

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the "High School Classroom"
Saturday; June 16, 2018; 8:00 AM

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, Kimmel, Click, Carrick and Clerk-Treasurer, Summers were present as well as Town Financial Officer, Renee Norman

ABSENT: None

Mayor Chinnici acknowledged visitors John Michael Williams, Chris Gander and Carlton Landing Enterprises Controller, Marie Gibson.

3. Discussion, Consideration and Possible Action to Acknowledge the vacancy of Trustee Position Number 3 pursuant to the requirements of Title 11, Oklahoma Statutes 2011, Section 8-108.

Mayor Chinnici reported that because Trustee Position Number 3 missed 3 of 5 meetings in a four month period, a vacancy has occurred on the Board of Trustees. The law will allow Trustee Position Number 3 to be reappointed at the next Special meeting of the Board.

Motion: A motion was made by Click and seconded by Carrick to acknowledge a vacancy in board position number 3.

AYE: Chinnici, Kimmel, Click, Carrick

NAY: None

4. Sales Tax Revenue and other Financial Reports

a. Discussion, Consideration, and Approval of invoice for \$9982.60 to place 380 yards of additional sand on swim beach

Mike Kerney explained the need for additional sand on the swim beach. There was a discussion as to whether TIF monies could be used vs. the General Fund. If the sand is a capital improvement, TIF monies may can be used.

b. Discussion, Consideration, and Possible Approval of invoice for \$5600.00 to place 4 inches of concrete in front of the swim beach berm for wave break and transition from sand to water

We need an imminent TIF committee meeting for approval. A Special BOT Meeting will be held on June 23 to hear the recommendation of the TIF Committee.

- c. Discussion, Consideration, and Possible Approval of spending \$800.00 for trail maintenance including trimming back weeds and grass from the trail edges

Motion was made and seconded to approve payment of \$800 for trail maintenance.

AYE: Chinnici, Kimmel, Click, Carrick

NAY: None

Financial Officer Norman asked to add a \$1,200 change order to the June 23 Special Meeting for the beach hand rail.

5. Consent Agenda: Consideration and Action

- a. Approval of Minutes: 05.19.18 Regular Meeting of the CL Board of Trustees
- b. Approval of payment of Purchase Orders
- c. Approval of other Payment of Claims
- d. Ratification, Acknowledgement, and Approval of actions of the Board of Trustees of the Town of Carlton Landing, Oklahoma taken on January 20, 2018 (see minutes attached as Exhibit "A"):

John Michael Williams, bond attorney from Oklahoma City, explained the need for ratification of board actions from January, 2018 through May, 2018, due to late filing of Board of Trustee meetings with the Attorney General. 2018 meetings were due to be filed by December 15, 2017. Due to lack of quorum in the months of November and December, 2017, meeting dates were approved and filed late in January, 2018. Since meeting dates were filed late they are null and void until ratified, to include the action to approve the GO bond in April, 2017, and all future meetings must be Special meetings.

- i. Sales Tax Revenue and other Financial and Administrative Reports
- ii. Approval of Consent Agenda items:
 - a. Approval of Minutes:
 - 1. 10.21.2017 Regular Meeting of the Board of Trustees, Carlton Landing
 - 2. 11.16.2017 Regular Meeting Cancelled due to lack of quorum
 - 3. 12.16.2017 Regular Meeting Cancelled due to lack of quorum
 - 4. 01.01.2018 Special Meeting of the Board of Trustees, Carlton Landing
 - b. Approval of payment of Purchase Orders
 - c. Approval of other Payment of Claims
 - 1. Disclosure: Note should be made of a check paid to Traditional Craft Homes to reimburse money paid by Traditional Craft Homes for a Town Expense
- iii. Discussion Consideration and Action to Approve or Deny an Invoice for Trail Maintenance
- iv. Report of Project Manager: Chip Kilburn
- v. Discussion, Consideration and Possible Action to accept or reject a Resignation effective immediately by Trustee J.J. Morris
- vi. Discussion, Consideration and Possible Action to Acknowledge the vacancy of Trustee Position Number 3 following the resignation of J.J.

Morris and to appoint someone [Clay Chapman] to the position of Trustee Number 3.

