

**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; **September 16, 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 August 19, 2023](#)

4. [Acknowledge receipt of Claims and Purchase Orders Report](#)

5. [Consider, discuss, and possibly vote to amend, revise, approve or deny the Estimate of Needs and Financial Statement of Fiscal Year 2023-2024 to be signed, notarized, and published after approval by the Board of Trustees, or take any other appropriate action.](#)

Exhibit:[FY2023 Estimate of Needs](#)

6. Items Removed from Consent Agenda

7. Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution appointing Jim Hassenbeck and Heather Scott to the Planning Commission for three-year term ending August 2026, or take any other appropriate action.

a. Swearing in of Commission Member(s)

Exhibit:[Resolution 2023-09-01](#)

8. [Consider, discuss, and possibly vote to amend, revise, approve or deny BOT Budget Fiscal Year 22-23 Amendment #1 appropriating initial funding for Adopt-a-Bench, Donations and Expenses for Adopt-a-Bench Program, or take any other appropriate action.](#)

Exhibit:[FY 23-24 BUDGET BOT AMENDMENT #1 9-16-2023](#)

9. Consider, discuss, and possibly vote to amend, revise, approve or deny entering into a Project Development Management Agreement – Nature Center Facilities, or take any other appropriate action.

Exhibit:

10. Presentation and updated of Nature Center Facility Center and possibly vote to provide direction to Staff, or take any other appropriate action.
11. Reports
 - a. [Sales Tax Revenue](#) and other Financial Reports; [Statement of Revenue and Expenditures- BOT August 2023](#); [Bank Register - BOT August 2023](#); [Income Statement - BOT August 2023](#)
 - b. [Town Administrator](#)
 - 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 September 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; **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 receive tax credit for donations to the school.

Trustee Myrick believes the Town should apply for a currently available TSET grant which would provide the town \$500,000.00 a year for 2 years. She will begin application for the grant as time allows.

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, build 1 of the small buildings and a gazebo. The gymnasium for the school will be in phase II.

The trustees acknowledged and supported the presentation.

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

DRAFT

**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)
Defferred 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 Wilcox			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 Chiniucci -			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

8/17/2023
4:37 PM

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

Page 1 of 1

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 Postage	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.

DRAFT

General Fund
Payments Journal (Summary)
8/1/2023 to 8/31/2023

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
8/4/2023	1510	Oklahoma Uniform Building	48.00
8/4/2023	1509	McAlester News Capital	17.25
8/4/2023	1508	Kiamichi Electric	106.00
8/4/2023	VOID 1507	Dr Jan Summers	300.00
8/4/2023	1506	Dan Hurd	1,600.00
8/4/2023	1505	Cross Telephone Co	97.00
8/4/2023	1504	Carlton Landing Fire and	750.00
8/4/2023	A-10110	Amanda K Harjo	1,584.01
8/4/2023	A-10109	James G Buckley	3,671.53
8/9/2023	EFT	RWS Cloud Services	96.00
8/9/2023	GJ-10098	Pittsburg County Clerk	565.40
8/11/2023	1514	Dr Jan Summers	300.00
8/11/2023	VOID 1507	Dr Jan Summers	(300.00)
8/11/2023	1513	OkMRF	2,096.81
8/11/2023	1512	Landmark	1,866.60
8/11/2023	1511	4 Seasons Appraisal LLC	2,000.00
8/14/2023			75.55
8/15/2023	EFTPS	EFTPS	3,472.74
8/18/2023	EFT	Oklahoma Tax Commission	510.00
8/18/2023	1516	OPEH&W	1,774.00
8/18/2023	A-10112	Amanda K Harjo	1,584.01
8/18/2023	A-10111	James G Buckley	3,469.67
8/25/2023	1519	Landmark	706.80
8/25/2023	1518	Kay Robbins Wall	600.00
8/25/2023	1517	Elan Financial Services	1,499.07
8/30/2023	GJ-10099	Payroll	5,255.54
1000 Town of CL Checking 9683 Totals			\$33,745.98

Report Options

Check Date: 8/1/2023 to 8/31/2023

Display Notation: No

Fund: General Fund

Item No. _____

Date: September 16, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny the Estimate of Needs and Financial Statement of Fiscal Year 2023-2024 to be signed, notarized and published after approval by the Board of Trustees, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Estimate of Needs is required to be submitted to the Pittsburgh County Excise Board to establish our ad valorem tax rate to cover the Towns indebtedness. The Estimate of Needs will also be used to determine the ability to issue any additional indebtedness.

Based on the Estimate of Needs Report to maintain the Towns Millage Rate around the average of sixteen (16) mills, the Board will need to consider issuing a G.O. Bond in early 2024. Staff along with the Financial Adviser and Bond Counsel will have items on the October Agenda for the Boards consideration.

FUNDING: None

EXHIBITS: Estimate of Needs

RECOMMENDED ACTION: Approve Estimate of Needs and Financial Statement of Fiscal Year 2023-2024 to be signed, notarized and published after approval by the Board of Trustees.

CITY & TOWN
(NOT DEPARTMENTALIZED)
2023-2024
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2022-2023

THE GOVERNING BOARD OF
THE CITY/TOWN OF CARLTON LANDING
COUNTY OF PITTSBURG
STATE OF OKLAHOMA

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than August 22 for all Towns and August 27 for all Cities. After approval by the Excise Board and the levies are made, both statements should be signed by the appropriate Board Members. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd., State Capitol, Room 100, Oklahoma City, OK 73105. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

THE 2023-2024 ESTIMATE OF NEEDS AND FINANCIAL
STATEMENT OF THE FISCAL YEAR 2022-2023

PREPARED BY ELFRINK AND ASSOCIATES, PLLC
SUBMITTED TO THE PITTSBURG COUNTY
EXCISE BOARD THIS ____ DAY OF _____ 2023

BOARD OF COUNTY COMMISSIONERS

Chairman _____ Member _____

Member _____ Member _____

Member _____ Treasurer _____

City/Town Clerk _____

CARLTON LANDING, OKLAHOMA
2023-2024
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2022-2023

INDEX

Letters and Certifications:	Page
Letter To Excise Board _____	1
Affidavit of Publication _____	2
Accountant's Letter _____	3
Certificate of Excise Board _____	Exhibit "Y" - Page 1
Exhibits:	Filed
Exhibit "A" General Fund _____	No
Exhibit "G" Sinking Fund _____	Yes
Exhibit "H" Industrial Development Bond Fund _____	No
Exhibit "I" Special Revenue Funds _____	No
Exhibit "J" Capital Project Funds _____	No
Exhibit "K" Enterprise Funds _____	No
Exhibit "L" Internal Service Funds _____	No
Exhibit "Y" Certificate of Excise Board Estimate of Needs _____	Yes
Exhibit "Z" Publication Sheet _____	Yes

