

**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

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 February 18, 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 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.](#)

6a. [Vote to approve Declaring an Emergency.](#)

Exhibit:[FINAL STR Ord. 3-14-23](#)

7. [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 2023-03-01 Short Term Rental License Fee](#)

8. Reports

a. [Sales Tax Revenue and other Financial Reports:Statement of Revenue and Expenditures - BOT Feb 2023, Bank Register - BOT Feb 2023, Income Statement - BOT Feb](#)

2023

- b. [Town Administrator; Freese and Nichols Project Report](#)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

9. 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.

10. 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 March 2023, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Greg Buckley
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, **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.

Mayor

Attest:

Town Clerk

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
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
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
Debt Service	
Interest Expense	71.13
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

2/15/2023
9:19 PM

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

Page 1 of 1

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

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
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%

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

3/15/2023
10:11 AM

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General Fund
Payments Journal (Summary)
2/1/2023 to 2/28/2023

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
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
1000 Town of CL Checking 9683 Totals			\$39,081.78

Report Options

Check Date: 2/1/2023 to 2/28/2023

Display Notation: No

Fund: General Fund

Date: March 18, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly vote to amend revise, approve or deny a Ordinance No. 2023-03-01 establishing Guidelines Governing Residential Short Term Rentals 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 February meeting of the Board, further discussion provided direction to the task force to follow up with further discussion and review of some of the language. The task force met February 23, 2023 which provided additional language clarification and changes to the Ordinance. Additional, correspondence with member of the task force has further refined the language of the Ordinance and a general consensus of agreement for the current version of the Short Term Rental Ordinance.

At the January Trustee meeting the Board reviewed a draft Short erm 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 Ordinance No. 2023-03-01 establishing Guidelines Governing Residential Short Term Rentals 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.

ORDINANCE – SHORT-TERM RENTALS

TOWN OF CARLTON LANDING ORDINANCE NO. 2023-03-
AN ORDINANCE ESTABLISHING GUIDELINES GOVERNING
RESIDENTIAL SHORT-TERM RENTALS 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 person who rents or occupies alone or with others a residential short-term
rental

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

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 residential short-term rental property.

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. 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 residential short-term rental.

G. The residential short-term rental shall outwardly appear as a residential dwelling.

H. Operators and guests shall not adversely impact the residential character of the neighborhood and shall abide by provisions of the Town of Carlton Landing Ordinance No. 12 “Noise Nuisances.”

I. A licensee or guest of a residential short-term rental shall not violate any Town of Carlton Landing regulations governing the parking of cars, trucks and RVs or guidelines regarding the shooting off of fireworks.

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) calendar 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 within thirty (30) minutes of the contact by the guest, a Town or HOA representative, a security or police officer, or other interested individual, with a proposed resolution and/or actions taken to resolve 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 name, primary mailing address, telephone number, and e-mail of the owner of the short-term rental.
- B. Complete physical 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 name, mailing address, telephone number, and e-mail of the contact person who can be reached and respond within thirty (30) minutes, pursuant to Section 2(J).
- D. Documentation showing that the property is not subject to outstanding Carlton Landing Code or other state law violations.
- E. Documentation that shows the owner of the short-term rental property or their management company has a current and valid Oklahoma Sales Tax Permit 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 any applicant or existing licensee fails to comply with any of the residential 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. The frequency of any repeated or unresolved violations by the owner or operator following written notifications to the owner or operator

2. Whether a violation was committed intentionally or knowingly by the owner or operator

3. Sales and lodging taxes are delinquent and are owed by the owner or operator of the property

4. Any other information that demonstrates the degree to which the owner or operator has endangered the public health, safety, or welfare of the community

5. Any fraud, material misrepresentation, of false statements contained in the attestations, required documentations, or correlating application material

B. If the Town of Carlton Landing denies a residential short-term rental license, the Town of Carlton Landing will provide written notice to the applicant within thirty (30) calendar days of license application, define a specific remedy process for approval, and provide an appropriate appeals process.

C. If the Town of Carlton Landing intends to suspend or revoke a residential short-term rental license, the Town of Carlton Landing will provide written notice and an explanation of violations to the licensee, define a specific remedy process and allow thirty (30) calendar days for the licensee to address violations prior to the license being suspended or revoked.

D. The Town of Carlton Landing may suspend an Operator's Short Term Rental License for up to three (3) months, if after written notice of violation(s) the operator has not provided proof of corrected violation(s) within thirty (30) calendar days of written notice.

E. The Town of Carlton Landing may revoke an Operator's Short Term Rental License for subsequent/repeated violation(s) after a suspension or the severity and disregard of the short-term requirement warrants a revocation. The revocation shall last at least six (6) months. After revocation, the operator shall not reapply for a residential short-term rental license until the reasons for the revocation have been resolved.

F. A revocation or suspension of the Operator's license may be appealed to the Town of Carlton Landing Board of Trustees within ten (10) calendar days of the revocation or suspension on a form provided by the Town of Carlton Landing and a hearing may be requested on the matter at a regularly scheduled meeting of the Board following an investigation of the application to appeal.

