

**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

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 January 21, 2023](#)

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

Exhibit:[Resolution Calling for an Election 2023](#)

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.](#)

7a. Vote to approve Declaring an Emergency.

Exhibit:[Ordinance Final Draft Short Term Rental](#)

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: Resolution 2023-02-01 Short Term Rental License Fee

9. Reports

- a. Sales Tax Revenue and other Financial Reports Statement of Revenue and Expenditures - BOT Jan 2023; Income Statement - BOT Jan 2023; Bank Register - BOT Jan 2023
- b. Town Administrator
- 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 February 2023, 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, **January 21, 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 8:21 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 December 21, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

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

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

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss and possibly vote to amend, revise, approve or deny an Ordinance adopting an Employee Retirement System, Defined Contribution Plan for the Town of Carlton Landing, Oklahoma; providing retirement benefits for eligible employees of the Town of Carlton Landing, Oklahoma; providing for purpose and organization; providing

for definitions; providing for eligibility and participation; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a committee and providing for powers, duties, and rights of committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purposes of administration, management, and investment as part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement Fund for management and investment; providing for non-alienation of benefits; adopting those amendments mandated by the Internal Revenue Code; providing for employer pickup of required contributions; providing for repealer and severability; and Declaring an Emergency, or take any other appropriate action.

The Town adopted and approved a Defined Contribution Plan through Oklahoma Municipal Retirement Fund, which was limited to the Town Administrator. The proposed Ordinance adds a general employee component to the Town's Plan. The Contribution amounts remain the same at ten (10%) percent Town contribution and five (5%) percent employee contribution. Vesting for Town Administrator stays at 100% vesting and general employees will be a five (5) year vesting period at twenty (20%) percent per year. The Plan includes the ability for employees to obtain a loan against the value of their Retirement Balance.

MOTION: A motion was made by Chinnici and seconded by Mai to approve Ordinance adopting an Employee Retirement System, Defined Contribution Plan for the Town of Carlton Landing, Oklahoma; providing retirement benefits for eligible employees of the Town of Carlton Landing, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a committee and providing for powers, duties, and rights of committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purposes of administration, management, and investment as part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement Fund for management and investment; providing for non-alienation of benefits; adopting those amendments mandated by the Internal Revenue Code; providing for employer pickup of required contributions; providing for repealer and severability.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

Clay Chapman

NAY: None

6a. Vote to approve Declaring an Emergency.

MOTION: A motion was made by Chinnici and seconded by Mai to approve declaring an emergency.

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

NAY: None

Exhibit:

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.

No action was taken.

Brooke Baum, Brock Baum, Zack Duvall, Heather Scott, Whitney Ellsworth, Craig Ireland (by email) spoke various concerns to Agenda Item 7.

Possible Task Force members Brooke Baum, Aimun, Greg Buckley, Steven Covil (HOA).

8. Consider, discuss and possibly vote to amend, revise, approve or deny an Ordinance revising the salary for the position of Town Clerk-Treasurer of the Town of Carlton Landing, Oklahoma; providing for increases in such salary; and providing an effective date and Declaring an Emergency, or take any other appropriate action.

Discussion occurred regarding duties by state mandate and feasible salary.

MOTION: A motion was made by Myrick and seconded by Mai to set the salary of the elected Clerk-Treasurer at \$300 monthly.

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

NAY: None

8a. Vote to approve Declaring an Emergency.

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

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

NAY: None

Exhibit:

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 BodyNone

10. Recognize Citizens wishing to comment on non-Agenda Items
Heather Scott regarding relocation of the proposed community centr.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:18 a.m., January 21, 2023.