THE CITY/TOWN OF CARLTON LANDING
2023-2024
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2022-2023

CITY/TOWN OF CARLTON LANDING, STATE OF OKLAHOMA
STATE OF OKLAHOMA, COUNTY OF PITTSBURG, ss:

To the County Excise Board of said County and State, Greeting:-

Pursuant to the requirements of 68 O.S. Section 3002, we submit herewith for your consideration, the within statement of the fiscal condition of the City/Town of Carlton Landing, State of Oklahoma, for the fiscal year beginning July 1, 2022 and ending June 30, 2023, together with an itemized statement of the estimated needs thereof for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The same have been prepared in conformity to Statute, in relation to which be it further noted that:

1. We, the members of the Governing Board of said City/Town and State, do hereby certify that the statements herein submitted show the true and correct conditions of the fiscal affairs of said City/Town for the fiscal year ending June 30, 2023, that said statements comprise a "full and accurate statement of the assessments, receipts and expenditures of the preceding year, made out in detail under separate heads" that said preparation was had at an official session of said Board, begun on the first Monday in July, 2023 pursuant to the provisions of 68 O.S. Section 3002.
2. And we further certify that the estimates of the several amounts necessary for current expenses for the fiscal year beginning July 1, 2023 and ending June 30, 2024 as shown under "Schedule 8" were prepared and filed with the Governing Board as of the first Monday in July 2023, that the same have been correctly entered, and that all estimates made are entered as certified by Department Heads for the respective purposes herein set out. We further certify that the sums requested for salaries of City/Town officers and the deputies are calculated and based upon authority of salary statutes currently effective and applicable.
3. We further certify that the estimated income from sources other than ad valorem tax, shown on "Schedule 4", may reasonably be expected to be collected as a revenue during the ensuing fiscal year, and is not in excess of the 90% of the amounts collected for the same sources during the fiscal year ending June 30, 2023.

Dated at the office of the City/Town Clerk, at Carlton Landing, Oklahoma, this ____ day of _____, 2023.

Chairman

Member

Member

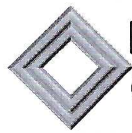
Member

Member

Treasurer

City/Town Clerk

Filed this ____ day of _____, 2023 Secretary and Clerk of Excise Board, Pittsburg County, Oklahoma.



Elfrink and Associates, PLLC

Certified Public Accountants

Office of the State Auditor and Inspector
State of Oklahoma
2300 North Lincoln Boulevard, Room 100
Oklahoma City, OK 73105

Management is responsible for the accompanying financial statements and supplementary information of the Sinking Fund of the Town of Carlton Landing, Oklahoma for the fiscal year ended June 30, 2023, included in the accompanying form prescribed by the Oklahoma State Auditor and Inspector. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion nor provide any assurance on these financial statements.

Other Matter

The financial statements included in the accompanying prescribed form are intended to comply with the requirements of the Oklahoma State Auditor and Inspector pursuant to 68 OS Section 3003 B and as promulgated by 68 OS Section 3009-3011 and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Town's management and the Office of the Oklahoma State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.

Elfrink and Associates, PLLC

Elfrink and Associates, PLLC
August 24, 2023



AFFIDAVIT OF PUBLICATION

STATE OF OKLAHOMA, CITY/TOWN OF CARLTON LANDING

Personally appeared before me, the undersigned Notary Public, _____
County Clerk of the City/Town and State aforesaid, who being first duly sworn according to law, deposes and says:
That he/she complied with the law by having the financial statement for the fiscal year ending June 30, 2023,
and the estimated needs and the estimated income from sources other than ad valorem taxes, for the fiscal year
beginning July 1, 2023 and ending June 30, 2024 published in one issue of the McAlester News Capital
a legally-qualified newspaper published - of general circulation, in said county (*strike inapplicable phrase*)
a copy of which together with proof of publication is herewith attached marked Exhibit "Z" and made a part
of hereof.

City/Town Clerk

Subscribed and sworn to before me this ____ day of _____, 2023.

Notary Public

My Commission Expires

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2022, to JUNE 30, 2023
ESTIMATE OF NEEDS FOR 2023-2024

EXHIBIT "G"

Page 1.a

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2023 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:					SERIES 2017	
PARKS AND RECREATIONAL FACILITIES					Bonds	
Date of Issue					2/1/2017	
Date of Sale By Delivery					2/1/2017	
HOW AND WHEN BONDS MATURE						
Uniform Maturities:						
Date Maturing Begins					4/1/2019	
Amount of Each Uniform Maturity					\$ 25,000.00	
Final Maturity Otherwise						
Date of Final Maturity					4/1/2027	
Amount of Final Maturity					\$ 25,000.00	
AMOUNT OF ORIGINAL ISSUE					\$ 225,000.00	
Cancelled, In Judgement Or Delayed For Final Levy Year					\$ -	
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy					\$ 225,000.00	
Years to Run					9	
Normal Annual Accrual					25,000.00	
Tax Years Run					5	
Accrual Liability To Date					\$ 125,000.00	
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2022					\$ 75,000.00	
Bonds Paid During 2022-2023					\$ 25,000.00	
Matured Bonds Unpaid					\$ -	
Balance of Accrual Liability					\$ 25,000.00	
TOTAL BONDS OUTSTANDING 6-30-2023:						
Matured					\$ -	
Unmatured					\$ 100,000.00	
Coupon Computation:		Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount
Bonds and Coupons		10/01/18	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/19	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/20	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/21	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/22	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/23	\$ 25,000.00	4.00%	6	\$ 500.00
Bonds and Coupons		10/01/24	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/25	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/26	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/27	\$ -	4.00%	12	\$ -
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue					\$ -	
Years to Run					9	
Accrue Each Year					\$ -	
Tax Years Run					5	
Total Accrual To Date					\$ -	
Current Interest Earnings Through 2023-2024					\$ 3,500.00	
Total Interest To Levy For 2023-2024					\$ 3,500.00	
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2022:						
Matured					\$ -	
Unmatured					\$ 1,250.00	
Interest Earnings 2022-2023					\$ 4,000.00	
Coupons Paid Through 2022-2023					\$ 35,000.00	
Interest Earned But Unpaid 6-30-2023:						
Matured					\$ -	
Unmatured					\$ 1,000.00	

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2022, to JUNE 30, 2023

ESTIMATE OF NEEDS FOR 2023-2024

EXHIBIT "G"

