

**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

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 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

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: TIF Note Resolution

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: [Short-Term Residential Rental Ord Draft 12-9-2022](#)

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:

9. Reports

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

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

Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.

11. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as "the High School Classroom"

At 4:00 PM on the ____th day of December 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; **November 19, 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 8:22 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule'
Chuck Mai
Clay Chapman

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on October 15, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Chapman to accept the Consent Agenda as presented.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai
Clay Chapman

NAY: None

5. Consider, discuss, and possibly vote to amend, revise, approve or deny the Carlton Landing Board of Trustees meeting schedule for the year 2023 and set the meeting start time immediately following the Carlton Landing Economic Development Trust meeting, or take any other appropriate action.
Exhibit:

The meeting schedule maintains the Board of Trustee meetings on the third Saturday of each month to immediately follow the Economic Development Trust meeting. Location of the meeting will be:

10B Boulevard, Carlton Landing, OK 74432
Carlton Landing Academy - Cafeteria

Meeting Dates:

January 21
February 18
March 18
April 15
May 20
June 17

July 15
August 19
September 16
October 21
November 18
December 16

6. Items Removed from Consent Agenda

7. Consider, discuss and acknowledge receipt of Fiscal Year 2021-2022 Audit as prepared by Elfrink and Associates or take any other appropriate action.
Exhibit:

Audit was completed by Elfrink and Associates. Staff worked with Crawford and Associates to complete year-end reporting and to provide requested documentation. Ann Elfrink presented a summary of the 2021-2022 Fiscal Year Audit.

MOTION: A motion was made by Brule' and seconded by Mai to Acknowledge receipt of Fiscal Year 2021-2022 Audit as prepared by Elfrink and Associates.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai
Clay Chapman

NAY: None

8. 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 Mai and seconded by Chinnici to approve 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
Kris Brule'
Mary Myrick
Chuck Mai
Clay Chapman

NAY: None

9. 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 up to \$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. Mr. Buckley had a 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.

Trustee Myrick recommended the position be posted and interviews occur with candidates.

After a discussion regarding the title of the Town Clerk position it was suggested the position be titled Administrative Clerk.

MOTION: A motion was made by Chinnici and seconded by Chapman to approve creating the Administrative Clerk position.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai
Clay Chapman

NAY: None

10. 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:

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.

In addition, there was discussion of the need for an Administrative Clerk 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.

All trustees agreed that taking on the rural Water Board and having Mr. Buckley administer was a good idea; however, there was discussion and discord regarding the necessity for a full time Administrative Clerk and for compensation to be given the Town Administrator for additional duties as Administrator for the Rural Water District.

MOTION: A motion was made by Chapman and seconded by Mai to approve Amendment #1 to Employment Agreement between the Town of Carlton Landing and J. Gregory Buckley.

AYE: Joanne Chinnici
Chuck Mai
Clay Chapman

NAY: Mary Myrick
Kris Brule'

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

Kay Wall reported that she would be researching how to make sure everyone is paying their lodging tax.

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

Heather Scott addressed general comments.

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:40 a.m., November 19, 2022.

Mayor

Attest:

Town Clerk

11/17/2022
10:39 AM

**General Fund
Bank Register
10/1/2022 to 10/31/2022**

Page 1 of 2

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund						
Town of CL Checking 9683						
			Beginning Balance			619,192.31
10/6/2022	EFT		RWS Cloud Services		94.00	619,098.31
10/7/2022	1356		Cross Telephone Co		97.00	619,001.31
10/7/2022	1357		Kiamichi Electric		152.00	618,849.31
10/7/2022	1358		OPEH&W		1,563.82	617,285.49
10/7/2022	R-00288		Oklahoma Tax Commission	1,147.96		618,433.45
10/7/2022	R-00289		Oklahoma Tax Commission	8,483.01		626,916.46
10/7/2022	R-00290		Oklahoma Tax Commission	30,204.63		657,121.09
10/11/2022	R-00285		Pittsburg County Clerk	184.41		657,305.50
10/11/2022	R-00291		Oklahoma Tax Commission	324.40		657,629.90
10/11/2022	R-00292		Oklahoma Tax Commission	14.69		657,644.59
10/13/2022	EFTPS		EFTPS		2,728.62	654,915.97
10/13/2022	R-00293		Scissortail Homes	762.91		655,678.88
10/14/2022	1359		Dan Hurd		700.00	654,978.88
10/14/2022	1360		Oklahoma Uniform Building		16.00	654,962.88
10/14/2022	1361		OkMRF		1,727.58	653,235.30
10/14/2022	A-10070		James G Buckley		3,052.74	650,182.56
10/14/2022	R-00286		Kiamichi Electric	4,054.52		654,237.08
10/17/2022					82.01	654,155.07
10/17/2022	R-00287		CLEDT	11,551.82		665,706.89
10/19/2022	EFT		Oklahoma Tax Commission		399.00	665,307.89
10/21/2022	1362		Kay Robbins Wall		600.00	664,707.89
10/21/2022	1363		McAlester News Capital		83.10	664,624.79
10/21/2022	1364		OMAG		70.00	664,554.79
10/24/2022	1365		Carlton Landing Fire and		750.00	663,804.79
10/24/2022	R-00294		Kerney Homes	762.91		664,567.70
10/24/2022	R-00295		Anchor Homes	4,577.46		669,145.16
10/25/2022	R-00296		Clay Chapman	228.86		669,374.02
10/28/2022	1366		BOK Credit Card		1,610.50	667,763.52
10/28/2022	1367		Amanda Harjo		1,128.75	666,634.77
10/28/2022	1368		Carlton Landing Fire and		750.00	665,884.77
10/28/2022	A-10071		James G Buckley		2,821.01	663,063.76

