

**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; **March 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 8:05 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 February 18, 2023

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  
Mary Myrick  
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 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 2023-03-01. 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.

MOTION: A motion was made by Mai and seconded by Chapman to approve Ordinance 2023-03-01 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.

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

NAY: None

6a. Vote to approve Declaring an Emergency.  
Exhibit:

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

AYE: Joanne Chinnici  
Mary Myrick  
Kris Brule'

Chuck Mai  
Clay Chapman

NAY: None

7. Consider, discuss and possibly vote to amend revise, approve or deny a Resolution 202-03-01 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 approved a Short Term Rental Ordinance. In accordance with the Ordinance a license and renewal 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.

MOTION: A motion was made to approve a Resolution creating a Residential Short Term Rental license and renewal fee in the Town of Carlton Landing Fee Schedule.

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

NAY: None

8. Reports
  - a. Sales Tax Revenue and other Financial Reports (See attachment)
  - b. Town Administrator (See attachment)
  - c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall reported having meeting with Greg Buckley and Mayor Chinnici and she expressed appreciation for the STR program. Kay also reported the Competitive Bidding Act upped the requirement for bidding to \$100,000; however she recommended a written opinion letter from Leslie Batchlor.

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

Craig Ireland: Recommended that all applicants for STR be current on Lodging taxes

Heather Scott: TIF, prioritize the Marina

Jim Bohaker: Reported the current docks will be move to new location within the next 2 weeks. Stephens road, will be providing electrical and optics. Concessions and gas at the new Marina is probably 2 years out. Restrooms must go through DEQ.

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:54 a.m., March 18, 2023.

\_\_\_\_\_  
Mayor

Attest:

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

DRAFT

**General Fund  
Bank Register  
2/1/2023 to 2/28/2023**

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	721,872.92
2/3/2023	1420	Oklahoma Uniform Building			0.00	32.00	721,840.92
2/3/2023	1419	McAlester News Capital			0.00	257.40	721,583.52
2/3/2023	1418	Kiamichi Electric			0.00	253.00	721,330.52
2/3/2023	1417	Dan Hurd			0.00	1,400.00	719,930.52
2/3/2023	1416	Carlton Landing Fire and			0.00	750.00	719,180.52
2/3/2023	1415	BOK Credit Card			0.00	934.18	718,246.34
2/3/2023	A-10081	James G Buckley			0.00	3,671.53	714,574.81
2/3/2023	A-10082	Amanda K Harjo			0.00	1,682.19	712,892.62
2/6/2023	R-00333	Pittsburg County RWD #20			5,000.00	0.00	717,892.62
2/9/2023	EFT	RWS Cloud Services			0.00	94.00	717,798.62
2/9/2023	R-00336	Oklahoma Tax Commission			1,544.36	0.00	719,342.98
2/9/2023	R-00335	Oklahoma Tax Commission			3,208.16	0.00	722,551.14
2/9/2023	R-00334	Oklahoma Tax Commission			25,509.72	0.00	748,060.86
2/10/2023	R-00337	Oklahoma Tax Commission			14.04	0.00	748,074.90
2/10/2023	1423	OPEH&W			0.00	1,563.82	746,511.08
2/10/2023	1422	OkMRF			0.00	1,439.11	745,071.97
2/10/2023	1421	Cross Telephone Co			0.00	97.00	744,974.97
2/13/2023	R-00338	Oklahoma Tax Commission			164.18	0.00	745,139.15
2/14/2023					0.00	75.55	745,063.60
2/14/2023	EFT	Oklahoma Tax Commission			0.00	522.00	744,541.60
2/14/2023	EFTPS	EFTPS			0.00	3,540.78	741,000.82
2/17/2023	1425	OMAG			0.00	5,097.00	735,903.82
2/17/2023	1424	Carlton Landing Academy			0.00	1,040.00	734,863.82
2/17/2023	A-10084	Amanda K Harjo			0.00	1,682.19	733,181.63
2/17/2023	A-10083	James G Buckley			0.00	3,469.67	729,711.96
2/24/2023	1426	BOK Credit Card			0.00	980.84	728,731.12
2/24/2023	R-00339	CLEDT			12,775.01	0.00	741,506.13
2/24/2023	1427	Kay Robbins Wall			0.00	600.00	740,906.13
2/27/2023	R-00340	Pittsburg County Clerk			10,063.21	0.00	750,969.34
2/28/2023	GJ-10086	Pittsburg County Clerk			0.00	9,899.52	741,069.82
<b>1000 Town of CL Checking 9683 Totals</b>					<b>\$58,278.68</b>	<b>\$39,081.78</b>	<b>\$741,069.82</b>
<b>1010 2018 GO Bond Checking</b>							
		Beginning Balance			0.00	0.00	69,786.67
<b>1010 2018 GO Bond Checking Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,786.67</b>

