

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as "School Building 2"
Date and Time: Saturday, April 23, 2016 at 8:00 a.m.

Notice and Agenda posted in prominent view at 10B Boulevard, Carlton Landing, Oklahoma, also known as "School Building 2" and on the Community Bulletin Board on the Telephone Booth on the Boulevard, Carlton Landing, Oklahoma before 8:00 a.m. April 21, 2016

MINUTES

1. Call to Order.

The meeting was called to order at 8:02 a.m. with Mayor Chinnici presiding.

2. Roll Call.

A roll call reflected that Trustees Chinnici, Kimmel, Hardway, McCollum, Clerk Blair and Treasurer Summers were present.

3. Consent Agenda: Consideration and Action

a. Approval of Minutes:

1) Regular meeting March 19, 2016

b. Approval of Purchase Order payments

NONE

c. Approval of other Payment of Claims

1) Fire Station

MOTION: A motion was made and seconded to approve the consent agenda in item #3 as written.

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

4. Sales Tax Revenue and other Financial and Administrative Reports

DISCUSSION: Collected sales tax continues to increase. For this month, revenue was \$9760 resulting in the full \$1500 administrative fee to be paid

5. Discussion, Consideration, and Possible Action regarding Ordinance 29, Establishment of a Fee Schedule for the Town of Carlton Landing.

DISCUSSION: The Fee Schedule will be a consolidated, comprehensive list of approved fees listed in various ordinances. Approved changes to fees will not result in a new ordinance but will be changed on the fee schedule with reference to the ordinance.

MOTION: A motion was made and seconded to approve agenda item #5.

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

- a. Discussion, Consideration, and Possible Action to adopt the Emergency Section of the foregoing ordinance.

MOTION: A motion was made and seconded to approve the emergency section of agenda item 5.a.

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

6. Discussion, Consideration, and Possible Action regarding Ordinance 30, Revision of Building Code Fees to include Fire Inspection fees.

DISCUSSION: The Building Code Fees Ordinance is revised to add fees for Fire Inspection services.

MOTION: A motion was made and seconded to approve agenda item #6.

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

- a. Discussion, Consideration, and Possible Action to adopt the Emergency Section of the foregoing ordinance.

MOTION: A motion was made and seconded to approve the emergency section of agenda item 6.a.

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

7. Discussion, Consideration, and Possible Action regarding the Current Carlton Landing Fee Schedule.

DISCUSSION: A sample fee schedule was provided for review. The approved fee schedule will be posted on the Town of Carlton Landing website.

ACTION: None

8. Discussion, Consideration, and Possible Action regarding the Revision of the current Administrative Agreement for Administrative Services between the Town of Carlton Landing, Oklahoma, including Exhibit A, which defines the scope of the agreement, and Carlton Landing Enterprises, LLC, allowing transfer of the Financial responsibilities of the Agreement and its' Financial Scope of Services to a Finance Officer selected by the Board of Trustees of the Town of Carlton Landing. With the payment of the Financial Scope of Services then being paid to the Finance Officer of the Town of Carlton Landing, Oklahoma.

DISCUSSION: The current contracted Administrative Support point of contact (Heather Scott) is departing and there is currently a vacancy for a second financial support position. With the gap of personnel, it is appropriate timing for the Town of Carlton Landing to revise the current administrative services contract, separating the financial services from the administrative support services. Mayor Chinnici recommended the town contract with Renee Norman to fill the contracted position of Finance Officer.

- a. Discussion, Consideration, and Possible Action regarding the Revision of the Administrative Agreement with Carlton Landing Enterprises LLC, including Exhibit A, Scope of Services

MOTION: A motion was made and seconded to approve agenda item #8.a

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

b. Discussion, Consideration, and Possible action regarding the establishment of an Agreement with a Finance Officer of the Town of Carlton Landing to perform the duties previously assigned to the Administrative Agreement with Carlton Landing Enterprises, LLC, including the previously described Exhibit A of that Agreement, and the selection of a person to fill the position of Finance Officer of the Town of Carlton Landing with assignment of the payment of \$550.00 per month as in the previous Agreement to the new Finance Officer.

MOTION: A motion was made and seconded to approve agenda item #8.b, to include selection of Renee Norman as the contracted position of Finance Officer for the Town of Carlton Landing.

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

9. Discussion, Consideration, and Possible action regarding a Resolution and/or Ordinance regarding GO Bonds fixing Maturities and Authorizing the Sale of Bonds

DISCUSSION: Item not ready for discussion at this meeting

MOTION: A motion was made and seconded to table agenda item #9

AYE: Chinnici, Kimmel, Hardway, McCollum

NAY: None

10. Legal Reports, Comments, and Recommendations to the Governing Body

DISCUSSION: Attorney Wall noted the 6 May class in McAlester for Clerks and Treasures. As well, she is preparing the letter to the Pittsburg County Commissioners for the Section Line Road but is waiting on funding/building specifications.

11. Opportunity for public comment.

a. Kirk Humphreys provided praise for the board taking control of town matters and continuing to grow in independence as a town governing body.

b. Grant Humphreys provided thanks and credit to Heather Scott for her assistance with Town administrative matters.

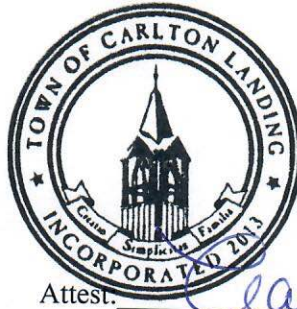
c. Jim Hassebeck asked if there had been a resolution and approval for Plat 5.

d. There is a sign that says "This Road is Reserved for Carlton Landing Resident," or words to that effect, but is now obsolete now that the main entrance road is a public road. The sign should be removed. Jeremy Tolman indicated he would take down the sign on behalf of the town.

12. Comments and questions by governing body members regarding items for future consideration.
None

13. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting
None

14. Adjournment
The meeting was adjourned at 0915



Joanne Chennice
Mayor

Attest.

Charles G. Mori
Town Clerk