

**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; **August 19, 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 July 15, 2023

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda

6. Consider, discuss, and possibly vote to amend, revise, approve or deny a Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2023-2024, or take any other appropriate action.

Exhibit:AGREEMENT w Academy for Security 8-19-23

7. Consider, discuss and possibly approve, amend, revise, approve or deny a Fire Protection Services Contract with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing, or take any other appropriate action.

Exhibit:Fire Protection Services 2023 Contract 8-9-23 v2

8. Presentation and updated of Nature Center Facility Center and possibly vote to provide direction to Staff, or take any other appropriate action.

9. Consider, discuss and possibly approve, amend, revise, approve or deny an Ordinance Governing the Use of Tobacco and Vapor Products on Town -Owned, -Operated, -Leased Properties, or take any other appropriate action.

a. Vote to Declare an Emergency

Exhibit:Ord_2023-08-01 Tobacco Use on Town Property

10. Consider, discuss and possibly approve, amend, revise, approve or deny a Resolution Adopting and Implementing a Workplace Wellness Policy, or take any other appropriate action.

Exhibit:Resolution - Workplace Wellness Policy 8-19-23

11. Reports

- a. Sales Tax Revenue and other Financial ReportsStatement of Revenue and Expenditures - BOT July 2023; Income Statement - BOT July 2023; Bank Register - BOT July 2023; Balance Sheet - BOT July 2023
- b. Town Administratorf
- c. Legal Reports, Comments, and Recommendations to the Governing Body

12. 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.

13. 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 August 2023, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria

Saturday; **July 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 8:07 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on June 17, 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
Kris Brule'

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss, and possibly vote to amend, revise, approve or deny a Plat of Carlton
Landing Phase 7B and requested waiver of Lot Frontage for Lots 8, 9, 10 as
recommended by the Planning Commission, or take any other appropriate action.

Exhibit:

The Planning Commission met on July 1, 2023, to review the proposed plat Carlton Landing Phase 7B. The plat indicates a cul-de-sac at the end of Lower Greenway, which impacts the lot frontage requirements for lots 8, 9, and 10. Under our Code for the T3 zoning classification the minimum lot frontage is forty-eight feet (48'). We do not have a cul-de-sac lot off-set, which makes these lots non-conforming. The Developer is requesting a waiver of the lot frontage requirement for these three lots at the end of the cul-de-sac. The request is to allow the frontage for these three lots to be roughly thirty-five (35') to thirty-nine (39') feet. All other requirements are met and the proposed frontage provides enough frontage for adequate ingress and egress from the lots.

The Planning Commission also discussed adding additional language on the plat to clarify the easements on the property. The requested language is consistent with the language on previously approved plats. The Developer has updated the plat to include the requested language.

MOTION: A motion was made by Mai and seconded by Chinnici to approve the Plat of Carlton Landing Phase 7B and requested waiver of Lot Frontage for Lots 8, 9, 10.

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

NAY: None

7. Consider, discuss, and possibly vote to amend, revise, approve or deny a Plat of Carlton Landing Homestead Phase1 as recommended by the Planning Commission, or take any other appropriate action.

Exhibit:

The Planning Commission met on July 1, 2023 to review the proposed Plat Carlton Landing Homestead Phase1. The proposed Plat is large lots which can be used to develop small lots and or create mini homesteads for families with multiple structures.

The Planning Commission also discussed adding additional language on the plat to clarify the easements on the property. The requested language is consistent with the language on previously approved Plats. The Developer updated the plat to include the requested language.

MOTION: A motion was made by Chinnici and seconded by Mai to

approve the Plat of Carlton Landing Homestead Phase1.

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

NAY: None

8. Presentation and updated of Nature Center Facility Center and possibly vote to provide direction to Staff, or take any other appropriate action.

1. Trustee Myrick reported a meeting with school individuals regarding fund raising geared toward companies that have \$25,000 in corporate taxes.
2. Announced the establishment of an Adopt-A-Bench fund raiser with Heather Scott as chairman

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
None

10. Recognize Citizens wishing to comment on non-Agenda Items (None)

1. Heather Scott: Asked goal of Nature Center, what is revenue source of Nature Centre? How will maintenance be funded?
2. Jim Boohaker reported Marina Phase I is starting to sunset and Phase II will be the ship store and restaurant. The courtesy docks will be completed next week.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:30 a.m., July 15, 2023.

Mayor

Attest:

Town Clerk

7/13/2023
4:07 PM

**General Fund
Balance Sheet
For Period Ending 6/30/2020**

Page 1 of 1

	Book Value Jun 2020 Actual
Assets	
Current Assets	
Cash	
2018 GO Bond Checking	147,704.14
2020 GO Bond Checking	1,960.00
Sinking Fund Checking 3087	61,915.09
Town of CL Checking 9683	47,047.55
Other Current Assets	
Accounts Receivable	80,643.49
Due from TIF Fund	(67,311.87)
Prepaid Insurance	1,057.00
Total Current Assets	\$273,015.40
Fixed Assets	
Fixed Assets	
Buildings & Improvements	
Marina Project	27,778.50
Swim Beach	225,973.18
Furniture & Fixtures	
Office Furniture	4,241.43
Total Fixed Assets	\$257,993.11
Total Assets	\$531,008.51
Liabilities	
Current Liabilities	
Payroll Liabilities	
EFTPS Payable	19.89
OK Tax Commission Payable	874.00
OkMRF Payable	3,627.33
Total Current Liabilities	\$4,521.22
Long Term Liabilities	
Long Term Debt	
2017 GOB	143,259.22
2018 GOB	59,801.67
2020 GOB	79,917.47
Road Repair Payable	83,717.84
Total Long Term Liabilities	\$366,696.20
Total Liabilities	\$371,217.42
Fund Balance	
Accumulated Surplus (Deficit)	
Fund Balance	159,791.09
Total Fund Balance	\$159,791.09
Total Liabilities and Equity	\$531,008.51

**General Fund
Bank Register
6/1/2023 to 6/30/2023**

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	614,600.57
6/1/2023	1472	Dr Jan Summers			0.00	300.00	614,300.57
6/1/2023	1471	Carlton Landing Fire and			0.00	750.00	613,550.57
6/1/2023	1470	Kiamichi Economic Dev Dist			0.00	50.00	613,500.57
6/2/2023	R-00404	Pittsburg County RWD #20			5,000.00	0.00	618,500.57
6/2/2023	R-00403	CLEDT			14,164.17	0.00	632,664.74
6/6/2023	R-00409	Sally Effertz			48.25	0.00	632,712.99
6/7/2023	GJ-10095	Journal Entry			0.00	273.90	632,439.09
6/7/2023	GJ-10094	Journal Entry			0.00	1,101.82	631,337.27
6/7/2023	EFT	OkMRF			0.01	0.00	631,337.28
6/7/2023	EFT	OkMRF			0.00	0.00	631,337.28
6/9/2023	R-00412	Oklahoma Tax Commission			1,167.00	0.00	632,504.28
6/9/2023	R-00411	Oklahoma Tax Commission			3,189.92	0.00	635,694.20
6/9/2023	R-00410	Oklahoma Tax Commission			15,477.83	0.00	651,172.03
6/9/2023	1477	OkMRF			0.00	2,096.81	649,075.22
6/9/2023	1476	Landmark			0.00	1,866.60	647,208.62
6/9/2023	1475	Kiamichi Electric			0.00	90.00	647,118.62
6/9/2023	1474	Cross Telephone Co			0.00	97.00	647,021.62
6/9/2023	1473	Greg Buckley -			0.00	8.13	647,013.49
6/9/2023	A-10100	Amanda K Harjo			0.00	1,584.77	645,428.72
6/9/2023	A-10099	James G Buckley			0.00	3,671.53	641,757.19
6/13/2023	R-00414	Oklahoma Tax Commission			182.78	0.00	641,939.97
6/14/2023	EFT	RWS Cloud Services			0.00	94.00	641,845.97
6/15/2023	R-00416	Kerney Homes			762.91	0.00	642,608.88
6/16/2023	R-00419	Kerney Homes			0.00	550.00	642,058.88
6/16/2023	R-00420	Jon and Kathy Dumbauld			48.25	0.00	642,107.13
6/16/2023	R-00418	Jason Thomas			48.25	0.00	642,155.38
6/16/2023	R-00417	Kerney Homes			762.91	0.00	642,918.29
6/16/2023	R-00415	Pittsburg County Clerk			115.56	0.00	643,033.85
6/16/2023	EFT	Oklahoma Tax Commission			0.00	510.00	642,523.85
6/16/2023	EFTPS	EFTPS			0.00	3,473.54	639,050.31
6/16/2023	1479	OMAG			0.00	350.00	638,700.31
6/16/2023	1478	McAlester News Capital			0.00	188.00	638,512.31
6/23/2023	R-00423	Born Again Restored LLC			3,051.64	0.00	641,563.95
6/23/2023	1482	Landmark			0.00	706.80	640,857.15
6/23/2023	1481	Kay Robbins Wall			0.00	600.00	640,257.15