Mayor

Attest:

Town Clerk

**General Fund
Bank Register
12/1/2022 to 12/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	690,473.08
12/2/2022	1381	Carlton Landing Academy			0.00	1,360.00	689,113.08
12/2/2022	1382	Amanda Harjo			0.00	1,121.88	687,991.20
12/2/2022	1383	Dan Hurd			0.00	4,600.00	683,391.20
12/2/2022	1385	Oklahoma Municipal League			0.00	85.00	683,306.20
12/2/2022	1386	Oklahoma Uniform Building			0.00	128.00	683,178.20
12/2/2022	1384	McAlester News Capital			0.00	73.20	683,105.00
12/5/2022	1387	Carlton Landing Fire and			0.00	750.00	682,355.00
12/7/2022	R-00311	Born Again Restored LLC			762.91	0.00	683,117.91
12/8/2022	EFT	RWS Cloud Services			0.00	94.00	683,023.91
12/9/2022	R-00314	Oklahoma Tax Commission			1,820.58	0.00	684,844.49
12/9/2022	R-00313	Oklahoma Tax Commission			6,061.89	0.00	690,906.38
12/9/2022	R-00312	Oklahoma Tax Commission			28,352.24	0.00	719,258.62
12/9/2022	1391	OkMRF			0.00	1,167.96	718,090.66
12/9/2022	1390	Kiamichi Electric			0.00	197.00	717,893.66
12/9/2022	1389	Cross Telephone Co			0.00	97.00	717,796.66
12/9/2022	1388	Carlton Landing Academy			0.00	1,360.00	716,436.66
12/9/2022	A-10074	James G Buckley			0.00	3,632.49	712,804.17
12/12/2022	R-00315	Oklahoma Tax Commission			14.22	0.00	712,818.39
12/13/2022	R-00316	Oklahoma Tax Commission			290.23	0.00	713,108.62
12/14/2022					0.00	70.99	713,037.63
12/14/2022	R-00317	Pittsburg County Clerk			11,823.05	0.00	724,860.68
12/14/2022	EFTPS	EFTPS			0.00	1,847.99	723,012.69
12/15/2022	GJ-10084	Pittsburg County Clerk			0.00	11,681.37	711,331.32
12/16/2022	1392	Kay Robbins Wall			0.00	600.00	710,731.32
12/16/2022	1394	OPEH&W			0.00	3,127.64	707,603.68
12/16/2022	1393	Landmark			0.00	706.80	706,896.88
12/19/2022	R-00318	Pittsburg County RWD #20			7,500.00	0.00	714,396.88
12/19/2022	EFT	Oklahoma Tax Commission			0.00	271.00	714,125.88
12/23/2022	A-10075	James G Buckley			0.00	3,430.63	710,695.25
12/23/2022	A-10076	Amanda K Harjo			0.00	1,662.67	709,032.58
12/27/2022	1399	Pied Piper Service			0.00	80.00	708,952.58
12/27/2022	1398	Crawford & Associates, P.C.			0.00	460.00	708,492.58
12/27/2022	1397	McAlester News Capital			0.00	30.65	708,461.93
12/27/2022	1396	CSA Software			0.00	815.00	707,646.93

General Fund
Income Statement
12/1/2022 to 12/31/2022

	Dec 2022	Dec 2022	Actual
Revenue			
Other Revenue			
Sales Tax		28,642.47	
Use Tax		1,820.58	
Lodging Tax		6,061.89	
Alcohol Beverage Tax		84.70	
Vehicle Gas/Fuel Tax		71.20	
Pittsburgh County Sinking Fund		11,681.37	
Building Permits/Inspection Fe		762.91	
Miscellaneous Revenue		7,500.00	
Revenue		\$56,625.12	
Gross Profit		\$56,625.12	
Expenses			
Personal Services			
Salaries		11,461.54	
Social Security		901.66	
Unemployment Tax		21.92	
Employer Paid Insurance		3,127.64	
Employer Retirement Contributi		959.41	
Vehicle/Cell Allowance		324.85	
Materials & Supplies			
Building Maintenance & Repairs		80.00	
Software Programs/ Services		909.00	
Miscellaneous		695.42	
Other Services			
Utilities		294.00	
Rent		477.78	
Publication & Notice Expense		103.85	
Professional Services		6,909.88	
Contracts & Leases		706.80	
Community Support Agreements		3,470.00	
Dues & Memberships		99.99	
School, Training, Travel		146.50	
Road & Trail Maintenance		8,000.00	
Office/Gen Administrative Exp		16,837.29	
Debt Service			
Interest Expense		70.99	
Expenses		\$55,598.52	
Income (Loss) From Operations		\$1,026.60	
Net Income (Loss)		\$1,026.60	