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. Name and contact information of contact person (may be the Management Company), pursuant to Section 2(J).
- 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
- I. Rules governing use of pools/hot tub/marina

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 in order to put these provisions into effect as quickly as possible so that a process and procedure for regulating short-term rentals in the Town of Carlton Landing may be in place prior to the start of the busy 2023 summer short-term residential vacation rentals season. 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 CARLTON LANDING _____

Attest:

Joanne Chinnici, Mayor

Jan Summers, Clerk-Treasurer

Item No. _____

Item No. _____

Date: March 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 March 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. 2023-03-01

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 March 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 March 2023.

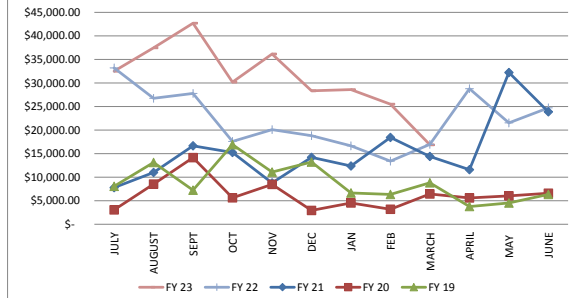
Joanne Chinnici, Mayor

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	\$ 16,883.51				\$ 278,338.42
<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

3% Sales Tax Analysis by Fiscal Year



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	\$ 1,235.80				\$ 12,043.94
<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	\$ 2,174.31				\$ 70,695.38
<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 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
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	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%
Total Other Revenue		\$58,278.68	\$529,318.77	\$466,328.00	(\$62,990.77)	
Non-Departmental Revenues Totals		\$58,278.68	\$529,318.77	\$516,328.00	(\$12,990.77)	
Revenue		\$58,278.68	\$529,318.77	\$516,328.00	(\$12,990.77)	
Gross Profit		\$58,278.68	\$529,318.77	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
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%
Total Personal Services		\$17,711.07	\$108,667.20	\$220,743.00	\$112,075.80	
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	263.92	776.60	800.00	23.40	97.08%
5520	Software Programs/ Services	24.95	144.83	200.00	55.17	72.42%
Total Materials & Supplies		\$288.87	\$1,081.43	\$1,420.00	\$338.57	
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	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%
Total Other Services		\$1,427.05	\$8,530.92	\$18,133.00	\$9,602.08	
Administration Totals		\$19,426.99	\$118,279.55	\$240,296.00	\$122,016.45	
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 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
Revenue & Expenditures						
Expenses						
General Government						
Materials & Supplies						
5500	Office Supplies	0.00	0.00	1,500.00	1,500.00	0.00%
5505	Posatge	63.00	123.00	600.00	477.00	20.50%
5520	Software Programs/ Services	143.90	1,812.90	4,280.00	2,467.10	42.36%
Total Materials & Supplies		\$206.90	\$4,497.92	\$10,340.00	\$5,842.08	
Other Services						
6030	Community Support Agreements	1,790.00	8,710.00	24,000.00	15,290.00	36.29%
6025	Contracts & Leases	0.00	4,947.60	0.00	(4,947.60)	0.00%
6035	Dues & Memberships	29.98	754.92	3,050.00	2,295.08	24.75%
6015	Insurance	5,097.00	5,097.00	5,000.00	(97.00)	101.94%
6800	Office/Gen Administrative Exp	0.00	16,837.29	15,000.00	(1,837.29)	112.25%
6020	Professional Services	2,032.00	41,655.88	59,300.00	17,644.12	70.25%
6010	Publication & Notice Expense	257.40	734.10	2,500.00	1,765.90	29.36%
6045	Road & Trail Maintenance	0.00	8,784.00	21,096.00	12,312.00	41.64%
6040	School, Training, Travel	350.22	2,076.05	2,500.00	423.95	83.04%
6000	Utilities	56.00	438.00	1,000.00	562.00	43.80%
6050	Website Expense	0.00	0.00	4,000.00	4,000.00	0.00%
Total Other Services		\$9,612.60	\$90,034.84	\$137,446.00	\$47,411.16	
Capital Outlay						
7010	Projects	0.00	9,171.91	50,000.00	40,828.09	18.34%
Total Capital Outlay		\$0.00	\$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	75.55	6,315.29	0.00	(6,315.29)	0.00%
Total Debt Service		\$75.55	\$6,315.29	\$55,600.00	\$49,284.71	
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		\$9,895.05	\$110,019.96	\$268,386.00	\$158,366.04	
Expenses		\$29,322.04	\$228,299.51	\$508,682.00	\$280,382.49	
Revenue Less Expenditures		\$28,956.64	\$301,019.26	\$7,646.00	\$0.00	
Net Change in Fund Balance		\$28,956.64	\$301,019.26	\$7,646.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,206,969.72	934,907.10	0.00	0.00	0.00%
Net Change in Fund Balance		28,956.64	301,019.26	7,646.00	0.00	0.00%
Ending Fund Balance		1,235,926.36	1,235,926.36	0.00	0.00	0.00%