7/13/2023
4:16 PM

General Fund
Income Statement
6/1/2023 to 6/30/2023

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	Jun 2023	Jun 2023
	Actual	
Revenue		
Other Revenue		
Sales Tax	15,660.61	
Use Tax	1,167.00	
Lodging Tax	3,189.92	
Alcohol Beverage Tax	115.56	
Vehicle Gas/Fuel Tax	(1,375.72)	
Building Permits/Inspection Fe	975.82	
Business License and Permits	3,196.39	
Miscellaneous Revenue	10,000.00	
Transfer IN from TIF	27,051.61	
Revenue	\$59,981.19	
Gross Profit	\$59,981.19	
Expenses		
Personal Services		
Salaries	13,653.84	
Social Security	1,065.47	
Unemployment Tax	17.38	
Employer Paid Insurance	1,259.50	
Employer Retirement Contributi	1,397.87	
Vehicle/Cell Allowance	324.85	
Materials & Supplies		
Office Supplies	163.43	
Building Maintenance & Repairs	1,866.60	
Software Programs/ Services	94.00	
Miscellaneous	(75.48)	
Other Services		
Utilities	187.00	
Rent	477.78	
Publication & Notice Expense	188.00	
Insurance	350.00	
Professional Services	900.00	
Community Support Agreements	750.00	
Dues & Memberships	572.99	
Road & Trail Maintenance	706.80	
Debt Service		
Interest Expense	75.55	
Expenses	\$23,975.58	
Income (Loss) From Operations	\$36,005.61	
Net Income (Loss)	\$36,005.61	

Report Options

Period: 6/1/2023 to 6/30/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: General Fund
Include Accounts: Accounts With Activity

7/13/2023
4:09 PM

General Fund
Payments Journal (Summary)
6/1/2023 to 6/30/2023

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Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
6/1/2023	1472	Dr Jan Summers	300.00
6/1/2023	1471	Carlton Landing Fire and	750.00
6/1/2023	1470	Kiamichi Economic Dev Dist of	50.00
6/7/2023	GJ-10095	Journal Entry	273.90
6/7/2023	GJ-10094	Journal Entry	1,101.82
6/7/2023	EFT	OkMRF	(0.01)
6/9/2023	1477	OkMRF	2,096.81
6/9/2023	1476	Landmark	1,866.60
6/9/2023	1475	Kiamichi Electric	90.00
6/9/2023	1474	Cross Telephone Co	97.00
6/9/2023	1473	Greg Buckley - Reimbursements	8.13
6/9/2023	A-10100	Amanda K Harjo	1,584.77
6/9/2023	A-10099	James G Buckley	3,671.53
6/14/2023	EFT	RWS Cloud Services	94.00
6/16/2023	EFT	Oklahoma Tax Commission	510.00
6/16/2023	EFTPS	EFTPS	3,473.54
6/16/2023	1479	OMAG	350.00
6/16/2023	1478	McAlester News Capital	188.00
6/23/2023	1482	Landmark	706.80
6/23/2023	1481	Kay Robbins Wall	600.00
6/23/2023	1480	ICMA	507.00
6/23/2023	A-10104	Amanda K Harjo	1,584.77
6/23/2023	A-10103	James G Buckley	3,469.67
6/30/2023			75.55
6/30/2023	1483	BOK Credit Card	573.59
1000 Town of CL Checking 9683 Totals			\$24,023.47

Report Options

Check Date: 6/1/2023 to 6/30/2023

Display Notation: No

Fund: General Fund

General Fund
Statement of Revenue and Expenditures

		Current Period Jun 2023 Actual	Year-To-Date Jul 2022 Jun 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	115.56	1,224.12	800.00	(424.12)	153.02%
4100	Building Permits/Inspection Fe	975.82	17,401.41	23,580.00	6,178.59	73.80%
4105	Business License and Permits	3,196.39	5,366.09	200.00	(5,166.09)	2,683.05%
4011	Lodging Tax	3,189.92	81,561.01	48,000.00	(33,561.01)	169.92%
4500	Miscellaneous Revenue	10,000.00	42,608.41	0.00	(42,608.41)	0.00%
4015	Pittsburgh County Sinking Fund	0.00	68,253.67	55,600.00	(12,653.67)	122.76%
4000	Sales Tax	15,660.61	336,027.86	198,000.00	(138,027.86)	169.71%
9002	Transfer IN from TIF	27,051.61	136,258.39	120,148.00	(16,110.39)	113.41%
4005	Use Tax	1,167.00	16,260.46	8,000.00	(8,260.46)	203.26%
4010	Utility Tax	0.00	12,868.89	12,000.00	(868.89)	107.24%
4013	Vehicle Gas/Fuel Tax	(1,375.72)	(746.20)	0.00	746.20	0.00%
Total Other Revenue		\$59,981.19	\$717,084.11	\$466,328.00	(\$250,756.11)	
Non-Departmental Revenues Totals		\$59,981.19	\$717,084.11	\$516,328.00	(\$200,756.11)	
Revenue		\$59,981.19	\$717,084.11	\$516,328.00	(\$200,756.11)	
Gross Profit		\$59,981.19	\$717,084.11	\$516,328.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,259.50	20,380.60	27,420.00	7,039.40	74.33%
5025	Employer Retirement Contributi	1,397.87	13,199.45	15,800.00	2,600.55	83.54%
5000	Salaries	13,653.84	141,249.97	158,000.00	16,750.03	89.40%
5010	Social Security	1,065.47	11,088.30	12,385.00	1,296.70	89.53%
5015	Unemployment Tax	17.38	535.91	3,238.00	2,702.09	16.55%
5030	Vehicle/Cell Allowance	324.85	3,898.20	3,900.00	1.80	99.95%
Total Personal Services		\$17,718.91	\$190,352.43	\$220,743.00	\$30,390.57	
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	155.30	1,021.48	800.00	(221.48)	127.69%
5520	Software Programs/ Services	0.00	144.83	200.00	55.17	72.42%
Total Materials & Supplies		\$155.30	\$796.31	\$1,420.00	\$623.69	
Other Services						
6035	Dues & Memberships	0.00	490.00	1,380.00	890.00	35.51%
6015	Insurance	350.00	665.00	570.00	(95.00)	116.67%
6005	Rent	477.78	5,255.58	5,820.00	564.42	90.30%
6040	School, Training, Travel	0.00	2,047.40	6,000.00	3,952.60	34.12%
6000	Utilities	187.00	2,944.28	4,363.00	1,418.72	67.48%
Total Other Services		\$1,014.78	\$11,402.26	\$18,133.00	\$6,730.74	
Administration Totals		\$18,888.99	\$202,551.00	\$240,296.00	\$37,745.00	
General Government						
Materials & Supplies						
5510	Building Maintenance & Repairs	1,866.60	1,866.60	2,500.00	633.40	74.66%
5530	Miscellaneous	(75.48)	619.94	1,460.00	840.06	42.46%

Town Administrator's Report July 15, 2023

- Alley Phase II and Block 10 Parking Lot –A second Notice of concern has been sent to H&G. We are pushing them to complete the work so we don't have to call their Bond. If we call their Bond it will impact when the project and further delay the project being completed.
- Stephens Road Extension – We have rejected all bids and rebid the project. We removed the clearing portion and getting bids. Once we get bids we will move forward with awarding and getting contractor started. Bids are due August 4, 2023. We are managing both pieces to maintain the total project timeframe of 120 days.
- Corp Meeting – We had a meeting with the Corp and were able to review and discuss several projects. Project discussed included: Nature Center Facility; Marina expansion covered current phase, adding additional docks, update on adding gas, ship store and a restaurant; Nature Center Playground; and Stephens Road. The meeting went well and a thank you to Jim Boohaker and Grant Humphries for helping coordinate a joint meeting.
- Mailboxes – The Eufaula Post Office informed us the available mailboxes are getting low. I went up and checked and there are twenty slots available. In 2020 we expanded the number of mailboxes by 80 mailboxes and 8 parcel slots. At that time, we installed a new pad which allows for another row of Mailbox units. In the near future we will need to add additional mailbox units. Phase 6, Phase 7B, Homestead Phase1 and Phase 8 will all be starting construction soon.
- RWD #20 – OWRB approved the Loan for the construction of the Wastewater Treatment Plant. We should receive funds in early August, at which time we will pay off the construction Note. Met with Stan Rice on developing a Lagoon Closure Plan. Based on his review, he believes we will not need to remove any sludge and can bury in place. We are lowering the water level in Lagoon 1 to verify and confirm if we can meet State requirements to bury in place.