Report Options

Period: 12/1/2022 to 12/31/2022
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: General Fund
Include Accounts: Accounts With Activity

1/19/2023
6:30 PM

General Fund
Payments Journal (Summary)
12/1/2022 to 12/31/2022

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
12/2/2022	1381	Carlton Landing Academy	1,360.00
12/2/2022	1382	Amanda Harjo	1,121.88
12/2/2022	1383	Dan Hurd	4,600.00
12/2/2022	1385	Oklahoma Municipal League	85.00
12/2/2022	1386	Oklahoma Uniform Building	128.00
12/2/2022	1384	McAlester News Capital	73.20
12/5/2022	1387	Carlton Landing Fire and	750.00
12/8/2022	EFT	RWS Cloud Services	94.00
12/9/2022	1391	OkMRF	1,167.96
12/9/2022	1390	Kiamichi Electric	197.00
12/9/2022	1389	Cross Telephone Co	97.00
12/9/2022	1388	Carlton Landing Academy	1,360.00
12/9/2022	A-10074	James G Buckley	3,632.49
12/14/2022			70.99
12/14/2022	EFTPS	EFTPS	1,847.99
12/15/2022	GJ-10084	Pittsburg County Clerk	11,681.37
12/16/2022	1392	Kay Robbins Wall	600.00
12/16/2022	1394	OPEH&W	3,127.64
12/16/2022	1393	Landmark	706.80
12/19/2022	EFT	Oklahoma Tax Commission	271.00
12/23/2022	A-10075	James G Buckley	3,430.63
12/23/2022	A-10076	Amanda K Harjo	1,662.67
12/27/2022	1399	Pied Piper Service	80.00
12/27/2022	1398	Crawford & Associates, P.C.	460.00
12/27/2022	1397	McAlester News Capital	30.65
12/27/2022	1396	CSA Software	815.00
12/27/2022	1395	BOK Credit Card	639.27
12/30/2022	1402	Pittsburg County Treasurer	16,837.29
12/30/2022	1401	L & Z Enterprises Inc	8,000.00
12/30/2022	1400	DEQ	695.42
1000 Town of CL Checking 9683 Totals			\$65,623.25

Report Options

Check Date: 12/1/2022 to 12/31/2022

Display Notation: No

Fund: General Fund

General Fund
Statement of Revenue and Expenditures

		Current Period Dec 2022 Dec 2022 Actual	Year-To-Date Jul 2022 Dec 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	84.70	672.48	800.00	127.52	84.06%
4100	Building Permits/Inspection Fe	762.91	14,670.91	23,580.00	8,909.09	62.22%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	6,061.89	60,661.80	48,000.00	(12,661.80)	126.38%
4500	Miscellaneous Revenue	7,500.00	7,557.00	0.00	(7,557.00)	0.00%
4015	Pittsburgh County Sinking Fund	11,681.37	12,985.79	55,600.00	42,614.21	23.36%
4000	Sales Tax	28,642.47	208,802.79	198,000.00	(10,802.79)	105.46%
9002	Transfer IN from TIF	0.00	44,544.12	120,148.00	75,603.88	37.07%
4005	Use Tax	1,820.58	7,734.01	8,000.00	265.99	96.68%
4010	Utility Tax	0.00	6,540.97	12,000.00	5,459.03	54.51%
4013	Vehicle Gas/Fuel Tax	71.20	411.65	0.00	(411.65)	0.00%
Total Other Revenue		\$56,625.12	\$364,773.28	\$466,328.00	\$101,554.72	
Non-Departmental Revenues Totals		\$56,625.12	\$364,773.28	\$516,328.00	\$151,554.72	
Revenue		\$56,625.12	\$364,773.28	\$516,328.00	\$151,554.72	
Gross Profit		\$56,625.12	\$364,773.28	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	3,127.64	9,382.92	27,420.00	18,037.08	34.22%
5025	Employer Retirement Contributi	869.03	5,135.31	15,800.00	10,664.69	32.50%
5000	Salaries	9,461.54	50,500.01	158,000.00	107,499.99	31.96%
5010	Social Security	748.65	4,012.41	12,385.00	8,372.59	32.40%
5015	Unemployment Tax	10.96	10.96	3,238.00	3,227.04	0.34%
5030	Vehicle/Cell Allowance	324.85	1,949.10	3,900.00	1,950.90	49.98%
Total Personal Services		\$14,542.67	\$70,990.71	\$220,743.00	\$149,752.29	
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	160.00	320.00	160.00	50.00%
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		\$80.00	\$526.61	\$1,420.00	\$893.39	
Other Services						
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	477.78	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	237.00	1,335.79	4,363.00	3,027.21	30.62%
Total Other Services		\$714.78	\$6,830.87	\$18,133.00	\$11,302.13	
Administration Totals		\$15,337.45	\$78,348.19	\$240,296.00	\$161,947.81	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,866.60	2,500.00	633.40	74.66%
5530	Miscellaneous	695.42	695.42	1,460.00	764.58	47.63%

