

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the "High School Classroom" and renamed the Carlton Landing Academy Lunch Room
Saturday; October 20, 2018; 8:00 AM

MINUTES

1. Call to Order

The meeting was called to order at 8:03 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Carrick, Myrick, Brule, Chapman, Clerk-Treasurer, Summers, Town Financial Manager, Norman and town attorney, Kay Wall were present.

ABSENT: None

3. Sales Tax Revenue and other Financial Reports

Renee Norman presented the Town of Carlton Landing Balance Sheet, the Profit and Loss Budget vs Actual, the Account QuickReport, and the Transaction List by Vendor (see attachments)

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

09.15.18 Minutes Special Mtg Board of Trustees

09.23.18 Minutes Special Mtg Board of Trustees

10.08.18 Minutes Special Mtg Board of Trustees

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

i. DEQ Permit for Storm water management for

A. Amphitheater Clearing: \$447.00

B. Marina Clearing: \$447.00

ii. Change order for replacement of silt fence at the marina clearing site replacing the original silt fence damaged by rising of the lake level secondary to excessive rains. This is needed to maintain compliance with the ODEQ Storm Water Permit.

MOTION: A motion was made by Chinnici and seconded by Chapman to strike C, I & II and to approve the Consent Agenda with the silt fence cost not exceeding \$1800.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

5. Administrative Reports: Dr. David Kimmel presented a brief of the Town Project Management Report to include installation of Carlton Landing Exit Signs on U.S. 69; Stephens Road alternate access was tabled by Pittsburg County Commissioners pending the decision of their attorney; New Marina Cove has been mostly cleared; Town Green & Beach runoff and drainage will be addressed; Entrance Road Repairs is waiting for FEMA funds; Marina Gangway relocation is complete; Home Address Signage has been addressed with Jeremy Tolman as a fundraiser; MOU with Pittsburg County for Road

repairs still has details to work out; Purchasing & Contracting Policy is in review and revision by Kay Wall; Mass Communication to Citizens is complete; Nature Center Playground Corps Construction is approved; Public TIF List is in Work

6. DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION TO APPROVE RESOLUTION NO. 2018-10-55 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 2018B (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.

Chris Gander, our BOK advisor explained the revenue bond offering, assuring the trustees there will sufficient TIF collections to cover the interest on the bond. He was followed by John Michael Williams, our bond attorney who offered to clarify any questions.

MOTION: A motion was made by Marcy Carrick and seconded by Dr. Joanne Chinnici to approve Item 6.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

7. Discussion, Consideration, and Possible Action to Approve the Carlton Landing Board of Trustees meeting schedule for the year 2019.

Mayor Chinnici explained the reason for placing the Trust meeting first is that the Trust reviews and recommends to the Board of Trustees, then the Board takes action.

MOTION: A motion was made by Chapman and seconded by Chinnici to approve the Carlton Landing Board of Trustees meeting schedule for the year 2019.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

8. Discussion, Consideration, and Possible Action to Approve or Disapprove the granting of a Concessionaire Agreement to Sand and Stone to operate a primitive camp site to provide wilderness experiences for parents and children

Discussion identified a lack of business structure from Sand and Stone.

MOTION: A motion was made by Carrick and seconded by Brule' to disapprove Item 8.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

9. Discussion, Consideration, and Possible Action as needed regarding negotiations with the Cedar Pointe Housing Development in regard to opening the Stephens Road section line

MOTION: A motion was made by Chinnici and seconded by Carrick to STRIKE Item 9.

10. Discussion, Consideration, and Possible Action to Approve Letters Designating Mike Kerney as a representative of the Town of Carlton Landing to:
 - a. the United States Army Corps of Engineers
 - b. the ODEQ

MOTION: A motion was made by Chinnici and seconded by Brule' to approve Item 10.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

11. Discussion, Consideration, and Possible Action regarding area in need of repair on the exit road.

Kay Wall advised that Mike Kerney get 3 quotes on repair of the exit road.

MOTION: A motion was made by Chinnici and seconded by Brule' to approve Mike obtaining 3 quotes for road repairs.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

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

13. Opportunity for public comment.

Ted Zachary voiced concern about children coming down the Boardwalk to Water Street and encountering traffic. Members from the HOA said they would address the problem.