Thank you.

8/17/2023
4:37 PM

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General Fund
Payments Journal (Summary)
7/1/2023 to 7/31/2023

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
7/7/2023	1491	Carlton Landing Fire and	750.00
7/7/2023	1490	Dr Jan Summers	300.00
7/7/2023	1489	Oklahoma Uniform Building	112.00
7/7/2023	1488	Kiamichi Electric	85.00
7/7/2023	1487	Dan Hurd	3,700.00
7/7/2023	1486	Cross Telephone Co	97.00
7/7/2023	1485	Cloudpermit Inc	2,000.00
7/7/2023	1484	Carlton Landing Association,	320.00
7/7/2023	A-10106	Amanda K Harjo	1,584.01
7/7/2023	A-10105	James G Buckley	3,671.53
7/10/2023	EFT	RWS Cloud Services	94.00
7/14/2023	EFT	Oklahoma Tax Commission	510.00
7/14/2023	EFTPS	EFTPS	3,473.54
7/14/2023	1495	OPEH&W	1,614.76
7/14/2023	1494	Pied Piper Service	80.00
7/14/2023	1493	Crawford & Associates, P.C.	755.00
7/14/2023	1492	L & Z Enterprises Inc	4,000.00
7/17/2023			75.55
7/21/2023	1499	OkMRF	3,412.19
7/21/2023	1498	Oklahoma Municipal League	50.00
7/21/2023	1497	Landmark	706.80
7/21/2023	1496	Kay Robbins Wall	600.00
7/21/2023	A-10108	Amanda K Harjo	1,584.01
7/21/2023	A-10107	James G Buckley	3,469.67
7/27/2023	EFT	OESC	104.05
7/28/2023	1503	Crawford & Associates, P.C.	30.00
7/28/2023	1502	BOK Credit Card	841.49
1000 Town of CL Checking 9683 Totals			\$34,020.60

Report Options

Check Date: 7/1/2023 to 7/31/2023

Display Notation: No

Fund: General Fund

Item No. _____

Date: August 19, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly approve, amend, revise, or deny a Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2023-2024, or take any other appropriate action.

INITIATOR: Clay Chapman, Trustee

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: During the 2022-2023 School year the Town partnered with Carlton Landing Academy School Board to assist with the hiring of a School Security Officer. The presence of the School Security Officer had a positive impact on the students and the Community. The Pittsburgh County Sheriff's Office will continue to contract with the School and supply an officer during School hours. The request is again for the Town to provide twenty-five percent (25%) up to Fifteen Thousand (\$15,000.00) for a School Security Officer. The Community Foundation and HOA participated last year and is anticipated to partner again this year.

Having a secure and safe environment for the students is crucial for a positive learning environment and having a Pittsburgh County Deputy adds some additional daytime security for the Community.

FUNDING: General Fund

EXHIBITS: Support Services Agreement for Security Officer

RECOMMENDED ACTION: Approve Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2023-2024.

AGREEMENT

Between

THE TOWN OF CARLTON LANDING
44 Water Street
Carlton Landing, Oklahoma, 74432

And

CARLTON LANDING ACADEMY
10 Boulevard
Carlton Landing, Oklahoma, 74432

WHEREAS, it is the desire of the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma to assist the Carlton Landing Academy, Carlton Landing, Pittsburg County, Oklahoma in providing security for the students of the Academy during the periods of time deemed necessary and appropriate by the officers of the school, and

WHEREAS, the board of Trustees of the Town of Carlton Landing recognizes the school's need to supplement current funding sources in order to provide additional security,

The Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma HEREBY AGREES

To Reimburse and Contribute twenty-five percent (25%) of the cost of providing a Security Officer not to exceed \$15,000.00 per year to Carlton Landing Academy, Pittsburg County, Oklahoma to be used exclusively to provide for a Security Officer to maintain protection for the school as deemed necessary and appropriate by the officers of the school during the school year 2023-2024. Carlton Landing Academy shall submit an invoice monthly for reimbursement of the Security Officer.

PASSED by the Board of Trustees and SIGNED by the Mayor on the 19th day of August 2023.

Mayor, Joanne Chinnici

Clerk, Jan Summers

Item No. _____

Date: August 19, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly approve, amend, revise, or deny a Fire Protection Services Contract with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing, or take any other appropriate action.

INITIATOR: Joanne Chinnici, Mayor

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Last year the Town and The Carlton Landing Fire and Rescue, Inc entered into an Agreement for fire protection services. The Town of Carlton Landing understands the need for fire protection services within the boundaries of the Town. Fire Protection is a key service to ensure a viable community and pursuant to 11 O.S.1-29-105 the Town may contract for fire protection services.

The Carlton Landing Fire and Rescue, Inc. was created to provide fire protection services. Carlton Landing Fire and Rescue, Inc. needs the support of the Town, community, and residents to be a viable organization ready and able to provide fire protection. The proposed Contract provides that funds provided to Carlton Landing Fire and Rescue, Inc. can be used for any costs associated with operating Fire Protection Services. For Fiscal Year 2023-2024 the Contract provides additional funds, \$1,250 per month, for the Fire District to contract with a consultant to assist with District with specific tasks related to setting up policies and procedures, hiring volunteer fire fighters, training, record keeping, etc.

FUNDING: General Fund

EXHIBITS: Fire Protection Services Contract

RECOMMENDED ACTION: Approve Fire Protection Services Contract with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing.

Fire Protection Services Contract

The Town of Carlton Landing and Carlton Landing Fire and Rescue, Inc.

This Agreement, entered into this _____ day of _____, 2023 by and between the Town of Carlton Landing, Oklahoma and the Carlton Landing Fire and Rescue, Inc.

Whereas, the Town of Carlton Landing desires to ensure Fire Protection Services and provided within the boundaries of the Town of Carlton Landing;

Whereas, 11 O.S. 1-29-205 provides the ability of a municipality to contract to receive fire protection services from private organization and or contribute toward the support of any fire department in return for fire protection services;

Whereas, the Carlton Landing Fire and Rescue, Inc., was created and established to provide fire protection services pursuant to Title 18 or Title 19 O.S.

Whereas the Carlton Landing Fire and Rescue, Inc. desires to provide fire protection services within the boundaries of the Town of Carlton Landing,

Now, therefore, the parties agree as follows:

General

The Town of Carlton Landing agrees to contract with the Carlton Landing Fire and Rescue, Inc. to provide fire protection services pursuant to 11 O.S. 1-29-105.

The Town of Carlton Landing will provide support in the amount of \$750 monthly to the Carlton Landing Fire and Rescue, Inc. for fire protection services. The monthly payment may be used for any lawful purpose in support of Carlton Landing Fire and Rescue, Inc. to include, but not limited to, buildings, structures, equipment, gear, debt service payment(s) related to such capital items, utilities, wages and benefits, and general operation. Payment shall be paid by the 10th of each month.

To assist with the final establishment and initial operating start-up of the Carlton Landing Fire and Rescue District, the Town of Carlton Landing for Fiscal Year 2023-2024 will provide \$1,250 monthly. Said funds are to be used to contract with an independent consultant to serve as the Director of Fire Operations. The consultant shall assist the Fire District with the following tasks and responsibilities:

Ensure the proper establishment, formation and certification as an operating Rural Fire District per O.S. Title 18 or Title 19.

Assist the Board in developing, creating, and approving operating policies and procedures for the operation of the Fire District, to include financial policies, procedures, rules and regulations.

Assist the Board in developing, creating, and approving a Budget.

Assist the Board in developing, creating, and approving hiring practices, operating standards and protocols, on-boarding, training standards, policies and procedures, etc. for volunteer fire fighters and emergency response personnel.

Assist with recruitment, training, and retention of volunteers to serve on the Fire District.

Assist with obtaining proper equipment, apparatus, fire protection gear, to include possible funding sources for such items.

Assist with the design, construction, Project Management of Fire Department building(s).