Town Administrator's Report January 21, 2023

- Alley Phase II and Block 10 Parking Lot –Approximately ten contractors requested plans for the project. Unfortunately, we received no bids on Thursday January 12. Upon following up with the contractors a couple of the contractors had been in the hospital, one forgot the date, and one had a full plate. Several of them indicated they were still interested in the project. We have re-advertised the project, scheduled a Pre-Bid Conference for January 27 and the Bid Opening is scheduled for Thursday, February 9 at 2:00 pm. Award of Bid is planned for February 18 CLEDT Meeting. We will still work with the contractor have Block 10 completed by first part of May.
- Community Center – The Committee met with Method Group to review an initial design scheme. The Committee was going to consider the presented options over the Holiday's.
- Stephens Road – Plans have been submitted to the Corps. The Corp has indicated they are reviewing and have sent plans to Real Estate Office in Tulsa. Mike and I met with Pittsburgh County Dist. 1 Commission Rogers to review the plans and provide him a status of the project.
- TIF Committee - Coordinated and participated in TIF Committee meeting. I developed and presented a three step plan for the Committee to consider in reviewing and managing projects. The Committee asked to get a proposal for Engineering the remaining unpaved alleys so they would be more project ready. This would allow to alleys to be ready as one or more projects based on funding and not have to wait on Engineering. The proposal was reviewed by the TIF Committee and is on the CLEDT Agenda for consideration and possible award.
- CMAO Winter Conference – I was out of the Office January 11 -1 13 at the Conference in Edmond. There were several good sessions, and I gave a presentation on the Fire and Police Arbitration Act.

Thank you and I hope everyone has had a great start to the new year.

2/15/2023
9:19 PM

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General Fund
Payments Journal (Summary)
1/1/2023 to 1/31/2023

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
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
1000 Town of CL Checking 9683 Totals			\$65,868.84

Report Options

Check Date: 1/1/2023 to 1/31/2023

Display Notation: No

Fund: General Fund

Town of Carlton Landing

Resolution No. 2021-03-

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

WHEREAS, the Town of Carlton Landing is subject to and conducts its elections pursuant to the Oklahoma Town Meeting Act (the “Act”) and;

WHEREAS, the Act provides that a Biennial Town Meeting shall be held to elect officials and conduct other business of the Town on the first Tuesday in April of each odd-numbered year and;

WHEREAS, the regular terms of office of Town Trustee Position No. 2, Town Trustee Position No. 4 and the Position of Town Clerk-Treasurer end in April of 2023 and elections must be conducted to fill those offices for terms ending in April of 2027 and;

WHEREAS, the Town Trustees desire to establish the time and place of the Biennial Town Meeting to 6:00 p.m. on April 4, 2023, at 10 Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria) and;

WHEREAS, the Oklahoma Town Meeting Act requires that notice be published at least 10 days in advance of the Biennial Town Meeting specifying the time and place, the offices to be filled, and any other questions to be submitted to the voters at the meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TOWN TRUSTEES OF THE TOWN OF CARLTON LANDING 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);

BE IT FURTHER RESOLVED that at the Biennial Town Meeting, elections will be held to fill the offices of Town Trustee Position No. 2, Town Trustee Position No. 4 and Town Clerk-Treasurer for terms ending in April of 2027;

BE IT FURTHER RESOLVED that notice specifying setting forth the offices to be filled and terms of office, and the time, date and place of the Biennial Town Meeting shall be published at least 10 days in advance in substantially the form provided on Attachment 1 hereto.

