

**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; **February 18, 2023**

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  
Kris Brule'  
Chuck Mai  
Clay Chapman

ABSENT: Mary Myrick

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on January 21, 2023

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Joanne Chinnici  
Kris Brule'  
Chuck Mai  
Clay Chapman

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 calling for elections to occur at the Biennial Town meeting on April 4, 2023, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Brule' that the Town of Carlton Landing will hold its biennial Town Meeting on April 4, 2023 at 6:00 p.m. at 10

Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria)

AYE: Joanne Chinnici  
Kris Brule'  
Chuck Mai  
Clay Chapman

NAY: None

7. Consider, discuss and possibly vote to amend, revise, approve or deny an Ordinance establishing a Residential Short Term Rental Program within the Town of Carlton Landing wherein a privately owned residential structure or portion of such structure is rented to another party, and establishing the requirement of a Short-Term Rental License to be obtained from the Town, and establishing a fee for the license and its renewal; and Declaring an Emergency, or take any other appropriate action.

At the January Trustee meeting the Board reviewed a draft Short term Rental Ordinance. Based on comments from the public a task force was established to review and make suggested changes to the Short term Rental Ordinance. The Task Force met on Friday February 3, which consisted of representatives of property management and individual owners who rent their property. The suggested changes from the Task Force have been incorporated into the proposed draft Ordinance.

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 contact information or a contact person to respond to complaints and or issues related to the property or renters. The license is an annual license. Each year the property owner would need to provide evidence they have paid sales and lodging taxes.

DISCUSSION: Some owners of Short Term Rentals objected to the current Ordinance and requested continued Task Force meetings to clarify portions of the Ordinance. Other Short Term Rental owners supported. Members of the Task Force may be Clay Chapman, Greg Buckley, Jan Summers, Heather Scott, Brooke Baum, Brock Baum, Amaziah Dominic, Paul Harris, Aimun Nieto, Katie Ham, Craig Ireland, Charla Austin

MOTION: Following discussion, a motion was made by Mai and seconded by Chapman to table the agenda item to allow for another meeting of the Task Force. Trustee Mai agreed to chair the Task Force.

AYE: Kris Brule'  
Chuck Mai  
Clay Chapman

NAY: Joanne Chinnici

8. Consider, discuss and possibly vote to amend revise, approve or deny a Resolution creating a Residential Short Term Rental license and renewal fee in the Town of Carlton Landing Fee Schedule, or take any other appropriate action.

Exhibit:

At the February Trustee meeting the Board voted to table the Short Term Rental Ordinance.

MOTION: A motion was made by Chinnici and seconded by Mai to Strike this agenda item since the Short Term Rental Ordinance was tabled.

AYE: Joanne Chinnici  
Kris Brule'  
Chuck Mai  
Clay Chapman

NAY: None

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

Kay Wall reported that in addition to reviewing and approving the Short Term Rental Ordinance, she is also exploring the possibilities of having a court system for Carlton Landing.

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

Grant Humphreys expressed his desire to have harmony among citizens and the town, and his desire to see town money spent on trail maintenance and expansion.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:47 a.m. February 18, 2023.

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Mayor

Attest:

DRAFT

**General Fund  
Bank Register  
1/1/2023 to 1/31/2023**

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	681,474.95
1/4/2023	R-00319	Kathy Raschen			23.97	0.00	681,498.92
1/5/2023	R-00320	Tim Lawrence			23.97	0.00	681,522.89
1/6/2023	R-00321	Pittsburg County RWD #20			5,000.00	0.00	686,522.89
1/6/2023	1405	Carlton Landing Fire and			0.00	750.00	685,772.89
1/6/2023	1404	Kiamichi Electric			0.00	232.00	685,540.89
1/6/2023	1403	Cross Telephone Co			0.00	97.00	685,443.89
1/6/2023	A-10077	James G Buckley			0.00	3,671.53	681,772.36
1/6/2023	A-10078	Amanda K Harjo			0.00	1,682.19	680,090.17
1/9/2023	EFT	RWS Cloud Services			0.00	94.00	679,996.17
1/9/2023	R-00324	Oklahoma Tax Commission			1,529.77	0.00	681,525.94
1/9/2023	R-00323	Oklahoma Tax Commission			4,651.10	0.00	686,177.04
1/9/2023	R-00322	Oklahoma Tax Commission			28,588.22	0.00	714,765.26
1/10/2023	R-00325	Oklahoma Tax Commission			13.75	0.00	714,779.01
1/11/2023	R-00326	Oklahoma Tax Commission			227.78	0.00	715,006.79
1/13/2023	GJ-10085	Pittsburg County Clerk			0.00	43,343.61	671,663.18
1/13/2023	R-00329	Pittsburg County Clerk			43,524.44	0.00	715,187.62
1/13/2023	1410	Carlton Landing Academy			0.00	1,200.00	713,987.62
1/13/2023	R-00328	CLEDT			10,736.22	0.00	724,723.84
1/13/2023	R-00327	CLEDT			7,706.10	0.00	732,429.94
1/13/2023	1409	OKMRF			0.00	1,439.11	730,990.83
1/13/2023	1408	OPEH&W			0.00	1,563.82	729,427.01
1/13/2023	1407	Oklahoma Uniform Building			0.00	16.00	729,411.01
1/13/2023	1406	Dan Hurd			0.00	700.00	728,711.01
1/17/2023					0.00	71.13	728,639.88
1/17/2023	EFTPS	EFTPS			0.00	3,045.56	725,594.32
1/17/2023	R-00330	Kiamichi Electric			2,715.67	0.00	728,309.99
1/19/2023	EFT	OESC			0.00	21.92	728,288.07
1/19/2023	EFT	Oklahoma Tax Commission			0.00	437.00	727,851.07
1/20/2023	1412	Kay Robbins Wall			0.00	600.00	727,251.07
1/20/2023	1411	Amanda Harjo			0.00	210.87	727,040.20
1/20/2023	A-10079	James G Buckley			0.00	3,469.67	723,570.53
1/20/2023	A-10080	Amanda K Harjo			0.00	1,682.19	721,888.34
1/26/2023	R-00331	Kerney Homes			762.91	0.00	722,651.25
1/27/2023	R-00332	Scissortail Homes			762.91	0.00	723,414.16

**General Fund**  
**Income Statement**  
**1/1/2023 to 1/31/2023**

	Jan 2023
	Jan 2023
	Actual
<b>Revenue</b>	
<b>Other Revenue</b>	
Sales Tax	28,816.00
Use Tax	1,529.77
Utility Tax	2,715.67
Lodging Tax	4,651.10
Alcohol Beverage Tax	124.34
Vehicle Gas/Fuel Tax	70.24
Pittsburgh County Sinking Fund	43,343.61
Building Permits/Inspection Fe	1,525.82
Business License and Permits	47.94
Miscellaneous Revenue	5,000.00
Transfer IN from TIF	18,442.32
<b>Revenue</b>	<b>\$106,266.81</b>
<b>Gross Profit</b>	<b>\$106,266.81</b>
<b>Expenses</b>	
<b>Personal Services</b>	
Salaries	13,653.84
Social Security	1,069.37
Unemployment Tax	139.78
Employer Paid Insurance	1,563.82
Employer Retirement Contributi	959.41
Vehicle/Cell Allowance	324.85
<b>Materials &amp; Supplies</b>	
Office Supplies	265.95
Software Programs/ Services	94.00
<b>Other Services</b>	
Utilities	329.00
Professional Services	1,316.00
Community Support Agreements	1,950.00
<b>Capital Outlay</b>	
Projects	1,486.16
<b>Debt Service</b>	
Interest Expense	71.13
<b>Expenses</b>	<b>\$23,223.31</b>
<b>Income (Loss) From Operations</b>	<b>\$83,043.50</b>
<b>Net Income (Loss)</b>	<b>\$83,043.50</b>