11/17/2022
11:32 AM

General Fund
Income Statement
10/1/2022 to 10/31/2022

Page 1 of 1

	Oct 2022	Oct 2022	Actual
<hr/>			
Revenue			
Other Revenue			
Sales Tax		30,529.03	
Use Tax		1,147.96	
Utility Tax		4,054.52	
Lodging Tax		8,483.01	
Alcohol Beverage Tax		117.99	
Vehicle Gas/Fuel Tax		81.11	
Building Permits/Inspection Fe		6,561.00	
Transfer IN from TIF		11,551.82	
		<hr/>	
Revenue		\$62,526.44	
Gross Profit		\$62,526.44	
<hr/>			
Expenses			
Personal Services			
Salaries		7,461.54	
Social Security		595.67	
Employer Paid Insurance		1,563.82	
Employer Retirement Contributi		778.64	
Vehicle/Cell Allowance		324.85	
Materials & Supplies			
Office Supplies		246.73	
Software Programs/ Services		94.00	
Other Services			
Utilities		249.00	
Rent		477.78	
Publication & Notice Expense		83.10	
Insurance		70.00	
Professional Services		2,444.75	
Community Support Agreements		1,500.00	
Dues & Memberships		14.99	
School, Training, Travel		871.00	
Debt Service			
Interest Expense		82.01	
		<hr/>	
Expenses		\$16,857.88	
Income (Loss) From Operations		\$45,668.56	
Net Income (Loss)		\$45,668.56	

Report Options

Period: 10/1/2022 to 10/31/2022
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: General Fund
Include Accounts: Accounts With Activity

11/17/2022
10:45 AM

General Fund
Payments Journal (Summary)
10/1/2022 to 10/31/2022

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
10/6/2022	EFT	RWS Cloud Services	94.00
10/7/2022	1358	OPEH&W	1,563.82
10/7/2022	1357	Kiamichi Electric	152.00
10/7/2022	1356	Cross Telephone Co	97.00
10/13/2022	EFTPS	EFTPS	2,728.62
10/14/2022	1361	OkMRF	1,727.58
10/14/2022	1360	Oklahoma Uniform Building	16.00
10/14/2022	1359	Dan Hurd	700.00
10/14/2022	A-10070	James G Buckley	3,052.74
10/17/2022			82.01
10/19/2022	EFT	Oklahoma Tax Commission	399.00
10/21/2022	1364	OMAG	70.00
10/21/2022	1363	McAlester News Capital	83.10
10/21/2022	1362	Kay Robbins Wall	600.00
10/24/2022	1365	Carlton Landing Fire and	750.00
10/28/2022	1368	Carlton Landing Fire and	750.00
10/28/2022	1367	Amanda Harjo	1,128.75
10/28/2022	1366	BOK Credit Card	1,610.50
10/28/2022	A-10071	James G Buckley	2,821.01
1000 Town of CL Checking 9683 Totals			\$18,426.13