APPROVED by the Board of Trustees and **SIGNED** by the Mayor of Carlton Landing, Oklahoma this 16th day of March, 2019.

ATTEST:

Joanne Chinnici, Mayor

Jan Summers, Clerk-Treasurer

Town of Carlton Landing

Attachment 1 to Resolution No. 2021-03-
(Published in McAlester News-Capital on _____)

NOTICE OF BIENNIAL TOWN MEETING AND ELECTION OFFICIALS OF THE TOWN OF CARLTON LANDING, OKLAHOMA

NOTICE AND AGENDA

Notice is hereby given that at on Tuesday; April 6, 2021; at 6:00 p.m. the Biennial Town Meeting of the Town of Carlton Landing, Oklahoma will be held at 10B Boulevard, Carlton Landing, OK (also known as the Carlton Landing Academy Cafeteria), with the following **AGENDA**:

1. Nominations and election to fill the office of Town Trustee Position No. 2 for a term expiring in April of 2025.
2. Nominations and election to fill the office of Town Trustee Position No. 4 for a term expiring in April of 2025.
3. Nominations and election to fill the office of Town Clerk-Treasurer for a term expiring in April of 2027.

The meeting will be conducted in accordance with the Oklahoma Town Meeting Act, 11 O.S. § 16-301, et seq.

Dated: _____

Chuck Mai, Trustee

Kris Brulé, Trustee

Clay Chapman, Trustee

Joanne Chinnici, Mayor

Mary Myrick, Trustee

Attest: Jan Summers, Clerk-Treasurer

Date: February 18, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: 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.

INITIATOR: Mayor Joanne Chinnici,
Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: 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.

FUNDING: None

EXHIBITS: Draft Proposed Residential Short-term Rental Ordinance

RECOMMENDED ACTION: Approve 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.

TOWN OF CARLTON LANDING

ORDINANCE NO. 2023-03-

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

WHEREAS, residential short-term rentals have become common within the town of Carlton Landing; and

WHEREAS, no rules have been defined within the Town of Carlton Landing relative to a short-term rental program; and

WHEREAS, the Board of Trustees of the Town of Carlton Landing believe it is necessary to establish a structured short-term rental program:

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA:

SECTION 1. Definitions

Residential Short-Term Rental: Any habitable structure and/or accessory habitable structure or portion thereof offered as a dwelling for rent for a temporary period of time for up to thirty (30) consecutive calendar days per guest within a ninety (90) day period.

Guest: a A person who rents or occupies alone or with others residential short-term rental

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.

Local Contact Person: The Operator or another Resident of the Town of Carlton Landing or another Management Company to be contacted in case of emergencies in the rental property or by the Town or other Security person regarding emergency situations, questions, or violations at the short-term rental property.

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.

SECTION 2. General Information and Requirements

- A. No Operator shall manage, operate, advertise or otherwise offer for rent a residential short-term rental dwelling without a current valid license issued by the Town of Carlton Landing.
- B. An application for an operator's license can be obtained from the Administrative Clerk at the Town Office or on the Town of Carlton Landing Website. A fee will be charged to cover administrative costs. The license fee is fifty dollars (\$50.00) for each short-term rental structure per year.

A residential short-term rental license shall expire on January 31 each year, or upon change of ownership of the related property. Licenses may be renewed by the operator on an annual basis upon filing a renewal application with the Administrative Clerk's Office. The license fee shall be set or amended by Resolution or Ordinance by the Board of Trustees in the Carlton Landing Fee Schedule.

- C. 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.
- D. The potential Operator must provide evidence of a current State of Oklahoma sales tax permit or show evidence that such collection is performed by a third-party rental agent.
- E. 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.
- F. No person under the age of eighteen (18) may rent a short-term rental.
- G. The short-term rental shall outwardly appear as a residential dwelling.