*Report Options*  
 Period: 1/1/2023 to 1/31/2023  
 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)**  
**1/1/2023 to 1/31/2023**

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
1/6/2023	1405	Carlton Landing Fire and	750.00
1/6/2023	1404	Kiamichi Electric	232.00
1/6/2023	1403	Cross Telephone Co	97.00
1/6/2023	A-10077	James G Buckley	3,671.53
1/6/2023	A-10078	Amanda K Harjo	1,682.19
1/9/2023	EFT	RWS Cloud Services	94.00
1/13/2023	GJ-10085	Pittsburg County Clerk	43,343.61
1/13/2023	1410	Carlton Landing Academy	1,200.00
1/13/2023	1409	OkMRF	1,439.11
1/13/2023	1408	OPEH&W	1,563.82
1/13/2023	1407	Oklahoma Uniform Building	16.00
1/13/2023	1406	Dan Hurd	700.00
1/17/2023			71.13
1/17/2023	EFTPS	EFTPS	3,045.56
1/19/2023	EFT	OESC	21.92
1/19/2023	EFT	Oklahoma Tax Commission	437.00
1/20/2023	1412	Kay Robbins Wall	600.00
1/20/2023	1411	Amanda Harjo	210.87
1/20/2023	A-10079	James G Buckley	3,469.67
1/20/2023	A-10080	Amanda K Harjo	1,682.19
1/27/2023	1414	Joanne Chinicci -	55.08
1/27/2023	1413	Freese and Nichols	1,486.16
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$65,868.84</b>

*Report Options*  
Check Date: 1/1/2023 to 1/31/2023  
Display Notation: No  
Fund: General Fund

Statement of Revenue and Expenditures

		Current Period Jan 2023 Jan 2023 Actual	Year-To-Date Jul 2022 Jan 2023 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	124.34	796.82	800.00	3.18	99.60%
4100	Building Permits/Inspection Fe	1,525.82	16,196.73	23,580.00	7,383.27	68.69%
4105	Business License and Permits	47.94	239.70	200.00	(39.70)	119.85%
4011	Lodging Tax	4,651.10	65,312.90	48,000.00	(17,312.90)	136.07%
4500	Miscellaneous Revenue	5,000.00	12,557.00	0.00	(12,557.00)	0.00%
4015	Pittsburgh County Sinking Fund	43,343.61	56,329.40	55,600.00	(729.40)	101.31%
4000	Sales Tax	28,816.00	237,618.79	198,000.00	(39,618.79)	120.01%
9002	Transfer IN from TIF	18,442.32	62,986.44	120,148.00	57,161.56	52.42%
4005	Use Tax	1,529.77	9,263.78	8,000.00	(1,263.78)	115.80%
4010	Utility Tax	2,715.67	9,256.64	12,000.00	2,743.36	77.14%
4013	Vehicle Gas/Fuel Tax	70.24	481.89	0.00	(481.89)	0.00%
<b>Total Other Revenue</b>		<b>\$106,266.81</b>	<b>\$471,040.09</b>	<b>\$466,328.00</b>	<b>(\$4,712.09)</b>	
<b>Non-Departmental Revenues Totals</b>		<b>\$106,266.81</b>	<b>\$471,040.09</b>	<b>\$516,328.00</b>	<b>\$45,287.91</b>	
<b>Revenue</b>		<b>\$106,266.81</b>	<b>\$471,040.09</b>	<b>\$516,328.00</b>	<b>\$45,287.91</b>	
<b>Gross Profit</b>		<b>\$106,266.81</b>	<b>\$471,040.09</b>	<b>\$516,328.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>Administration</b>						
<b>Personal Services</b>						
5020	Employer Paid Insurance	1,563.82	10,946.74	27,420.00	16,473.26	39.92%
5025	Employer Retirement Contributi	959.41	6,094.72	15,800.00	9,705.28	38.57%
5000	Salaries	13,653.84	64,153.85	158,000.00	93,846.15	40.60%
5010	Social Security	1,069.37	5,081.78	12,385.00	7,303.22	41.03%
5015	Unemployment Tax	139.78	150.74	3,238.00	3,087.26	4.66%
5030	Vehicle/Cell Allowance	324.85	2,273.95	3,900.00	1,626.05	58.31%
<b>Total Personal Services</b>		<b>\$17,711.07</b>	<b>\$88,701.78</b>	<b>\$220,743.00</b>	<b>\$132,041.22</b>	
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	160.00	320.00	160.00	50.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	265.95	512.68	800.00	287.32	64.09%
5520	Software Programs/ Services	0.00	119.88	200.00	80.12	59.94%
<b>Total Materials &amp; Supplies</b>		<b>\$265.95</b>	<b>\$792.56</b>	<b>\$1,420.00</b>	<b>\$627.44</b>	
<b>Other Services</b>						
6035	Dues & Memberships	0.00	490.00	1,380.00	890.00	35.51%
6015	Insurance	0.00	140.00	570.00	430.00	24.56%
6005	Rent	0.00	2,866.68	5,820.00	2,953.32	49.26%
6040	School, Training, Travel	0.00	1,998.40	6,000.00	4,001.60	33.31%
6000	Utilities	273.00	1,608.79	4,363.00	2,754.21	36.87%
<b>Total Other Services</b>		<b>\$273.00</b>	<b>\$7,103.87</b>	<b>\$18,133.00</b>	<b>\$11,029.13</b>	
<b>Administration Totals</b>		<b>\$18,250.02</b>	<b>\$96,598.21</b>	<b>\$240,296.00</b>	<b>\$143,697.79</b>	
<b>General Government</b>						
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	1,866.60	2,500.00	633.40	74.66%
5530	Miscellaneous	0.00	695.42	1,460.00	764.58	47.63%