**General Fund**  
**Income Statement**  
**2/1/2023 to 2/28/2023**

	Feb 2023
	Feb 2023
	Actual
<b>Revenue</b>	
<b>Other Revenue</b>	
Sales Tax	25,673.90
Use Tax	1,544.36
Lodging Tax	3,208.16
Alcohol Beverage Tax	105.21
Vehicle Gas/Fuel Tax	72.52
Pittsburgh County Sinking Fund	9,899.52
Miscellaneous Revenue	5,000.00
Transfer IN from TIF	12,775.01
<b>Revenue</b>	<b>\$58,278.68</b>
<b>Gross Profit</b>	<b>\$58,278.68</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	263.92
Posatge	63.00
Software Programs/ Services	168.85
<b>Other Services</b>	
Utilities	478.49
Rent	955.56
Publication & Notice Expense	257.40
Insurance	5,097.00
Professional Services	2,032.00
Community Support Agreements	1,790.00
Dues & Memberships	29.98
School, Training, Travel	399.22
<b>Debt Service</b>	
Interest Expense	75.55
<b>Expenses</b>	<b>\$29,322.04</b>
<b>Income (Loss) From Operations</b>	<b>\$28,956.64</b>
<b>Net Income (Loss)</b>	<b>\$28,956.64</b>

*Report Options*  
 Period: 2/1/2023 to 2/28/2023  
 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)**  
**2/1/2023 to 2/28/2023**

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
2/3/2023	1420	Oklahoma Uniform Building	32.00
2/3/2023	1419	McAlester News Capital	257.40
2/3/2023	1418	Kiamichi Electric	253.00
2/3/2023	1417	Dan Hurd	1,400.00
2/3/2023	1416	Carlton Landing Fire and	750.00
2/3/2023	1415	BOK Credit Card	934.18
2/3/2023	A-10081	James G Buckley	3,671.53
2/3/2023	A-10082	Amanda K Harjo	1,682.19
2/9/2023	EFT	RWS Cloud Services	94.00
2/10/2023	1423	OPEH&W	1,563.82
2/10/2023	1422	OkMRF	1,439.11
2/10/2023	1421	Cross Telephone Co	97.00
2/14/2023			75.55
2/14/2023	EFT	Oklahoma Tax Commission	522.00
2/14/2023	EFTPS	EFTPS	3,540.78
2/17/2023	1425	OMAG	5,097.00
2/17/2023	1424	Carlton Landing Academy	1,040.00
2/17/2023	A-10084	Amanda K Harjo	1,682.19
2/17/2023	A-10083	James G Buckley	3,469.67
2/24/2023	1426	BOK Credit Card	980.84
2/24/2023	1427	Kay Robbins Wall	600.00
2/28/2023	GJ-10086	Pittsburg County Clerk	9,899.52
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$39,081.78</b>

*Report Options*  
Check Date: 2/1/2023 to 2/28/2023  
Display Notation: No  
Fund: General Fund

