

**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; April 20, 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 9:06 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

3. Recognize and accept the newly appointed Mayor elected in today's meeting of the Carlton Landing Economic Development Trust as Mayor of Carlton Landing

MOTION: A motion was made by Brule' and seconded by Chapman to accept Dr. Joanne Chinnici as the newly appointed mayor.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Sales Tax Revenue and other Financial Reports

Renee Norman, town Financial Officer reported the Balance Sheet as of April 16, 2019; the Profit & Loss Budget vs. Actual; the Account Quick Report; and the Transaction List by Vendor (see attached)

5. Consent Agenda: Consideration and Action

a. Approval of Minutes:

List all meeting minutes, (Kind of Meeting: Reg Trustees, Special, etc.), and Date

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

I. Crawford & Associates, P.C. (\$577.50)

II. Onsolve (Emergency Announcement System) (\$1,500.00)

III. Center for Economic Development Law (\$5,492.94)

MOTION: A motion was made by Chapman and seconded by Mai to approve the consent agenda as presented.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

5. Administrative Reports: None

6. Report of the Community Center Advisory Committee, followed by Discussion, Consideration, and possible Action regarding the next step pertaining to the building of the Community Center

Max Demario, Chairperson of the Community Center Advisory Committee reported the proposed location is at Lake Front, across from the Residents Club, and that the consensus of the committee and attending community at large recommend a Community Center with the minimum of 2,020 sq. ft. It also recommended that the frontal space allow for Governmental Offices for the Board of Trustees to include specifications for restrooms suitable for the space. (recommendations are attached).

MOTION: A motion was made by Chinnici and seconded by Mai to authorize trustee Mary Myrick to gain information pertinent to the next step.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

7. Report on results of the search for a Town Administrator: Dr. Summers

Dr. Summers reported we had 11 applications for the position and there were four (4) that appeared to have the necessary qualifications.

8. Possible executive session to review and discuss candidates for the position of Carlton Landing Town Administrator in order to choose candidates to be interviewed by the Board of Trustees, pursuant to Title 25 O.S. Section 307.B(1)

MOTION: A motion was made by Brule' and seconded by Mai to enter into Executive Session

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

EXECUTIVE SESSION:

9. Discussion, Consideration, and possible Action regarding the invitation of select candidates for the position of Town Administrator to be interviewed by the Board of Trustees

MOTION: A motion was made by Chinnici and seconded by Mai to invite 3 candidates for interview by the board in a Special Meeting on April 27, at 8:30 a.m.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

10. Discussion, Consideration, and possible Action regarding compensation and benefit package to be offered to candidates for the position of Town Administrator at interviews by the Board of Trustees

Renee Norman reported that a compensation package for 1 person was too expensive and suggested we contact OML to explore options.

MOTION: A motion was made by Chinnici and seconded by Brule' to *table* until further options could be explored.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

11. Discussion, Consideration, and possible Action regarding renting a space to be used by the Town and to office the Town Administrator

No space has been found and the search continues.

12. Discussion, Consideration and Action as needed regarding the upcoming Budget deadlines

Mayor Chinnici distributed the Oklahoma Municipal deadlines for the current year.

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

14. Opportunity for public comment.

Comments were made about how to further involve community in TIF projects
A request was made to switch time slots with the Water Board
A request was made to put a charrette on the next agenda
Comments were made about how to get something on the agenda

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 10:49 a.m. April 20, 2019.

Mayor

Attest:

Town Clerk

4:56 PM
04/15/19
Accrual Basis

The Town of Carlton Landing
Balance Sheet
As of April 15, 2019

	Apr 15, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	146,224.00
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	40,867.97
Total Checking/Savings	256,693.64
Total Current Assets	256,693.64
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	521,995.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	577.50
Total Accounts Payable	577.50
Total Current Liabilities	577.50
Long Term Liabilities	
2018 GOB	69,801.67
2017 GOB	168,259.22
Total Long Term Liabilities	238,060.89
Total Liabilities	238,638.39
Equity	
32000 - Retained Earnings	233,840.05
Opening Balance Equity	100.00
Net Income	49,417.13
Total Equity	283,357.18
TOTAL LIABILITIES & EQUITY	521,995.57

