

**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, June 18, 2016, 8:00 A.M.

Notice and Agenda posted in prominent view at 10B Boulevard, Carlton Landing,
also known as the School Building 2, before 24 hours prior to the meeting

MINUTES

1. Call to Order
The meeting was called to order at 8: a.m with Mayor Chinnici presiding.
2. Roll Call
A roll call reflected that Trustees Chinnici, Click, McCollum, Kimmel, Hardway, Clerk-Treasurer Summers were present.
3. Consent Agenda: Consideration and Action
 - a. Approval of Minutes:
 - i. Special Meeting of the Board of Trustees, June 11, 2016
 - ii. Regular Meeting of the Board of Trustees May 21, 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

DISCUSSION: Collected sales tax decreased marginally this month. For this month, revenue was \$7,065.30. Still need Building Permit on Dollins House. Renee will follow up.
5. Discussion, Consideration and Possible Action regarding Population Statistics as of April 11, 2016

Dr. Jan Summers presented a report from Lindsey Morris, Carlton Landing Real Estate Office, of lots sold, number of full time families, number of part time families and to inhabitable sold homes. They are:

Sold Lots: 147

This number does include TCH rental homes (Woods, Washita, Kiowa, Choctaw) This

number does not include builder deferred lots or lots that have not yet closed (foundation house, Johnston spec, contracted manor condos, etc.)

This number does assume Boardwalk Court Homes count as 6 total lots, 3 of which are sold (Smith, Cole, Vineyard)

Full Time Families: 21

Part Time Families: 73

Total inhabitable sold homes: 94

Homes that are 100% complete & currently have furniture in them.

This number does not include homes currently under construction (Boatman, Burt/Matlock, Nieto, Dollins, etc.)

DISCUSSION: NONE

6. Introduction of Shelia Edwards, Edwards Consulting Services, grant coordinator followed by discussion, consideration, and possible action regarding engaging Edwards Consulting Services to provide grant writing services for the Town of Carlton Landing, Oklahoma

DISCUSSION:

Shelia introduced herself and scope of services.

Questions: What is a SAM? A Central government registry.

Motion: Retain Edwards Consulting Services, subject to review of contract by our Town Attorney

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

7. Discussion, Consideration and Possible Action to approve Ordinance no. 29. An ordinance of the Town of Carlton Landing, Oklahoma, creating a schedule of fees and charges or "Fee Schedule" and charges collected by the Town of Carlton Landing

DISCUSSION: NONE

MOTION: A motion was made and seconded to approve Ordinance no, 29 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 adopt the emergency section of Ordinance no. 30

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

8. Discussion, Consideration, and Possible Action to approve Ordinance no. 30. An ordinance amending ordinance no. 28, passed on the 20th day of February, 2016 establishing fees for town services for administration of building and fire codes, repealing ordinances in conflict; providing for severability; and declaring an emergency.

DISCUSSION: None

MOTION: A motion was made and seconded to approve Ordinance no. 30 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 adopt the emergency section of Ordinance no. 30

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

9. Discussion, Consideration, and Possible Action regarding the signing of checks from the Town of Carlton Landing, Oklahoma on a routine basis as well as in an emergency or in a situation when the designated signers are unavailable

DISCUSSION: In the anticipated absence of two of the signers, a check will be signed by one of the absented signers. If a need arises to issue a check, the 3rd signer will sign the check and notify the other two by phone and / email.

MOTION: A motion was made and seconded to add Finance Officer as a signer to the Town of Carlton Landing bank account:

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

10. Discussion, Consideration, and Possible Action regarding the sending of a letter to Cathy Haynes, Pittsburg County Assessor, and Donna Scrivner, Pittsburg County Treasurer re: An Advisory Memorandum re: "Best Practices for Financial and Reporting Procedures for Increment District No. 1, Town of Carlton Landing

DISCUSSION: Section 3, Paragraph 3, Dr. David Kimmel noted a need to correct grammatical error.

MOTION: A motion was made and seconded to send a letter to Cathy Haynes, Pittsburg County Assesor, and Donna Scrivner, Pittsburg County Treasurer re: An Advisory Memorandum re: "Best Practices for Financial and Reporting Procedures for Increment District No. 1, Town of Carlton Landing:

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

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

Kay Wall, Town Attorney reported there is still a need to have an estimate on the maintenance of the second ingress and egress road to Carlton Landing in order to meet with the Pittsburg County Commissioners. Kay Wall was asked to investigate the legality of the town to mandate a collection of garbage fee. She reported that she checked with OML (Oklahoma Municipal League) and determined that there was a district attorney opinion that towns are obligated to mandate garbage service.

DISCUSSION: Renee Norman will follow up with the town developer for an estimate on maintenance of the ingress and egress road.

12. Opportunity for public comment. NONE

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

NONE

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

NONE

15. Adjournment:

MOTION: Motion to Adjourn made and seconded. Meeting adjourned at 8:40 a.m.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

Joanne Chinnici
Mayor

Attest: Summers
Town Clerk



FILED

JUL 16 2016

Signed Summers
Clerk, Town of Carlton Landing