Page 1.b

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2023 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:				SERIES 2018 Bonds		
Date of Issue					4/1/2018	
Date of Sale By Delivery					4/1/2018	
HOW AND WHEN BONDS MATURE						
Uniform Maturities:						
Date Maturing Begins					4/1/2020	
Amount of Each Uniform Maturity				\$	10,000.00	
Final Maturity Otherwise						
Date of Final Maturity					4/1/2028	
Amount of Final Maturity				\$	20,000.00	
AMOUNT OF ORIGINAL ISSUE				\$	100,000.00	
Cancelled, In Judgement Or Delayed For Final Levy Year				\$	-	
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy				\$	100,000.00	
Years to Run					9	
Normal Annual Accrual					11,111.11	
Tax Years Run					4	
Accrual Liability To Date				\$	44,444.44	
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2022				\$	20,000.00	
Bonds Paid During 2022-2023				\$	10,000.00	
Matured Bonds Unpaid				\$	-	
Balance of Accrual Liability				\$	14,444.44	
TOTAL BONDS OUTSTANDING 6-30-2023:						
Matured				\$	-	
Unmatured				\$	60,000.00	
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons	04/01/20	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/21	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/22	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/23	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/24	\$ 10,000.00	4.00%	6	\$ 200.00	
Bonds and Coupons	04/01/25	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/26	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/27	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/28	\$ 20,000.00	4.00%	12	\$ 800.00	
Bonds and Coupons	04/01/29	\$ -	0.00%	0	\$ -	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue				\$	450.00	
Years to Run					9	
Accrue Each Year				\$	50.00	
Tax Years Run					4	
Total Accrual To Date				\$	200.00	
Current Interest Earnings Through 2023-2024				\$	2,200.00	
Total Interest To Levy For 2023-2024				\$	2,250.00	
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2022:						
Matured				\$	-	
Unmatured				\$	700.00	
Interest Earnings 2022-2023				\$	2,800.00	
Coupons Paid Through 2022-2023				\$	13,000.00	
Interest Earned But Unpaid 6-30-2023:						
Matured				\$	-	
Unmatured				\$	600.00	

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2022, to JUNE 30, 2023
ESTIMATE OF NEEDS FOR 2023-2024

Page 1.c

EXHIBIT "G"

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2023 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						Bonds
Date of Issue						3/1/2020
Date of Sale By Delivery						3/1/2020
HOW AND WHEN BONDS MATURE						
Uniform Maturities:						
Date Maturing Begins						4/1/2022
Amount of Each Uniform Maturity						\$ 10,000.00
Final Maturity Otherwise						
Date of Final Maturity						4/1/2030
Amount of Final Maturity						\$ 20,000.00
AMOUNT OF ORIGINAL ISSUE						\$ 100,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						\$ -
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						\$ 100,000.00
Years to Run						9
Normal Annual Accrual						11,111.11
Tax Years Run						3
Accrual Liability To Date						\$ 33,333.33
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2022						\$ 10,000.00
Bonds Paid During 2022-2023						\$ 10,000.00
Matured Bonds Unpaid						\$ -
Balance of Accrual Liability						\$ 13,333.33
TOTAL BONDS OUTSTANDING 6-30-2023:						
Matured						\$ -
Unmatured						\$ 80,000.00
Coupon Computation:	Coupon Date	Jnmatured Amour	% Int.	Months	Interest Amount	
Bonds and Coupons	04/01/22	\$ 10,000.00	2.00%	0	\$ -	
Bonds and Coupons	04/01/23	\$ 10,000.00	2.10%	0	\$ -	
Bonds and Coupons	04/01/24	\$ 10,000.00	2.35%	9	\$ 176.25	
Bonds and Coupons	04/01/25	\$ 10,000.00	2.60%	12	\$ 260.00	
Bonds and Coupons	04/01/26	\$ 10,000.00	2.85%	12	\$ 285.00	
Bonds and Coupons	04/01/27	\$ 10,000.00	3.25%	12	\$ 325.00	
Bonds and Coupons	04/01/28	\$ 10,000.00	3.75%	12	\$ 375.00	
Bonds and Coupons	04/01/29	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/30	\$ 20,000.00	4.50%	12	\$ 900.00	
Bonds and Coupons	04/01/31	\$ -	0.00%		\$ -	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						\$ 450.00
Years to Run						9
Accrue Each Year						\$ 50.00
Tax Years Run						3
Total Accrual To Date						\$ 150.00
Current Interest Earnings Through 2023-2024						\$ 2,721.25
Total Interest To Levy For 2023-2024						\$ 2,771.25
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2022:						
Matured						\$ -
Unmatured						\$ 747.50
Interest Earnings 2022-2023						\$ 2,990.00
Coupons Paid Through 2022-2023						\$ 9,370.00
Interest Earned But Unpaid 6-30-2023:						
Matured						\$ -
Unmatured						\$ 695.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2022, to JUNE 30, 2023

ESTIMATE OF NEEDS FOR 2023-2024

EXHIBIT "G"

Page 1.x

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2023 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
Date of Issue	
Date of Sale By Delivery	
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Date Maturing Begins	
Amount of Each Uniform Maturity	\$ 45,000.00
Final Maturity Otherwise:	
Date of Final Maturity	
Amount of Final Maturity	\$ 65,000.00
AMOUNT OF ORIGINAL ISSUE	\$ 425,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	\$ -
Basis of Accruals Contemplated on Net Collections or Better in Anticipation	
Bond Issues Accruing By Tax Levy	\$ 425,000.00
Years to Run	
Normal Annual Accrual	\$ 47,222.22
Tax Years Run	
Accrual Liability To Date	\$ 202,777.78
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2022	\$ 105,000.00
Bonds Paid During 2022-2023	\$ 45,000.00
Matured Bonds Unpaid	\$ -
Balance of Accrual Liability	\$ 52,777.78
TOTAL BONDS OUTSTANDING 6-30-2023:	
Matured	\$ -
Unmatured	\$ 240,000.00

Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	\$ 900.00
Years to Run	
Accrue Each Year	\$ 100.00
Tax Years Run	
Total Accrual To Date	\$ 350.00
Current Interest Earnings Through 2023-2024	\$ 8,421.25
Total Interest To Levy For 2023-2024	\$ 8,771.25
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2022:	
Matured	\$ -
Unmatured	\$ 2,697.50
Interest Earnings 2022-2023	\$ 9,790.00
Coupons Paid Through 2022-2023	\$ 57,370.00
Interest Earned But Unpaid 6-30-2023:	
Matured	\$ -
Unmatured	\$ 2,295.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2022, to JUNE 30, 2023

ESTIMATE OF NEEDS FOR 2023-2024

Page 3

EXHIBIT "G"

