

**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; **June 17, 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 8:06 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Chuck Mai
Clay Chapman

ABSENT: Kris Brule'

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on May 20, 2023

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Mary Myrick
Joanne Chinnici
Chuck Mai
Clay Chapman

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss and possibly vote to amend, revise, approve or deny Resolution 2023-06-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund, Street and Alley Fund, and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2023 and ending June 30, 2024, and providing for the investment of said funds, or take any other appropriate action.

Exhibits:

The preliminary draft FY 23-24 Budget maintains a conservative financial approach to Revenue projections and Expenditures. Building and construction activities are anticipated to remain steady through FY 23-24; however, recent inflation and financial changes mean we should continue to monitor outside markets and their impact on construction activities. The growth in houses has continued a positive increase in Lodging Tax revenue. For FY 22-23 Lodging Tax revenue was projected at \$48,000.00. The Current year end projection for Lodging Tax is approximately \$82,000.00 or about just short of double Budgeted projections covering the second full year of the Tax.

Balance Forward and Carry-over are unfinished projects that are being carried forward from FY 22-23. Using Balance Forward and Carry-over allows the dollars appropriated previously to be re-appropriated in the new Fiscal Year. If the funds were not re-appropriated, then “new revenue” or revenue projected to be received during the Fiscal Year would be used to fund the project or activity that didn’t get completed last year but still needs to be completed. The funds being carried over are directly tied to the GO Bond and TIF projects which were not completed in FY 22-23. The Proposed FY 23-24 Budget does not allocate or estimate a possible TIF Revenue Note, when the Note is issued, and projects determined a Budget Amendment will be completed for approval. The desire is the Budget will be simpler to follow.

Some basic highlights in the proposed FY 23-24 Budget include:

- Increased Revenue in Sales Tax to account for share of School Police Officer
- Increase Miscellaneous Revenue for Agreement with RWD#20 Administrative Services
- TIF Funding percentage for Administration lowered to 44.6%, including the Clerk position
- Increased funds to cover cost of TIF Administration for County Treasurer
- Maintained funds for Community Support Agreement for Fire District

This allocation is a 1 year commitment. The Fire Department must submit a plan that includes labor. The budget allocation is so money is available when a plan/operational structure is submitted.

- Increased Transfer to Reserve Fund to \$20,000.00

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed. Once the TIF Committee meets to review possible projects and a TIF Revenue Note is issued, a Budget Amendment will be submitted for approval. They will make their formal recommendation in the fall as part of the Revenue Note determination process.

Both the Town Budget and CLEDT Budget are submitted as balanced Budgets. At this time, the Town Budget does not project using any excess Fund Balance to balance the budget.

MOTION: A motion was made by Mai and seconded by Chapman to approve the Resolution approving the Town of Carlton Landing, Oklahoma, budget for the General Fund, Street and Alley Fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

AYE: Mary Myrick
Joanne Chinnici
Chuck Mai
Clay Chapman

NAY: None

7. 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
None
- d.

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

There was a discussion regarding the need for Security on weekends throughout the Summer season and special holidays. Security would address underage golf cart drivers and illegal parking. There was a recommendation for signage designating where to park including signage for short term boat parking at the gravel parking area across from the Lookout.

9. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:26 a.m., June 17, 2023.

Mayor

Attest:

