

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"School Building 1"

Date and Time: Saturday, August 20, 2016, 8:00 am

**MINUTES**

1. Call to Order

The meeting was called to order at 8:05 am with Mayor Chinnici presiding

2. Roll Call

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

3. Consent Agenda: Consideration and Action

a. Approval of Minutes:

I. Minutes of Regular Board of Trustees July 16, 2016

II. Minutes of Emergency Meeting of the Board of Trustees July 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 #3 a., b., c. as written

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

4. Sales Tax Revenue and other Financial and Administrative Reports

Renee Norman, town financial officer, reported the Carlton Landing Sales Tax Report, Check Detail, Balance Sheet, Profit & Loss Budget vs. Actual and Taxpayer access point

See attachments

5. Discussion, Consideration, and Possible Action to Reconsider the action taken on item #3 of the Emergency Meeting of the Board of Trustees on July 23, 2016

a. Discussion, Consideration and Possible Motion to Reconsider the action taken on item #3 of the Emergency Meeting of the Board of Trustees on July 23, 2016

MOTION: A motion was made and seconded to delete the last sentence of item #3 of the Agenda of the Emergency Meeting of the Board of Trustees on July 23, 2016 and to rescind the action taken on that item.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway  
NAY: None

- b. Discussion, consideration, and possible action regarding money appropriated for building usage at the Emergency Meeting of the Board of Trustees on July 23, 2016.

MOTION: A motion was made and seconded to release the money appropriated at the Emergency Meeting of the Board of Trustees on July 23, 2016 for the use of a school building for meetings.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway  
NAY: None

6. Discussion, Consideration and Action regarding payment of a portion of the utilities for the School Building used by the Governing Body for meetings, regular, special, and emergency.

Grant Humphreys, representing the Carlton Landing Foundation, proposed the need for the Town to pay a portion of the utilities on the School Building it uses for its' meetings. When the appropriate portion of the cost is determined, Grant will bring the issue back to the Trustees.

7. Discussion, Consideration, and Possible Action to approve a Resolution Fixing Maturities and Authorizing the Sale of GO Bonds by the Town of Carlton Landing, Oklahoma

The GO Bond is not yet ready. There is a disconnect between the county assessor and our determination of the value of the properties in Carlton Landing. This affects the value of the bond to be issued. We expect this issue will be resolved soon. Hopefully we will have a resolution by our next meeting

MOTION: Table Item #7

AYE: Chinnici, Click, McCollum, Kimmel, Hardway  
NAY: None

8. Discussion, Consideration, and Action regarding progress on the Corps Lease Consent Letter

The yearly USACE consent letter is due to the Corps of Engineers regarding the leased land. Grant Humphreys is compiling the information for the letter. He presented the partial draft of the same. Grant also presented examples of the Corp Lease management plan, modifications, Budget, Personnel, and activities list. The clearing activities are underway for the Nature Center trails, and we will ask the Corps for consent on placement of the education center. In addition, we will discuss the 12 rental cabins. The cabins will be owned by Humphreys Enterprises which they will operate by a vendor agreement with the Town. No bid will be necessary since the cabins will be privately built and owned.

Mayor Chinnici and Attorney Kay Wall will begin formulating the vendor agreement which will be used for multiple endeavors.

MOTION: A motion was made and seconded to authorize the mayor to sign the letter of consent to the USACE when it is completed

AYE: Chinnici, Click, McCollum, Kimmel, Hardway  
NAY: NONE



9. Discussion, Consideration, and Action regarding Trustees' recommendations regarding development of a Fireworks Ordinance

Several state statutes regarding fireworks were presented. More information is needed. Mayor and Attorney Kay Wall will write an Ordinance and bring it to the Trustees when it is complete.

10. Discussion, Consideration, and Action regarding reports on the placement of rocks near the entrance drive

DISCUSSION: Oklahoma statutes were presented regarding use of barriers for traffic control. The Trustees asked for more clarification regarding this issue.

MOTION: A motion was made and seconded to table item 10 to provide opportunity for study of the Manual for Uniform Traffic Control Devices (MUTCD) and to ask Officer Jeremy Tolman to try to get clarification on the statutes. In addition, we will ask Officer Tolman to survey the rock placement and identify those which propose an immediate problem

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

11. Discussion, Consideration, and Possible Action regarding update on FEMA Grant progress

DISCUSSION: Two letters were sent to Mr. Michael Teague, the Oklahoma Department of Emergency Management. The first requested leniency regarding the 24 hour lateness of our first application for assistance. The second named Sheila Edwards as our grant administrator.

MOTION: A motion was made and seconded to approve the letters as stated.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

12. Discussion, Consideration, and Possible Action regarding Audit Engagement Letter and need for Estimate of Needs.

Discussion: The engagement letter included a fee for an Estimate of Needs. Discussion with Auditor Anne Elfrink revealed this estimate is necessary when we issue our GO Bond. We asked that she write the Estimate when the time comes that the Bond is issued. She agreed. We will send the letter of Engagement with the understanding that no fee will be paid if the Estimate of Needs is not necessary.

Action: No further action needed

13. Discussion, Consideration, and Possible Action regarding an invitation from the State of OK, Department of Emergency Management regarding participation in a statewide Emergency Exercise titled Earth, Wind, and Fire to occur on November 17, 2016

DISCUSSION: Mayor Chinnici reported having visited with Trooper Jeremy Tolman who supports participation in the statewide Emergency Exercise. He will contact the Department of Emergency Management regarding Carlton Landing's participation.

Action: No further action needed at this time

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

Town Attorney, Kay Wall reported there were no further legal issues to present other than those addressed in items above.

15. Opportunity for public comment. None

16. Comments and questions by Governing Body members regarding items for future consideration. None

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

18. Discussion, Consideration, Possible Action regarding the Resignation of Richard Hardway, Trustee from the Governing Body, Carlton Landing, OK. Acknowledgment of a Vacancy in Trustee Position 3, Carlton Landing, OK.

So acknowledged by the Trustees

a. Nomination of person/persons for the position of Trustee 3, Carlton Landing, OK

Mayor Chinnici acknowledged three citizens interested in filling the position.

b. Discussion, Consideration, Action to fill Trustee Position 3, Carlton Landing, OK

Mr. J.J. Morris, one of the three candidates, presented himself and his interest in obtaining the position.

Mayor Chinnici nominated J.J. Morris

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

d. Possible Swearing In of newly appointed Trustee 3, Carlton Landing, OK

J.J. Morris was sworn in as Trustee #3, Carlton Landing, OK

19. Adjournment:

MOTION: Motion was made and seconded to adjourn meeting. Meeting adjourned at 9:27 a.m.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

Mayor

Attest:

Town Clerk

FILED

SEP 19 2016

Signed  
Clerk

*Summers*  
Town of Carlton Landing