Report Options

Check Date: 10/1/2022 to 10/31/2022

Display Notation: No

Fund: General Fund

General Fund
Statement of Revenue and Expenditures

		Current Period Oct 2022 Oct 2022 Actual	Year-To-Date Jul 2022 Oct 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	478.83	800.00	321.17	59.85%
4100	Building Permits/Inspection Fe	6,561.00	9,101.68	23,580.00	14,478.32	38.60%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	8,483.01	48,968.21	48,000.00	(968.21)	102.02%
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	30,529.03	143,822.44	180,000.00	36,177.56	79.90%
9002	Transfer IN from TIF	11,551.82	35,733.90	120,148.00	84,414.10	29.74%
4005	Use Tax	1,147.96	4,455.22	8,000.00	3,544.78	55.69%
4010	Utility Tax	4,054.52	6,540.97	12,000.00	5,459.03	54.51%
4013	Vehicle Gas/Fuel Tax	81.11	263.32	0.00	(263.32)	0.00%
Total Other Revenue		\$62,526.44	\$250,917.75	\$448,328.00	\$197,410.25	
Non-Departmental Revenues Totals		\$62,526.44	\$250,917.75	\$498,328.00	\$247,410.25	
Revenue		\$62,526.44	\$250,917.75	\$498,328.00	\$247,410.25	
Gross Profit		\$62,526.44	\$250,917.75	\$498,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,563.82	6,255.28	27,420.00	21,164.72	22.81%
5025	Employer Retirement Contributi	778.64	3,487.64	15,800.00	12,312.36	22.07%
5000	Salaries	7,461.54	33,576.93	158,000.00	124,423.07	21.25%
5010	Social Security	595.67	2,668.09	12,385.00	9,716.91	21.54%
5015	Unemployment Tax	0.00	0.00	3,238.00	3,238.00	0.00%
5030	Vehicle/Cell Allowance	324.85	1,299.40	3,900.00	2,600.60	33.32%
Total Personal Services		\$10,724.52	\$47,287.34	\$220,743.00	\$173,455.66	
Materials & Supplies						
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	246.73	246.73	800.00	553.27	30.84%
5520	Software Programs/ Services	0.00	119.88	200.00	80.12	59.94%
Total Materials & Supplies		\$246.73	\$446.61	\$1,420.00	\$973.39	
Other Services						
6035	Dues & Memberships	0.00	0.00	1,380.00	1,380.00	0.00%
6015	Insurance	70.00	70.00	570.00	500.00	12.28%
6005	Rent	477.78	1,911.12	5,820.00	3,908.88	32.84%
6040	School, Training, Travel	871.00	1,371.16	6,000.00	4,628.84	22.85%
6000	Utilities	196.00	915.79	4,363.00	3,447.21	20.99%
Total Other Services		\$1,614.78	\$4,268.07	\$18,133.00	\$13,864.93	
Administration Totals		\$12,586.03	\$52,002.02	\$240,296.00	\$188,293.98	
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%

TOWN OF CARLTON LANDING
REGULAR MEETING SCHEDULE OF THE BOARD OF TRUSTEES
2023

By action of the Board of the Board of Trustees on November 19, 2022 all Regular Meetings of the Carlton Landing Board of Trustees for calendar year 2023 will be held on the 3rd Saturday of each month at 10B Boulevard, Carlton Landing, OK also known as the Carlton Landing Academy "Cafeteria" immediately following the meeting of the Economic Development Trust, unless otherwise stated in the posted Agenda/Notice.

MONTH

DATE

January

January 21, 2023

February

February 18 2023

March

March 18, 2023

April

April 15, 2023

May

May 20, 2023

June

June 17 2023

July

July 15, 2023

August

August 19, 2023

September

September 16, 2023

October

October 21, 2023

November

November 18, 2023

December

December 16, 2023

Mayor

Attest: Town Clerk-Treasurer

Town Administrator's Report November 19, 2022

- ☐ Block 10 Parking Lot –Mike K and I had meeting with Freese and Nichols to review preliminary plans, discuss layout and drainage. Plans still on schedule to be delivered first part of December.
- ☐ Community Center – Had preliminary discussion with Freese and Nichols about site visit. Site visit meeting is scheduled for Friday, November 18.
- ☐ Entrance Road – Pittsburgh County District #1 had been working on preparing soft spots in the road to help stabilize the base. They laid down asphalt in problem spots and improved the overall condition of the road.
- ☐ Stephens Road – Mike K and I met with Freese and Nichols on updated 60% plans after out meeting with the Corp. The road has shifted to the east slightly. The shift allows the whole road to be on the Corp Lease and limit impact of property to the west of section line easement. Corp has approved Geo coring to occur. Contractor is scheduled for November 28. Mike and Freese and Nichols is coordinating permitting requirements.
- ☐ Rural Water District – Worked with Kay W and Caleb Conner in finalizing the Administrative Services Agreement between the RWD and Town.
- ☐ 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 –Discussed the projected TIF Revenue Note with Chris Gander and the timing for Authorization and approval. Preliminarily looking like approximately \$1.4 Million and placed on the December Agenda.
- ☐ 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

DRAFT

TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES
Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
"the Town Office"
Monday: November 28, 2022: 3:00 pm

MINUTES

1. Call to Order

The meeting was called to order at 3:09 p.m. with Mayor Chinnici presiding

2. Roll Call

PRESENT: Joanne Chinnici, Chuck Mai, Clay Chapman

ABSENT: Mary Myrick, Kris Brule'

3. Discussion, consideration, and possible action to approve or disapprove the **establishment of an Administrative Clerk position** for the Town of Carlton Landing, selecting the candidate for the position, and setting the salary.