Town Clerk

**General Fund
Bank Register
5/1/2023 to 5/31/2023**

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
General Fund						
Town of CL Checking 9683						
			Beginning Balance			769,583.63
5/1/2023	R-00393		Jason and Lindsey Mews	48.25		769,631.88
5/1/2023	R-00395		Pittsburg County RWD #20	5,000.00		774,631.88
5/3/2023	R-00394		Jimmy Brooks	48.25		774,680.13
5/5/2023	1454		Cross Telephone Co		97.00	774,583.13
5/5/2023	1455		Dan Hurd		200.00	774,383.13
5/5/2023	1456		Kiamichi Electric		100.00	774,283.13
5/5/2023	1457		Oklahoma Uniform Building		12.00	774,271.13
5/8/2023	EFT		RWS Cloud Services		94.00	774,177.13
5/8/2023	R-00396		Oklahoma Tax Commission	26,618.84		800,795.97
5/8/2023	R-00397		Oklahoma Tax Commission	6,553.97		807,349.94
5/8/2023	R-00398		Oklahoma Tax Commission	1,303.59		808,653.53
5/10/2023	R-00399		Oklahoma Tax Commission	91.48		808,745.01
5/12/2023	1458		Oklahoma Municipal		901.42	807,843.59
5/12/2023	1459		OkMRF		2,096.81	805,746.78
5/12/2023	1460		OnSolve LLC		1,866.77	803,880.01
5/12/2023	1461		OPEH&W		1,614.76	802,265.25
5/12/2023	A-10095		James G Buckley		3,671.53	798,593.72
5/12/2023	A-10096		Amanda K Harjo		1,584.77	797,008.95
5/12/2023	R-00401		Chris McNeer	48.25		797,057.20
5/15/2023	EFTPS		EFTPS		3,473.54	793,583.66
5/15/2023	R-00400		Pittsburg County Clerk	1,391.77		794,975.43
5/16/2023	GJ-10093		Pittsburg County Clerk		1,289.68	793,685.75
5/17/2023	R-00405		David Burnett	48.25		793,734.00
5/18/2023	R-00406		Stephanie Reeves	48.25		793,782.25
5/19/2023	1462		Carlton Landing Academy		1,520.00	792,262.25
5/19/2023	1463		Crawford & Associates,		128.75	792,133.50
5/19/2023	1464		Landmark		1,413.60	790,719.90
5/19/2023	1465		Dr Jan Summers		300.00	790,419.90
5/19/2023	EFT		Oklahoma Tax Commission		510.00	789,909.90
5/23/2023	R-00407		Lisa McDowell	48.25		789,958.15
5/24/2023	R-00408		Janet Pearson	48.25		790,006.40
5/25/2023	R-00402		Zoom Video	51.41		790,057.81
5/26/2023	1466		BOK Credit Card		373.99	789,683.82
5/26/2023	1467		Crawford & Associates,		57.50	789,626.32

DRAFT

General Fund
Income Statement
5/1/2023 to 5/31/2023

	May 2023
	May 2023
	Actual
Revenue	
Other Revenue	
Sales Tax	26,710.32
Use Tax	1,303.59
Lodging Tax	6,553.97
Alcohol Beverage Tax	102.09
Pittsburgh County Sinking Fund	1,289.68
Business License and Permits	337.75
Miscellaneous Revenue	5,051.41
Revenue	\$41,348.81
Gross Profit	\$41,348.81
Expenses	
Personal Services	
Salaries	13,653.84
Social Security	1,065.47
Unemployment Tax	43.34
Employer Paid Insurance	1,665.26
Employer Retirement Contributi	1,397.87
Vehicle/Cell Allowance	324.85
Materials & Supplies	
Office Supplies	63.00
Software Programs/ Services	94.00
Other Services	
Utilities	197.00
Professional Services	1,298.25
Community Support Agreements	1,520.00
Dues & Memberships	2,784.18
School, Training, Travel	295.00
Road & Trail Maintenance	1,413.60
Debt Service	
Interest Expense	75.55
Expenses	\$25,891.21
Income (Loss) From Operations	\$15,457.60
Net Income (Loss)	\$15,457.60

Report Options
 Period: 5/1/2023 to 5/31/2023
 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)
5/1/2023 to 5/31/2023

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
5/5/2023	1457	Oklahoma Uniform Building	12.00
5/5/2023	1456	Kiamichi Electric	100.00
5/5/2023	1455	Dan Hurd	200.00
5/5/2023	1454	Cross Telephone Co	97.00
5/8/2023	EFT	RWS Cloud Services	94.00
5/12/2023	1461	OPEH&W	1,614.76
5/12/2023	1460	OnSolve LLC	1,866.77
5/12/2023	1459	OkMRF	2,096.81
5/12/2023	1458	Oklahoma Municipal League	901.42
5/12/2023	A-10096	Amanda K Harjo	1,584.77
5/12/2023	A-10095	James G Buckley	3,671.53
5/15/2023	EFTPS	EFTPS	3,473.54
5/16/2023	GJ-10093	Pittsburg County Clerk	1,289.68
5/19/2023	EFT	Oklahoma Tax Commission	510.00
5/19/2023	1465	Dr Jan Summers	300.00
5/19/2023	1464	Landmark	1,413.60
5/19/2023	1463	Crawford & Associates, P.C.	128.75
5/19/2023	1462	Carlton Landing Academy	1,520.00
5/26/2023	1469	OPEH&W	1,614.76
5/26/2023	1468	Kay Robbins Wall	600.00
5/26/2023	1467	Crawford & Associates, P.C.	57.50
5/26/2023	1466	BOK Credit Card	373.99
5/26/2023	A-10098	Amanda K Harjo	1,584.77
5/26/2023	A-10097	James G Buckley	3,469.67
5/31/2023			75.55
		1000 Town of CL Checking 9683 Totals	\$28,650.87

Report Options
Check Date: 5/1/2023 to 5/31/2023
Display Notation: No
Fund: General Fund