Statement of Revenue and Expenditures

		Current Period Feb 2023 Feb 2023 Actual	Year-To-Date Jul 2022 Feb 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	105.21	902.03	800.00	(102.03)	112.75%
4100	Building Permits/Inspection Fe	0.00	16,196.73	23,580.00	7,383.27	68.69%
4105	Business License and Permits	0.00	239.70	200.00	(39.70)	119.85%
4011	Lodging Tax	3,208.16	68,521.06	48,000.00	(20,521.06)	142.75%
4500	Miscellaneous Revenue	5,000.00	17,557.00	0.00	(17,557.00)	0.00%
4015	Pittsburgh County Sinking Fund	9,899.52	66,228.92	55,600.00	(10,628.92)	119.12%
4000	Sales Tax	25,673.90	263,292.69	198,000.00	(65,292.69)	132.98%
9002	Transfer IN from TIF	12,775.01	75,761.45	120,148.00	44,386.55	63.06%
4005	Use Tax	1,544.36	10,808.14	8,000.00	(2,808.14)	135.10%
4010	Utility Tax	0.00	9,256.64	12,000.00	2,743.36	77.14%
4013	Vehicle Gas/Fuel Tax	72.52	554.41	0.00	(554.41)	0.00%
<b>Total Other Revenue</b>		<b>\$58,278.68</b>	<b>\$529,318.77</b>	<b>\$466,328.00</b>	<b>(\$62,990.77)</b>	
<b>Non-Departmental Revenues Totals</b>		<b>\$58,278.68</b>	<b>\$529,318.77</b>	<b>\$516,328.00</b>	<b>(\$12,990.77)</b>	
<b>Revenue</b>		<b>\$58,278.68</b>	<b>\$529,318.77</b>	<b>\$516,328.00</b>	<b>(\$12,990.77)</b>	
<b>Gross Profit</b>		<b>\$58,278.68</b>	<b>\$529,318.77</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	12,510.56	27,420.00	14,909.44	45.63%
5025	Employer Retirement Contributi	959.41	7,144.51	15,800.00	8,655.49	45.22%
5000	Salaries	13,653.84	79,807.69	158,000.00	78,192.31	50.51%
5010	Social Security	1,069.37	6,304.16	12,385.00	6,080.84	50.90%
5015	Unemployment Tax	139.78	301.48	3,238.00	2,936.52	9.31%
5030	Vehicle/Cell Allowance	324.85	2,598.80	3,900.00	1,301.20	66.64%
<b>Total Personal Services</b>		<b>\$17,711.07</b>	<b>\$108,667.20</b>	<b>\$220,743.00</b>	<b>\$112,075.80</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	263.92	776.60	800.00	23.40	97.08%
5520	Software Programs/ Services	24.95	144.83	200.00	55.17	72.42%
<b>Total Materials &amp; Supplies</b>		<b>\$288.87</b>	<b>\$1,081.43</b>	<b>\$1,420.00</b>	<b>\$338.57</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	955.56	3,822.24	5,820.00	1,997.76	65.67%
6040	School, Training, Travel	49.00	2,047.40	6,000.00	3,952.60	34.12%
6000	Utilities	422.49	2,031.28	4,363.00	2,331.72	46.56%
<b>Total Other Services</b>		<b>\$1,427.05</b>	<b>\$8,530.92</b>	<b>\$18,133.00</b>	<b>\$9,602.08</b>	
<b>Administration Totals</b>		<b>\$19,426.99</b>	<b>\$118,279.55</b>	<b>\$240,296.00</b>	<b>\$122,016.45</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%



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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	After Project 1 and Project 12 Funding List Improvement																						
	Timeline																						
		<b>Project Start</b>	<b>Project Finish</b>																				
1	Mobile	March 20, 2023	---																				
2	Funding List ID	March 20, 2023	April 11, 2023																				
3	Academy Lane	March 20, 2023	April 21, 2023																				
4	Port Lane - West	March 20, 2023	April 21, 2023																				
5	Port Lane - East and Port of Water	March 27, 2023	April 18, 2023																				
6	Land	April 3, 2023	May 5, 2023																				
7	Method Lane	---	May 5, 2023																				
8	Frontier	---	May 5, 2023																				

Town Administrator's Report March 17, 2023

- Alley Phase II and Block 10 Parking Lot –.
- Stephens Road –.
- 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..