- a. Swearing in of newly appointed Trustee Number 3 [Clay Chapman]
 - vii. Presentation by Grant Humphreys regarding the possibility of beginning design work on a Greenspace and Town Meeting Hall in Carlton Landing
 - viii. Discussion, Consideration and Possible Action to approve a Change Order for Pour It Construction, changing the amount of the contract to complete the Town Green Beach Project from \$186,498.50 to \$163,033.50
 - ix. Discussion, Consideration and Possible Action to approve the signing of the Certificate of Order by the Mayor in order to receive the most current TIF distribution from Pittsburg County.
 - x. Discussion, Consideration and Action to approve the Bonding of the Carlton Landing Treasurer (Clerk-Treasurer) as required by State Statute.
 - xi. Discussion, Consideration and Possible Action to approve and accept a MASTER DEVELOPMENT AGREEMENT between the Town of Carlton Landing, Oklahoma and the Carlton Landing Economic Development Trust and Humphreys Partners 2009, LLC pursuant to the Carlton Landing Economic Development Project Plan.
 - xii. Discussion, Consideration and Possible Action regarding the Process to be followed regarding Public Bids for projects in the Town of Carlton Landing. Must a Civil Engineer be involved in each project put out for bids?
 - xiii. Legal Reports, Comments, and Recommendations to the Governing Body
 - xiv. Opportunity for Public Comment
 - xv. Comments and questions by Governing Body members regarding items for future consideration
 - xvi. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.
- e. Ratification, Acknowledgement, and Approval of actions of the Board of Trustees of the Town of Carlton Landing, Oklahoma taken on February 17, 2018 (see minutes attached as Exhibit "B"):
- i. Sales Tax Revenue and other Financial and Administrative Reports
 - ii. Approval of Consent Agenda items:
 - a. Approval of Minutes:
 - 1. 1.20.2018 Regular Meeting of the Board of Trustees
 - b. Approval of payment of Purchase Orders
 - c. Approval of other Payment of Claims
 - iii. Discussion, Consideration, and Action to approve the spending of \$13,952.97 (13% of monies in the FEMA Project) to repair the Entrance Road
 - iv. Discussion, Consideration and Action to initiate the process of writing an MOU allowing Pittsburg County to carry out the work required to complete the FEMA Entrance Road Project
 - v. Discussion, Consideration and Action to approve a Resolution, SUBJECT TO THE ADDITION OF IT'S SEQUENTIAL NUMBER REQUESTING THE COUNTY COMMISSIONERS OF PITTSBURG COUNTY, TO OPEN A SECTION LINE ROAD BETWEEN PART OF SECTION THIRTY-ONE (31) AND PART OF SECTION THIRTY-TWO (32), TOWNSHIP NINE (9) NORTH, RANGE SIXTEEN (16) EAST OF THE INDIAN IN PITTSBURG COUNTY, OKLAHOMA.
 - vi. Discussion, Consideration and Action to Approve the Town of Carlton Landing, Oklahoma Purchasing and Contracting Policy
 - vii. Report by Chip Kilburn regarding the Pittsburg County Hazard Mitigation Plan and Critical Infrastructure meetings and plans and how they impact Carlton Landing with discussion as necessary

- viii. Discussion, Consideration and Action to approve expenditure of Town of Carlton Landing, OK funds to purchase highway exit signs to Carlton landing off of route #69.
 - ix. Discussion, Consideration and Possible Action regarding the process to be followed regarding Public Bids for projects in the Town of Carlton Landing, OK
 - x. Discussion, Consideration and Action to accept the Management Letter provided by Anne Elfrink in connection with the current audit
 - xi. Discussion, Consideration and Possible Action to Approve Guidelines for Display of House Numbers on Lanes as needed to assist emergency personnel to locate homes
 - xii. Discussion, Consideration and Possible Action regarding mass communication to the citizens of Carlton Landing concerning emergency situations and other outages
 - xiii. Legal Reports, Comments, and Recommendations to the Governing Body
 - xiv. Opportunity for Public Comment
 - xv. Comments and questions by Governing Body members regarding items for future consideration
 - xvi. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.
- f. Ratification, Acknowledgement, and Approval of actions of the Board of Trustees of the Town of Carlton Landing, Oklahoma taken on March 17, 2018 (see minutes attached as Exhibit "C"):
- i. Sales Tax Revenue and other Financial and Administrative Reports
 - ii. Approval of Consent Agenda items:
 - a. Approval of Minutes:
 - I. 02.17.2018 Regular Meeting of the Carlton Landing Board of Trustees
 - b. Approval of payment of Purchase Orders
 - c. Approval of other Payment of Claims
 - iii. Discussion, Consideration, and Action to Approve the spending of \$27,905.94 from the Town monies for both Carlton Landing's and the OK State portions of the FEMA project funds (State portion to be refunded to Carlton Landing when available) for repair of the Carlton Landing Entrance Road
 - iv. Discussion, Consideration, and Action to Approve a recently received template for the Display of House Numbers on Carlton Landing Lanes to assist Emergency Personnel in locating homes.
 - v. Discussion, Consideration and Possible Action regarding a report by Trustee Carrick on acquiring a mass communication system for use in Carlton Landing in the event of an emergency situation or outages, etc.
 - vi. Discussion, Consideration, and Possible Action to approve Modifications on the docks to include Security Walls, Gates, and Dock Store. When approved, an endorsement letter will accompany a request submitted to the USACE for these modifications.
 - vii. Discussion, Consideration, and Possible Action regarding approval of the Lender's Terms for the 2017 Revenue Bond Offering
 - viii. Report by Vice Mayor Jeff Click regarding an update of the water board serving Carlton Landing
 - ix. Legal Reports, Comments, and Recommendations to the Governing Body
 - x. Opportunity for Public Comment
 - xi. Comments and questions by Governing Body members regarding items for future consideration

