

**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; **April 15, 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 8:47 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 March 18, 2023
- b. Biennial Election Meeting of the CL Board of Trustees April 4, 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: Mary Myrick
Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

5. Consider, discuss and possible vote to amend, revise, approve or deny the engagement letter with **Crawford and Associates** for financial services, or take any other appropriate action.

Exhibit:

6. Consider, discuss and possible vote to amend, revise, approve or deny the engagement letter with Elfrink & Associates for Auditing Services, or take any other appropriate action
Exhibit:

7. Items Removed from Consent Agenda

8. Consider, discuss and possibly vote to amend, revise, approve or deny a Resolution of the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, Whereby the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma resolves to appoint the following person to the Board of Adjustment of Carlton Landing, Pittsburgh County, Oklahoma, or take any other appropriate action.
Exhibit:

MOTION: A motion was made by Chinnici and seconded by Mai to re-appoint Amaziah Dominic to the Board of Adjustment for a three (3) year term to begin April, 2023 and end April, 2026.

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

NAY: None

(Swearing in of Amaziah Dominic to Board of Adjustment by Kay Wall)

9. Presentation by Planning Commission Parking Subcommittee Chairwoman and discussion of status of developing Parking Standards, or take any other appropriate action.
Exhibit:

Heather Scott, Chairperson of Parking Subcommittee reported the committee will meet on Friday, May 12.

10. 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 she will be attending the annual Spring School for Attorneys, April 26-28.

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

Craig Ireland requested the names of town committee members be put on the town of Carlton Landing website (TIF, Parking, Board of Adjustment, Nature Center committee)

12. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:07 a.m., April 15, 2023.

Mayor

Attest:

Town Clerk

DRAFT

**General Fund
Bank Register
3/1/2023 to 3/31/2023**

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund						
Town of CL Checking 9683						
			Beginning Balance			741,069.82
3/2/2023	EFT		RWS Cloud Services		94.00	740,975.82
3/3/2023	1428		Carlton Landing Fire and		750.00	740,225.82
3/3/2023	1429		Cross Telephone Co		97.00	740,128.82
3/3/2023	1430		Kiamichi Electric		259.00	739,869.82
3/3/2023	A-10085		James G Buckley		3,671.53	736,198.29
3/3/2023	A-10086		Amanda K Harjo		1,682.19	734,516.10
3/3/2023	R-00341		Pittsburg County RWD #20	5,000.00		739,516.10
3/9/2023	R-00342		Oklahoma Tax Commission	16,883.51		756,399.61
3/9/2023	R-00343		Oklahoma Tax Commission	2,174.31		758,573.92
3/9/2023	R-00344		Oklahoma Tax Commission	1,235.80		759,809.72
3/10/2023	1431		CSA Software		1,180.00	758,629.72
3/10/2023	1432		OPEH&W		1,614.76	757,014.96
3/10/2023	R-00345		Oklahoma Tax Commission	13.12		757,028.08
3/13/2023	R-00346		Oklahoma Tax Commission	142.27		757,170.35
3/14/2023	EFTPS		EFTPS		3,540.78	753,629.57
3/17/2023	1433		McAlester News Capital		26.70	753,602.87
3/17/2023	A-10087		James G Buckley		3,469.67	750,133.20
3/17/2023	A-10088		Amanda K Harjo		1,584.77	748,548.43
3/20/2023	EFT		Oklahoma Tax Commission		522.00	748,026.43
3/21/2023	R-00347		Pittsburg County Clerk	901.50		748,927.93
3/22/2023	GJ-10088		Pittsburg County Clerk		735.07	748,192.86
3/24/2023	1434		BOK Credit Card		85.20	748,107.66
3/24/2023	1435		Kay Robbins Wall		600.00	747,507.66
3/24/2023	1436		OkMRF		1,439.11	746,068.55
3/24/2023	1437		McAlester News Capital		23.70	746,044.85
3/24/2023	1438		OMAG		175.00	745,869.85
3/24/2023	1439		Carlton Landing Academy		1,200.00	744,669.85
3/27/2023	R-00348		CLEDT	13,598.89		758,268.74
3/27/2023	R-00349		Kiamichi Electric	285.30		758,554.04
3/28/2023	R-00351		Brock Baum	48.25		758,602.29
3/30/2023	R-00352		Tim Lawrence	48.25		758,650.54
3/31/2023					75.55	758,574.99
3/31/2023	1440		Crawford & Associates,		460.00	758,114.99
3/31/2023	1441		Kiamichi Electric		132.00	757,982.99