## Town Administrator's Report February 18, 2023

- Alley Phase II and Block 10 Parking Lot –Work with the Engineer and Mike Kerney on second round of bids. We received two bids, the low bid was \$723, 090.50, second bid was \$848,464.68. The Engineer's estimate was \$651,236.00. TIF Funds were approved for approximately \$605,000.00 There are available TIF Funds to allocate to the Alley and Block 10 Parking lot project. There are two items on the agenda related to the Alley project.
- Community Center – The Community Center Task Force has informally met to review and discuss the proposed building schemes provided by the Architect. The members of the group worked up an alternative building layout. Once we have an updated sketch the Task Force will meet to discuss next steps.
- Stephens Road – I received an email from the Corp of Engineers Tulsa Office they have been reviewing the plans and asked about projected project cost. I responded that the estimated project is approximately \$1.2 Million. They indicated they should complete their review and anticipate we will get approval the week of February 20.
- TIF Committee – Based on the new process model approved by the TIF Committee, I developed a new project report worksheet which outlines current and project revenue, funded projects, approved but unfunded projects and proposed projects. The TIF Committee met on Thursday, February 16, 2023 to review the new report. Our next meeting is scheduled for March 9 to begin reviewing proposed projects and developing a recommendation for the Board.
- Marina Phase 2 expansion – I attended a meeting with Jim Boohaker, Bob Buckner, representative from Meco Sullivan and the Corp of Engineers to discuss the concessionaires plans to add to more dock sections. Current Corp approval included the additional dock section, so no new permit request is necessary; however, in reviewing the plans it was identified the current dock construction deviated slight from the approved slips. The concessionaire is preparing a request for modification. The approved plans

identified a long slip and it was constructed as two short slips.

- RWD #20 – Amanda and I have been working on cleaning up billing accounts and getting financial statements current. The Chairman, a Trustee, Plant operator and I had a meeting with DEQ to discuss current status of the consent order, system operations, Lagoon closure plan, the flow equalization basin, issues with the new Treatment Plant.

Thank You

DRAFT