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

- g. Ratification, Acknowledgement, and Approval of actions of the Board of Trustees of the Town of Carlton Landing, Oklahoma taken on April 21, 2018 (see minutes attached as Exhibit "D"):
 - i. Sales Tax Revenue and other Financial Reports
 - ii. Approval of Consent Agenda items:
 - a. Approval of Minutes:
 - 1. 03.17.2018 Regular Meeting CL Board of Trustees
 - b. Approval of payment of Purchase Orders
 - c. Approval of Engagement of Auditor Anne Elfrink to perform the 2018 Town Audit
 - iii. Administrative Reports: Chip Kilburn
 - iv. Discussion, Consideration, and Possible Action regarding the next step in instituting the Emergency Information Notification System
 - v. Discussion, Consideration, and Action to Select a proposition from the GO Bond Election of February 9, 2016 in order to initiate the General Obligation Bond, Series 2018 issue. The propositions passed at the election of February 9, 2016 included:
 - No. 1: Arts and Cultural Facilities Complex
 - No. 2: Community Buildings Complex
 - No. 3: Drainage Control Systems
 - No. 4: Fire Station
 - No. 5: Parks and Recreational Facilities
 - No. 6: Street Lighting
 - vi. DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION TO APPROVE A RESOLUTION FIXING THE AMOUNT OF GENERAL OBLIGATION BONDS, SERIES 2018 TO MATURE EACH YEAR; FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD; DESIGNATING A PAYING AGENT/REGISTRAR; APPROVING THE PRELIMINARY OFFICIAL STATEMENT AND DISTRIBUTION THEREOF; AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW AND FIXING OTHER DETAILS OF THE ISSUE.
 - vii. DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA (THE "TOWN") AUTHORIZING THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST (THE "AUTHORITY") TO ASSIST THE TOWN IN CARRYING OUT AND ADMINISTERING THE CARLTON LANDING ECONOMIC DEVELOPMENT PROJECT PLAN ADOPTED BY THE TOWN; APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE AUTHORITY ISSUING ITS TAX INCREMENT REVENUE NOTE, TAXABLE SERIES 2018 (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE INDENTURE AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; APPROVING AND AUTHORIZING EXECUTION OF A SECURITY AGREEMENT BY AND BETWEEN THE TOWN AND THE AUTHORITY PERTAINING TO THE PLEDGE OF CERTAIN AD VALOREM TAX INCREMENT REVENUE; APPROVING THE USE OF ASSISTANCE IN DEVELOPMENT FINANCING; AND CONTAINING OTHER PROVISIONS RELATING THERETO.
 - viii. Legal Reports, Comments, and Recommendations to the Governing Body
 - ix. Opportunity for Public Comment