Prepare and timely submit required reports on a monthly, quarterly, and or annual basis as required by Local, State and Federal Agencies.

Provide report to the Town on a quarterly basis outlining progress of outlined goals/responsibilities. Report to be submitted by the 10th day of the month following the end of the quarter.

All support payment(s) shall be made by the 10th day of each month.

The Carlton Landing Fire and Rescue, Inc. in consideration of said sums, shall provide such fire protection services and equipment as allowed and authorized within Title 18 or Title 19 O.S.

The Town of Carlton Landing shall be entitled to one seat on the Carlton Landing Fire and Rescue, Inc. Board of Directors with full rights and privileges as any other Board member. Said member shall be selected and appointed by the Town of Carlton Landing Board of Trustees and serve as liaison between the Town and the Carlton Landing Fire and Rescue, Inc.

Term of Agreement

The term of this Agreement shall commence on _____, 2023 and continue until modified by the parties, cancelled, or terminated.

Either party may cancel this Agreement with ninety (90) days Notice of Cancellation.

Default of the Agreement shall occur and provide for immediate cancellation of the Agreement when the Carlton Landing Fire and Rescue, Inc. ceases to function or fails to meet the requirements of operating as a Title 18 or Title 19 Fire District or the Carlton Landing Board of Trustees fails to budget and appropriate funding for the monthly payments to Carlton Landing Fire and Rescue, Inc.

Notice of cancellation or termination can be made by either party or written letter to:

Town of Carlton Landing
Attention – Mayor
44 Water Street
Carlton Landing, OK 74432

Carlton Landing Fire and Rescue, Inc.
Attention – Board President
44 Water Street
Carlton Landing, OK 74432

Hold Harmless

In accordance with the laws of the State of Oklahoma Tort Claims Act, subject to the limitation of liability for public bodies set forth in the Oklahoma Tort Claims Act, each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits arising from the indemnitors performance of the Agreement where the loss or claim is attributable to the negligent act of omissions of the party.

The Town of Carlton Landing and the Carlton Landing Fire and Rescue, Inc. mutually covenant and agree neither party will ensure the actions for the other and each party will assume its own responsibility in

connection with any claims made by a third party against the Town of Carlton Landing, subject to the provision herein.

Entered into this ____ day of _____, 2023

Town of Carlton Landing

Joann Chinnici, Mayor

Carlton Landing Fire and Rescue, Inc.

Board President

Item No. _____

Date: August 19, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly approve, amend, revise, or deny an Ordinance Governing the Use of Tobacco and Vapor Products on Town -Owned, -Operated, -Leased Properties, Declare and Emergency, or take any other appropriate action.

INITIATOR: Clay Chapman, Trustee

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Tobacco Settlement Endowment Trust (TSET) provides grants to communities to address tobacco use and health living. To qualify for TSET grants the Town needs to have a tobacco use ordinance. The proposed ordinance was developed from the TSET sample tobacco use ordinance. There are some basic requirements and some things that are optional. The Ordinance prohibits tobacco and vapor use on Town owned, operated, or leased property. The Ordinance also encourages the promotion healthy living through no tobacco or vape use and exercise. TSET Health Incentive Grants range based on community size and certain criteria. For the Town of Carlton Landing grants range from \$10,000 to \$36,000. The grants do not require a match, but it is encouraged, and funds must be spent within one year from the date of award. Another funding category is Other Funding Opportunities, which awards can be for up to \$500,000.

FUNDING: None

EXHIBITS: Tobacco and Vape Use on Town Property Ordinance

RECOMMENDED ACTION: Approve Ordinance Governing the Use of Tobacco and Vapor Products on Town -Owned, -Operated, -Leased Properties, Declare and Emergency.

**TOWN OF CARLTON LANDING
ORDINANCE 2023-08-01**

TOBACCO USE ON TOWN OWNED, OPERATED, OR LEASED PROPERTIES

**AN ORDINANCE GOVERNING THE USE OF TOBACCO AND VAPOR
PRODUCTS ON TOWN -OWNED, -OPERATED, OR -LEASED PROPERTIES,
AND DECLARING AN EMERGENCY**

WHEREAS, 18.9 percent of adults in Oklahoma smoke;¹ and

WHEREAS, tobacco use is the leading preventable cause of death, killing more than 7,500 Oklahomans every year;² and

WHEREAS, tobacco use can cause disease in nearly all organ systems, and is responsible for 87 percent of lung cancer deaths, 79 percent of all chronic obstructive pulmonary disease deaths, and 32 percent of coronary heart disease deaths; and

WHEREAS, studies show separate smoking areas or rooms, air filters, and ventilation systems are insufficient to protect nonsmokers from secondhand smoke indoors; and

WHEREAS, using vapor products or smokeless tobacco products is not safe

WHEREAS, research has found that aerosol from vapor products contains chemicals known to cause cancer, birth defects, or other reproductive harm and vapor products may involuntarily expose children, youth, pregnant women, and other bystanders to aerosolized nicotine

WHEREAS, smokeless tobacco use increases people's risk of heart disease, stroke, and cancer, specifically oral, esophageal, and pancreatic cancers, as well as stillbirth and preterm delivery; and

WHEREAS, , community policies that fail to prohibit the use of tobacco products normalize tobacco use and make it more likely that people will use tobacco products because they see others using tobacco; and

WHEREAS, , laws restricting the use of tobacco products have demonstrated a high return on investment; and

WHEREAS, 89.3 percent of Oklahomans agree that all workplaces in cities and towns should have smokefree policies; and

WHEREAS, Oklahoma state law prohibits smoking in most indoor workplaces; and

WHEREAS, Oklahoma state law expressly permits municipalities to impose additional regulations on smoking tobacco products on property owned or operated by local governments; and

WHEREAS, Oklahoma state law does not preempt local governments from regulating the use of smokeless tobacco products and vapor products

NOW THEREFORE, be it ordained by the Council of the Town of Carlton Landing, in the State of Oklahoma, as follows:

SECTION 1: **ADOPTION** “14.16 Use Of Tobacco And Vapor Product on Town own, operated or leased property” of the Carlton Landing Municipal Code is hereby *added* as follows:

A D O P T I O N

14.16 Use Of Tobacco And Vapor Product on Town own, operated or leased property(*Added*)

SECTION 2: **ADOPTION** “14.16.020 Prohibited Conduct” of the Carlton Landing Municipal Code is hereby *added* as follows:

A D O P T I O N

14.16.020 Prohibited Conduct(*Added*)

- A. No person is allowed to Smoke Tobacco Products in any places in which Smoking Tobacco Products is prohibited by Oklahoma state law. (63 Okl.St.Ann. § 1-1523 (2019))
- B. No person is allowed to Smoke or use Tobacco Products and/or Vapor Products on any Municipal Property, indoor and outdoor, including parks and recreational areas
- C. Nothing in this chapter prohibits any person or entity from prohibiting Smoking or the use of Tobacco Products or Vapor Products on their property, even if the use of Tobacco Products or Vapor Products is not otherwise prohibited in that area.
- D. No person or entity shall knowingly permit Smoking or the use of Tobacco Products or Vapor Products in an area that is under their control, if the use of Tobacco Products or Vapor Products is prohibited by law in that area.
- E. No person or entity shall permit the placement of ash receptacles, such as ash trays or

ash cans, within an area under the control of that person or entity and in which Smoking is prohibited by law. However, the presence of ash receptacles shall not be a defense to a charge of the use of Tobacco Products or Vapor Products in violation of any provision of this chapter.

- F. No person shall dispose of Smoking, Tobacco Product, or Vapor Product waste within an area in which Smoking and the use of Tobacco Products or Vapor Products is prohibited.
- G. No person or entity shall intimidate, threaten, or otherwise retaliate against another person or entity that seeks to attain compliance with this chapter.

SECTION 3: ADOPTION “14.16.010 Definitions” of the Carlton Landing Municipal Code is hereby *added* as follows:

ADOPTION

14.16.010 Definitions(*Added*)

The following words and phrases, whenever used in this chapter, shall have the meanings defined in this section unless the context clearly requires otherwise:

- A. Indoor Area means any enclosed area used or visited by employees or the public, at all times, regardless of whether work is being performed. Indoor Area includes work areas, employee lounges, restrooms, conference rooms, classrooms, employee cafeterias, hallways, any other spaces used or visited by employees, as well as all space between a floor and ceiling that is predominantly or totally enclosed by walls or windows, regardless of doors, doorways, open or closed windows, stairways, or the like.
- B. Municipal Property means all buildings, Indoor Areas, and Outdoor Areas, including but not limited to recreational areas, and other property, or portions thereof, owned or operated by the [City / County], including but not limited to vehicles and equipment owned by the municipality.
- C. Outdoor Area means any area that is not an Indoor Area, and includes outdoor recreational areas.
- D. Smoking means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.
- E. Tobacco Product means any product that contains tobacco and is intended for human consumption. Tobacco Product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.
- F. Vapor Product means any noncombustible product, that may or may not contain nicotine, that employs a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor Product shall include any vapor cartridge or other

container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device.

