

**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

MINUTES

1. Call to Order

The meeting was called to order at 8:05 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

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

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 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:

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.

MOTION: A Motion was made by Brule' and seconded by Mai to 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.

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

NAY: None

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:

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.

MOTION: A Motion was made by Chinnici and seconded by Mai to 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, with the amendment of a term date of June 30, 2024, at the end of the contract.

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.

Trustee Myrick reported we have received a formal appraisal for the schools of 3.3 million. School personnel will start working on a list of potential investors/corporations who pay state taxes for a tax credit donation. The T-set grant will allow us to apply for \$500,000 a year for 2 years.

Much of the clearing for the parking lot has been done, and it still needs to clear so that water can be seen. Phase I of the Nature Center is to clear the Nature Center parking lot, and build 2 small buildings. The gymnasium for the school will be in phase II.

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.

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.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve Ordinance 2023-08-01 Governing the Use of Tobacco and Vapor Products on Town -Owned, Operated, Leased Properties, Declare an Emergency.

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

NAY: None
a. Vote to Declare an Emergency
Exhibit:

MOTION: A motion was made by Chinnici and seconded by Mai to declare Ordinance # 2023-08-01 to be an emergency.

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

NAY: None

10. Consider, discuss and possibly approve, amend, revise, approve or deny a Resolution #2023-08-01, Adopting and Implementing a Workplace Wellness Policy, or take any other appropriate action.

Exhibit:

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.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve the Resolution Adopting and Implementing a Workplace Wellness Policy.

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

NAY: None

11. 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

The Stephens Road home owner is cooperative regarding the removal of Encroachments.

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

Heather Scott suggested Colorado Springs Parks and Recreation as a benchmark for playground equipment.

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:55 a.m., August 19, 2023.

Mayor

Attest:

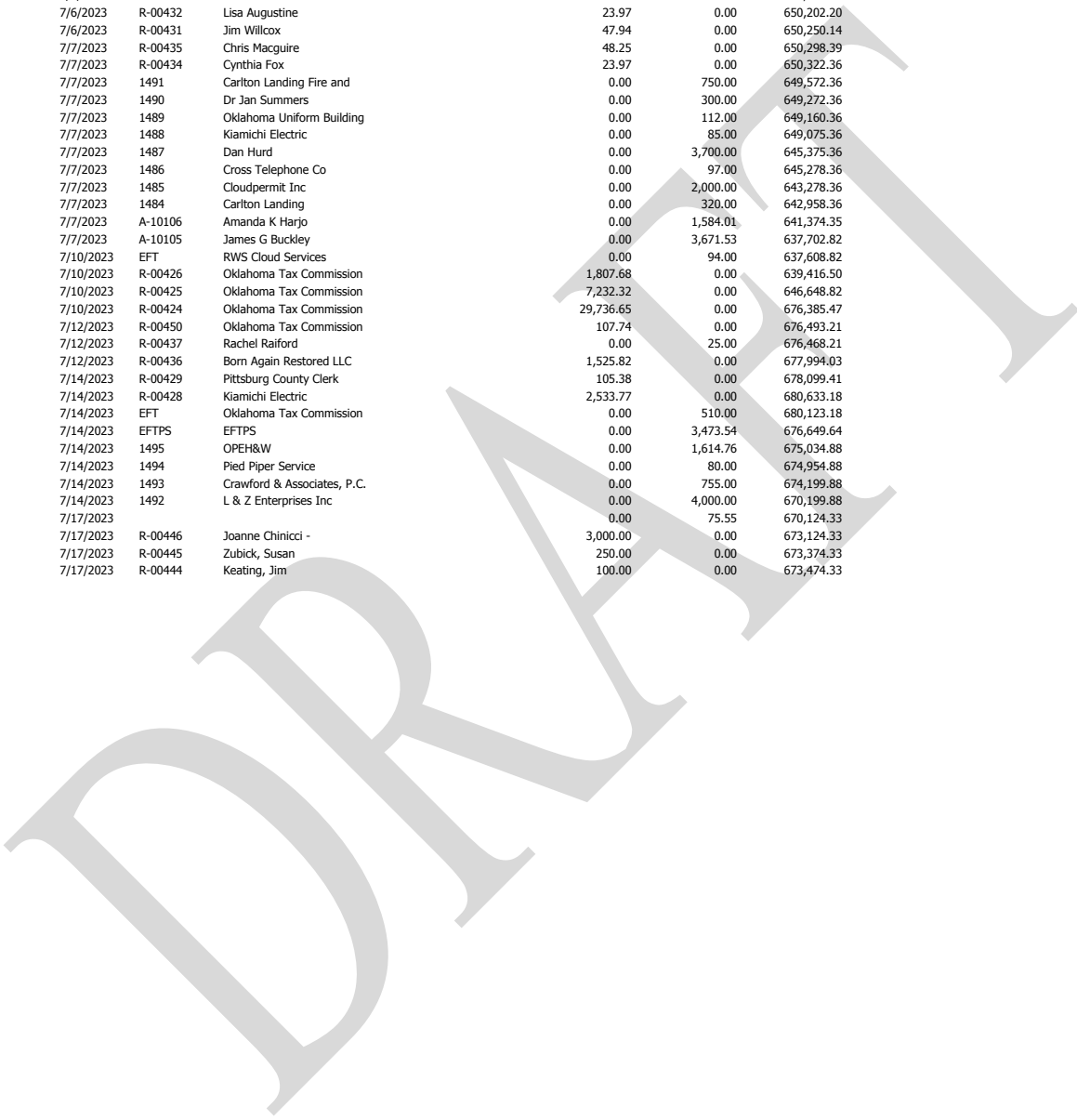
Town Clerk

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
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
Accrued Liabilities	
Deferred Revenue	(613.00)
Deferred 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
Total Fund Balance	\$1,137,749.73
Total Liabilities and Equity	\$1,123,846.12

**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
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
Debt Service	
Interest Expense	75.55
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
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

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%

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 Brown 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.