4:59 PM
 04/15/19
 Accrual Basis

The Town of Carlton Landing
Profit & Loss Budget vs. Actual
 July 2018 through April 2019

	Jul '18 - Apr 19	Budget	\$ Over Budget
Income			
Revenues			
Sales Tax Revenue	95,942.08	100,000.00	-4,057.92
Permits and Licensing	10,790.00	26,000.00	-15,210.00
Sinking Fund Receipts	36,171.77	0.00	36,171.77
Total Revenues	142,903.85	126,000.00	16,903.85
Total Income	142,903.85	126,000.00	16,903.85
Expense			
Paying Agent Fee	400.00		
Interest - Interest Expense	8,500.00		
Interest Due	15,200.00		
Trails Maintenance	0.00		
Pending Projects - Stephens Road	9,750.00		
Annual Audit	500.00	3,500.00	-3,000.00
Events	0.00	2,000.00	-2,000.00
Insurance	2,424.24	1,500.00	924.24
Bank Fees	15.00		
Fire Protection	4,000.00	5,000.00	-1,000.00
Finance Officer	6,000.00	6,000.00	0.00
General Administrative Expense	0.00	1,500.00	-1,500.00
Home Inspections	9,350.00	30,000.00	-20,650.00
Legal Fees- Town Attorney	6,000.00	5,000.00	1,000.00
Legal Fees - Economic Develop	7,070.44	7,500.00	-429.56
Management Contract	0.00	0.00	0.00
Meeting Expense	605.34	1,500.00	-894.66
Operating Expense	0.00	1,500.00	-1,500.00
Profession Fees & Subscriptions	905.50	3,000.00	-2,094.50
Publication and Notice Exp	296.20	2,500.00	-2,203.80
Road Maintenance	22,470.00	20,000.00	2,470.00
Town Green Project	0.00	0.00	0.00
Training and Reimbursement	0.00	1,000.00	-1,000.00
Website Expense	0.00	1,000.00	-1,000.00
Total Expense	93,486.72	92,500.00	986.72
Net Income	49,417.13	33,500.00	15,917.13

5:00 PM
 04/15/19
 Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 1, 2018 through April 15, 2019

Type	Date	N	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	02/08/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,335.74
Deposit	02/08/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	38.79
Deposit	03/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,803.50
Deposit	03/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	3,763.47
Total Sales Tax Revenue						95,942.08
Total Revenues						95,942.08
TOTAL						95,942.08

5:08 PM
04/15/19

The Town of Carlton Landing
Transaction List by Vendor
March 17 through April 15, 2019

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Bank of Oklahoma								
Check	04/01/2019	1		Sinking Fund Acct # ...		-SPLIT-		29,700.00
Check	04/01/2019	2	2018 GOB	Sinking Fund Acct # ...		-SPLIT-		4,200.00
Key Robbins Wall								
Bill	04/01/2019	April	April	Accounts Payable		Legal Fees- To...		500.00
Bill Pmt -Check	04/01/2019	452	April	BOK - Checking - *96...		Accounts Payable		500.00
McAlester News Capital								
Bill Pmt -Check	04/01/2019	453	05118368	BOK - Checking - *96...		Accounts Payable		48.30
Oklahoma Municipal League								
Bill Pmt -Check	04/01/2019	454	070697	BOK - Checking - *96...		Accounts Payable		85.00
Renee Norman								
Bill	04/01/2019	April	April	Accounts Payable		Finance Officer		600.00
Bill Pmt -Check	04/01/2019	455	April	BOK - Checking - *96...		Accounts Payable		600.00
Tad Switzer								
Bill Pmt -Check	04/01/2019	456	33685258	BOK - Checking - *96...		Accounts Payable		50.00

MEMORANDUM

FROM: Max Demarlio, Chairperson, Community Center Advisory Committee, Carlton Landing, OK.
TO: Board of Trustees, Town of Carlton Landing, Carlton Landing, OK.
DATE: April 20, 2019
SUBJ: Carlton Landing Community Center Project Committee Report
Cc:

CHARGE: The Carlton Landing Board of Trustees created an Advisory Committee of Carlton Landing Community Members to gather information regarding:

PROPOSED: Community Center located at Lake Front for the purpose of having a location for Events and Activities.