Greg Buckley reported the position was posted on the town website and on the Facebook Community Bulletin Board and that two candidates applied, and there was one other inquiry. Of the two candidates only one had experience with municipality and water board, as well as the accounting system used by the town.

MOTION: A motion was made by Chinnici and seconded by Mai to approve the establishment of an Administrative Clerk position for the Town of Carlton Landing, selecting Amanda Harjo for the position, and setting the salary at \$57,000 plus retirement benefits.

AYE: Chinnici
Mai
Chapman

NAY: None

4. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 3:15 p.m., November 28 2022.

Mayor

Attest:

Town Clerk

12/15/2022
10:57 AM

General Fund
Payments Journal (Summary)
11/1/2022 to 11/30/2022

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
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
1000 Town of CL Checking 9683 Totals			\$30,049.95

Report Options

Check Date: 11/1/2022 to 11/30/2022

Display Notation: No

Fund: General Fund

Item No. _____

Date: December 17, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: 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.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: 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.

FUNDING: None

EXHIBITS: TIF Resolution- Town

RECOMMENDED ACTION: 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.

RESOLUTION NO. 2022-12-01

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.

WHEREAS, the Carlton Landing Economic Development Trust (the “Authority”) was created by a Trust Indenture dated as of July 19, 2014, for the use and benefit of the Town of Carlton Landing, Oklahoma (the “Town”), under authority of and pursuant to the provisions of Title 60, Oklahoma Statutes 2021, Sections 176 to 180.4, inclusive, as amended and supplemented (the “Act”), the Oklahoma Trust Act and other applicable statutes of the State of Oklahoma; and

WHEREAS, the Town has adopted and approved the Carlton Landing Economic Development Project Plan, as may be amended from time to time (collectively, the “Project Plan”) by Ordinance No. 26 dated September 5, 2015, as may be amended from time to time (collectively, the “TIF Ordinance”), pursuant to the Oklahoma Local Development Act, Title 62, Oklahoma Statutes, Section 850, *et seq.* as amended (the “Local Development Act”); and

WHEREAS, the Town, by virtue of the TIF Ordinance, has created Increment District No. 1, Town of Carlton Landing (the “Increment District”), pursuant to the Local Development Act; and

WHEREAS, the Authority, on behalf of the Town, has heretofore entered into certain economic development agreements related to the implementation of the Project Plan (collectively referred to herein as the “Development Agreements”), for the purpose of providing a framework for the development of a portion of the Increment District and the completion of certain improvements contemplated by the Project Plan; and

WHEREAS, the Authority and the Town have agreed to provide assistance in development financing (as authorized by Section 853(14)(o) of the Local Development Act), including specifically the reimbursement of authorized Project Costs, all as more fully set forth in the Development Agreements; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA:

SECTION 1. AUTHORITY THE DESIGNATED PUBLIC ENTITY. The Authority is designated as the public entity authorized to assist the Town in carrying out and administering the provisions of the Project Plan and to exercise all powers necessary thereto except those powers reserved to the Town by the TIF Ordinance and the Local Development Act.

SECTION 2. INDEBTEDNESS AUTHORIZED. The Authority is hereby authorized to incur an indebtedness by the issuance of its Tax Increment Revenue Note, Taxable Series 2022 in the principal amount of not to exceed \$1,385,000.00 (the "Note"), according to the terms and conditions of a General Bond Indenture dated as of April 1, 2018, as previously supplemented and amended, and as further supplemented and amended by a Series 2022 Supplemental Note Indenture (collectively, the "Indenture"), all by and between the Authority and BOKF, NA, as Trustee (the "Trustee"), provided that said Note shall never constitute a debt of the Town of Carlton Landing, Oklahoma.

SECTION 3. ORGANIZATIONAL DOCUMENT SUBJECT TO INDENTURE. The organizational document creating the Authority, is hereby made subject to the terms of the Indenture authorizing the issuance and securing the payment of the Note as more fully described in Section 2 hereof.

SECTION 4. WAIVING COMPETITIVE BIDDING; APPROVAL OF SALE PROCEEDINGS. The waiving of competitive bidding for the sale of the Note and the sale of said Note by the Authority to MidFirst Bank, at a price of par, is hereby approved.

SECTION 5. SECURITY AGREEMENT. The City hereby ratifies and confirms the execution of a Security Agreement dated as of April 1, 2018, by and between the Authority and the Town (the "Security Agreement"), which Security Agreement pertains to the transfer of the Ad Valorem Increment Revenues (as defined in the TIF Ordinance) to the Authority in furtherance of the implementation of the Project Plan.

SECTION 6. ASSISTANCE IN DEVELOPMENT FINANCING. The use of assistance in development financing, as may be contemplated in the Development Agreements, and as authorized by Section 853(14)(o) of the Local Development Act, is hereby approved.