Schedule 4, Sinking Fund Cash Statement		
Revenue Receipts and Disbursements	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2022	\$ 47,226.97	\$ 47,226.97
Investments Since Liquidated	\$ -	
COLLECTED AND APPORTIONED:		
2021 and Prior Ad Valorem Tax	\$ -	
2022 Ad Valorem Tax	\$ 68,981.11	
Protest Tax Refunds	\$ -	
Miscellaneous Receipts	\$ -	
TOTAL RECEIPTS		\$ 68,981.11
TOTAL RECEIPTS AND BALANCE		\$ 116,208.08
DISBURSEMENTS:		
Coupons Paid	\$ 9,180.00	
Interest Paid on Past-Due Coupons	\$ -	
Bonds Paid	\$ 45,000.00	
Interest Paid on Past-Due Bonds	\$ -	
Commission Paid to Fiscal Agency	\$ 2,810.00	
Judgements Paid	\$ -	
Interest Paid on Such Judgements	\$ -	
Investments Purchased	\$ -	
Judgements Paid Under 62 O.S. 1981, § 435	\$ -	
TOTAL DISBURSEMENTS		\$ 56,990.00
CASH BALANCE ON HAND JUNE 30, 2023		\$ 59,218.08

Schedule 5, Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2023	\$ 47,517.36	\$ 59,218.08
Legal Investments Properly Maturing	\$ -	
Judgements Paid to Recover By Tax Levy	\$ -	
TOTAL LIQUID ASSETS (In Extension Column)		\$ 59,218.08
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	\$ -	
b. Interest Accrued Thereon	\$ -	
c. Past-Due Bonds	\$ -	
d. Interest Thereon After Last Coupon	\$ -	
e. Fiscal Agency Commission on Above	\$ -	
f. Judgements and Interest Levied for But Unpaid	\$ -	
TOTAL Items a. Through f. (To Extension Column)		\$ -
BALANCE OF ASSETS SUBJECT TO ACCRUALS		\$ 59,218.08
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	\$ 2,295.00	
h. Accrual on Final Coupons	\$ -	
i. Accrued on Unmatured Bonds	\$ 52,777.78	
TOTAL Items g. Through i. (To Extension Column)		\$ 55,072.78
EXCESS OF ASSETS OVER ACCRUAL RESERVES		\$ 4,145.30

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2022, to JUNE 30, 2023

ESTIMATE OF NEEDS FOR 2023-2024

EXHIBIT "G"

Page 4

Schedule 6, Estimate of Sinking Fund Needs

	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings On Bonds	\$ 8,521.25	\$ 8,521.25
Accrual on Unmatured Bonds	\$ 47,222.22	\$ 47,222.22
Annual accrual for fiscal agent fees	\$ 2,800.00	\$ 2,800.00
Annual Accrual on Unpaid Judgements	\$ -	\$ -
Interest on Unpaid Judgements	\$ -	\$ -
Annual Accrual From Exhibit KK	\$ -	\$ -
TOTAL SINKING FUND PROVISION	\$ 58,543.47	\$ 58,543.47

Schedule 7, 2022 Ad Valorem Tax Account - Sinking Funds

Gross Value \$	-			
Net Value \$	3,882,940.00	16.420	Mills	Amount
Total Proceeds of Levy as Certified				\$ 63,757.87
Additions:				\$ -
Deductions:				\$ -
Gross Balance Tax				\$ 63,757.87
Less Reserve for Delinquent Tax				\$ 6,375.79
Reserve for Protest Pending				\$ -
Balance Available Tax				\$ 57,382.09
Deduct 2022 Tax Apportioned				\$ -
Net Balance 2022 Tax in Process of Collection or				\$ 57,382.09
Excess Collections				\$ -

Schedule 9, Sinking Fund Investments

INVESTED IN	Investments on Hand June 30, 2022	Since Purchased	LIQUIDATIONS		Barred by Court Order	Investments on Hand June 30, 2022
			By Collections of Cost	Amortized Premium		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2023-2024

STATE OF OKLAHOMA, COUNTY OF PITTSBURG

We, the members of the Excise Board of said County and State, do hereby certify that we have examined the foregoing estimates of proposed current expenses for the ensuing fiscal year as filed with the Governing Board of Carlton Landing Oklahoma, and those directly under, or in contractual relationship with, the Governing Board of Carlton Landing Oklahoma; we have ascertained from the Financial Statements submitted therewith the amount of Surplus Balances of Cash on Hand; we have considered the uncollected ad valorem taxes of the previous year or years; and we have ascertained that the probable Income estimated to be collected from all sources other than ad valorem taxation may reasonably be expected as a revenue for the ensuing fiscal year, and that the same does not exceed 90% of the actual collection from such sources for the previous fiscal year.

that the financial statements, as to statistics therein contained reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefore; (3) supplemented such estimate, after proper publication, by an estimate of needs prepared by this Excise Board to make provision for mandatory governmental functions where the estimate submitted wholly failed or was deemed inadequate to fulfill the mandate of the Constitutions or of the Legislature; (4) computed the total means available to each fund in the manner provided; and (5) then and only thereafter. -

Accordingly, we have and do hereby appropriate the Surplus Balances of Cash on Hand, and the Revenues and Levies hereinafter set forth for each Fund to the several and specific purposes named in such estimates, by each, to the intent and purpose that CONSTITUTIONAL GOVERNMENTAL FUNCTIONS shall be first assured and provided for, and subsequently to provide for Legislative Governmental Functions insofar as to the available Surpluses, Revenues and Levies will permit; and we have provided also that the Levies are in excess of the amount appropriated to needs after deducting the surplus cash balance on hand, and Estimated Revenues other than tax, by the percentage and amount or reserve for delinquent tax as hereinafter set forth, which we have determined in the manner provided by law.

We further certify that we have examined the financial statements of account and estimated needs or requirements of the Governing Board of Carlton Landing Oklahoma, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 1991 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit "Y" (Page 2) and any other legal deduction, including a reserve of ____% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2023-2024

Page 2

EXHIBIT "Y"			
County Excise Board's Appropriation of Income and Revenue	General Fund	Industrial Bonds	Sinking Fund (Exc. Homesteads)
Appropriation Approved & Provision Made	\$ -	\$ -	\$ 58,543.47
Appropriation of Revenues	\$ -	\$ -	\$ -
Excess of Assets Over Liabilities	\$ -	\$ -	\$ 4,145.30
Unclaimed Protest Tax Refunds	\$ -	\$ -	\$ -
Miscellaneous Estimated Revenues	\$ -	\$ -	\$ -
Est. Value of Surplus Tax in Process	\$ -	\$ -	\$ -
Sinking Fund Contributions	\$ -	\$ -	\$ -
Surplus Building Fund Cash	\$ -	\$ -	\$ -
Total Other Than 2019 Tax	\$ -	\$ -	\$ 4,145.30
Balance Required	\$ -	\$ -	\$ 54,398.17
Add 10% for Delinquency	\$ -	\$ -	\$ 5,439.82
Total Required for 2022 Tax	\$ -	\$ -	\$ 59,837.99
Rate of Levy Required and Certified (in Mills)	0.00	0.00	15.41

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead deducted in the said County as finally equalized and certified by the State Board of Equalization for the current year 2023-2024 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
Total Valuation,	\$ 3,868,417.00	\$ 14,523.00	\$ -	\$ 3,882,940.00

and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, we thereupon made the levies therefor as provided by law as follows:

General 0.00 Mills; Industrial Bonds 0.00 Mills; Sinking Fund 15.41 Mills; Sub-Total 15.41 Mills;

and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said Assessor may immediately extend said levies upon the Tax Rolls for the year 2024 without regard to any protest that may be filed again any levies, as required by 68 O. S. 1991, Section 2869

Dated at _____, Oklahoma, this _____ day of _____, 2023.