SECTION 4: **ADOPTION** “14.16.030 Required Signs” of the Carlton Landing Municipal Code is hereby *added* as follows:

ADOPTION

14.16.030 Required Signs(*Added*)

- A. The person or entity that has legal or de facto control of an area in which Smoking and the use of Tobacco Products or Vapor Products is prohibited by this chapter shall post a clear, conspicuous, and unambiguous sign at each point of entry to the area, and in prominent locations within the area.
- B. For restrictions on Smoking and the use of Tobacco Products or Vapor Products in Indoor Areas, the sign or decal shall be at least 4 inches by 2 inches in size and shall clearly state that smoking or tobacco use is prohibited or that a tobacco-free environment is provided. For restrictions on the use of Tobacco Products or Vapor Products in Outdoor Areas, signs shall be weather-resistant, at least 15 inches by 15 inches in size, with lettering of at least 1 inch, and shall clearly state that smoking or tobacco use is prohibited or that a tobacco-free environment is provided.
- C. For purposes of this section, the Town Administrator or his/her designee shall be responsible for the posting of signs on Municipal Property, both indoor and outdoor.
- D. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of Smoking or the use of Tobacco Products or Vapor Products in violation of any other provision of this chapter.

SECTION 5: **ADOPTION** “14.16.040 Penalties And Enforcement” of the Carlton Landing Municipal Code is hereby *added* as follows:

ADOPTION

14.16.040 Penalties And Enforcement(*Added*)

- A. Enforcement of this chapter shall be the responsibility of the Town Administrator. In addition, any peace officer or code enforcement official may enforce this chapter

- B. Any person who knowingly violates this chapter shall be punished by a citation and fine in accordance with Schedule of Fees of the Town of Carlton Landing Municipal Code.
- C. The possession of a lighted Tobacco Product(s) or Vapor Product(s) in violation of this chapter is a nuisance.
- D. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this chapter regarding Tobacco Product or Vapor Product use shall also constitute a violation of this chapter.
- E. In addition to other remedies provided by this chapter or by other law, any violation of this chapter regarding Tobacco Product or Vapor Product use may be remedied by the Town Attorney, including, but not limited to, administrative or judicial nuisance abatement proceedings, criminal code enforcement proceedings, and suits for injunctive relief.

SECTION 6: SEVERABILITY CLAUSE Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 7: 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, and emergency is hereby declared to exist. By reason whereof it is necessary that this ordinance shall go into full effect and be of force immediately upon its passage and publication.

PASSED AND ADOPTED BY THE TOWN OF CARLTON LANDING COUNCIL

Presiding Officer

Attest

Joanne Chinnici, Mayor, Town of
Carlton Landing

Dr. Jan Summers, Town
Clerk/Treasurer, Town of Carlton
Landing

Item No. _____

Date: August 19, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and possibly approve, amend, revise, or deny a Resolution Adopting and Implementing a Workplace Wellness Policy, or take any other appropriate action.

INITIATOR: Clay Chapman, Trustee

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Tobacco Settlement Endowment Trust (TSET) provides grants to communities to address tobacco use and health living. To qualify for TSET grants the Town needs to have a tobacco use ordinance. The proposed Resolution was developed from the TSET sample Workplace Wellness resolution. There are some basic requirements and some things that are optional. The resolution encourages the promotion of healthy living through no tobacco or vape use and exercise for Town employees. TSET Health Incentive Grants range based on community size and certain criteria. For the Town of Carlton Landing grants range from \$10,000 to \$36,000. The grants do not require a match, but it is encouraged, and funds must be spent within one year from the date of award. Another funding category is Other Funding Opportunities, which awards can be for up to \$500,000.

FUNDING: None

EXHIBITS: Workplace Wellness Policy Resolution

RECOMMENDED ACTION: Approve the Resolution Adopting and Implementing a Workplace Wellness Policy.

RESOLUTION 2023-08-01

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
CARLTON LANDING ADOPTING AND IMPLEMENTING A
WORKPLACE WELLNESS POLICY.**

WHEREAS, the health, safety, and well-being of the employees of *our municipality* are critical for a prosperous and sustainable *Town of Carlton Landing*; and

WHEREAS, unhealthy diet and lack of physical activity are key contributors to obesity; and

WHEREAS, research shows that 8% of adults in Oklahoma eat the recommended daily amount of fruit and 6% of adults in Oklahoma eat the recommended daily amount of vegetables; and

WHEREAS, research shows 80% of adults do not participate in the recommended amounts of aerobic and muscle-building physical activity, and

WHEREAS, obesity is a chronic condition associated with heart disease, stroke, cancer, and diabetes—preventable diseases that are among the leading causes of death in the United States; and

WHEREAS, Oklahoma has one of the highest rates of type 2 diabetes in the country; and

WHEREAS, tobacco use is the number one cause of preventable death in the United States, killing more than 7,500 Oklahomans every year; and

WHEREAS, tobacco use causes cancer, heart disease, and respiratory illnesses; and

WHEREAS, tobacco smoke contains at least 250 harmful chemicals and at least 69 known carcinogens, and there is no safe level of exposure to secondhand smoke; and

WHEREAS, many vapor products have been shown to emit chemicals known to cause cancer; and

WHEREAS, approximately 24% of adults in Oklahoma have tried vapor products, and vapor product use has the potential to expose children, youth, pregnant women, and other people to aerosolized nicotine; and

WHEREAS, chronic diseases place a high burden on the economy due to illness-related

loss of productivity, compromised employee performance, and increased health costs; and

WHEREAS, Oklahoma has spent more than \$1.7 billion in a single year, or \$588 per adult, on obesity-related costs; and

WHEREAS, Oklahoma has spent \$1.62 billion in a single year on smoking-related medical care and lost \$2.1 billion in one year due to smoking-related lost productivity; and

WHEREAS, tobacco use annually costs employers at least \$5,800 per person who smokes in direct health care expenses, lost productivity due to sick days and smoke breaks, and lower productivity because of nicotine addiction; and

WHEREAS, health care costs for physically inactive communities are approximately \$1,400 higher per inactive adult than the costs for active communities; and

WHEREAS, the state of Oklahoma is already implementing a workplace wellness program for state employees; and

WHEREAS, more than 55 peer-reviewed research studies have shown that tobacco-free policies reduce tobacco use, exposure to secondhand smoke, and tobacco-related illnesses and death; and

WHEREAS, employee participation in workplace wellness programs has been found to increase exercise frequency, decrease smoking, and improve weight control, all of which help to reduce the risk of developing chronic diseases, such as hypertension, heart disease, type 2 diabetes, and obesity.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING adopts the following Workplace Wellness Policy to help improve the health and wellness of the employees by creating a wellness team and by providing and promoting health food and beverage options, opportunities for physical activity, and a tobacco-free and vapor-free environment. This Resolution is not intended to expand, reduce, or otherwise alter any municipal activities already regulated by federal or state law:

The Carlton Landing Workplace Wellness Policy

Section 1 Definitions

Hosting means the use of municipal facilities or other resources for a function, an event, or an activity. Examples include fairs, community gardens, classes, support groups, sporting or athletic

events, concerts, etc.

Indoor Area means any enclosed area used or visited by municipal employees, regardless of whether work is being performed. Indoor Area includes work areas, employee lounges, restrooms, conference rooms, classrooms, employee cafeterias, hallways, parking garages, municipal vehicles, and any other spaces used or visited by employees, as well as all space between a floor and ceiling that is predominantly or totally enclosed by walls or windows, regardless of openings such as doors, doorways, open or closed windows, or stairways.

Marijuana Product means any product, regardless of form, that contains cannabinoids derived or extracted from the cannabis plant or the resin therefrom, and also includes synthetic cannabinoids and cannabis plant material.

Municipal Property means all buildings, Indoor Areas, and Outdoor Areas, including but not limited to recreational areas and other property, or portions thereof, owned or operated by the [City/Township/County], including but not limited to vehicles and equipment owned by the municipality.