SECTION 7. AUTHORIZING EXECUTION. The Mayor or Vice Mayor and Town Clerk or Deputy Town Clerk of the Town representing the Town at the closing of the above-referenced note issue are hereby authorized to execute and deliver on behalf of the Town any and all certifications and documentation necessary or attendant to the delivery of the Note, as directed by Bond Counsel; and are further authorized to approve and make any changes to the documents approved by this Resolution, for and on behalf of the Town, the execution and delivery of such documents being conclusive as to the approval of any terms contained therein.

[Remainder of Page Left Blank Intentionally]

PASSED AND APPROVED THIS 17TH DAY OF DECEMBER, 2022.

TOWN OF CARLTON LANDING, OKLAHOMA

(SEAL)

By: _____
Mayor

ATTEST:

By: _____
Town Clerk

CERTIFICATE
OF
BOARD OF TRUSTEES ACTION

I, the undersigned, hereby certify that I am the duly qualified and acting Town Clerk of the Town of Carlton Landing, Oklahoma.

I further certify that the Board of Trustees of the Town of Carlton Landing, Oklahoma, held a Regular Meeting immediately following the Carlton Landing Economic Development Trust at 8:00 o'clock a.m., on December 17, 2022, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said Board of Trustees at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Trustees present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved; and those voting for and against such motion:

PRESENT:

ABSENT:

MOTION MADE BY:

MOTION SECONDED BY:

AYE:

NAY:

WITNESS MY HAND THIS 17TH DAY OF DECEMBER, 2022.

TOWN OF CARLTON LANDING, OKLAHOMA

(SEAL)

Town Clerk

Item No. _____

Date: December 17, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: 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.

INITIATOR: Mayor Joanne Chinnici,
Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: 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.

FUNDING: None

EXHIBITS: Draft Proposed Residential Short-term Rental Ordinance

RECOMMENDED ACTION: Provide direction to staff on preparing a Residential Short-term Rental Ordinance and a proposed fee schedule.

Draft

Short-Term Rental – Ordinance

Purpose

A short-term rental is defined as the rental of an existing or otherwise permitted dwelling structure or any portion thereof, for a period of not more than thirty (30) days, where the owner is engaged in a contract for the rental of that specific dwelling, or any portion thereof. An annual short-term rental license may be issued to eligible applicants by the Town Clerks Office. A short-term rental license is a privilege, not a right, and may be denied, suspended, revoked or not renewed. This definition shall not be interpreted to alter, add to, or in any way supersede existing zoning uses allowed in zoning districts, particularly provisions regarding the allowance, or not, of accessory dwelling structures.

Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings described to them in this section, except where the context clearly indicates a different meaning:

“Residential short-term rental” any dwelling, portion thereof, or habitable accessory structure, for rent for a temporary period of time up to thirty (30) consecutive calendar days per guest within a ninety (90) day period.

“Guest” a person who rents or occupies with others a residential short-term rental.

“Local contact person” a resident of the Town of Carlton Landing (can include the Operator if a resident) to be contacted by the Town regarding violations by the short-term rental property or the guests.

“Operator” a person or entity that offers a dwelling, portion thereof, or habitable accessory structure for rent as a short-term rental. An operator may be an owner of, or person authorized by the owner of the dwelling.

“Rent” all payments, except deposit and damages, to be made to the owner/operator of a residential short-term rental property for the temporary occupancy of such dwelling.

“Temporary Lodging” Rental of a dwelling, portion thereof, or habitable accessory structure for a period of less than thirty (30) consecutive days, where rents are charged by the day, by the week, or the full rental period.

General Conditions

1. No Operator shall manage/operate a residential short-term rental, advertise or offer for rent a residential short-term rental without a current valid license issued by the Town

Clerks Office.

2. A residential short-term rental license shall expire on January 31 each year, or upon change of ownership. The initial license fee may be pro-rated for applications and licenses issued after January 31. Licenses may be renewed on an annual basis upon filing a renewal application with the Town Clerks Office. The initial and renewal license fee shall be set, or amended, by Resolution or Ordinance by the Board of Trustees in the Carlton Landing Fee Schedule.
3. A residential short-term rental license is granted to a specific operator for a specific dwelling, portion thereof, or habitable accessory structure and shall not be sold or otherwise transferred. A new residential short-term license is required when the dwelling or the property on which the dwelling sits is sold or conveyed or when the operator ceases to have a legal right to occupy the dwelling or property.
4. No license shall be issued or renewed until the applicant produces a sales tax permit issued by the State of Oklahoma or evidence that such collection is done by a third-party rental agent.
5. No license shall be issued or renewed wherein sales and lodging taxes are delinquent and are owed by the owner or operator of the property or if the property is in violation of any section of the Town of Carlton Landing Code of Ordinances. No renewal shall be issued for a property deemed to be in violation of the Carlton Landing Code until such violation is resolved through final disposition or upon certification by the building code official that the property is in compliance with applicable codes.
6. Only one (1) party of guests are permitted per short-term rental and anyone under the age of eighteen (18) is prohibited from renting the short-term rental.
7. Use of the short-term rental for any commercial or social events is prohibited.
8. The short-term rental shall outwardly appear as a residential dwelling.
9. Short-term rentals shall not adversely affect the residential character of the neighborhood, nor shall the use generate noise, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of his or her residence.
10. A licensee or guest of a short-term rental shall not use or allow use of sound equipment, amplified music, and musical instruments.
11. A licensee or guest of a short-term rental shall not violate any parking ordinances or recreational vehicles regulations of the Town of Carlton Landing.