Excise Board Member

Excise Board Chairman

Excise Board Member

Excise Board Secretary

PITTSBURG COUNTY, 61
STATISTICAL DATA
FISCAL YEAR 2022-2023

Total Valuation

Total Gross Valuation Real Property	\$	3,869,417.00
Total Homestead Exemption	\$	1,000.00
Total Real Property	\$	3,868,417.00
Total Personal Property	\$	14,523.00
Total Public Service Property	\$	-
Total Valuation of Property	\$	3,882,940.00

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2023, AND ESTIMATE OF NEEDS
 FOR THE FISCAL YEAR ENDING JUNE 30, 2024, OF THE GOVERNING BOARD OF
 CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2023	GENERAL FUND Detail
ASSETS:	
Cash Balance June 30, 2023	\$ -
Investments	\$ -
TOTAL ASSETS	\$ -
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$ -
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ -
TOTAL LIABILITIES AND RESERVES	\$ -
CASH FUND BALANCE (Deficit) JUNE 30, 2023	\$ -

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2023

GENERAL FUND	GENERAL FUND	SINKING FUND BALANCE SHEET	SINKING FUND
Current Expense	\$ -	1. Cash Balance on Hand June 30, 2023	\$ 59,218.08
Reserve for Int. on Warrants & Revaluation	\$ -	2. Legal Investments Properly Maturing	\$ -
Total Required	\$ -	3. Judgements Paid to Recover by Tax Levy	\$ -
FINANCED		4. Total Liquid Assets	\$ 59,218.08
Cash Fund Balance	\$ -	Deduct Matured Indebtedness:	
Estimated Miscellaneous Revenue	\$ -	5. a. Past-Due Coupons	\$ -
Total Deductions	\$ -	6. b. Interest Accrued Thereon	\$ -
Balance to Raise from Ad Valorem Tax	\$ -	7. c. Past-Due Bonds	\$ -
ESTIMATED MISCELLANEOUS REVENUE:		8. d. Interest Thereon After Last Coupon	\$ -
1000 Charges for Services	\$ -	9. e. Fiscal Agency Commissions on Above	\$ -
2000 Local Sources of Revenue	\$ -	10. f. Judgements and Int. Levied for/Unpaid	\$ -
3000 State Sources of Revenue	\$ -	11. Total Items a. Through f.	\$ -
4000 Federal Sources of Revenue	\$ -	12. Balance of Assets Subject to Accruals	\$ 59,218.08
5000 Miscellaneous Revenue	\$ -	Deduct Accrual Reserve If Assets Sufficient:	
6111 Contributions from Other Funds	\$ -	13. g. Earned Unmatured Interest	\$ 2,295.00
Total Estimated Revenue	\$ -	14. h. Accrual on Final Coupons	\$ -
INDUSTRIAL DEVELOPMENT BONDS	INDUSTRIAL BONDS	15. i. Accrued on Unmatured Bonds	\$ 52,777.78
1. Cash Balance on Hand June 30, 2023	\$ -	16. Total Items g. Through i.	\$ 55,072.78
2. Legal Investments Properly Maturing	\$ -	17. Excess of Assets Over Accrual Reserves **	\$ 4,145.30
3. Total Liquid Assets	\$ -	SINKING FUND REQUIREMENTS FOR 2023-2024	
Deduct Matured Indebtedness		1. Interest Earnings on Bonds	\$ 8,521.25
4. a. Past-Due Coupons	\$ -	2. Accrual on Unmatured Bonds	\$ 47,222.22
5. b. Interest Accrued Thereon	\$ -	3. Annual Accrual for fiscal agent fees	\$ 2,800.00
6. c. Past-Due Bonds	\$ -	4. Annual Accrual on "Unpaid" Judgements	\$ -
7. d. Interest Thereon After Last Coupon	\$ -	5. Interest on Unpaid Judgements	\$ -
8. e. Fiscal Agency Commissions on Above	\$ -	6. Annual Accrual From Exhibit KK	\$ -
9. Balance of Assets Subject to Accruals	\$ -		
10. Deduct: g. Earned Unmatured Interest	\$ -		
11. h. Accrual on Final Coupons	\$ -		
12. i. Accrued on Unmatured Bonds	\$ -		
13. Excess of Assets Over Accrual Reserves*	\$ -		
INDUSTRIAL BOND REQUIREMENTS FOR 2023-2024			
1. Interest Earnings on Bonds	\$ -		
2. Accrual on Unmatured Bonds	\$ -		
Total Sinking Fund Requirements	\$ -	Total Sinking Fund Requirements	\$ 58,543.47
Deduct:		Deduct:	
1. Excess of Assets Over Liabilities	\$ -	1. Excess of Assets Over Liabilities	\$ 4,145.30
2. Surplus Building Fund Cash		2. Surplus Building Fund Cash	
Balance Required	\$ -	Balance to Raise By Tax Levy	\$ 54,398.17

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2023, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2024, OF THE GOVERNING BOARD OF
 CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	SINKING FUND
13d. j. Unmatured Coupons Due 4-1-2024	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KK Line E.	\$ -
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KK Line F.	\$ -

* If line 14 is less than the sum of lines g. h. i. after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	INDUSTRIAL BON FUND
13d. j. Unmatured Coupons Due Before 4-1-2024	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KKI Line E.	\$ -
16d. Deficit as Shown on Industrial Bonds Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KKI Line F.	\$ -

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF PITTSBURG, ss:

We, the undersigned duly elected, qualified Governing Officers of Carlton Landing, Oklahoma, do hereby certify that at a meeting of the 68 O. S. 1991 Sec. 3002, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said City/Town as reflected by the record of the City/Town Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as shown are reasonably necessary for the proper conduct of the affairs of the said City/Town, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ration of the revenue derived from the same sources during the preceding fiscal year.

Chairman of Board

Member

Member

Member

Member

Member

Attest

County Clerk

Seal

Subscribed and sworn to before me this 20 day of June, 2023.

Notary Public

Required to be published in a legally-qualified newspaper printed in the County, or one issue published in a legally-qualified newspaper of general circulation in the County.

TOWN OF CARLTON LANDING

RESOLUTION NO. 2023-09-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA, WHEREBY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA RESOLVES TO APPOINT THE FOLLOWING PERSONS TO THE PLANNING COMMISSION OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA.