Outdoor Area means any area that is not an Indoor Area, and includes outdoor recreational areas.

Smoking means lighting tobacco, nicotine, marijuana or other products for consumption.

Sponsoring means providing financial or in-kind support of resources and services for programs, classes, farmers markets, or other types of events and activities promoting healthy living.

Tobacco Product means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco that are used in manufacturing a component, part, or accessory of a tobacco product). This includes e-cigarettes and vapor products. The term Tobacco Product does not include any product approved by the United States Food and Drug Administration for sale as a tobacco cessation product.

Tobacco-, Smoke-, and Vape-Free Location means the use of tobacco in any form is prohibited, and the use of tobacco, nicotine, marijuana or other products consumed in a smoked or vaporized manner is prohibited.

Vaping means using a device to heat, aerosolize, or vaporize tobacco, nicotine, marijuana, or other products for consumption.

Section 2 Wellness Program Support

Town of Carlton Landing commits to creating a workplace environment that is conducive to eating healthy, being physically active, and living tobacco free and vapor free by doing the following:

- ☐ Establishing and providing support for a wellness team, to implement the Wellness Policy,

to identify and pursue opportunities to improve health, and to monitor the success of the Policy;

- ☐ Making healthy choices easier by providing access to healthy food and beverage options, opportunities for physical activity, and tobacco, smoke, and vape free spaces and cessation support.
- ☐ Promoting these healthy options through appropriate communication resources, such as emails, message boards, posters, newsletters, webinars, and meetings.
- ☐ Conducting ongoing evaluations of wellness policies and programs; and
- ☐ *Hosting, Sponsoring, or Promoting* health events, such as *health fairs, classes, and races*.

Section 3 Nutrition

Town of Carlton Landing commits to making healthy food and beverage options widely available and easily accessible by doing the following:

- ☐ Promoting Good Nutrition and Healthy Eating Habits Through These Activities and Services:
 - ☐ Providing nutrition education through activities, such as seminars, workshops, classes, meetings, and/or newsletters.
 - ☐ Hosting and/or sponsoring a farmers' market on Municipal property or nearby that is open to community members.
 - ☐ Making cool drinking water available throughout the day at no cost.
 - ☐ Providing employees with access to a refrigerator, microwave, and sink with a water faucet.
 - ☐ Use individual and team competitions or challenges in combination with additional interventions to support employees making healthier choices (e.g., fruit and vegetable challenge, hydration challenge).
Encouraging employees to bring healthy foods to special occasions like birthdays and retirement parties, or celebrating with non-food items.
 - ☐ Offering smaller portion sizes.
 - ☐ Market and promote foods and beverages that meet the requirements of the wellness policy.
 - ☐ Promoting a farmers' market on Municipal property or nearby that is open to community members.

- Nutrition Standards for *Meetings and/or Events*
 - Most of the beverages contain no more than 40 calories per serving (excluding 100 percent fruit juice and unsweetened milk).
 - Most individual meal items contain no more than 480 mg of sodium per serving.
 - Most foods contain 0 grams of trans fat per serving.
 - Most snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals).
- Additional Considerations when Selecting Vendors to Sell, Offer, and/or Cater Food and Beverages at Events:
 - Look for and select vendors that do the following:
 - Offer foods that align with the food and beverage provisions of this policy
 - Use healthier cooking techniques, such as steaming, baking, roasting, and grilling
 - Offer a variety of dishes in which vegetables or fruits are the main ingredient
 - Serve condiments and dressings on the side
 - Serve foods that are appropriate for the audience and event

Section 4 Physical Activity

Town of Carlton Landing commits to making physical activity opportunities widely available and easily accessible by doing the following:

- Providing information about local resources and facilities, such as *walking trails, community parks, and/or recreation facilities*.
- Providing technology- based support (e.g., virtual or device-based coaching to help set and monitor physical activity goals; step counters/pedometers/other wearable activity monitors combined with goal-setting, coaching, challenges, and feedback) to increase physical activity.
- Promoting walking meetings.
- Providing flexible work arrangements to accommodate unpaid physical activity breaks.

Section 5 Tobacco-, Smoke-, Vape-Free

Town of Carlton Landing is committed to ensuring our workplace is a tobacco-, smoke-, and vape-free environment, at all times, that means:

- a. Supporting existing local and state laws that prohibit Smoking and the use of Tobacco Products and Vapor Products in Indoor Areas and on Municipal Property, through educational materials, requisite signage, and enforcement assistance where applicable;
- b. Adopting/Updating and enforcing the Local Tobacco-, Smoke-, and Vape-Free Ordinance at our Municipality Municipal Code Section/Chapter,
- c. Prohibiting employees from Smoking or using Tobacco Products or Vapor Products in personal vehicles during all hours of employment while such vehicles are on Municipal

Property;

- d. The prohibition or regulation of Smoking or Vapor Products as established in this Resolution shall include the smoking or vaping of any Marijuana Product

Tobacco Cessation Support

- ☐ Employees and family members interested in quitting tobacco use will be referred to the [Oklahoma Tobacco Helpline](#) and other cessation resources, if available.
- ☐ Town of Carlton Landing will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or [OKHelpline.com](#)) to ensure awareness of the statewide services that are available.
- ☐ Town of Carlton Landing will communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Applicability

This policy applies to every Employee, visitor, vendor, and any other person present on Municipal Property or at a municipally -sponsored meeting or event, at all times.

Prohibitions

Town of Carlton Landing is committed to ensuring that our workplace is a tobacco-, smoke-, and vape-free environment, at all times; that means:

- ☐ No one is allowed to smoke, vape, or use tobacco products anywhere on Municipal Property. This restriction is in place at all times.
- ☐ No one is allowed to smoke, vape, or use tobacco products in Municipal-owned or Municipal-leased vehicles. This restriction is in place at all times;
- ☐ No one is allowed to smoke, vape, or use tobacco products in personal vehicles, while such vehicles are on Municipal Property. This restriction is in place at all times.
- ☐ The prohibition or regulation of Smoking or Vapor Products as established in this article / chapter shall include the smoking or vaping of any Marijuana Product.
- ☐ Ash receptacles, such as ash trays or ash cans, are not permitted on Municipal Property, or within Company owned or leased vehicles.

APPROVED by the Board of Trustees and SIGNED by the Mayor of Carlton Landing, Oklahoma this 19th day of August, 2023.

Mayor

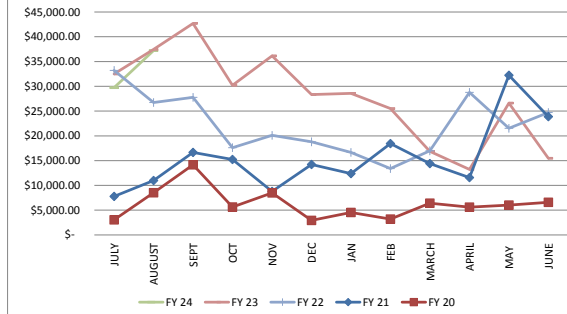
ATTEST:

Town Clerk - Treasurer

**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 24</u>	\$ 29,736.65	\$ 37,222.82											\$ 66,959.47
<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	\$ 13,225.81	\$ 26,618.84	\$ 15,477.83	\$ 333,660.90
<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 24</u>	\$ 1,814.59	\$ 1,565.82											\$ 3,380.41
<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	\$ 1,745.93	\$ 1,303.59	\$ 1,167.00	\$ 16,260.46
<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 24</u>	\$ 7,260.45	\$ 15,884.90											\$ 23,145.35
<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	\$ 1,121.75	\$ 6,553.97	\$ 3,189.92	\$ 81,561.02
<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