12. An operator of a residential short-term rental who does not reside within the Town of Carlton Landing must identify an individual or individuals to serve as a local contact person to respond to emergency conditions.
13. A local contact person designated in the license application must be present within the Town of Carlton Landing area and be available to respond within one (1) hour after being notified of an emergency by a guest of the short-term rental, by a Town employee, or by an individual. If there is a change related to a local contact, the licensee must provide updated or new information to the Town Clerks Office in writing within three (3) business days.
14. The operator, or person or entity on behalf of, shall provide the valid license number on any listing advertising or soliciting the property for use as a residential short-term rental. The operator shall only advertise the short-term rental as allowed by their short-term rental license. An operator, owner, or a person in control of a dwelling, may not advertise or promote, or allow another to advertise or promote, the dwelling as a short-term rental if the dwelling is not licensed by the Town as a residential short-term rental.
15. If a building permit prohibiting occupancy of the structure is active, no person may occupy, for sleeping or living purposes, the structure until final inspections have been passed, the building permit is closed, and a certificate of occupancy granted. In addition, no person shall offer or engage in residential short-term rental in or on any part of property not approved for residential occupancy, including but not limited to, a vehicle parked on the property, a storage shed, trailer or garage or any temporary structure such as a tent.

Application form; process

To obtain a license, the owner of a short-term rental must submit an application in a format approved by the Town Administrator. The applicant must attest to the following and furnish any necessary documentation upon request of the Town:

1. The name, street address, mailing address, and telephone number of the owner of the short-term rental, which includes the owner's primary physical address, a mailing address, cell phone number and email address.
2. The name, street address, mailing address, and telephone number, which includes the primary physical address, a mailing address, cell phone number and email address, of the local contact available to be reached twenty-four (24) hours per day and seven (7) days per week.

3. A certification by the property owner and, if applicable, property manager, that the property is not subject to outstanding Town Code or state law violations.
4. Proof of ownership.
5. Proof of current, valid property insurance.
6. Proof of payment of sales and lodging tax due as of the date of submission of the application. If new license a signed affidavit no sales or lodging tax has been collected or due.
7. The number of bedrooms and the proposed occupancy limits.
8. A diagram showing the proposed layout of the property use and any on-site parking available, including a floor plan indicating fire exits and escape routes.
9. All required egress windows in bedrooms must be operational.
10. Has operational smoke detectors and carbon monoxide detectors as required by the Building Code and fire extinguishers as required by the Fire Code.
11. That the property is in compliance with applicable provisions of the Town's minimum property maintenance, building, electrical, mechanical and plumbing codes.
12. Any other information requested by the Town;
13. Any fraud, material misrepresentation, or false statements contained in the attestations, required documentations, or correlating application material shall be grounds for immediate revocation of short-term rental license. Furthermore, all requirements herein, shall be continuously maintained throughout the duration of the permit.

License Renewal

Except as otherwise provided, a license may be renewed annually if:

1. The Operator pays the renewal fee as established herein.
2. The Operator provides documentation showing the sales and lodging tax has been paid for the licensed dwelling as required.
3. The Operator provides updates of any changes to the information required.

4. The property is not the subject of outstanding Town Code or state law violations.
5. The Town may deny an application to renew a license if the applicant does not provide all information necessary to determine that the dwelling unit meets all requirements for the issuance or renewal of a license.
6. A violation of any provision of the Town Code or other applicable law is grounds to deny, suspend, or revoke a license

License denial, suspension or revocation

1. If the licensee fails to comply with any conditions of the short-term rental requirements; the City may deny, suspend or revoke the short-term rental license
2. If a property is the subject of violations of the City Code or state law during a twenty-four-month period prior to submitting the application, the City may deny, suspend or revoke an application for a short-term rental license based on the following:
 - a. The frequency of any repeated violations
 - b. Whether a violation was committed intentionally or knowingly
 - c. Any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare.