- x. Comments and questions by Governing Body members regarding items for future consideration
 - xi. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.
- h. Ratification, Acknowledgement, and Approval of actions of the Board of Trustees of the Town of Carlton Landing, Oklahoma taken on May 19, 2018 (see draft minutes attached as Exhibit "E"):
- i. Sales Tax Revenue and other Financial Reports
 - ii. Approval of Consent Agenda items:
 - a. Approval of Minutes:
 - 1. 04.21.2018 Regular Meeting of the CL Board of Trustees
 - 2. 05.16.2018 Special Meeting of the CL Board of Trustees
 - b. Approval of payment of Purchase Orders
 - c. Approval of other Payment of Claims
 - iii. Discussion, Consideration, and Action to approve an Engagement Letter to Anne Elfrink, Auditor to perform the Audit for the year ending June, 2018
 - iv. Administrative Reports, Chip Kilburn
 - v. Discussion, Consideration, and Action to approve Resolution number 2018-05-53 approving the adjusted budget for the current fiscal year ending June, 2018
 - vi. Discussion, Consideration, and Possible Action to allot monies for repair of severely damaged areas of the Entrance Road
 - vii. Discussion, Consideration, and Possible Action regarding the presentation of the budget for the upcoming fiscal year starting July, 2018
 - viii. Discussion, Consideration, and Possible Action to increase the payment to the Fire Department by \$250.00 per month as requested by Fire Chief Jeremy Tolman
 - ix. Discussion, Consideration, and Possible Action to engage Dan Hurd, building inspector, to perform the required ADA inspection for the Nature Center Trails and Beach as required by law
 - x. Discussion, Consideration, and Possible Action regarding a request by a Citizen to purchase Chairs and/or Benches for sitting areas around Carlton Landing
 - xi. Legal Reports, Comments, and Recommendations to the Governing Body
 - xii. Opportunity for Public Comment
 - xiii. Comments and questions by Governing Body members regarding items for future consideration
 - xiv. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

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

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

- 6. PUBLIC HEARING to present the proposed budget for the Fiscal Year 2018-2019
 - a. Call to Order

The meeting was called to order at 8:34 a.m. with Mayor Chinnici presiding.

b. Roll call

PRESENT: A roll call reflected that Trustees Chinnici, Kimmel, Click, Carrick and Clerk-Treasurer, Summers were present as well as Town Financial Officer, Renee Norman

ABSENT: None

c. Presentation of the Budget Summary

Mayor Chinnici presented the proposed budget that was published in the McAlester News-Capital on June 7, 2018.

d. Opportunity for public comment

None

e. Adjourn Public Hearing

Public Hearing was adjourned at 8:39 a.m.

7. Discussion, Consideration, and Action to acknowledge the Mayor's Message for fiscal year 2018-2019

A motion was made by Kimmel and seconded by Carrick to acknowledge the Mayor's Message for fiscal year 2018-19.

AYE: Chinnici, Kimmel, Carrick and Click

NAY: None

8. Discussion, Consideration and Action to adopt a Resolution of the Board of Trustees of the Town of Carlton Landing approving and adopting the budget for the Town of Carlton Landing, Oklahoma for the fiscal year beginning July 1, 2018 and ending June 30, 2019

Since the budget was presented and accepted in the Public Hearing, there was no further discussion regarding the budget. A motion was made by Trustee Click and seconded by Trustee Kimmel to adopt the budget resolution no. 2018-06-54 for fiscal year 2018-2019.

AYE: Chinnici, Kimmel, Carrick and Click

NAY: None

9. Administrative Reports

Grant Humphreys reported that our Operations Manager, Chip Kilburn, resigned as of June 15, and that the management function will continue under Administrative Services. Mike Kerney and Grant Humphreys will step into the gap.

10. Discussion, Consideration, and Possible Action to approve an Interlocal Agreement with the County to provide work on the Project Entrance Road to be accomplished with assistance monies from FEMA

The Interlocal Agreement was presented by Kay Wall, town attorney. Additional information is needed to complete the agreement which will then be re-presented in the July meeting of this board.

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

Kay Wall in further commenting about the Interlocal Agreement, recommended that the town of Carlton Landing enter into an Interlocal Agreement with Pittsburg County vs a private contractor. It should include who's going to pay for what and what services would be provided. She will draft one for approval at the next meeting. Kay also succeeded in getting a draft purchasing policy for consideration at the next meeting.

12. Opportunity for public comment.

Trustee Carrick reported the launch of our Carlton Landing Code Red emergency system. Test alerts will be sent to select members of the town.

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

Trustee Kimmel asked if we have an agreement for beach maintenance, and was assured beach maintenance is included in the Town Green Park Management Agreement by and between Carlton Landing Enterprises, LLC and the town of Carlton Landing.

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

There being no further business, a motion was made and seconded to adjourn the meeting at 8:54 a.m., June 16, 2018

Mayor

Attest:

Town Clerk

Draft