General Fund
Statement of Revenue and Expenditures

		Current Period Jul 2023 Jul 2023 Actual	Year-To-Date Jul 2023 Jul 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	40,829.00	40,829.00	0.00%
Total Budget Carryover		\$0.00	\$0.00	\$40,829.00	\$40,829.00	
Other Revenue						
4012	Alcohol Beverage Tax	105.38	105.38	800.00	694.62	13.17%
4100	Building Permits/Inspection Fe	1,770.21	1,770.21	23,580.00	21,809.79	7.51%
4105	Business License and Permits	167.07	167.07	200.00	32.93	83.54%
4011	Lodging Tax	7,232.32	7,232.32	48,000.00	40,767.68	15.07%
4500	Miscellaneous Revenue	10,009.82	10,009.82	60,000.00	49,990.18	16.68%
4015	Pittsburgh County Sinking Fund	0.00	0.00	55,600.00	55,600.00	0.00%
4000	Sales Tax	29,844.39	29,844.39	200,000.00	170,155.61	14.92%
9002	Transfer IN from TIF	13,976.70	13,976.70	120,148.00	106,171.30	11.63%
4005	Use Tax	1,807.68	1,807.68	8,000.00	6,192.32	22.60%
4010	Utility Tax	2,533.77	2,533.77	12,000.00	9,466.23	21.11%
Total Other Revenue		\$67,447.34	\$67,447.34	\$528,328.00	\$460,880.66	
Non-Departmental Revenues Totals		\$67,447.34	\$67,447.34	\$569,157.00	\$501,709.66	
Revenue		\$67,447.34	\$67,447.34	\$569,157.00	\$501,709.66	
Gross Profit		\$67,447.34	\$67,447.34	\$569,157.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	3,256.04	3,256.04	27,420.00	24,163.96	11.87%
5025	Employer Retirement Contributi	1,397.87	1,397.87	18,150.00	16,752.13	7.70%
5000	Salaries	13,653.84	13,653.84	181,500.00	167,846.16	7.52%
5010	Social Security	1,065.31	1,065.31	14,183.00	13,117.69	7.51%
5015	Unemployment Tax	0.00	0.00	3,708.00	3,708.00	0.00%
5030	Vehicle/Cell Allowance	324.85	324.85	3,900.00	3,575.15	8.33%
Total Personal Services		\$19,697.91	\$19,697.91	\$248,861.00	\$229,163.09	
Materials & Supplies						
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	0.00	1,200.00	1,200.00	0.00%
5505	Posatge	0.00	0.00	320.00	320.00	0.00%
5520	Software Programs/ Services	0.00	0.00	345.00	345.00	0.00%
Total Materials & Supplies		\$0.00	\$0.00	\$1,965.00	\$1,965.00	
Other Services						
6035	Dues & Memberships	0.00	0.00	1,380.00	1,380.00	0.00%
6015	Insurance	0.00	0.00	570.00	570.00	0.00%
6005	Rent	0.00	0.00	5,820.00	5,820.00	0.00%
6040	School, Training, Travel	0.00	0.00	6,000.00	6,000.00	0.00%
6000	Utilities	182.00	182.00	4,363.00	4,181.00	4.17%
Total Other Services		\$182.00	\$182.00	\$18,133.00	\$17,951.00	
Administration Totals		\$19,879.91	\$19,879.91	\$268,959.00	\$249,079.09	
General Government						
Personal Services						
5000	Salaries	0.00	0.00	3,600.00	3,600.00	0.00%
5010	Social Security	0.00	0.00	275.00	275.00	0.00%

General Fund
Statement of Revenue and Expenditures

		Current Period Jul 2023 Jul 2023 Actual	Year-To-Date Jul 2023 Jul 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Expenses						
General Government						
Personal Services						
5015	Unemployment Tax	0.00	0.00	72.00	72.00	0.00%
Total Personal Services		\$0.00	\$0.00	\$3,947.00	\$3,947.00	
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	0.00	2,500.00	2,500.00	0.00%
5530	Miscellaneous	0.00	0.00	1,460.00	1,460.00	0.00%
5500	Office Supplies	75.48	75.48	1,500.00	1,424.52	5.03%
5505	Posatge	0.00	0.00	600.00	600.00	0.00%
5520	Software Programs/ Services	2,292.00	2,292.00	7,480.00	5,188.00	30.64%
Total Materials & Supplies		\$2,367.48	\$2,367.48	\$13,540.00	\$11,172.52	
Other Services						
6030	Community Support Agreements	1,070.00	1,070.00	39,000.00	37,930.00	2.74%
6035	Dues & Memberships	50.00	50.00	3,555.00	3,505.00	1.41%
6015	Insurance	0.00	0.00	5,500.00	5,500.00	0.00%
6800	Office/Gen Administrative Exp	0.00	0.00	17,500.00	17,500.00	0.00%
6020	Professional Services	4,742.00	4,742.00	59,300.00	54,558.00	8.00%
6010	Publication & Notice Expense	0.00	0.00	2,500.00	2,500.00	0.00%
6045	Road & Trail Maintenance	706.80	706.80	26,696.00	25,989.20	2.65%
6040	School, Training, Travel	0.00	0.00	2,500.00	2,500.00	0.00%
6000	Utilities	0.00	0.00	1,000.00	1,000.00	0.00%
6050	Website Expense	0.00	0.00	4,000.00	4,000.00	0.00%
Total Other Services		\$6,568.80	\$6,568.80	\$161,551.00	\$154,982.20	
Capital Outlay						
7010	Projects	0.00	0.00	40,829.00	40,829.00	0.00%
Total Capital Outlay		\$0.00	\$0.00	\$40,829.00	\$40,829.00	
Debt Service						
8000	GO Bond Payments	0.00	0.00	55,600.00	55,600.00	0.00%
8500	Interest Expense	75.55	75.55	0.00	(75.55)	0.00%
Total Debt Service		\$75.55	\$75.55	\$55,600.00	\$55,524.45	
Transfers Out						
9503	Transfer OUT to Reserve Fund	0.00	0.00	20,000.00	20,000.00	0.00%
Total Transfers Out		\$0.00	\$0.00	\$20,000.00	\$20,000.00	
General Government Totals		\$9,011.83	\$9,011.83	\$295,467.00	\$286,455.17	
TIF Projects						
Capital Outlay						
7153	2020 Rev Bond- Alley Improv	568.01	568.01	0.00	(568.01)	0.00%
Total Capital Outlay		\$568.01	\$568.01	\$0.00	(\$568.01)	
TIF Projects Totals		\$568.01	\$568.01	\$0.00	(\$568.01)	
Expenses		\$29,459.75	\$29,459.75	\$564,426.00	\$534,966.25	
Revenue Less Expenditures		\$37,987.59	\$37,987.59	\$4,731.00	\$0.00	
Net Change in Fund Balance		\$37,987.59	\$37,987.59	\$4,731.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,099,762.14	1,099,762.14	0.00	0.00	0.00%
Net Change in Fund Balance		37,987.59	37,987.59	4,731.00	0.00	0.00%
Ending Fund Balance		1,137,749.73	1,137,749.73	0.00	0.00	0.00%

General Fund
Income Statement
7/1/2023 to 7/31/2023

Jul 2023
Jul 2023
Actual

Revenue

Other Revenue

Sales Tax	29,844.39
Use Tax	1,807.68
Utility Tax	2,533.77
Lodging Tax	7,232.32
Alcohol Beverage Tax	105.38
Building Permits/Inspection Fe	1,770.21
Business License and Permits	167.07
Miscellaneous Revenue	10,009.82
Transfer IN from TIF	13,976.70

Revenue	\$67,447.34
Gross Profit	\$67,447.34

Expenses

Personal Services

Salaries	13,653.84
Social Security	1,065.31
Employer Paid Insurance	3,256.04
Employer Retirement Contributi	1,397.87
Vehicle/Cell Allowance	324.85

Materials & Supplies

Office Supplies	75.48
Software Programs/ Services	2,292.00

Other Services

Utilities	182.00
Professional Services	4,742.00
Community Support Agreements	1,070.00
Dues & Memberships	50.00
Road & Trail Maintenance	706.80

Capital Outlay

2020 Rev Bond- Alley Improv	568.01
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Debt Service

Interest Expense	75.55
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Expenses	\$29,459.75
Income (Loss) From Operations	\$37,987.59
Net Income (Loss)	\$37,987.59

Report Options

Period: 7/1/2023 to 7/31/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: General Fund
Include Accounts: Accounts With Activity