- H. 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 quiet enjoyment of his or her residence.
- I. A licensee or guest of a short-term rental shall not violate any parking ordinances or recreational vehicle regulations of the Town of Carlton Landing.
- J. The operator of a residential short-term rental property is responsible to provide reliable contact information in writing to the Town and rental guest to be used twenty four (24) hours per day, seven (7) days per week regarding such issues as those relating to security, maintenance, breakage, or cleaning. It is reasonable for the operator or contact person to respond to the guest within one half (1/2) hour of the contact by the guest, a Town or HOA representative, a security or police officer, or other interested individual with a resolution to the issue.

The operator may identify a designated individual to act as the contact person responsible to receive the calls described above. The name and reliable contact information must be supplied to the Guest and the Town in writing.

If there is a change related to the contact person, the licensee must provide updated or new information to the Town Administrative Clerk's Office in writing within three (3) business days.

- K. The operator or his or her representative 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. Maintenance and cleaning services should be pre-arranged and available on short notice.

- L. 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.

Section 3. Application: Form and Process

In order to obtain a license, the owner of a property to be used as a short-term rental must submit an application in a format approved by the Town Administrator of the Town of Carlton Landing. The applicant must attest to the following and furnish any necessary documentation upon request of the Town:

- A. Complete primary mailing address, telephone number, and e-mail of the owner of the short-term rental.
- B. Complete mailing address of the short-term rental property in Carlton Landing and proof of ownership of the property as well as proof of valid property insurance.
- C. Complete mailing address, telephone number, and e-mail of the contact person who must be available to be reached within one half (1/2) hour, twenty-four (24) hours per day, seven (7) days per week.
- D. An affidavit showing that the property is not subject to outstanding Carlton Landing Code or other state law violations.
- E. An affidavit showing that the owner of the short-term rental property or their management company has a current and valid Oklahoma Tax ID Number. If management company, show a current valid contract with the management company.
- F. A complete description of the proposed rental property including the number of bedrooms with sleeping arrangements and the proposed occupancy limit.
- G. A diagram of the short-term rental property showing the property layout and available on-site parking.
- H. All egress windows in bedrooms are operational.
- I. All smoke detectors and carbon monoxide detectors as required by the Building Code of the Town of Carlton Landing and fire extinguishers as required by the Fire Code of the Town of Carlton Landing are present, current, and operational.
- J. The short-term rental property is in compliance with applicable provisions of the Town of Carlton Landing's property maintenance, building, electrical, mechanical, and plumbing codes.
- K. Any other information requested by the Town of Carlton Landing.
- L. Any fraud, material misrepresentation, or false statements contained in the attestations, required documentations, or correlating application material may result in revocation of the Short-term rental license. In addition, all requirements herein shall be continuously maintained throughout the duration of the license.

Section 4. License Renewal

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

- A. The Operator pays the renewal fee as established by the Town of Carlton Landing Board of Trustees.
- B. The Operator provides documentation showing the sales and lodging tax has been paid for the licensed dwelling as required.
- C. The Operator provides updates of any changes to the information required.
- D. The property is not the subject of outstanding Town Code or State law violations.

Section 5. License Denial, Suspension, or Revocation

- A. If the licensee fails to comply with any conditions of the short-term rental requirements, the Town of Carlton Landing may consider suspension or revocation of the short-term rental license based on the following:
 - 1. Irresponsible performance by the operator
 - 2. The frequency of any repeated violations
 - 3. Whether a violation was committed intentionally or knowingly
 - 4. Any other information that demonstrates the degree to which the owner or occupant has endangered the public health, safety, or welfare
 - 5. Any fraud, material misrepresentation, or false statements contained in the attestations, required documentations, or correlating application material

Section 6. Information Required to be Posted and/or Provided to Guests

The Operator shall provide to guests (who will sign or initial that they have received the material) the following information:

- A. The Operator's Name and Contact Information, Owner or Management Company as appropriate
- B. Contact information of contact person (May be the Management Company)
- C. The location of on-site and off-site parking spaces available for guests as well as parking restrictions

- D. Occupancy limits
- E. Noise restrictions according to Town of Carlton Landing Ordinance and/or HOA covenants and declarations
- F. Information on relevant burn bans
- G. Trash collection rules and dates
- H. Golf Cart regulations reflected in the Town of Carlton Landing Golf Cart Ordinance

Section 7. Covenants, Deed Restrictions and Overlay Requirements

This document 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 document shall be subject to any applicable overlay, district, or provision thereof, or any zoning restriction unique to a particular area or parcel.