WHEREAS, the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, during a Regular Meeting on September 16, 2023, does hereby consider and hereby resolves to appoint the following persons to fill expiring positions on the Planning Commission of the Town of Carlton Landing, Pittsburg County, Oklahoma:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma

That Commissioner #1 and Commissioner #2 of the Planning Commission of the Town of Carlton Landing, Pittsburg County, Oklahoma shall be:

Commissioner #1	Jim Hassenbeck	for a term ending	August, 2026
Commissioner #2	Heather Scott	for a term ending	August, 2026

ADOPTED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, and SIGNED by the Mayor of the Town of Carlton Landing, Pittsburg County, Oklahoma on this 16th day of September, 2023.

Joanne Chinnici, Mayor

Attest:

Jan Summers, Clerk-Treasurer

Item No. _____

Date: September 16, 2023

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny BOT Budget Fiscal Year 22-23 Amendment #1 appropriating initial funding for Adopt-a-Bench, Donations and Expenses for Adopt-a-Bench Program, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the Board of Trustees meeting in July the Adopt-a-Bench program was established. We have received Donations for twelve benches. The Town is making an initial order of twenty benches so there was a bulk order and to have non-adopted benches available and ready. Twelve Benches have been Adopted as of September 13, 2023. There is unallocated Fund Balance available to cover the cost of the benches and installation. Any Benches that have not been Adopted will be set and available when someone wants to Adopt the bench and then a plaque will be made and attached to the bench.

The Budget Amendment allocates funds from the unallocated fund balance, establishes the revenue line item for Donations, and adds funds to the Capital Outlay – Projects line item for costs related to the Adopt a bench program.

FUNDING: General Fund, Donations

EXHIBITS: Budget Amendment #1

RECOMMENDED ACTION: Approve deny BOT Budget Fiscal Year 22-23 Amendment #1 appropriating initial funding for Adopt-a-Bench, Donations and Expenses for Adopt-a-Bench Program.

BOT BUDGET AMENDMENT FORM

Fiscal Year: 23-24

Amendment #1:

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
BOT	Revenue	Balance Forward/ Carryover	10-10-3999-00	\$ 16,000.00	\$	\$	\$
	Revenue	Donations	10-10-4210-00	\$ 60,000.00	\$	\$	\$
	Gen Gov	Projects	10-15-7010-00	\$	\$	\$ 60,000.00	\$

Purpose – Recognize Town start-up Funds for Adopt-a-Bench, Donations, and Expenses for Adopt-a-Bench.

Approved by the Town Bord of Trustees on September 16, 2023

Joanne Chinnici, Mayor

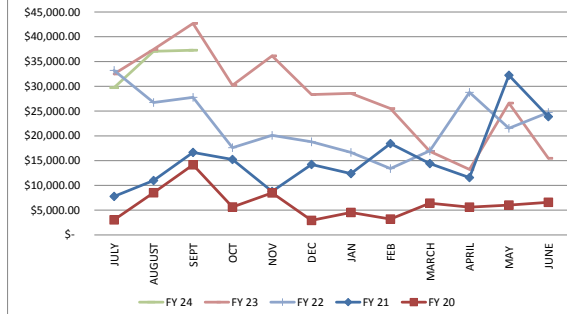
[Clerk Seal]

Dr. Jan Summers, Town Clerk

**TOWN OF CARLTON LANDING
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<u>FY 24</u>	\$ 29,736.65	\$ 37,081.03	\$ 37,286.79										\$ 104,104.47
<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>	\$ 1,807.68	\$ 1,559.96	\$ 1,129.77										\$ 4,497.41
<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>	\$ 7,232.32	\$ 15,824.49	\$ 20,223.40										\$ 43,280.21
<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 Aug 2023 Aug 2023 Actual	Year-To-Date Jul 2023 Aug 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	107.75	213.13	800.00	586.87	26.64%
4100	Building Permits/Inspection Fe	762.91	2,533.12	23,580.00	21,046.88	10.74%
4105	Business License and Permits	1,304.50	1,471.57	200.00	(1,271.57)	735.79%
4011	Lodging Tax	15,824.49	23,056.81	48,000.00	24,943.19	48.04%
4500	Miscellaneous Revenue	22,667.00	32,676.82	60,000.00	27,323.18	54.46%
4015	Pittsburgh County Sinking Fund	565.40	565.40	55,600.00	55,034.60	1.02%
4000	Sales Tax	37,272.23	67,116.62	200,000.00	132,883.38	33.56%
9002	Transfer IN from TIF	0.00	13,976.70	120,148.00	106,171.30	11.63%
4005	Use Tax	1,559.96	3,367.64	8,000.00	4,632.36	42.10%
4010	Utility Tax	0.00	2,533.77	12,000.00	9,466.23	21.11%
Total Other Revenue		\$80,064.24	\$147,511.58	\$528,328.00	\$380,816.42	
Non-Departmental Revenues Totals		\$80,064.24	\$147,511.58	\$569,157.00	\$421,645.42	
Revenue		\$80,064.24	\$147,511.58	\$569,157.00	\$421,645.42	
Gross Profit		\$80,064.24	\$147,511.58	\$569,157.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,641.28	4,897.32	27,420.00	22,522.68	17.86%
5025	Employer Retirement Contributi	1,397.87	2,795.74	18,150.00	15,354.26	15.40%
5000	Salaries	18,909.38	32,563.22	181,500.00	148,936.78	17.94%
5010	Social Security	1,065.31	2,130.62	14,183.00	12,052.38	15.02%
5015	Unemployment Tax	0.00	0.00	3,708.00	3,708.00	0.00%
5030	Vehicle/Cell Allowance	324.85	649.70	3,900.00	3,250.30	16.66%
Total Personal Services		\$23,338.69	\$43,036.60	\$248,861.00	\$205,824.40	
Materials & Supplies						
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	96.74	96.74	1,200.00	1,103.26	8.06%
5505	Posatge	0.00	0.00	320.00	320.00	0.00%
5520	Software Programs/ Services	119.88	119.88	345.00	225.12	34.75%
Total Materials & Supplies		\$216.62	\$216.62	\$1,965.00	\$1,748.38	
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	577.47	577.47	5,820.00	5,242.53	9.92%
6040	School, Training, Travel	0.00	0.00	6,000.00	6,000.00	0.00%
6000	Utilities	671.65	853.65	4,363.00	3,509.35	19.57%
Total Other Services		\$1,249.12	\$1,431.12	\$18,133.00	\$16,701.88	
Administration Totals		\$24,804.43	\$44,684.34	\$268,959.00	\$224,274.66	
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%

