

**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, February 15, 2020

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

MINUTES

1. Call to Order

The meeting was called to order at 8:05 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees of January 18, 2020
- b. Special Meeting of the CL Board of Trustees of February 1, 2020

MOTION was made by Mai and seconded by Brule to approve the consent items as presented.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Acknowledge receipt of Claims and Purchase Orders Report

See attached

5. Items Removed from Consent Agenda

6. Consider, discuss and approve Resolution _____ accepting the deed of property along the entrance road, more specifically described in Attachment A, or take any other appropriate action.

Kay Wall, town attorney reported she has not yet received the deed from the developer.

MOTION: A motion was made by Chinnici and seconded by Mai to STRIKE agenda item # 6.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

7. Consider, discuss and provide direction to Staff on developing a Lodging Tax Ordinance, or take any other appropriate action.

Local governments are limited in the ability to fund the general operations of government. Sales/Use Tax is the primary source of funding for general operations. The other main source of allowed funding is fee for services, which includes permits, licenses, utilities (water, wastewater, sanitation), fines, etc. While most communities have one or more utility operations to support general operations, Carlton Landing does not have or own the utilities that service the Town. The volatility of sales tax makes it difficult to budget and operate day to day. The Sales Tax Comparison worksheet, attached, shows the sales tax collected over the past four (4) fiscal years. Sales Tax has declined each year and correlates to the amount and level of construction.

Over the past few months, the Town Trustees have taken steps to diversify and or expand the revenue(s) for the operation of the Town. The Trustees approved a Use Tax Ordinance to capture online or remote sales which are delivered/used in Carlton Landing. The Use Tax went into effect January 1, 2020. In addition, the Trustees approved a utility tax on specific utilities doing business within the city limits, excluding water. These steps help diversify the revenue sources coming to the Town, they will not fully offset the ups and downs or reliance on sales tax.

Another revenue source the Town could implement for general operations is a lodging tax. Lodging tax is a tax imposed on short term rental properties. The Carlton Landing Hospitality Office provided there were 1,200 nights of rental in 2019 with approximately forty units/homes participating in the rental program. An analysis of sales tax collected for 2019 showed the Town received almost \$15,700.00 from lodging. Using an average of \$300.00 per night at three percent (3%) tax, a lodging tax would generate approximately \$10,800.00 in revenue. For Fiscal Year 2019-20 year to date, the Town has received about \$13,533.00 in sales tax revenue. The Lodging Tax Analysis, attached, shows potential revenue using a three percent (3%), four percent (4%) or five percent (5%) tax rate with an average \$250.00, \$300.00 or \$350.00 per night rate. At 1200 nights per year possible income is from \$9,000.00 to \$21,000.00 annually.

In order to implement a Lodging Tax, Trustees would need to pass an Ordinance setting the tax levy and then approve a Resolution calling for an election. Under Oklahoma Statute any tax implemented within a Town or City must be approved by the voters prior to going into effect.

Following a discussion of how to educate and inform residents and how to proceed, a MOTION was made to direct staff to develop a Lodging Tax Ordinance.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

Reports

- a. Sales Tax Revenue and other Financial Reports

See Attached

b. Town Administrator

See Attached

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

Kay Wall reported she will soon be attending a seminar on Oklahoma Competitive Bid Law

8. Recognize Citizens wishing to comment on non-Agenda Items

Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes. None

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

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:53 a.m., February 15, 2019

Mayor

Attest:

Town Clerk

The Town of Carlton Landing

BALANCE SHEET

As of February 12, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BOK - Checking - *9683	232,273.43
General Obligation Bond 2017	0.00
General Obligation Bond 2018	69,786.67
Sinking Fund Acct # 312713087	84,013.44
Total Bank Accounts	\$386,073.54
Accounts Receivable	
Accounts Receivable	2,358.00
Total Accounts Receivable	\$2,358.00
Other Current Assets	
Due from Tif	33,471.15
Office Furniture	4,241.43
Prepaid Insurance	0.00
Total Other Current Assets	\$37,712.58
Total Current Assets	\$426,144.12
Fixed Assets	
Marina Project	22,778.50
Nature Center Playground	0.00
Swim Beach	225,973.18
Total Fixed Assets	\$248,751.68
TOTAL ASSETS	\$674,895.80

The Town of Carlton Landing

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 1, 2019 - February 15, 2020