ACTIONS: This Committee held two community wide hearings to receive viewpoints of the proposed Community Center.

FIRST COMMUNITY MEETING: During the first hearing there was much discussion regarding Structural appearance, building use, and proposed square footage. In addition, various Builders discussed and asked questions with respect to the Bidding process. Because this was a TIFF project there was no bidding required. Our charge was strictly to gather information from the Community at Large as to what the community would like to have as their Community Center.

Mike Kerney: Of (TCH) Traditional Craft Homes provided some answers to questions based on his knowledge of the proposed project. Mr. Kerney also shared ideas with respect to the Developer's thoughts for the use of this project so that the community members had some idea as to what is proposed.

Austin Tunnell: Provided a brief presentation of his ideas for the use of this space.

Meeting adjourned and a second meeting scheduled for April 13, 2019.


SECOND COMMUNITY MEETING: This meeting allowed for extensive public discussion, and there were many questions that were asked which was beyond the Scope of this Committee.

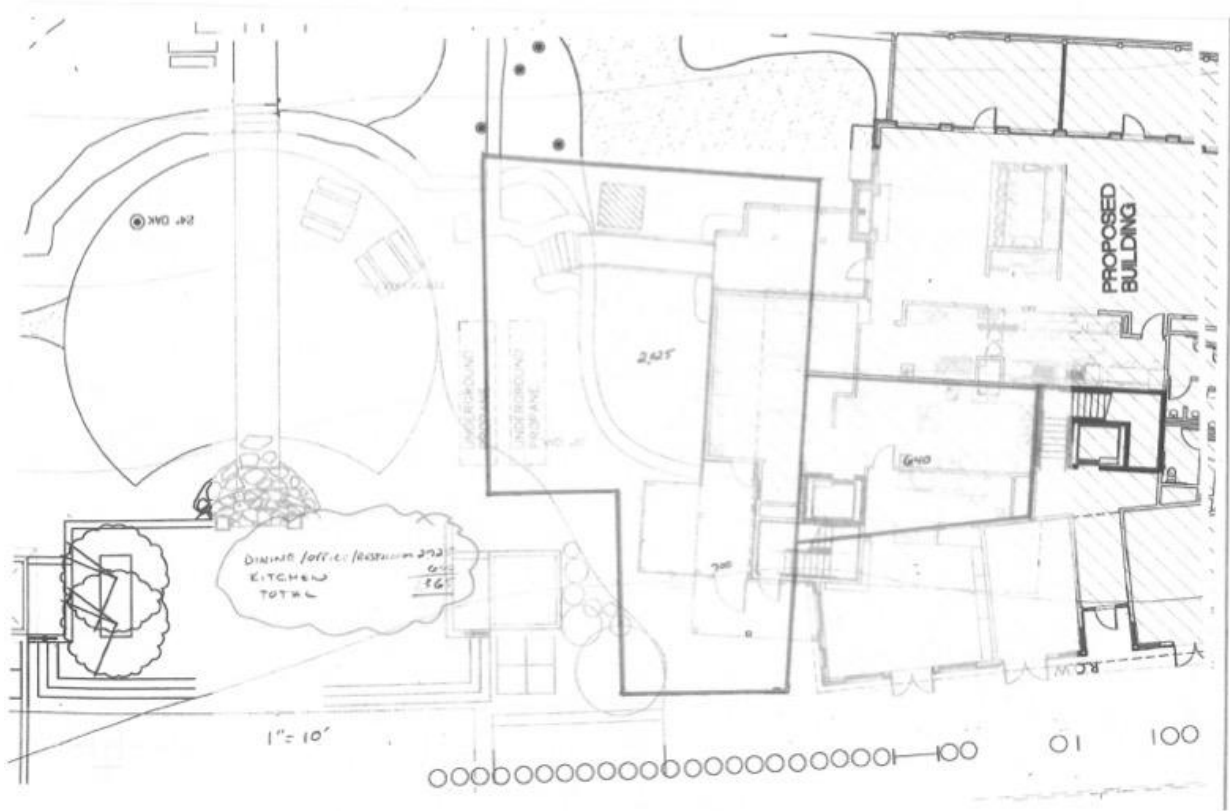
COMMITTEE DECISION AND RECOMMENDATIONS:

This Committee has fulfilled its charge to provide the Board of Trustees of the Town of Carlton Landing with its results from information and responses from the Carlton Landing Community at Large.