Section 8. 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 Town of Carlton Landing Fee Schedule.

Section 9. EMERGENCY CLAUSE

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

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF
CALTON LANDING _____

Attest:

Joanne Chinnici, Mayor

Jan Summers, Clerk-Treasurer

DRAFT

2023

Item No. _____

Date: February 18, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: 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.

INITIATOR: Mayor Joanne Chinnici,
Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the February Trustee meeting the Board approved a Short Term Rental Ordinance. In accordance with the Ordinance a license and renew fee is to be established in the Schedule of Fees. The Short Term Rental Task Force recommended approval with a non-prorated annual license and renewal fee of fifty dollars (\$50.00) per year.

FUNDING: None

EXHIBITS: Resolution creating Residential Short Term Rental License Fee

RECOMMENDED ACTION: Approve a Resolution creating a Residential Short Term Rental license and renewal fee in the Town of Carlton Landing Fee Schedule.

TOWN OF CARLTON LANDING

RESOLUTION NO. 2023-02-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA, CREATING A RESIDENTIAL SHORT TERM RENTAL LICENSE AND RENEWAL FEE IN THE TOWN OF CARLTON LANDING FEE SCHEDULE.

WHEREAS, the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, during a Regular Meeting on February 18, 20223, adopted a Short Term Rental Ordinance requiring a license for the operation of a Short Term Rental:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma

The initial license fee and annual renewal fee shall be set at fifty (\$50.00) dollars, non-prorated, and listed in the Carlton Landing Fee Schedule.

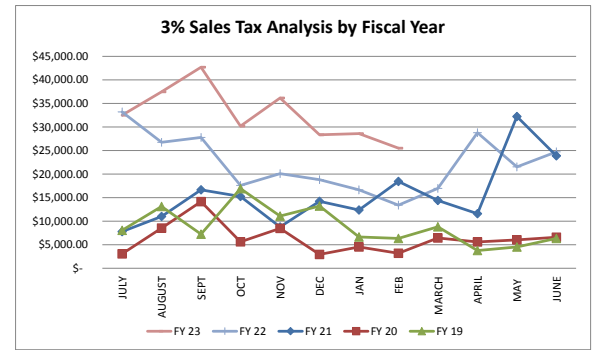
ADOPTED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, and SIGNED by the mayor of the Town of Carlton Landing, Pittsburg County, Oklahoma on this 18th day of February 2023.

Joanne Chinnici, Mayor

Jan Summers, Clerk

**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	\$ 28,588.22	\$ 25,509.72					\$ 261,454.91
<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	\$ 1,529.77	\$ 1,544.36					\$ 10,808.14
<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	\$ 4,651.10	\$ 3,208.16					\$ 68,521.07
<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 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
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	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%
Total Other Revenue		\$106,266.81	\$471,040.09	\$466,328.00	(\$4,712.09)	
Non-Departmental Revenues Totals		\$106,266.81	\$471,040.09	\$516,328.00	\$45,287.91	
Revenue		\$106,266.81	\$471,040.09	\$516,328.00	\$45,287.91	
Gross Profit		\$106,266.81	\$471,040.09	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
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%
Total Personal Services		\$17,711.07	\$88,701.78	\$220,743.00	\$132,041.22	
Materials & Supplies						
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%
Total Materials & Supplies		\$265.95	\$792.56	\$1,420.00	\$627.44	
Other Services						
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%
Total Other Services		\$273.00	\$7,103.87	\$18,133.00	\$11,029.13	
Administration Totals		\$18,250.02	\$96,598.21	\$240,296.00	\$143,697.79	
General Government						
Materials & Supplies						
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%