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
1000 Town of CL Checking 9683							
		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
1000 Town of CL Checking 9683 Totals					\$58,278.68	\$39,081.78	\$741,069.82
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

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
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	96,712.54
2/28/2023	GJ-10086	Pittsburg County Clerk			9,899.52	0.00	106,612.06
		1030 Sinking Fund Checking 3087 Totals			\$9,899.52	\$0.00	\$106,612.06
		Report Totals			\$68,178.20	\$39,081.78	\$997,346.02
Records included in total = 35							

Report Options

Trans Date: 2/1/2023 to 2/28/2023

Fund: General Fund

Display Notation: No

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

Feb 2023
Feb 2023
Actual

Revenue

Other Revenue

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

Revenue	\$58,278.68
Gross Profit	\$58,278.68

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	263.92
Posatge	63.00
Software Programs/ Services	168.85

Other Services

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

Debt Service

Interest Expense	75.55
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Expenses	\$29,322.04
Income (Loss) From Operations	\$28,956.64
Net Income (Loss)	\$28,956.64

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

Town Administrator's Report March 18, 2023

- Alley Phase II and Block 10 Parking Lot –There was a pre-construction meeting with Freese and Nichols, H&G Paving and Mike Kerney (Project Manager) on March 3, 2023. H&G Paving as provided Notice of Award and Notice to Proceed. H&G Paving is scheduled to mobilize and start Monday, March 20, 2023. I reached out and provided notice to the School, Meeting House and HOA of contractor start date. The initial tentative schedule is subject to change as contractor mobilizes on sight.

Alley Phase II and Block 10 Parking Lot Improvement Tentative

<u>Task</u>	<u>Projected Start</u>	<u>Projected Finish</u>
Mobilize	March 20, 2023	----
Parking Lot 10	March 20, 2023	April 21, 2023
Academy Lane	March 20, 2023	April 21, 2023
Park Lane - West	March 20, 2023	April 21, 2023
Park Lane -East and Part of Water Lane	March 27, 2023	April 28, 2023
Redbud Lane	April 3, 2023	May 5, 2023
Finalize	----	May 5, 2023

- Stephens Road – The Corps has provided notice of approval of the engineering plans for Stephens Road. Prior to commencement of work we need to provide an Aquatic Resource Protection Plan. This is a new requirement and we will be working with Freese and Nichols to prepare and submit the plan. I have contacted the County Commissioner, Charles Rogers, to let him know we will soon begin work on Stephens Road. We will begin working with the property owner at the end of Stephens Road to clear any encroachments from the Statutory right of way. Our goal is to have the road way cleared prior to the bat migration period, which will delay any work until after the migration period.
- Short Term Rental Ordinance – I coordinated and participated in a Task Force meeting on February 23 for discussion and possible changes to the language of the Ordinance. The Task force had good open discussion and several changes were recommended and made to the proposed Ordinance. After the Task Force meeting discussion continued and additional modifications and language clarifications occurred. Thank you for all those who gave of their time and provided input in creating the Short Term Rental Ordinance.

- Marina Phase 2 expansion – The Concessionaire has submitted a letter to amend the Marina plans related to the number and configuration of the docks.. That request has been forwarded to the Corp of Engineers for their approval.
- RWD #20 – Provided a written follow up to the February 9, meeting with DEQ on consent Order. The letter provided action item timelines to address items within the Consent Order and requested a partial lift of the construction moratorium to help increase flow to the Wastewater Treatment Plant.

Thank you..

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 3/15/2023

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. FNI scope of work complete.

Community Center Planning (CRL22601)

- FNI coordinated/attended the concept review meeting with Method Group, Town Administrator and Mary Myrick – December 19th
- Following the site visit, Town staff to review and provide feedback on the options discussed in the meeting. Method Group to evaluate feedback and derive path forward for discussion.
- No work this month. Awaiting feedback from the Town

2022 Alley Paving (CRL22138)

- 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 provided alley flows. Complete.
- FNI attended the initial bid opening 1/12/23. No responsive bidders submitted bids. FNI discussed with the Town and it was decided to rebid the project.
- FNI coordinated the updates to the project manual and invitation to bidders. FNI provided the updated advertisement text to the Town for distribution to the newspaper.
- Project was re-bid on 2/9/23. FNI checked references, evaluated bids and provided a letter of recommendation for award.
- FNI coordinated delivery of documents for execution
- Coordinated/attended the Pre-work meeting on 3/3/2023

Stephens Road (CRL22147)

- General
 - None
- Environmental
 - Geotechnical investigations have been completed and FNI has received the final report.
 - FNI submitted the Construction request & PCN paperwork to the USACE for review and approval.
- Roadway
 - Geotechnical sub completed the dozer work in advance of the boring and has also completed the boring work. FNI has received the final geotechnical report which shows the presence of rock at shallow depths.
 - FNI coordinated internally and with the Town on the rock depths observed and have decided to make minor adjustments to the roadway profile in one of two areas to alleviate the rock cut concern.
 - FNI working to get the plans completed in the 1st Quarter of 2023, pending USACE approval of the Construction request, barring additional environmental permitting/ changes from the USACE
 - FNI currently holding while waiting on the USACE.