Required Information to be posted and provided to guests

The Operator shall post the following information in a prominent location in the interior, clearly visible to guests and provide a packet of the information, summarizing the restrictions applicable to short-term rental use, including:

1. The license registration, which includes license number.
2. Operator's name and number and property manager, if applicable, name and number.
3. Local contact person name and number.
4. The location of any on-site and off-site parking spaces available for guests.
5. Occupancy limits.
6. Noise restrictions, including prohibition on the use of sound equipment, amplified music, and musical instruments.

7. Parking restrictions, and parking plan.
8. Information on relevant burn bans.
9. Information on relevant water restrictions.
10. Trash and recycling collection rules and dates.
11. Prohibition on the use of the short-term rental for commercial or social events.
12. Floor plan with fire exit and escape routes.

Covenants; deed restrictions; overlay requirements

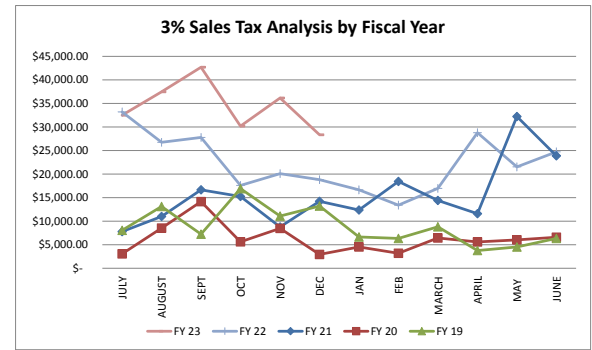
This section or any section therein is not intended to be construed in derogation of or in conflict with any restrictive covenant, deed restriction or lease agreement that may be applicable. This section or any section therein shall be subject to any applicable overlay district or provision thereof or any zoning restriction unique to a particular area or parcel.

Fees

The application fee, initial license and annual renewal fee shall be set, or amended, by the Board of Trustees by Resolution or Ordinance in the Carlton Landing Fee Schedule.

**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	\$ 36,148.41	\$ 28,352.24							\$ 207,356.97
<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	\$ 1,458.21	\$ 1,820.58							\$ 7,734.01
<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	\$ 5,631.71	\$ 6,061.89							\$ 60,661.81
<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 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
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	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%
Total Other Revenue		\$57,230.41	\$308,148.16	\$466,328.00	\$158,179.84	
Non-Departmental Revenues Totals		\$57,230.41	\$308,148.16	\$516,328.00	\$208,179.84	
Revenue		\$57,230.41	\$308,148.16	\$516,328.00	\$208,179.84	
Gross Profit		\$57,230.41	\$308,148.16	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
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%
Total Personal Services		\$9,160.70	\$56,448.04	\$220,743.00	\$164,294.96	
Materials & Supplies						
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%
Total Materials & Supplies		\$0.00	\$446.61	\$1,420.00	\$973.39	
Other Services						
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%
Total Other Services		\$1,848.02	\$6,116.09	\$18,133.00	\$12,016.91	
Administration Totals		\$11,008.72	\$63,010.74	\$240,296.00	\$177,285.26	
General Government						
Materials & Supplies						
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%

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
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	666.00	4,280.00	3,614.00	15.56%
Total Materials & Supplies		\$1,960.60	\$2,592.60	\$10,340.00	\$7,747.40	
Other Services						
6030	Community Support Agreements	0.00	1,500.00	24,000.00	22,500.00	6.25%
6025	Contracts & Leases	2,120.40	4,240.80	0.00	(4,240.80)	0.00%
6035	Dues & Memberships	14.99	624.95	3,050.00	2,425.05	20.49%
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	13,044.00	31,398.00	59,300.00	27,902.00	52.95%
6010	Publication & Notice Expense	0.00	372.85	2,500.00	2,127.15	14.91%
6045	Road & Trail Maintenance	784.00	784.00	21,096.00	20,312.00	3.72%
6040	School, Training, Travel	0.00	1,579.33	2,500.00	920.67	63.17%
6000	Utilities	57.00	269.00	1,000.00	731.00	26.90%
6050	Website Expense	0.00	0.00	4,000.00	4,000.00	0.00%
Total Other Services		\$16,020.39	\$40,768.93	\$137,446.00	\$96,677.07	
Capital Outlay						
7010	Projects	989.25	7,685.75	50,000.00	42,314.25	15.37%
Total Capital Outlay		\$989.25	\$7,685.75	\$50,000.00	\$42,314.25	
Debt Service						
8000	GO Bond Payments	0.00	0.00	55,600.00	55,600.00	0.00%
8500	Interest Expense	70.99	6,097.62	0.00	(6,097.62)	0.00%
Total Debt Service		\$70.99	\$6,097.62	\$55,600.00	\$49,502.38	
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		\$19,041.23	\$57,144.90	\$268,386.00	\$211,241.10	
Expenses		\$30,049.95	\$120,155.64	\$508,682.00	\$388,526.36	
Revenue Less Expenditures		\$27,180.46	\$187,992.52	\$7,646.00	\$0.00	
Net Change in Fund Balance		\$27,180.46	\$187,992.52	\$7,646.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,095,719.16	934,907.10	0.00	0.00	0.00%
Net Change in Fund Balance		27,180.46	187,992.52	7,646.00	0.00	0.00%
Ending Fund Balance		1,122,899.62	1,122,899.62	0.00	0.00	0.00%