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
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	1,669.00	4,280.00	2,611.00	39.00%
Total Materials & Supplies		\$94.00	\$4,291.02	\$10,340.00	\$6,048.98	
Other Services						
6030	Community Support Agreements	1,950.00	6,920.00	24,000.00	17,080.00	28.83%
6025	Contracts & Leases	0.00	4,947.60	0.00	(4,947.60)	0.00%
6035	Dues & Memberships	0.00	724.94	3,050.00	2,325.06	23.77%
6015	Insurance	0.00	0.00	5,000.00	5,000.00	0.00%
6800	Office/Gen Administrative Exp	0.00	16,837.29	15,000.00	(1,837.29)	112.25%
6020	Professional Services	1,316.00	39,623.88	59,300.00	19,676.12	66.82%
6010	Publication & Notice Expense	0.00	476.70	2,500.00	2,023.30	19.07%
6045	Road & Trail Maintenance	0.00	8,784.00	21,096.00	12,312.00	41.64%
6040	School, Training, Travel	0.00	1,725.83	2,500.00	774.17	69.03%
6000	Utilities	56.00	382.00	1,000.00	618.00	38.20%
6050	Website Expense	0.00	0.00	4,000.00	4,000.00	0.00%
Total Other Services		\$3,322.00	\$80,422.24	\$137,446.00	\$57,023.76	
Capital Outlay						
7010	Projects	1,486.16	9,171.91	50,000.00	40,828.09	18.34%
Total Capital Outlay		\$1,486.16	\$9,171.91	\$50,000.00	\$40,828.09	
Debt Service						
8000	GO Bond Payments	0.00	0.00	55,600.00	55,600.00	0.00%
8500	Interest Expense	71.13	6,239.74	0.00	(6,239.74)	0.00%
Total Debt Service		\$71.13	\$6,239.74	\$55,600.00	\$49,360.26	
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		\$4,973.29	\$100,124.91	\$268,386.00	\$168,261.09	
RWD						
Personal Services						
5025	Employer Retirement Contributi	0.00	90.38	0.00	(90.38)	0.00%
5000	Salaries	0.00	2,000.00	0.00	(2,000.00)	0.00%
5010	Social Security	0.00	153.01	0.00	(153.01)	0.00%
5015	Unemployment Tax	0.00	10.96	0.00	(10.96)	0.00%
Total Personal Services		\$0.00	\$2,254.35	\$0.00	(\$2,254.35)	
RWD Totals		\$0.00	\$2,254.35	\$0.00	(\$2,254.35)	
Expenses		\$23,223.31	\$198,977.47	\$508,682.00	\$309,704.53	
Revenue Less Expenditures		\$83,043.50	\$272,062.62	\$7,646.00	\$0.00	
Net Change in Fund Balance		\$83,043.50	\$272,062.62	\$7,646.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,123,926.22	934,907.10	0.00	0.00	0.00%
Net Change in Fund Balance		83,043.50	272,062.62	7,646.00	0.00	0.00%
Ending Fund Balance		1,206,969.72	1,206,969.72	0.00	0.00	0.00%

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

Jan 2023

Jan 2023

Actual

Revenue

Other Revenue

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

Revenue	\$106,266.81
Gross Profit	\$106,266.81

Expenses

Personal Services

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

Materials & Supplies

Office Supplies	265.95
Software Programs/ Services	94.00

Other Services

Utilities	329.00
Professional Services	1,316.00
Community Support Agreements	1,950.00

Capital Outlay

Projects	1,486.16
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Debt Service

Interest Expense	71.13
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Expenses	\$23,223.31
Income (Loss) From Operations	\$83,043.50
Net Income (Loss)	\$83,043.50

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
Bank Register
1/1/2023 to 1/31/2023

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	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
Bank Register
1/1/2023 to 1/31/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1/27/2023	1414	Joanne Chinicci -			0.00	55.08	723,359.08
1/27/2023	1413	Freese and Nichols			0.00	1,486.16	721,872.92
1000 Town of CL Checking 9683 Totals					\$106,266.81	\$65,868.84	\$721,872.92
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
1010 2018 GO Bond Checking Totals					\$0.00	\$0.00	\$69,786.67
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
1020 2020 GO Bond Checking Totals					\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	53,368.93
1/13/2023	GJ-10085	Pittsburg County Clerk			43,343.61	0.00	96,712.54
1030 Sinking Fund Checking 3087 Totals					\$43,343.61	\$0.00	\$96,712.54
Report Totals					\$149,610.42	\$65,868.84	\$968,249.60
Records included in total = 41							

Report Options

Trans Date: 1/1/2023 to 1/31/2023

Fund: General Fund

Display Notation: No

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 Mecos 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..