IT IS HEREBY RECOMMENDED TO: The Board of Trustees of Carlton Landing to take the step necessary with respect to the proposed Community Center. The Community of Carlton Landing would enjoy having a Community Center with the Minimum of 2,020 Sq. Ft. It is also Recommended and agreed by the Community at Large to have frontal space that will allow for Governmental Offices of the Board of Trustees to include specifications for restrooms suitable for this size of space.

Respectfully,


Max Demario
Chair, Community Center Advisory Committee
Carlton Landing, OK. 74432





**CENTER FOR ECONOMIC
DEVELOPMENT LAW**

301 N. Harvey, Suite 100
Oklahoma City, Oklahoma
73102-3421

405 232 4806 TELEPHONE
405 232 5010 FACSIMILE
www.econlaw.com

April 11, 2019
(Invoice Date)

Invoice No.: 13463

TIN: 80-0520159

Town of Carlton Landing
20 Boulevard
Carlton Landing, Oklahoma

Matter No.:789-1

Attention: Grant Humphreys, Administrator (Via Email)

RE: Legal Consulting Services Under the Local Development Act

Billing Period:

For the Calendar Month Ending Mar 31, 2019

LEGAL SERVICES

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Mar-28-19	Draft addendum and new forms for FEAs that include language re: ownership/maintenance of projects upon completion; correspond with J. Chinnici re: same.	JRS	\$165.00	1.50	247.50
Total of Legal Services Fees for Billing Period:					\$247.50
Total of Legal Services Fees & Disbursements for Billing Period:					\$247.50
Previous Balance:					5,245.44
Balance Due:					\$5,492.94

"Balance Due" may not reflect payments or charges made after the last day of the Billing Period.



INVOICE

OnSolve, LLC
 780 West Granada Boulevard
 Ormond Beach, FL 32174
 Phone 386-676-0294 Fax 386-676-1127

INVOICE #: ECN-035509
 DATE: 03/22/2019

BILL TO: Town of Cariton Landing, OK
 Accounts Payable
 Marcy Carrick
 20 Boulevard
 Eufaula, OK 74432

SHIP TO: Marcy Carrick
 20 Boulevard
 Eufaula, OK 74432
 United States

REFERENCE #	MEMO	PAYMENT TERMS
		Due on receipt of invoice

QTY	UNIT PRICE	DESCRIPTION	AMOUNT
1	\$1,500.00	CodeRED extension for: 04/12/2019 - 04/11/2020	\$1,500.00
SUBTOTAL			\$1,500.00
TOTAL			\$1,500.00

Thank you for your business.

Remit Payments to OnSolve, LLC
 780 West Granada Blvd
 Ormond Beach, FL 32174

Bank/Wire Information:
 Wells Fargo Bank, N.A., 420 Montgomery Street, San Francisco, CA 94104
 Credit to Account # 5231692129
 Routing /ABA # for wires: 121000248 ABA # for ACH: 063107513

Crawford & Associates, P.C.

10308 Greenbriar Place
Oklahoma City, OK 73159
Phone (405) 691-5550



Town of Carlton Landing
10 Boulevard Unit G
Carlton Landing, OK 74332

Invoice#: 12267
Date: 3/15/2019

CARLLND19

Professional Services Rendered through March 15th, 2019:

<u>Date</u>	<u>Staff</u>	<u>Explanation</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<u>Consulting Services - Other Services</u>					
02/27/19	DCRAW	Reviewed files on Town website	1.00	165.00	\$165.00
03/13/19	DCRAW	Researched auditor's questions	2.00	165.00	330.00
03/14/19	DCRAW	Researched auditor's questions	0.50	165.00	82.50
Total Charges Due:			3.50		\$577.50

DATE RCVD 3/22
RCVD BY RW
INITIAL _____
APPROVAL _____
FINAL _____
APPROVAL _____
ENTITY _____
ACCOUNT _____
DATE PAID _____
CHECK NO. _____