

**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, March 16, 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 8:43 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

3. Sales Tax Revenue and other Financial Reports

Renee Norman reported the Town of Carlton Landing Balance Sheet, the Profit and Loss Budget vs. Actual, the Town of Carlton Landing Account QuickReport showing a balance of \$83,336.32, and the Transaction List by Vendor. Renee also reported a \$42,000 payment for our revenue bond is approaching. Reports are attached.

4. Consent Agenda: Consideration and Action

- a. Approval of Minutes:
02.16.2019 Regular Meeting of the Board of Trustees
- b. Approval of payment of Purchase Orders
- c. Approval of other Payment of Claims

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

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

5. Discussion, Consideration, and Action to Approve a plan to move forward to make temporary repairs on the Entrance Road to Carlton Landing, Oklahoma

Discussion: Before allocating money for repairs, David Kimmel or Renee Norman will track the status of our allocated FEMA monies. Grant Humphreys pointed out that we have GO bond monies to address hydrology. Kay Wall also reported that Pittsburg County has agreed to assist with equipment when it is time to pay the entrance and exit roads.

MOTION: A motion was made by Chinnici and seconded by Chapman to defer until we hear from FEMA.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

6. Discussion, Consideration, and Action to Approve engagement of Crawford and Associates, CPAs to assist with the 2017-2018 Audit for a sum up to \$3500.00

Discussion: Though we have asked for their input, we haven't received an invoice. We will agenda this item when we receive one.

MOTION: A motion was made by Chinnici and seconded by Myrick to strike.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

7. Administrative Reports: None

8. Discussion, Consideration, and Action to Approve Resolution 2019-03-57, **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING CALLING FOR ELECTIONS TO OCCUR AT THE BIENNIAL TOWN MEETING ON APRIL 2, 2019** to take place at the Carlton Landing Academy Cafeteria, Carlton Landing

MOTION: A motion was made by Chinnici and seconded by Carrick to approve Resolution 2019-03-57 calling for a Biennial Town Meeting on April 2, 2019.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

9. Discussion, Consideration, and Action regarding the need for a Purchasing Policy specific to the Town of Carlton Landing or does it suffice to state that we accept the OK Purchasing Act and the Ok Public Competitive Bidding Act.

Discussion recommended contacting our Crawford & Associates accounting firm to inquire about their recommendation.

MOTION: A motion was made by Chinnici and seconded by Chapman to consult Crawford and Associates for their recommendation.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

- 10.. Discussion, Consideration, and Action to recognize the recommendation of the TIF Committee through the Carlton Landing Economic Development Trust, and if appropriate, to Approve Resolution 2019-03-58,
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA RECOGNIZING AND ACCEPTING A RECOMMENDATION FROM THE TIF COMMITTEE OF THE TOWN OF CARLTON LANDING, OKLAHOMA TO CONTRIBUTE UP TO \$80,000.00 OF TIF FUNDS TO PAY FOR POSSIBLE OVERAGES RELATED TO THE BUILDING OF A NEW WATER AND SEWAGE TREATMENT FACILITY FOR THE TOWN OF CARLTON LANDING, OKLAHOMA, AUTHORIZING THE CARLTON LANDING

ECONOMIC DEVELOPMENT TRUST TO DISTRIBUTE FUNDS AND ASSIST IN THE COMPLETION OF THE SEWAGE TREATMENT FACILITY PROJECT AS NECESSARY.

The TIF Committee decided not to obligate any monies until after the bid process is complete.

(See TIF Committee recommendations attachment)

MOTION: A motion was made by Chinnici and seconded by Carrick to Strike until the water treatment project plan is completed.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

11. Discussion, Consideration, and Action to recognize the recommendation of the TIF Committee through the Carlton Landing Economic Development Trust, and if appropriate, to Approve Resolution 2019-03-5?,
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING RECOGNIZING AND ACCEPTING A RECOMMENDATION FROM THE TIF COMMITTEE OF THE TOWN OF CARLTON LANDING, OKLAHOMA TO USE TIF FUNDS TO CONSTRUCT A COMMUNITY BUILDING WHICH WILL CONTAIN A SPACE FOR DINING, AN AREA TO SERVE AS A TOWN HALL AND A TOWN MEETING SPACE, A MARKET, AND/OR OTHER COMMERCIAL ENTERPRISES AND AUTHORIZING THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST TO ASSIST IN THE COMPLETION OF THIS PROJECT IN ANY WAY NECESSARY

Grant Humphreys shared his thoughts for a community building and reported that he had asked an architect to prepare a draft design.

MOTION: A motion was made by Chinnici and seconded by Myrick to form an advisory committee to review community center building needs and design and to give recommendations to the board of trustees.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule

NAY: None

12. Discussion, Consideration, and Action to recognize the recommendation of the TIF Committee through the Carlton Landing Economic Development Trust to use TIF funds in order to hire a Town Administrator for the Town of Carlton Landing, and to authorize the Carlton Landing Economic Development Trust to move forward to amend the TIF Project Plan as necessary to allow the use of TIF funds for partial payment to the Administrator for services related to TIF projects in the Town of Carlton Landing.

Discussion: Use of existing TIF funds (\$200,000) would allow the town to move forward now. In the future the project plan could be amended to move money from the contingency fund to the district administration fund. A next move will be to determine the percentage of time spent on TIF projects, and advertise for the position.