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

	Nov 2022	Nov 2022	Actual
Revenue			
Other Revenue			
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	
	Revenue	\$57,230.41	
	Gross Profit	\$57,230.41	
Expenses			
Personal Services			
Salaries		7,461.54	
Social Security		595.67	
Employer Retirement Contributi		778.64	
Vehicle/Cell Allowance		324.85	
Materials & Supplies			
Building Maintenance & Repairs		1,866.60	
Software Programs/ Services		94.00	
Other Services			
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	
Capital Outlay			
Projects		989.25	
Debt Service			
Interest Expense		70.99	
	Expenses	\$30,049.95	
	Income (Loss) From Operations	\$27,180.46	
	Net Income (Loss)	\$27,180.46	

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
Bank Register
11/1/2022 to 11/30/2022

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	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 Elfrink, 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	Scissortail 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	Scissortail 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
1000 Town of CL Checking 9683 Totals					\$57,230.41	\$30,049.95	\$690,473.08
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

12/15/2022
10:42 AM

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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
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	41,687.56
		1030 Sinking Fund Checking 3087 Totals			\$0.00	\$0.00	\$41,687.56
		Report Totals			\$57,230.41	\$30,049.95	\$881,824.78
		Records included in total = 34					

Report Options

Trans Date: 11/1/2022 to 11/30/2022

Fund: General Fund

Display Notation: No

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.

PROJECT NO.: CRL21229/CRL22138/CRL22147

PROJECTS: Street Light Policy and Standards
Community Center Planning
2022 Alley Paving
Stephens Road

TO: Greg Buckley

FROM: Brandon Huxford, PE

DATE 12/13/2022

PROJECT UPDATES

Street Light Policy and Standards – Design Project (CRL21229)

Phase A – Develop Lighting Policy – Policy Completed

Phase B – Develop Light Standard - Completed

Phase C – Lighting Plan Production

- FNI met with Town staff to discuss the street lighting plan needs for contracting. It was decided to only provide plan sheets and the Town would purchase the pole and fixture. The local contractor constructing Water Street would include our plan sheets in their construction.
- FNI coordinated with the Town for the breaker availability at the Marina and the chosen light fixture. FNI revised the plans and delivered the proposed plan sheets for the light installation.

Community Center Planning (CRL22601)

- FNI coordinated/attended the site visit with Method Group, Town Administrator and Mary Myrick to discuss layout and aesthetics – November 18th
- Following the site visit, Method to generate 2 design options. FNI and Method will meet with the Town to discuss the 2 options and choose a single option to move forward with before finalizing the chosen option deliverable. – meeting scheduled for December 19th @ Noon

2022 Alley Paving (CRL22138)

- FNI received the amendment to add the requested design for Block 10 Parking area, Academy Ln and Park Ln, adjacent to the Block 10 Parking area – Amendment approved at council 10/15/22
- Additional survey for the parking lot is complete
- FNI coordinated with Town Staff to discuss the stormwater needs with the alley project. Town Staff conveyed they need the new flows coming down the alleys such that they can coordinate with the developer for their needed changes to handle the adjusted flows.
- FNI progressing the plans to a final submittal with the anticipated below schedule:
 - Final Plans – early December 2022
 - Advertisement – December 14th
 - Bid opening – January 12th
 - Council wants pavement in the parking lot by Summer of 2023

Stephens Road (CRL22147)

- General
 - None
- Environmental
 - Continued gathering data for completion of the needed PCN and Construction Request
 - Geotechnical investigations have been completed and FNI is awaiting the final report.
 - FNI putting together the Construction request & PCN paperwork and workings towards getting that submitted in December for USACE review and approval.
- Roadway
 - Geotechnical sub completed the dozer work in advance of the boring and has also completed the boring work. FNI anticipating the geotechnical report in early January.
 - FNI submitted 60% revised plans and held a review meeting with the Town.
 - Town staff requested the hill towards the middle of the project be lowered to provide an excess of cut material to be stored on-site for the use by the developer in filling of the ball fields or used to fill the Lagoons once decommissioned.
 - Plans are now progressing towards the Final Plan submittal.
 - FNI coordinating with the Town to acquire the Marina plans to nail down the southernmost tie-in – Plans Received
 - FNI working to get the plans completed in the 1st Quarter of 2023, pending USACE approval of the Construction request, baring additional environmental permitting/ changes from the USACE or findings of rock in the geotechnical report.