Statement of Revenue and Expenditures

		Current Period May 2023 May 2023 Actual	Year-To-Date Jul 2022 May 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	102.09	1,108.56	800.00	(308.56)	138.57%
4100	Building Permits/Inspection Fe	0.00	16,425.59	23,580.00	7,154.41	69.66%
4105	Business License and Permits	337.75	2,169.70	200.00	(1,969.70)	1,084.85%
4011	Lodging Tax	6,553.97	78,371.09	48,000.00	(30,371.09)	163.27%
4500	Miscellaneous Revenue	5,051.41	32,608.41	0.00	(32,608.41)	0.00%
4015	Pittsburgh County Sinking Fund	1,289.68	68,253.67	55,600.00	(12,653.67)	122.76%
4000	Sales Tax	26,710.32	320,367.25	198,000.00	(122,367.25)	161.80%
9002	Transfer IN from TIF	0.00	109,206.78	120,148.00	10,941.22	90.89%
4005	Use Tax	1,303.59	15,093.46	8,000.00	(7,093.46)	188.67%
4010	Utility Tax	0.00	12,868.89	12,000.00	(868.89)	107.24%
4013	Vehicle Gas/Fuel Tax	0.00	629.52	0.00	(629.52)	0.00%
Total Other Revenue		\$41,348.81	\$657,102.92	\$466,328.00	(\$190,774.92)	
Non-Departmental Revenues Totals		\$41,348.81	\$657,102.92	\$516,328.00	(\$140,774.92)	
Revenue		\$41,348.81	\$657,102.92	\$516,328.00	(\$140,774.92)	
Gross Profit		\$41,348.81	\$657,102.92	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,665.26	19,121.10	27,420.00	8,298.90	69.73%
5025	Employer Retirement Contributi	1,397.87	11,801.58	15,800.00	3,998.42	74.69%
5000	Salaries	13,653.84	127,596.13	158,000.00	30,403.87	80.76%
5010	Social Security	1,065.47	10,022.83	12,385.00	2,362.17	80.93%
5015	Unemployment Tax	43.34	518.53	3,238.00	2,719.47	16.01%
5030	Vehicle/Cell Allowance	324.85	3,573.35	3,900.00	326.65	91.62%
Total Personal Services		\$18,150.63	\$172,633.52	\$220,743.00	\$48,109.48	
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	240.00	320.00	80.00	75.00%
5530	Miscellaneous	0.00	(610.00)	100.00	710.00	(610.00)%
5500	Office Supplies	63.00	866.18	800.00	(66.18)	108.27%
5520	Software Programs/ Services	0.00	144.83	200.00	55.17	72.42%
Total Materials & Supplies		\$63.00	\$641.01	\$1,420.00	\$778.99	
Other Services						
6035	Dues & Memberships	0.00	490.00	1,380.00	890.00	35.51%
6015	Insurance	0.00	315.00	570.00	255.00	55.26%
6005	Rent	0.00	4,777.80	5,820.00	1,042.20	82.09%
6040	School, Training, Travel	0.00	2,047.40	6,000.00	3,952.60	34.12%
6000	Utilities	197.00	2,757.28	4,363.00	1,605.72	63.20%
Total Other Services		\$197.00	\$10,387.48	\$18,133.00	\$7,745.52	
Administration Totals		\$18,410.63	\$183,662.01	\$240,296.00	\$56,633.99	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	0.00	2,500.00	2,500.00	0.00%
5530	Miscellaneous	0.00	695.42	1,460.00	764.58	47.63%

Town Administrator's Report June 17, 2023

- Alley Phase II and Block 10 Parking Lot –Mike K and I met with H&G to discuss status of the project. They provided a new schedule with a projected completion date of June 28, 2023.
- Block 10 Parking Lot – Grant and I worked on starting process for the Town to take ownership of the Block 10 Parking Lot. The HOA needs to vote on transferring the property to the Town. HOA rules require a thirty (30) day voting period, which has started. If the vote to transfer the property is approved, we will have on the July Agneda to accept the property.
- Nature Center Facility – Contractor has started the clearing of the site. We are still waiting for a date and time from the Corp for a meeting.
- Corp Annual Inspection – Completed the response letter to the Corp related to Annual Inspection. Floating Dock which was submerged has been repaired.
- Budget FY 23-24 – Finished the Budget. Sent it out to the Board and we had a Special Council Meeting for the required Public Hearing. At the Public Hearing there was discussion related to temporarily increasing funding to the Fire District as they work to get reestablished. I updated the Budget and Resolutions to account for the change in Fire District Funding.
- RWD #20 – Worked with Chris gander and Allan Brooks on OWRB Loan Request, we are on June 20, 2023, OWRB Agenda for approval. Amanda continues to work on cleaning up accounts and billing system.

Thank you.