

- Alley Phase II and Block 10 Parking Lot –Mike K and I have several meetings with Freese and Nichols to review plans, discuss layout and drainage. Plans have been complete to submit for Bidding. Notice to Bid was in December 14 McAlester newspaper. Pre-Bid Conference is scheduled for Wednesday December 21 and Bid Opening is scheduled for Thursday January 12 at 2:00 pm. Award of Bid is planned for January 21 CLEDT Meeting.
- Community Center – We had a meeting and site visit on November 18 with Method Group, Architect, Freese and Nichols, Engineer, Committee Chair Mary Myrick, Mayor Joann Chinnici, Planning Commission Chair Jim Hasenbeck, Mike Kerney and myself. The committee had discussion related to building purpose, general design and features. We have a follow-up meeting with Method Group on December 19 to review the initial design scheme.
- Entrance Road – Snow Plowing and Road Treatment. Bids for one-year service contract were sent out to about six vendors, including last years contractor. We received no bids. I reached out to last years contractor to inquire about them submitting a bid. He indicated he would, after several attempts to follow up and contact, I never received a bid. I reached out to L&Z Enterprises to see if they would put in a bid. They indicated they would but not as a one year contract. They submitted a five (5) year proposal. The five (5) year proposal is upfront \$5,000.00 for Road Treatment Service and upfront \$3,000.00 for Snow Plowing Services, both include the first year's treatment then a price per treatment after the first treatment. I checked with Kay on ability to pre-pay for service and she indicated it is, although we will need to provide that future years will still be subject to funding. While this is not ideal and we are risking the payment for future performance, it has been the only option which will ensure we will receive road treatment when it snows.
- Stephens Road – Plan are substantially complete. Freese and Nichols is preparing the application request for the Corp of Engineers approval and related permits. The request

for approval should be turned into the Corp by Christmas. Mike and I have a couple meetings with Freese and Nichols to refine the plans. Once the Corp approves the plans we will start the Bid process.

- Rural Water District – Amanda and I have been reviewing the files and accounts for the RWD #20. We have updated the Bank accounts with new signature cards for access. We have set it on some initial training with their Billing Software and Water Meter System. I met with representatives of the meter company Badger, who is working to update the automated meters to new platform, which will allow the meters to be read electronically. Meters have been read manually for about the last year.
- Marina Center Expansion - Attended a meeting with Corps of Engineers, Jim Boohaker and Bob Buckner about future expansion plans for the Marina.
- TIF Revenue Note 2022 –Visited with Chris Gander a few times to review Note amount, and financing impact related to increased Federal Reserve Rates. We did get a higher rate from last year's 5.5% to 7.25%, which did lower our projected amount for projects.
- TIF Committee - Coordinated and participated in TIF Committee meeting. I updated the funding projections and project list. TIF Committee reviewed projects and discussed need to develop multi-year project funding plan. I have worked on model for putting projects and establishing project priorities for presentation to the Committee. TIF Committee is continuing to review process for prioritizing projects and is not ready to make project recommendation to the Board as this time.
- Future Alley Projects – Discussed the status of Proposal for Engineering of the remainder of the Alleys for asphalt improvement. They are working on the proposal but at my request focused on getting currently Alley Phase II and Block 10 Parking lot and Stephens Road engineering plans completed. Once I receive their proposal will review with the TIF Committee for recommendation to the Board.

- Permit Software – I set in on a couple of demos for Building Permit software. I would like to see if we could better manage and streamline the permit process and management. Customers can submit an permit application on line, but it is cumbersome on Staff end to pull the information from the web site and then we have a paper process. I would like to see if we can better automate the whole process and have an online record of issued permits. One system I reviewed would also allow for inspections to be done online and attached to the building permit record.

Thank you and I wish everyone a safe and Merry Christmas.

DRAFT