

**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, May 21, 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. May 19, 2016

MINUTES

1. Call to Order.

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call.

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

3. Consent Agenda: Consideration and Action

a. Approval of Minutes:

Regular Trustees Meeting, April 23, 2016

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

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

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

4. Sales Tax Revenue and other Financial and Administrative Reports

DISCUSSION: Collected sales tax continues to increase. For this month, revenue was \$9682 resulting in the full \$1500 administrative fee to be paid

5. Presentation, Discussion, Consideration and Possible Action regarding the Town Budget Timeline for Fiscal Year 2016/2017

DISCUSSION: It is the time of year to start working on the FY17 budget. There will be a public hearing on 11 June (Saturday) and a special meeting public notice will be posted not later than 3 June. The Regular meeting of the trustees on 18 June will have discussion and a vote to adopt the proposed budget.

Action: Public Hearing notice shall be published in the newspaper not later than 3 June.

6. Presentation, Discussion, Consideration and Possible Action regarding the Mayor's Budget Message to the Governing Body

DISCUSSION: Mayor Chinnici provided the budget message to the town board members for review.

ACTION: None

7. Presentation, Discussion, Consideration and Possible Action regarding the Town Budget for Fiscal Year 2016/2017

DISCUSSION: The projected budget for the new fiscal year was provided to the town board members for review. One change recommended was to reduce the administrative contract monthly fee from \$950 per month to \$500 per month, as advised by Grant Humphreys. This budget will be available for review and discussion at a public hearing on 11 June.

ACTION: None

8. Discussion, Consideration and Possible Action to adopt or reject Resolution 36 to Approve the Development of Plats #4 and #5 within the Town of Carlton Landing, Oklahoma

DISCUSSION: Approval for Plats #4 and #5 is now the responsibility of the Town of Carlton Landing. Previously, Plats #1, #2, and #3 were approved by the County as the Town of Carlton Landing was not yet incorporated.

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

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

9. Discussion, Consideration, and Possible Action regarding the Resignation of Town Clerk Carla Blair

- a. Acknowledgment of Vacancy of Town Clerk Position

DISCUSSION: Town Clerk Carla Blair provided a letter of resignation effective 1 June 2016. Mayor Chinnici accepted the letter of resignation and the town board members acknowledged the vacancy.

10. Discussion, Consideration, and Possible Action to adopt or reject Ordinance 31 to Create the Office of Town Clerk-Treasurer, Prescribing the Duties Thereof, Transferring Duties, and Abolishing the Offices of the Town Clerk, Town Deputy Clerk, and Treasurer; and Providing Effective Dates

DISCUSSION: At this time it is reasonable to combine the positions of Clerk and Treasurer for the Town of Carlton Landing. Ordinance 31 provides details of the combined duties.

MOTION: A motion was made and seconded to approve agenda item #10 as written.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

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, Click, McCollum, Kimmel, Hardway

NAY: None

11. Discussion, Consideration, and Possible Action to Appoint a Clerk-Treasurer to serve from June 1, 2016, and until the next Municipal Election in April, 2017. The new Town Clerk-Treasurer will take the Oath of Office on June 1, 2016 which will be placed on file at that time.

DISCUSSION: Currently Jan Summers is the Town Treasurer. Mayor Chinnici nominated Jan Summers to fill the position of Town Clerk-Treasurer effective 1 June 2016.

MOTION: A motion was made and seconded to approve Jan Summers to fill the Town Clerk-Treasurer position on 1 June 2016.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

12. Discussion, Consideration, and Possible Action regarding Occupancy Permits

DISCUSSION: Occupancy permits are stamped after a building is inspected to allow for occupancy. It is necessary for builders to obtain the required building permit and inspections to receive the occupancy permit. The pathway for the process is defined as:

- a. Design Review of plan
- b. Notice to Proceed provided to builder
- c. Town Administrator receives Notice to Proceed plus the Building Permit request from the builder with the requisite fee payment.
- d. The Town Administrator provides the package to the Building Inspector for approval.
- e. After the building is complete, a certificate of occupancy is provided