General Fund
Income Statement
3/1/2023 to 3/31/2023

	Mar 2023
	Mar 2023
	Actual
Revenue	
Other Revenue	
Sales Tax	17,025.78
Use Tax	1,235.80
Lodging Tax	2,174.31
Alcohol Beverage Tax	104.44
Vehicle Gas/Fuel Tax	75.11
Pittsburgh County Sinking Fund	735.07
Business License and Permits	289.50
Miscellaneous Revenue	5,000.00
Transfer IN from TIF	13,598.89
Revenue	\$40,238.90
Gross Profit	\$40,238.90
Expenses	
Personal Services	
Salaries	20,480.76
Social Security	1,587.73
Unemployment Tax	130.37
Employer Paid Insurance	3,280.02
Employer Retirement Contributi	1,861.33
Vehicle/Cell Allowance	324.85
Materials & Supplies	
Office Supplies	53.41
Posatge	16.80
Building Maintenance & Repairs	80.00
Software Programs/ Services	1,274.00
Other Services	
Utilities	202.70
Publication & Notice Expense	50.40
Insurance	175.00
Professional Services	1,660.00
Community Support Agreements	2,700.00
Dues & Memberships	14.99
Debt Service	
Interest Expense	5,470.55
Expenses	\$39,362.91
Income (Loss) From Operations	\$875.99
Net Income (Loss)	\$875.99

Report Options
 Period: 3/1/2023 to 3/31/2023
 Display Level: Level 3 Accounts
 Display Account Categories: Yes
 Display Subtotals: None
 Reporting Method: Accrual
 Fund: General Fund
 Include Accounts: Accounts With Activity

General Fund
Payments Journal (Summary)
3/1/2023 to 3/31/2023

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
3/2/2023	EFT	RWS Cloud Services	94.00
3/3/2023	1430	Kiamichi Electric	259.00
3/3/2023	1429	Cross Telephone Co	97.00
3/3/2023	1428	Carlton Landing Fire and	750.00
3/3/2023	A-10086	Amanda K Harjo	1,682.19
3/3/2023	A-10085	James G Buckley	3,671.53
3/10/2023	1432	OPEH&W	1,614.76
3/10/2023	1431	CSA Software	1,180.00
3/14/2023	EFTPS	EFTPS	3,540.78
3/17/2023	1433	McAlester News Capital	26.70
3/17/2023	A-10088	Amanda K Harjo	1,584.77
3/17/2023	A-10087	James G Buckley	3,469.67
3/20/2023	EFT	Oklahoma Tax Commission	522.00
3/22/2023	GJ-10088	Pittsburg County Clerk	735.07
3/24/2023	1439	Carlton Landing Academy	1,200.00
3/24/2023	1438	OMAG	175.00
3/24/2023	1437	McAlester News Capital	23.70
3/24/2023	1436	OKMRF	1,439.11
3/24/2023	1435	Kay Robbins Wall	600.00
3/24/2023	1434	BOK Credit Card	85.20
3/31/2023			75.55
3/31/2023	1443	Carlton Landing Fire and	750.00
3/31/2023	1442	Pied Piper Service	80.00
3/31/2023	1441	Kiamichi Electric	132.00
3/31/2023	1440	Crawford & Associates, P.C.	460.00
3/31/2023	A-10090	Amanda K Harjo	1,584.77
3/31/2023	A-10089	James G Buckley	3,469.67
1000 Town of CL Checking 9683 Totals			\$29,302.47
1030 Sinking Fund Checking 3087			
3/31/2023	0008	BOK Financial	11,695.00
3/31/2023	0007	BOK Financial	11,600.00
3/31/2023	0006	BOK Financial	27,700.00
1030 Sinking Fund Checking 3087 Totals			\$50,995.00

Report Options
 Check Date: 3/1/2023 to 3/31/2023
 Display Notation: No
 Fund: General Fund