General Fund
Bank Register
7/1/2023 to 7/31/2023

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	650,130.29
7/3/2023	R-00430	Rachel Raiford			23.97	0.00	650,154.26
7/6/2023	R-00433	Chris Calcara			23.97	0.00	650,178.23
7/6/2023	R-00432	Lisa Augustine			23.97	0.00	650,202.20
7/6/2023	R-00431	Jim Willcox			47.94	0.00	650,250.14
7/7/2023	R-00435	Chris Macguire			48.25	0.00	650,298.39
7/7/2023	R-00434	Cynthia Fox			23.97	0.00	650,322.36
7/7/2023	1491	Carlton Landing Fire and			0.00	750.00	649,572.36
7/7/2023	1490	Dr Jan Summers			0.00	300.00	649,272.36
7/7/2023	1489	Oklahoma Uniform Building			0.00	112.00	649,160.36
7/7/2023	1488	Kiamichi Electric			0.00	85.00	649,075.36
7/7/2023	1487	Dan Hurd			0.00	3,700.00	645,375.36
7/7/2023	1486	Cross Telephone Co			0.00	97.00	645,278.36
7/7/2023	1485	Cloudpermit Inc			0.00	2,000.00	643,278.36
7/7/2023	1484	Carlton Landing			0.00	320.00	642,958.36
7/7/2023	A-10106	Amanda K Harjo			0.00	1,584.01	641,374.35
7/7/2023	A-10105	James G Buckley			0.00	3,671.53	637,702.82
7/10/2023	EFT	RWS Cloud Services			0.00	94.00	637,608.82
7/10/2023	R-00426	Oklahoma Tax Commission			1,807.68	0.00	639,416.50
7/10/2023	R-00425	Oklahoma Tax Commission			7,232.32	0.00	646,648.82
7/10/2023	R-00424	Oklahoma Tax Commission			29,736.65	0.00	676,385.47
7/12/2023	R-00450	Oklahoma Tax Commission			107.74	0.00	676,493.21
7/12/2023	R-00437	Rachel Raiford			0.00	25.00	676,468.21
7/12/2023	R-00436	Born Again Restored LLC			1,525.82	0.00	677,994.03
7/14/2023	R-00429	Pittsburg County Clerk			105.38	0.00	678,099.41
7/14/2023	R-00428	Kiamichi Electric			2,533.77	0.00	680,633.18
7/14/2023	EFT	Oklahoma Tax Commission			0.00	510.00	680,123.18
7/14/2023	EFTPS	EFTPS			0.00	3,473.54	676,649.64
7/14/2023	1495	OPEH&W			0.00	1,614.76	675,034.88
7/14/2023	1494	Pied Piper Service			0.00	80.00	674,954.88
7/14/2023	1493	Crawford & Associates, P.C.			0.00	755.00	674,199.88
7/14/2023	1492	L & Z Enterprises Inc			0.00	4,000.00	670,199.88
7/17/2023					0.00	75.55	670,124.33
7/17/2023	R-00446	Joanne Chinicci -			3,000.00	0.00	673,124.33
7/17/2023	R-00445	Zubick, Susan			250.00	0.00	673,374.33
7/17/2023	R-00444	Keating, Jim			100.00	0.00	673,474.33

General Fund
Bank Register
7/1/2023 to 7/31/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
7/17/2023	R-00443	Mai, Chuck			1,000.00	0.00	674,474.33
7/17/2023	R-00442	Dr Jan Summers			300.00	0.00	674,774.33
7/18/2023	R-00451	Anchor Homes			244.39	0.00	675,018.72
7/21/2023	1499	OkMRF			0.00	3,412.19	671,606.53
7/21/2023	1498	Oklahoma Municipal League			0.00	50.00	671,556.53
7/21/2023	1497	Landmark			0.00	706.80	670,849.73
7/21/2023	1496	Kay Robbins Wall			0.00	600.00	670,249.73
7/21/2023	A-10108	Amanda K Harjo			0.00	1,584.01	668,665.72
7/21/2023	A-10107	James G Buckley			0.00	3,469.67	665,196.05
7/27/2023	EFT	OESC			0.00	104.05	665,092.00
7/28/2023	1503	Crawford & Associates, P.C.			0.00	30.00	665,062.00
7/28/2023	1502	BOK Credit Card			0.00	841.49	664,220.51
7/31/2023	R-00440	Pittsburg County RWD #20			5,000.00	0.00	669,220.51
7/31/2023	R-00439	Pittsburg County Clerk			359.82	0.00	669,580.33
7/31/2023	R-00438	CLEDT			13,976.70	0.00	683,557.03
1000 Town of CL Checking 9683 Totals					\$67,472.34	\$34,045.60	\$683,557.03

1010 2018 GO Bond Checking

Beginning Balance	0.00	0.00	69,786.67
1010 2018 GO Bond Checking Totals	\$0.00	\$0.00	\$69,786.67

1020 2020 GO Bond Checking

Beginning Balance	0.00	0.00	79,877.47
1020 2020 GO Bond Checking Totals	\$0.00	\$0.00	\$79,877.47

1030 Sinking Fund Checking 3087

Beginning Balance	0.00	0.00	59,218.08
1030 Sinking Fund Checking 3087 Totals	\$0.00	\$0.00	\$59,218.08

1080 BOK 3045 Rev Bond 2020

Beginning Balance	0.00	0.00	(51,708.07)
1080 BOK 3045 Rev Bond 2020 Totals	\$0.00	\$0.00	(\$51,708.07)

General Fund
Bank Register
7/1/2023 to 7/31/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	51,708.07
		1090 BOK 4044 Rev Bond 2021 Totals			\$0.00	\$0.00	\$51,708.07
		Report Totals			\$67,472.34	\$34,045.60	\$892,439.25
		Records included in total = 56					

Report Options

Trans Date: 7/1/2023 to 7/31/2023

Fund: General Fund

Display Notation: No

General Fund
Balance Sheet
For Period Ending 7/31/2023

Book Value
Jul 2023
Actual

Assets

Current Assets

Cash

2018 GO Bond Checking	69,786.67
2020 GO Bond Checking	79,877.47
BOK 3045 Rev Bond 2020	(51,708.07)
BOK 4044 Rev Bond 2021	51,708.07
Sinking Fund Checking 3087	59,218.08
Town of CL Checking 9683	683,557.03

Accounts Receivable

Deposit with County-Rd Repairs	86,922.00
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Other Current Assets

Due from other Governments-Tax	59,878.00
Due from other Governments-Tax	1,237.00
Due from TIF Fund	80,883.87
Franchise Tax Receivable	2,486.00

Total Current Assets **\$1,123,846.12**

Total Assets **\$1,123,846.12**

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	622.00
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Accrued Liabilities

Deferred Revenue	(613.00)
Deferrred Revenue	613.00
Payroll Payable	1,909.00

Payroll Liabilities

EFTPS Payable	2,958.74
OK Employment Security Payable	0.01
OK Tax Commission Payable	(100.00)
OkMRF Payable	1,327.46
OPEH&W Payable	3,309.14

Total Current Liabilities **\$10,026.35**

Long Term Liabilities

Long Term Debt

2017 GOB	(25,000.00)
2018 GOB	(10,000.00)
2020 GOB	(10,000.00)

Other Liabilities

Due to CLEDT	6,795.00
Due to TIF	14,275.04

Total Long Term Liabilities **(\$23,929.96)**

Total Liabilities **(\$13,903.61)**

Fund Balance

Accumulated Surplus (Deficit)

Fund Balance	1,137,749.73
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Total Fund Balance **\$1,137,749.73**

Total Liabilities and Equity **\$1,123,846.12**

Town Administrator's Report August 19, 2023

- Alley Phase II and Block 10 Parking Lot –The project is coming to a close. The Contractor is working on pieces of the project. We still have to perform a walk through and punch list, but we are getting close to the end.
- Stephens Road Extension – The re-bid came in with lower bids than the first round. We separated out the Clearing and Grubbing. The clearing portion was awarded to L&Z Construction for \$98,000.00. They have been provided Notice of Award and Notice to Proceed. They are in the process of installing the silt fence. Also, we received four bids versus two on the first bidding process. The apparent low Bidder is Glover and Associates with a bid of about \$767,543.50. We held a face-to-face meeting with Glover and Associates owner Craig Glover and his project team. We felt confident they could perform the project within the timeframe allocated. The one concern would be the timing for delivery on the main drainage boxes. Delivery of drainage boxes is projected to be 11 weeks.
- Adopt a Bench – We have received several applications for adopting a bench. Thank you to Trustee Myrick for reviewing bench vendors and obtaining costs. I also reviewed several companies and obtained some costs. Mayor Chinnici visited with Bill Baker about providing a quote for installing the pads. He indicated he could build the benches and said he would provide a quote for a turn key process.
- Estimate of Needs – We received the Assessors report to the Excise Board. It showed an approximate 39% increase of property values from 2022. This is the report that is used to generate the Estimate of Needs. Once we have the Estimate of Needs we can determine the TIF Revenue Note for 2023. Amanda is working on requested financials to send to Crawford and Associates.
- RWD #20 – OWRB closed on the FAP Loan for the RWD. This converted the construction loan with variable rate to a fixed rate. The OWRB Loan will save the District around \$8,000 a month in debt service payment. We are working on other funding options for Developer debt and other projects.

Thank you.