

TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"School Building 1"  
Saturday, May 20, 2017, 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:00 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Click, Kimmel, Morris, Carrick and Clerk-Treasurer, Summers were present.

ABSENT: None

3. Sales Tax Revenue and other Financial and Administrative Reports

Renee Norman, the town Financial Officer, provided copies of the Oklahoma Taxpayer Access Point, the Town of Carlton Landing Profit & Loss Budget vs. Actual, July 1, 2016 – June, 2017, the Town of Carlton Landing Balance Sheet as of May 19, the Transaction List by Vendor. Report sheets are attached.

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

1. 04.04.2017 Biennial Meeting, Election

II. 04.04.2017 Special Meeting, Board of Trustees

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

MOTION: A motion was made by Jeff Click and seconded by David Kimmel to approve the consent agenda as presented.

5. Discussion, Consideration, and Action by the Trustees to elect

a. Mayor: Jeff Click nominated Joanne Chinnici to continue as mayor; David Kimmel seconded. The motion carried.

b. Vice Mayor: David Kimmel nominated Jeff Click to continue as Vice Mayor, Marcy Carrick seconded. The motion carried.

6. Discussion, Consideration, and Action to approve a RESOLUTION OF THE BOARD OF TRUSTEES APPROVING A YEAR END BUDGET ADJUSTMENT FOR THE FISCAL YEAR 2016-2017 AND PROVIDING FOR AN EFFECTIVE DATE

Renee Norman explained the budget adjustments needed throughout the year and presented the finalized true budget (attached to the resolution).

MOTION: A motion was made and seconded to approve the year end budget adjustment for fiscal year 2016-2017.

AYE: Chinnici, Click, Kimmel, Morris, Carrick

NAY: None

7. Presentation of Budget Summary for Fiscal Year 2017-2018 by Finance Officer Renee Norman

Renee presented the proposed 2017-2018 budget to include road maintenance, an increase in legal fees paid to \$6,000, an increase in the Management Contract to \$6,000 and an increase to the Financial Officer to \$7,200.

8. Presentation of the Mayor's Message and Discussion, Consideration, and Action to approve the Budget Summary for the upcoming Fiscal Year 2017-2018 to begin July 1, 2017 and end June 30, 2018

*Mayor Chinnici shared the Mayor's Message reflecting the town's progress over the past year.*

MOTION: A motion was made by JJ Morris and seconded by Jeff Click to approve the Budget Summary for the Fiscal Year 2017-2018.

AYE: Chinnici, Click, Kimmel, Morris, Carrick

NAY: None

9. Discussion, Consideration, and Action to set a date for the Budget Public Hearing which must occur prior to June 15, 2017. Notice of the Public Hearing along with the Budget Summary Must be published not less than five days prior to the Public Hearing.

MOTION: A motion was made and seconded to hold the Budget Public Hearing on June 14, 6:00 p.m. with a publishing date of June 6.

AYE: Chinnici, Click, Kimmel, Morris, Carrick

NAY: None

10. Discussion, Consideration, and possible Action regarding the Proposed Budget for 2017-2018 presented from the CLEDT

Mayor Chinnici presented a short report to the Board regarding the assets and expenditures of the Carlton Landing Economic Development Trust for the fiscal year 2016-2017, and the proposed budget for fiscal year 2017-2018. Renee Norman, the town finance officer reported a total of \$83, 479.80 was received from the TIF between January and May, 2017.

11. Regarding Anne Elfrink, Auditor

- a. Discussion, Consideration, and Possible Action to accept the TIF Values Project Report from the Town Auditor Anne Elfrink

MOTION: A motion was made and seconded to accept the TIF Values Project Report.

AYE: Chinnici, Click, Kimmel, Morris, Carrick

NAY: None

- b. Discussion, Consideration, and Possible Action to Accept and Sign the Engagement letter to engage Auditor Anne Elfrink to conduct the audit regarding the Town of Carlton Landing, OK for the year 2016-2017

MOTION: A motion was made and seconded to accept the Engagement letter for auditor Anne Elfrink to conduct the town of Carlton Landing audit for 2017-2018.

AYE: Chinnici, Click, Kimmel, Morris, Carrick  
NAY: None

12. Discussion, Consideration, and Possible Action regarding the progress report by Grant Humphreys and Mike Kerney regarding the Beach and Town Green Park Project

Grant Humphreys asked Chip Kilburn, the project manager for Carlton Landing to update the board on the progress of the beach. Chip reported he is in regular contact with the Corp and is waiting for final approval for shoreline improvements.

13. Discussion, Consideration, and Possible Action regarding the status update by Shelia Edwards (Grant Writer), Grant Humphreys, and Mike Kerney regarding the FEMA applications for assistance with the road repair project and possible building of a storm shelter for the Charter School.

Sheila Edwards reported the road project and sewer project has been approved by FEMA, and she is waiting for FEMA to complete their paperwork. No action was needed.

14. Discussion, Consideration, and Possible Action regarding FEMA Hazard Mitigation Grants (Sheila Edwards)

- a. Group Safe Room
- b. Emergency Generators
- c. Storm Sirens

Sheila reported *she'd need approval from the Board to write a letter of intent for FEMA Mitigation Grants*, naming her as the Administrator for each one. The group safe room would be intended for the basement of the school. In order to apply for individual safe rooms, Sheila will need at least 16 residents interested, and the grants would pay up to \$2,000. The homeowner would be responsible for the balance. The safe rooms could be above or below the ground.

MOTION: A motion was made and seconded to approve Sheila Edwards to write the letter of intent to apply for FEMA Mitigation Grants and be named as the Administrator on each one.

AYE: Chinnici, Click, Kimmel, Morris, Carrick  
NAY: None

15. Discussion, Consideration, and Action regarding need to approve expenditure of funds for road repairs which cannot wait for distribution of FEMA grant monies

MOTION: A motion was made and seconded to approve up to a \$10,000 expenditure of funds to repair the Carlton Landing entrance and egress roads.

AYE: Chinnici, Click, Kimmel, Morris, Carrick  
NAY: None

16. Discussion, Consideration, and possible action to approve the Concessionaire Agreement between the Town of Carlton Landing, Oklahoma, and Carlton Landing Enterprises, LLC

Grant presented a history of the dock agreements between the town of Carlton Landing and the Corp of Engineers and explained the Concessionaire Agreement would not encumber the Town of Carlton Landing and would extend as long as the Corp lease extended.

MOTION: A motion was made and seconded to approve the Concessionaire Agreement subject to removal of the Economic Development Trust language, and approval by the Town Attorney, Kay Wall.

AYE: Chinnici, Click, Kimmel, Morris, Carrick  
NAY: None

17. Legal Reports, Comments, and Recommendations to the Governing Body: None

18. Opportunity for public comment: None

19. Comments and questions by Governing Body members regarding items for future consideration.

Dr. David requested the Board receive documents for an upcoming meeting no later than 5:00 p.m., one week prior to the posted meeting, so as to allow board members time for review.

Jan Summers requested an update on the paving of lanes, and asked HOA board member, David Kimmel to take the request to the HOA Board.

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

21. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:31 a.m., May 20, 2017

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Mayor

Attest:

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Town Clerk