Statement of Revenue and Expenditures

		Current Period Mar 2023 Mar 2023 Actual	Year-To-Date Jul 2022 Mar 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	104.44	1,006.47	800.00	(206.47)	125.81%
4100	Building Permits/Inspection Fe	0.00	16,196.73	23,580.00	7,383.27	68.69%
4105	Business License and Permits	289.50	529.20	200.00	(329.20)	264.60%
4011	Lodging Tax	2,174.31	70,695.37	48,000.00	(22,695.37)	147.28%
4500	Miscellaneous Revenue	5,000.00	22,557.00	0.00	(22,557.00)	0.00%
4015	Pittsburgh County Sinking Fund	735.07	66,963.99	55,600.00	(11,363.99)	120.44%
4000	Sales Tax	17,025.78	280,318.47	198,000.00	(82,318.47)	141.57%
9002	Transfer IN from TIF	13,598.89	89,360.34	120,148.00	30,787.66	74.38%
4005	Use Tax	1,235.80	12,043.94	8,000.00	(4,043.94)	150.55%
4010	Utility Tax	0.00	9,256.64	12,000.00	2,743.36	77.14%
4013	Vehicle Gas/Fuel Tax	75.11	629.52	0.00	(629.52)	0.00%
Total Other Revenue		\$40,238.90	\$569,557.67	\$466,328.00	(\$103,229.67)	
Non-Departmental Revenues Totals		\$40,238.90	\$569,557.67	\$516,328.00	(\$53,229.67)	
Revenue		\$40,238.90	\$569,557.67	\$516,328.00	(\$53,229.67)	
Gross Profit		\$40,238.90	\$569,557.67	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	3,280.02	15,790.58	27,420.00	11,629.42	57.59%
5025	Employer Retirement Contributi	1,861.33	9,005.84	15,800.00	6,794.16	57.00%
5000	Salaries	20,480.76	100,288.45	158,000.00	57,711.55	63.47%
5010	Social Security	1,587.73	7,891.89	12,385.00	4,493.11	63.72%
5015	Unemployment Tax	130.37	431.85	3,238.00	2,806.15	13.34%
5030	Vehicle/Cell Allowance	324.85	2,923.65	3,900.00	976.35	74.97%
Total Personal Services		\$27,665.06	\$136,332.26	\$220,743.00	\$84,410.74	
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	240.00	320.00	80.00	75.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	776.60	800.00	23.40	97.08%
5520	Software Programs/ Services	0.00	144.83	200.00	55.17	72.42%
Total Materials & Supplies		\$80.00	\$1,161.43	\$1,420.00	\$258.57	
Other Services						
6035	Dues & Memberships	0.00	490.00	1,380.00	890.00	35.51%
6015	Insurance	175.00	315.00	570.00	255.00	55.26%
6005	Rent	0.00	3,822.24	5,820.00	1,997.76	65.67%
6040	School, Training, Travel	0.00	2,047.40	6,000.00	3,952.60	34.12%
6000	Utilities	432.00	2,463.28	4,363.00	1,899.72	56.46%
Total Other Services		\$607.00	\$9,137.92	\$18,133.00	\$8,995.08	
Administration Totals		\$28,352.06	\$146,631.61	\$240,296.00	\$93,664.39	
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 OF CARLTON LANDING

RESOLUTION NO. 2023-04-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA, WHEREBY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA RESOLVES TO APPOINT THE FOLLOWING PERSON TO THE BOARD OF ADJUSTMENT OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA.

WHEREAS the Board of Trustees of the town of Carlton Landing, Pittsburg County, Oklahoma, during a regular Meeting of the Board on April 15, 2023, does hereby consider and hereby Resolves to reappoint the following person to the Board of Adjustment of Carlton Landing, Oklahoma:

Board member position #3: Amaziah Dominic is hereby reappointed to a three (3) year term to begin April, 2023 and end April, 2026.

NOW THEREFORE, be it resolved that the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma reappoints the above-named person to the Board of Adjustment as above set forth.

Passed and approved this 15th day of April 2023.

Town of Carlton Landing

By -----
Joanne Chinnici, Mayor

ATTEST:

Jan Summers, Town Clerk

Town Administrator's Report April 15, 2023

- Alley Phase II and Block 10 Parking Lot –H&G has mobilized and started work on Block 10 Parking Lot. They are waiting for the delivery of underground drainage pipes to begin work on Water Lane. The Contractor has indicated they can maintain our current schedule. The initial tentative schedule is subject to change as we move through the project.

**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 – Freeze and Nichols is completing final documents and plans and we will start the bidding process April 17. Bid opening will be May 12, 2023 with projected start date end of May or first of June. Kay and I prepared a Resolution authorizing the Mayor or Town Administrator the ability to award, sign documents and make payments if within the project budget. If the Trustees approve it will speed-up the process and not have to wait until the May Trustee meeting to award the contract and get started.
- Short Term Rental Ordinance – Property Owners have started submitting their applications for Short Term Rental License. Amanda and I are working through the applications and answering questions.
- Corp Annual Inspection – The Corp completed their on-site annual inspection March 30. Stephen Covil joined me on the inspection of the Marina Docks. We did not get any immediate feedback and should be getting the inspection report in the near future. Thank you to Stepehen for having the Marina Docks clear and fire extinguishers with updated inspection tags.
- RWD #20 – The ODEQ had requested a formal written request for partially lifting the new connection moratorium. We submitted the request and on April 11, 2023, we received informal notice they will

- be approving a partial lift of the new connection moratorium. DEQ will be sending us an amendment to the Consent Order that will outline the terms of the partial moratorium lift. If DEQ accepts our full request, it will basically cover all of Phase 6 and lots at the end of Lower Greenway.

Thank you.

DRAFT