MOTION: A motion was made and seconded to approve the pathway to an Occupancy Permit as defined in agenda item #12 discussion.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

13. Discussion, Consideration, and Possible Action regarding funding Events or Attractions to take place in Carlton Landing as planned, organized, or sponsored by the Town of Carlton Landing, Oklahoma or by the Carlton Landing Home Owners Association

DISCUSSION: The Town is not authorized to make a monetary contribution to a private cause. The Town can sponsor an item but needs to be cleared of liability or have an insurance rider. All land within the Town of Carlton Landing is private property with exception of the Main Entrance Road, which is defined by ordinance. The Town does not have authority to approve use of roads or other property for private causes.

ACTION: None

14. Entertain Motion to Adjourn the Governing Body Meeting

DISCUSSION: The CLEDT meeting should be at the end of the Town Board meeting vice in the middle of the meeting. The Governing Body Meeting should not be adjourned at this time.

MOTION: A motion was made and seconded to deviate from the agenda to move agenda items #15 and #16 to the end of the agenda after item #21.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

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

DISCUSSION: Attorney Wall noted the 6 May class in McAlester for Clerks and Treasures was attended by Mayor Chinnici, Treasure Summers and herself. She also noted the road estimate is still

pending for her notice to the county commissioners and that it may be time to get a new bid.

18. Opportunity for public comment.

NONE

19. Comments and questions by governing body members regarding items for future consideration.

a. Request insurance for the town be placed on the next agenda

20. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting

a. The town received a road repair proposal for \$6500 to repair the edges of the road. Currently, there is only \$6200 available in the budget. As well, the scope of work was not clearly defined.

DISCUSSION: The road repair needs to be accomplished but the work needs to be defined and kept within budget.

MOTION: A motion was made and seconded to approve the road repair up to \$6200 and with a defined area by Mayor Chinnici.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

21. Adjournment

Meeting was adjourned at 9:27

15. Entertain a Motion to Call to Order the Meeting of the Carlton Landing Economic Development Trust

a. Call to Order

The meeting was called to order at 9:27 with Joanne Chinnici presiding.

b. Roll Call.

A roll call reflected that members Chinnici, Click, McCollum, Kimmel, Hardway, Secretary Blair and Treasurer Summers were present.

c. Minutes from Meeting of March 19, 2016 were included in and approved with the Town Board Regular Meeting Minutes, April 23, 2016.

d. Discussion, Consideration, and Possible Action to approve or reject a Project Cost Advancement and Eligibility Agreement by and between the Town of Carlton Landing, the CLEDT, and Humphreys Partners 2009 LLC regarding the Project Costs for Phase I of the Nature Center Facilities to be developed in the Corps Lease Area of Carlton Landing, Oklahoma.

DISCUSSION: Humphreys Partners provided Phase I project costs, requesting \$100,000 in the eligibility agreement. The funding for this project will be provided through TIF funding.

MOTION: A motion was made and seconded to approve the Project Cost Advancement and Eligibility Agreement in agenda item #15 d. as written.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

- e. Discussion, Consideration, and Possible Action to adopt or reject Resolution 37 to accept the Project Cost Advancement and Eligibility Agreement as above regarding the Project Costs for Phase I of the Nature Center Facilities to be developed in the Corps Lease Area of Carlton Landing, Oklahoma.

DISCUSSION: Resolution #37 authorizes the funding for the project.

MOTION: A motion was made and seconded to approve Resolution #37 as stated in agenda item #15 e. as written.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

16. Entertain Motion to Exit the Meeting of the Carlton Landing Economic Development Trust

MOTION: Motion to Adjourn made and seconded. Meeting adjourned at 9:38

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

Joanne Chinnici
Mayor

Attest: Summers
Town Clerk



FILED

JUN 20 2016

Signed Summers
Clerk, Town of Carlton Landing