Statement of Revenue and Expenditures

		Current Period Aug 2023 Aug 2023 Actual	Year-To-Date Jul 2023 Aug 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	1,866.60	1,866.60	2,500.00	633.40	74.66%
5530	Miscellaneous	0.00	0.00	1,460.00	1,460.00	0.00%
5500	Office Supplies	0.00	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	96.00	2,388.00	7,480.00	5,092.00	31.93%
Total Materials & Supplies		\$1,962.60	\$4,330.08	\$13,540.00	\$9,209.92	
Other Services						
6030	Community Support Agreements	750.00	1,820.00	39,000.00	37,180.00	4.67%
6035	Dues & Memberships	15.99	65.99	3,555.00	3,489.01	1.86%
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	4,548.00	9,290.00	59,300.00	50,010.00	15.67%
6010	Publication & Notice Expense	17.25	17.25	2,500.00	2,482.75	0.69%
6045	Road & Trail Maintenance	706.80	1,413.60	26,696.00	25,282.40	5.30%
6040	School, Training, Travel	220.34	220.34	2,500.00	2,279.66	8.81%
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		\$6,258.38	\$12,827.18	\$161,551.00	\$148,723.82	
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	151.10	0.00	(151.10)	0.00%
Total Debt Service		\$75.55	\$151.10	\$55,600.00	\$55,448.90	
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		\$8,296.53	\$17,308.36	\$295,467.00	\$278,158.64	
TIF Projects						
Capital Outlay						
7153	2020 Rev Bond- Alley Improv	(568.01)	0.00	0.00	0.00	0.00%
Total Capital Outlay		(\$568.01)	\$0.00	\$0.00	\$0.00	
TIF Projects Totals		(\$568.01)	\$0.00	\$0.00	\$0.00	
Expenses		\$32,532.95	\$61,992.70	\$564,426.00	\$502,433.30	
Revenue Less Expenditures		\$47,531.29	\$85,518.88	\$4,731.00	\$0.00	
Net Change in Fund Balance		\$47,531.29	\$85,518.88	\$4,731.00	\$0.00	
Fund Balances						
Beginning Fund Balance		1,137,749.73	1,099,762.14	0.00	0.00	0.00%
Net Change in Fund Balance		47,531.29	85,518.88	4,731.00	0.00	0.00%
Ending Fund Balance		1,185,281.02	1,185,281.02	0.00	0.00	0.00%

General Fund
Bank Register
8/1/2023 to 8/31/2023

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	683,557.03
8/2/2023	R-00441	Benningfield, Charles			4,200.00	0.00	687,757.03
8/3/2023	R-00447	CLEDT			568.01	0.00	688,325.04
8/4/2023	R-00472	Paul Harris			48.25	0.00	688,373.29
8/4/2023	R-00471	Clint Pitzer			48.25	0.00	688,421.54
8/4/2023	R-00470	Anna Walker			48.25	0.00	688,469.79
8/4/2023	R-00469	Justin Smith			48.25	0.00	688,518.04
8/4/2023	R-00468	John Huff			48.25	0.00	688,566.29
8/4/2023	R-00467	Vincent and Kim			96.50	0.00	688,662.79
8/4/2023	R-00466	Chase Healey			48.25	0.00	688,711.04
8/4/2023	R-00465	Kyle Richison			48.25	0.00	688,759.29
8/4/2023	R-00464	Chris Qamoos			48.25	0.00	688,807.54
8/4/2023	R-00463	Cynthia Haggerton			48.25	0.00	688,855.79
8/4/2023	R-00462	Jason Cunningham			48.25	0.00	688,904.04
8/4/2023	R-00461	Quentin Lobb			48.25	0.00	688,952.29
8/4/2023	R-00460	Shauna Henson			48.25	0.00	689,000.54
8/4/2023	R-00459	Josh Fish			48.25	0.00	689,048.79
8/4/2023	R-00458	Cynthia Haggerton			48.25	0.00	689,097.04
8/4/2023	R-00457	Jessica Holland			48.25	0.00	689,145.29
8/4/2023	1510	Oklahoma Uniform Building			0.00	48.00	689,097.29
8/4/2023	1509	McAlester News Capital			0.00	17.25	689,080.04
8/4/2023	1508	Kiamichi Electric			0.00	106.00	688,974.04
8/4/2023	VOID 1507	Dr Jan Summers			0.00	300.00	688,674.04
8/4/2023	1506	Dan Hurd			0.00	1,600.00	687,074.04
8/4/2023	1505	Cross Telephone Co			0.00	97.00	686,977.04
8/4/2023	1504	Carlton Landing Fire and			0.00	750.00	686,227.04
8/4/2023	A-10110	Amanda K Harjo			0.00	1,584.01	684,643.03
8/4/2023	A-10109	James G Buckley			0.00	3,671.53	680,971.50
8/8/2023	R-00449	Scott, Bert & Heather			3,000.00	0.00	683,971.50
8/8/2023	R-00448	Pittsburg County Clerk			673.15	0.00	684,644.65
8/9/2023	R-00477	Andrew Oster			48.25	0.00	684,692.90
8/9/2023	R-00476	Natalie Lim-Taylor			48.25	0.00	684,741.15
8/9/2023	R-00475	Bridget Motley			48.25	0.00	684,789.40
8/9/2023	R-00474	Kristi Fuller			48.25	0.00	684,837.65
8/9/2023	R-00473	Mike and Jana Finch			48.25	0.00	684,885.90
8/9/2023	EFT	RWS Cloud Services			0.00	96.00	684,789.90