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

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

16. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:09 a.m., October 20, 2018

Mayor

Attest:

Town Clerk

DRAFT

The Town of Carlton Landing
Balance Sheet
As of October 19, 2018

	Oct 19, 18
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	175,248.91
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	38,110.20
Total Checking/Savings	283,160.78
Other Current Assets	
Prepaid Insurance	790.40
Total Other Current Assets	790.40
Total Current Assets	283,951.18
Fixed Assets	
Marina Project	13,000.00
Swim Beach	225,973.18
Total Fixed Assets	238,973.18
TOTAL ASSETS	522,924.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payable - Dan Hurd, Inspector	5,800.00
Payable - OUBCC Fees	176.00
Total Other Current Liabilities	5,976.00
Total Current Liabilities	5,976.00
Total Liabilities	5,976.00
Equity	
32000 - Retained Earnings	227,864.05
Opening Balance Equity	283,160.89
Net Income	25,923.42
Total Equity	516,948.36
TOTAL LIABILITIES & EQUITY	522,924.36

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Accrual Basis

The Town of Carlton Landing
Profit & Loss Budget vs. Actual
July through October 2018

	<u>Jul - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Revenues			
Sales Tax Revenue	45,711.04	40,000.00	5,711.04
Permits and Licensing	8,332.00	10,400.00	-2,068.00
Real Estate Tax Collections	0.00	0.00	0.00
Total Revenues	<u>54,043.04</u>	<u>50,400.00</u>	<u>3,643.04</u>
Total Income	54,043.04	50,400.00	3,643.04
Expense			
Trails Maintenance	0.00		
Pending Projects Stephens Road	9,750.00		
Annual Audit	500.00	3,500.00	-3,000.00
Events	0.00	800.00	-800.00
Insurance	225.84	600.00	-374.16
Bank Fees	15.00		
Fire Protection	2,000.00	2,000.00	0.00
Finance Officer	2,400.00	2,400.00	0.00
General Administrative Expense	0.00	600.00	-600.00
Home Inspections	7,950.00	12,000.00	-4,050.00
Legal Fees- Town Attorney	2,000.00	2,000.00	0.00
Legal Fees - Economic Develop	1,825.00	3,000.00	-1,175.00
Management Contract	0.00	0.00	0.00
Meeting Expense	50.00	600.00	-550.00
Operating Expense	0.00	600.00	-600.00
Profession Fees & Subscriptions	196.00	1,200.00	-1,004.00
Publication and Notice Exp	77.70	1,000.00	-922.30
Road Maintenance	720.00	10,000.00	-9,280.00
Town Green Project	0.00	0.00	0.00
Training and Reimbursement	0.00	400.00	-400.00
Website Expense	0.00	400.00	-400.00
Total Expense	<u>27,709.54</u>	<u>41,100.00</u>	<u>-13,390.46</u>
Net Income	<u>26,333.50</u>	<u>9,300.00</u>	<u>17,033.50</u>

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Accrual Basis

The Town of Carlton Landing
Account QuickReport
July 1 through October 19, 2018

Type	Date	Num	Name	Memo	Split	Amount
Revenues						
Sales Tax Revenue						
Deposit	07/12/2018		Oklahoma Tax Com...	June Sale Tax	BOK - Checkin...	8,070.42
Deposit	07/12/2018		Oklahoma Tax Com...	June Cigar Tax	BOK - Checkin...	109.46
Deposit	08/15/2018		Oklahoma Tax Com...	SAles Tax for Jul...	BOK - Checkin...	13,116.45
Deposit	08/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	43.59
Deposit	09/14/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...	7,242.33
Deposit	10/15/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...	16,718.71
Total Sales Tax Revenue						45,300.96
Total Revenues						45,300.96
TOTAL						45,300.96

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The Town of Carlton Landing
Transaction List by Vendor
September 24 through October 19, 2018

Type	Date	Num	Memo	Account	Cir	Split	Debit	Credit
Allen Services								
Bill Pmt -Check	10/01/2018	410	VOID: 1082	BOK - Checking - *9...	X	Accounts Paya...	0.00	
Carlton Landing Volunteer Fire Dept								
Bill	10/01/2018	Inv 39	Inv 39	Accounts Payable		Fire Protection		500.00
Bill Pmt -Check	10/01/2018	411	Inv 39	BOK - Checking - *9...		Accounts Paya...		500.00
Johnson & Associates								
Bill Pmt -Check	10/01/2018	412		BOK - Checking - *9...		Accounts Paya...		9,750.00
Kay Robbins Wall								
Bill	10/01/2018	Octob...	October 2018	Accounts Payable		Legal Fees- To...		500.00
Bill Pmt -Check	10/01/2018	413	October 2018	BOK - Checking - *9...		Accounts Paya...		500.00
McAlester News Capital								
Bill Pmt -Check	10/01/2018	414	Town Pub	BOK - Checking - *9...		Accounts Paya...		77.70
Renee Norman								
Bill	10/01/2018	Octob...	October 2018	Accounts Payable		Finance Officer		600.00
Bill Pmt -Check	10/01/2018	415	October 2018	BOK - Checking - *9...		Accounts Paya...		600.00
Tad Sweitzer								
Bill Pmt -Check	10/01/2018	416	19696789	BOK - Checking - *9...		Accounts Paya...		65.00