MOTION: A motion was made by Myrick and seconded by Brule to move forward to hire a town administrator utilizing General funds, supplemented with TIF funds allocated in the Project Plan for work related to TIF projects.

AYE: Chinnici, Carrick, Chapman, Myrick, Brule
NAY: None

13. Legal Reports, Comments, and Recommendations to the Governing Body
None
14. Opportunity for public comment.

A citizen recommended that future town meetings be moved to 7:00 p.m.
A citizen suggested that the Board of Trustees meeting be moved to 9:00 a.m. vs. 8:00
a.m.
A citizen was seeking options for funding of water board short falls.

15. Comments and questions by Governing Body members regarding items for future
consideration. None
16. New Business: Any matter not known about or which could not have been reasonably
foreseen prior to the time of posting. None
17. Adjournment

There being no further business, a motion was made and seconded to adjourn the
meeting at 9:52 a.m., March 16, 2019

Joanne Chinnici
Mayor

Attest:

J. Summers
Town Clerk





The TIF Committee
Carlton Landing
Oklahoma 74432-3272

March 15, 2019

The Carlton Landing Economic Development Trust
The Town of Carlton Landing
Carlton Landing, Oklahoma 74432

Dear Board Members:

At its meeting of March 15, 2019, the TIF Committee reviewed the current priorities established to guide the use of Funds derived from the TIF District in the Town of Carlton Landing, Oklahoma. It has come to the attention of this Board that there are three projects the Town wishes to pursue which would require a change in the priorities as they existed prior to our meeting on March 15, 2019.

On examination of the priorities established by this committee previously, we determined that a change in priorities is quite reasonable and consistent with the current requirements of the Town of Carlton Landing.

The TIF Committee of the Town of Carlton Landing, having made an adjustment in the previous priority list recommends through the Carlton Landing Economic Development Trust to the Town of Carlton Landing that:

1. Consideration should be given to provide assistance to the Water Board to cover potential overages related to the building of a new water and sewage treatment plant. Final decision and payment amount is to be determined until the completion of the bid process. for the plant.
2. TIF funds are available for the construction of a community building housing a Dining area (with a catering kitchen), a Town Hall and a Town Meeting space, a small Market, and/or other commercial enterprises not to exceed One Million dollars.
3. After appropriate amendment of the TIF Project Plan, the town is advised to hire an Administrator to oversee the daily operation of the Town in addition to overseeing TIF projects. TIF funds may be used only to compensate for oversight of TIF projects. Imbursement for oversight of daily operation of the Town must be paid from the General Fund of the Town.

Regards,

The TIF Committee of Carlton Landing, Oklahoma

Joanne Chinnici, Grant Humphreys, Jim Hassenbeck

4:16 PM

03/12/19

Accrual Basis

The Town of Carlton Landing
Balance Sheet
As of March 12, 2019

	Mar 12, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	127,779.80
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	80,617.71
Total Checking/Savings	278,199.18
Accounts Receivable	
Accounts Receivable	786.00
Total Accounts Receivable	786.00
Other Current Assets	
Prepaid Insurance	790.40
Total Other Current Assets	790.40
Total Current Assets	279,775.58
Fixed Assets	
Nature Center Playground	16,550.25
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	265,301.93
TOTAL ASSETS	545,077.51
LIABILITIES & EQUITY	
Equity	
32000 - Retained Earnings	233,840.05
Opening Balance Equity	263,160.89
Net Income	48,076.57
Total Equity	545,077.51
TOTAL LIABILITIES & EQUITY	545,077.51

4:15 PM

03/12/19

Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 2018 through March 2019

Type	Date	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 ...	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	09/14/2018	Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	95.21
Deposit	10/15/2018	Oklahoma Tax Com...	Deposit	BOK - Checkin...	16,914.86
Deposit	10/15/2018	Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	50.92
Deposit	11/15/2018	Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	11,104.80
Deposit	11/15/2018	Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	150.15
Deposit	12/10/2018	Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	13,214.80
Deposit	12/10/2018	Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	111.91
Deposit	01/09/2019	Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,638.89
Deposit	01/09/2019	Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	136.79
Deposit	01/15/2019	Oklahoma Tax Com...	Sales Tax	Sinking Fund A...	6,335.74
Total Sales Tax Revenue					83,336.32
Total Revenues					83,336.32
TOTAL					83,336.32

**The Town of Carlton Landing
Transaction List by Vendor
February 17 through March 12, 2019**

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Carlton Landing Volunteer Fire Dept								
Bill Print -Check	03/01/2019	447	February & March	BOK - Checking - '9		Accounts Paya		1,000.00
Key Robbins Wall								
Bill	03/01/2019	March	March 2019	Accounts Payable		Legal Fees- To		500.00
Bill Print -Check	03/01/2019	448	March 2019	BOK - Checking - '9		Accounts Paya		500.00
OWAG								
Bill Print -Check	03/01/2019	449	GUA 1400421 03	BOK - Checking - '9		Accounts Paya		1,400.00
Renee Norman								
Bill	03/01/2019	March	March 2019	Accounts Payable		Finance Officer		600.00
Bill Print -Check	03/01/2019	450	March 2019	BOK - Checking - '9		Accounts Paya		600.00
Tad Switzer								
Bill Print -Check	03/01/2019	451	32293229	BOK - Checking - '9		Accounts Paya		50.00