**TOWN OF CARLTON LANDING**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

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

the Carlton Landing Academy Cafeteria

 Saturday; December 15, 2018; 8:00 AM

**MINUTES**

 1. Call to Order

 The meeting was called to order at 8:10 a.m. with Mayor Chinnici presiding.

 2. Roll Call

 PRESENT: A roll call reflected that Trustees Chinnici, Myrick, Brule, Chapman, Clerk- Treasurer, Summers and Kay Wall, Town Attorney were present.

 ABSENT: Carrick, Norman

 3. Sales Tax Revenue and other Financial Reports

 In the absence of Renee Norman, town Financial Officer, Mayor Chinnici directed the trustees to the financials placed in the town dropbox by Renee Norman.

 After discussion, it was determined that all documents, including the financials be sent for inclusion on the agenda at least 8 days prior to a scheduled Board of Trustees meeting.

 4. Consent Agenda: Consideration and Action

 a. Approval of Minutes:

 11.17.18 Minutes, Special Meeting Board of Trustees

 b. Approval of payment of Purchase Orders

 c. Approval of other Payment of Claims

 Invoice for Playground Clearing $11,084.95

 MOTION: A motion was made by Brule and seconded by Chapman to approve the Consent Agenda as presented.

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 5. Discussion, Consideration, and Possible Action to Approve a quote from OB&S Construction for an amount not to exceed $20.000.00 for repair of severely damaged areas of the Carlton Landing Entrance/Exit Road

 A motion was made by Chapman and seconded by Brule to approve a quote from OB&S Construction for an amount not to exceed $20.000.00 for repair of the Carlton Landing Entrance/Exit Road

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 5. Administrative Reports

 David Kimmel reported:

 1. Proposal for Landmark to maintain the trails April – October to include spraying 2 x a year

 2. Beach drainage is on target to be fixed before Spring

 3. About to move forward with paving of Firefly lanes

 4. No further information on the paving of Stephens Road.

 5. Way finding signs were explored and found to be too expensive. Will explore other bid.s

 6. Discussion, Consideration, and Possible Action to Approve 4 Resolutions, each of which provides clarification and additional information regarding Resolution 2018-11-56 which was passed in the November, 2018, meeting of the Board of Trustees, approving applications for ODOT TAP Grants

 a. A RESOLUTION APPROVING APPLICATION #1 FOR THE BEACH & WATER      STREET SIDEWALK PROJECT

 A motion was made by Myrick and seconded by Brule to approve application # 1

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 b. A RESOLUTION APPROVING APPLICATION #2 FOR THE MARINA       RECREATION AREA SIDEWALKS PROJECT

 A motion was made by Chinnici and seconded by Myrick to approve application # 2

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 c. A RESOLUTION APPROVING APPLICATION #3 FOR THE LAKE FRONT TRAIL       PROJECT

 A motion was made by Chinnci and seconded by Chapman to approve application # 3

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 d. A RESOLUTION APPROVING APPLICATION #4 FOR THE RIDGELINE TRAIL       PROJECT

 A motion was made by Myrick and seconded by Chapman to approve application # 4

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 Resolutions will be numbered 2018-11-56 with the additions of letters "a,b,c, or d" depending on approval by the Board of Trustees of Carlton Landing

 7. Discussion, Consideration, and Possible Action to Approve a revised ADMINISTRATIVE SERVICES CONTRACT BETWEEN THE TOWN OF CARLTON LANDING, OKLAHOMA AND CARLTON LANDING ENTERPRISES, L.L.C.

 Since the agreement is not in its’ final form, a motion was made by Brule and seconded by Chapman to table until the parties can meet and clarify activities.

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 8. Discussion, Consideration, and Possible Action to Approve the current Annual Report to the USACE regarding the Corps of Engineers Lease with the Town of Carlton Landing

 A motion was made by Brule and seconded by Brule to approve the current Annual Report to the USACE regarding the Corps of Engineers Lease with the Town of Carlton Landing

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

 9. Discussion, Consideration, and Possible Action to Request via letter, approval from the USACE for Carlton Landing to perform ongoing maintenance of the Nature Center Trails

 in Carlton Landing

 A motion was made by Chinnici and seconded by Brule to request via letter, approval from the USACE for Carlton Landing to perform ongoing maintenance of the Nature Center Trails.

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

10. Discussion, Consideration, and Action to Approve a contract with Landmark Outdoor Services to Maintain the Trails at Carlton Landing to include mowing and trimming at a cost of $392.00 per month

 Trustee Myrick requested Kay Wall, town attorney, to explore a municipal contract with terms and conditions, a standard vendor contract that the town could use going forward.

 A motion was made by Chapman and seconded by Brule to table this vendor contract until we explore a standard contract for use with vendors.

 AYE: Chinnici, Chapman, Myrick, Brule

 NAY: None

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

 None

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

 There being no further business, a motion was made and seconded to adjourn the meeting at 9:00 a.m., December 15, 2018

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Mayor

Attest:

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Town Clerk

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