**TOWN OF CARLTON LANDING**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as

the Carlton Landing Academy Cafeteria

 Saturday; January 19, 2019

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

**MINUTES**

 1. Call to Order

­ The meeting was called to order at 8:16 a.m. with Mayor Chinnici presiding.

 2. Roll Call

 PRESENT: A roll call reflected that Trustees Chinnici, Carrick, Myrick, Brule, Chapman, Clerk-Treasurer, Summers and Renee Norman, Financial Officer were present.

 ABSENT: Kay Wall, Town Attorney

 3. Sales Tax Revenue and other Financial Reports

 Renee Norman reported the Town of Carlton Landing Balance Sheet, Account QuickReport, Profit & Loss Budget vs. Actual, and a Transaction List by Vendor. (See attachments)

 4. Consent Agenda: Consideration and Action

 a. Approval of Minutes:

 12.15.18 Special Meeting Board of Trustees

 b. Approval of payment of Purchase Orders

 c. Approval of other Payment of Claims

 i. Renew Bonding for Renee Norman and Jan Summers

 A motion was made by Trustee Myrick that item 4 C II, be removed from the consent agenda and put as a separate stand alone item. It was seconded by Carrick.

 AYE: Chinnici, Chapman, Myrick, Carrick, Brule

 NAY: None

 MOTION: A motion was made by Carrick and seconded by Brule’ to approve the Consent Agenda as modified..

 AYE: Chinnici, Chapman, Myrick, Carrick, Brule

 NAY: None

4 A $12,000.00 invoice for Administrative services submitted by Grant Humphries was

 denied due to Debt Limitation Law which prohibits payments outside the current fiscal year.

 5. Administrative Reports

 David Kimmel reported the Corps requested a revision regarding the request for approval to perform maintenance of the Nature Center Trails. They requested in the 3rd line of the letter, removal of the words “and other minor maintenance landscaping work.” The correction was made and sent to the Corps. He also reported the exit road has been repaired.

 6. Discussion, Consideration, and possible action to Approve Ordinance 2019-01-35

 **AN ORDINANCE ESTABLISHING A SALARY FOR THE POSITION OF TOWN CLERK- TREASURER OF THE TOWN OF CARLTON LANDING, OKLAHOMA; PROVIDING FOR INCREASES IN SUCH SALARY; AND PROVIDING AND EFFECTIVE DATE.**

Following a discussion about the amount of work and hours involved, a motion was made by Chapman to set the salary at $650 a month. It was seconded by Myrick.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

a. Discussion, Consideration, and Possible Adoption of the Emergency Section of     the foregoing Ordinance.

 A motion was made by Chinnici and seconded by Myrick to approve the Emergency Section of the foregoing Ordinance.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

7. Discussion, Consideration, and Action to terminate the Agreement for Administrative Services between the Town of Carlton Landing, Oklahoma and Carlton Landing Enterprises, LLC.

 a. Remarks by Grant Humphreys, including remarks and comments on his recent     letter to the Board

 b. Comments by Board members relative to a plan for going forward in light of     Grant's letter

 Grant Humphreys summarized his letter to the Board withdrawing his participation in town projects and empowering the town to govern themselves with assistance from Carlton Landing Enterprises via contract. His withdrawal fostered the need for a Town Administrator to provide oversight of town projects. The town Clerk-Treasurer will explore the job duties of a town Administrator and create a job description so the town can advertise for the position upon approval by the board.

 MOTION: A motion was made by Chapman and seconded by Chinnici to terminate the Administrative Services agreement between the Town of Carlton Landing and Carlton Landing enterprises, LLC.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

 8. Discussion, Consideration, and possible Action towards hiring a CPA with experience in City and Town Accounting to act as consultant to our Finance Officer.

 Jan Summers reported a contact with the Crawford and Associates, P.C. firm in Oklahoma City. This firm is used by many surrounding towns. Their estimate of services for the town of Carlton Landing is:

 $6,500 a year to review monthly financials and prepare reports for the governing body

 $3,500 a year to do year end audit preparation work

 $2,000 budget preparation assistance

 Discussion supported the need for CPA services to review monthly financials and prepare reports for the governing body.

 A motion was made by Myrick and seconded by Chapman to explore next steps in

 retaining services of Crawford and Associates.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

 9. Discussion, Consideration, and possible Action to Approve a Purchasing Policy for the Town of Carlton Landing, Oklahoma

 a. Discussion Consideration and possible Action to Approve an Ordinance     regarding the Purchasing Policy for the Town of Carlton Landing, Oklahoma

 b. Discussion, Consideration, and Possible Action to Adopt the Emergency Section     of the foregoing Ordinance

 A motion was made by Mary and seconded by Chapman to *table* the item until the samples submitted have been blended into one draft document.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

10. Discussion, Consideration, and possible Action to Approve a Vendor Agreement for the Town of Carlton Landing Oklahoma

 A motion was made by Chinnici and seconded by Carrick to *table* the item until a final draft of the Vendor Agreement has been prepared.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

11. Discussion, Consideration, and Action to Approve a Vendor Agreement with Landmark for trails maintenance

 A motion was made by Carrick and seconded by Chapman to make the following corrections as suggested by town attorney, Kay Wall., and resubmit to Landmark. They are:

 1. Strike material relative to automatic renewal

 2. Strike payment to be due on 15th of the month and add Cost of services: Payment will be due after approval by the Board at its next regular meeting

 3. Under cancellation of agreement/final compensation any balance will be paid after approval by the board of trustees at its next regular meeting.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

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

13. Opportunity for public comment. None

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.

 Invoice has been submitted on Friday afternoon, January 18, 2019, by B & S Construction for repair of exit road, as previously approved by the board for $20,000.

 MOTION: A motion was made by Chinnici and seconded by Carrick to approve the invoice.

 AYE: Chinnici, Chapman, Myrick, Brule, Carrick

 NAY: None

16. Adjournment

 There being no further business, a motion was made and seconded to adjourn the meeting at 10:05 a.m., January 19, 2019

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Mayor

Attest:

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Town Clerk