General Fund
Bank Register
8/1/2023 to 8/31/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
8/9/2023	R-00454	Oklahoma Tax Commission			1,559.96	0.00	686,349.86
8/9/2023	R-00453	Oklahoma Tax Commission			15,824.49	0.00	702,174.35
8/9/2023	R-00452	Oklahoma Tax Commission			37,081.03	0.00	739,255.38
8/9/2023	GJ-10098	Pittsburg County Clerk			0.00	565.40	738,689.98
8/10/2023	R-00478	Jeff Forsey			50.00	0.00	738,739.98
8/11/2023	R-00479	Britton Hobbs			48.25	0.00	738,788.23
8/11/2023	R-00456	Oklahoma Tax Commission			191.20	0.00	738,979.43
8/11/2023	1514	Dr Jan Summers			0.00	300.00	738,679.43
8/11/2023	VOID 1507	Dr Jan Summers			300.00	0.00	738,979.43
8/11/2023	1513	OkMRF			0.00	2,096.81	736,882.62
8/11/2023	1512	Landmark			0.00	1,866.60	735,016.02
8/11/2023	1511	4 Seasons Appraisal LLC			0.00	2,000.00	733,016.02
8/14/2023					0.00	75.55	732,940.47
8/15/2023	EFTPS	EFTPS			0.00	3,472.74	729,467.73
8/16/2023	R-00480	Russell Hester			48.25	0.00	729,515.98
8/18/2023	R-00486	Andy Waller			48.25	0.00	729,564.23
8/18/2023	EFT	Oklahoma Tax Commission			0.00	510.00	729,054.23
8/18/2023	1516	OPEH&W			0.00	1,774.00	727,280.23
8/18/2023	A-10112	Amanda K Harjo			0.00	1,584.01	725,696.22
8/18/2023	A-10111	James G Buckley			0.00	3,469.67	722,226.55
8/21/2023	R-00482	Kerney Homes			3,000.00	0.00	725,226.55
8/21/2023	R-00481	Mary Myrick			3,000.00	0.00	728,226.55
8/23/2023	R-00488	Simon Shingleton			48.25	0.00	728,274.80
8/23/2023	R-00487	Scissortail Homes			762.91	0.00	729,037.71
8/23/2023	R-00483	Chuck Mai			3,000.00	0.00	732,037.71
8/25/2023	R-00485	Susan Zubik			3,000.00	0.00	735,037.71
8/25/2023	R-00484	James Hasenbeck, AIA			3,000.00	0.00	738,037.71
8/25/2023	1519	Landmark			0.00	706.80	737,330.91
8/25/2023	1518	Kay Robbins Wall			0.00	600.00	736,730.91
8/25/2023	1517	Elan Financial Services			0.00	1,499.07	735,231.84
8/30/2023	GJ-10099	Payroll			0.00	5,255.54	729,976.30
8/31/2023	R-00489	Carlton Landing Enterprises			467.00	0.00	730,443.30
1000 Town of CL Checking 9683 Totals					\$80,932.25	\$34,045.98	\$730,443.30

1010 2018 GO Bond Checking

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

General Fund
Bank Register
8/1/2023 to 8/31/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1020 2020 GO Bond Checking							
		Beginning Balance			0.00	0.00	79,877.47
		1020 2020 GO Bond Checking Totals			\$0.00	\$0.00	\$79,877.47
1030 Sinking Fund Checking 3087							
		Beginning Balance			0.00	0.00	59,218.08
8/9/2023	GJ-10098	Pittsburg County Clerk			565.40	0.00	59,783.48
		1030 Sinking Fund Checking 3087 Totals			\$565.40	\$0.00	\$59,783.48
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)
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			\$81,497.65	\$34,045.98	\$939,890.92
		Records included in total = 74					

Report Options

Trans Date: 8/1/2023 to 8/31/2023

Fund: General Fund

Display Notation: No

General Fund
Income Statement
8/1/2023 to 8/31/2023

	Aug 2023
	Aug 2023
	Actual
Revenue	
Other Revenue	
Sales Tax	37,272.23
Use Tax	1,559.96
Lodging Tax	15,824.49
Alcohol Beverage Tax	107.75
Pittsburgh County Sinking Fund	565.40
Building Permits/Inspection Fe	762.91
Business License and Permits	1,304.50
Miscellaneous Revenue	22,667.00
Revenue	\$80,064.24
Gross Profit	\$80,064.24
Expenses	
Personal Services	
Salaries	18,909.38
Social Security	1,065.31
Employer Paid Insurance	1,641.28
Employer Retirement Contributi	1,397.87
Vehicle/Cell Allowance	324.85
Materials & Supplies	
Office Supplies	96.74
Building Maintenance & Repairs	1,866.60
Software Programs/ Services	215.88
Other Services	
Utilities	671.65
Rent	577.47
Publication & Notice Expense	17.25
Professional Services	4,548.00
Community Support Agreements	750.00
Dues & Memberships	15.99
School, Training, Travel	220.34
Road & Trail Maintenance	706.80
Capital Outlay	
2020 Rev Bond- Alley Improv	(568.01)
Debt Service	
Interest Expense	75.55
Expenses	\$32,532.95
Income (Loss) From Operations	\$47,531.29
Net Income (Loss)	\$47,531.29

Report Options

Period: 8/1/2023 to 8/31/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: General Fund
Include Accounts: Accounts With Activity

Town Administrator's Report September 16, 2023

- Alley Phase II and Block 10 Parking Lot –The Contractor has completed the work. We are working through final payment request.
- Stephens Road Extension – The clearing Contractor has Started and began installation of the silt fencing. Warning signs need to be installed and pictures sent to Corp before clearing can begin. The Road Contractor is ready to mobilize once site is cleared.
- Adopt a Bench – Twelve Benches have been adopted and funds received. Twenty Benches have been ordered. The Parking and Bench Committee met on Friday August 25. Stephen Covill based on committees' discussion has prepared a location map for the initial twenty benches. The bench location Map is being submitted to the Developer and HOA Executive Board for review and approval. Once they approve, we will submit the bench location map to the Planning Commission for recommendation to the Board. Mike has acquired bench pad and installation bids, so once the bench locations have been approved, we will get the bench pads started.
- TSET Grant– Assisted Mary Myrick, Seth Gebhart, Mayor Chinnici, and team on TSET Grant. Thank you to the tireless efforts of Seth and Mary the TSET Grant was submitted one day before the deadline. We should get Notice of Award in November.
- Nature Center Facilities – Developed the map for Phase 2 clearing of the Nature Center Facility. Phase 2 of the clearing would be to the east and southeast of the phase 1 cleared area. IT would not be a full clearing and removal of trees but a thinning of the trees to provide a view of the lake from the proposed facilities and establishing a natural walking trail within that area. Additionally, we would establish a natural walking trail from the parking area to the west and connect it to the existing walking trail, by the playground. I have submitted the Phase 2 Clearing for the Nature Center Facility to the Corp for approval. We will work on getting quotes for the Phase 2 Clearing so once we have Corp approval, we will begin the Phase 2 Clearing.
- Trail Expansion – Prepared a secondary path trail plan with connection to the existing trail and viewing corridor map. The secondary trail conforms to the master trail plan and runs along the north boundary of the Corp property along Ridgeline Road. The trail would be a natural ground walking path with a connecting path about in the middle of the secondary path to the existing path. Additionally create a viewing corridor(s) from the secondary trail to the Lake. The plan is to clear

trees to create the path and the thin trees and underbrush to create the viewing corridor(s). This would not be a full clearing of the trees, but a thinning of trees so the natural wooded character would be maintained. I have sent a request letter to the Corp for the approval of the secondary trail and viewing corridor. In 2015 the Corp approved the overall trail system, but with adding the viewing corridor and number of years since the original approval, I felt it would be good to resubmit for an updated Corp approval.

- FY 23-24 Audit – Crawford and Associates came to the office and completed their field work. Anne Elfrink and Associates has been to the Office and completed their field work and record check. Pending any follow-up information, we should get a draft copy of the Audit the end of September or early October.
- Out of the Office – I will be out of the office the week of September 18 on vacation and then from October 2 – 4 at the ICMA Conference in Austin, TX. I will be available by email and cell phone.

Thank you.