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Revenues			
Permits and Licensing	6,700.60	23,336.00	-16,635.40
Sales Tax Revenue	50,989.81	80,000.00	-29,010.19
Sinking Fund Receipts	21,840.28	22,668.00	-827.72
Transfer in from TIF		66,268.00	-66,268.00
Use Tax		666.68	-666.68
Utility Tax	1,269.18	666.68	602.50
Total Revenues	80,799.87	193,605.36	-112,805.49
Total Income	\$80,799.87	\$193,605.36	\$ -112,805.49
GROSS PROFIT	\$80,799.87	\$193,605.36	\$ -112,805.49
Expenses			
Administration	21,912.77	82,358.30	-60,445.53
Community Support Agreements	2,000.00	4,000.00	-2,000.00
Dues & Memberships	115.00	1,200.00	-1,085.00
GO Bond Payments		17,000.00	-17,000.00
Grant Match		28,000.00	-28,000.00
Insurance		1,200.00	-1,200.00
Int Interest Expense	6,400.00	4,200.00	2,200.00
Meeting Expense	50.00		50.00
Misc - Fees, Events, Activities	250.00	1,264.00	-1,014.00
Office Supplies	159.31	5,332.00	-5,172.69
Payroll Expenses	0.89		0.89
Pending Projects Entry Road		153,505.00	-153,505.00
Professional Services	24,211.24	25,500.00	-1,288.76
Publication and Notice Exp	1,929.73	1,000.00	929.73
Rent	3,500.00	5,200.00	-1,700.00
Road & Trail Maintenance	4,627.00	6,532.00	-1,905.00
School, Training, Travel		532.00	-532.00
Utilities	408.00	1,200.00	-792.00
Website Expense		666.68	-666.68
Total Expenses	\$65,563.94	\$338,689.98	\$ -273,126.04
NET OPERATING INCOME	\$15,235.93	\$ -145,084.62	\$160,320.55
NET INCOME	\$15,235.93	\$ -145,084.62	\$160,320.55

The Town of Carlton Landing

ACCOUNT QUICKREPORT

July 1, 2019 - February 12, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
Revenues								
Sales Tax Revenue								
07/09/2019	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		62.37	62.37
07/09/2019	Deposit		Oklahoma Tax Commission	June 2019	Revenues:Sales Tax Revenue		3,067.59	3,129.96
08/09/2019	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		28.18	3,158.14
08/09/2019	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		8,520.10	11,678.24
09/16/2019	Deposit			Cigar Tax	Revenues:Sales Tax Revenue		84.07	11,762.31
09/16/2019	Deposit			Sales Tax	Revenues:Sales Tax Revenue		14,155.52	25,917.83
10/21/2019	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		123.93	26,041.76
10/21/2019	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		5,628.66	31,670.42
11/21/2019	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		50.00	31,720.42
11/21/2019	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		8,477.29	40,197.71
12/19/2019	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		74.37	40,272.08
12/19/2019	Deposit		Oklahoma Tax Commission		Revenues:Sales Tax Revenue		2,939.35	43,211.43
01/14/2020	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		26.55	43,237.98
01/14/2020	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		4,537.13	47,775.11
02/12/2020	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		38.36	47,813.47
02/12/2020	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		3,176.34	50,989.81
Total for Sales Tax Revenue							\$50,989.81	
Total for Revenues							\$50,989.81	
TOTAL							\$50,989.81	

The Town of Carlton Landing

TRANSACTION LIST BY VENDOR

January 18 - February 10, 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Crawford & Associates, P.C.						
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	559	Yes		BOK - Checking - *9683	-5,170.00
Joanne Chinnici - reimbursements						
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	565	Yes		BOK - Checking - *9683	-102.00
Kay Robbins Wall						
02/01/2020	Bill	February	Yes	Voided	Accounts Payable	500.00
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	561	Yes		BOK - Checking - *9683	-500.00
Landmark						
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	564	Yes		BOK - Checking - *9683	-392.00
McAlester News Capital						
01/22/2020	Bill	00030088	Yes		Accounts Payable	650.85
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	567	Yes		BOK - Checking - *9683	-650.85
New Town Development						
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	558	Yes		BOK - Checking - *9683	-1,375.00
Oklahoma Tax Commission {2}						
01/27/2020	Bill	4th Qtr	Yes		Accounts Payable	882.00
01/27/2020	Bill Payment (Check)	569	Yes		BOK - Checking - *9683	-882.00
OPEH&W						
02/01/2020	Bill Payment (Check)	560	Yes			0.00
02/01/2020	Bill Payment (Check)	563	Yes		BOK - Checking - *9683	-2,790.32
Renee Norman						
02/01/2020	Bill	February	Yes		Accounts Payable	750.00
02/01/2020	Bill Payment (Check)	562	Yes		BOK - Checking - *9683	-750.00
Tad Sweitzer						
01/18/2020	Bill	33694520	Yes		Accounts Payable	50.00
02/01/2020	Bill Payment (Check)		Yes			0.00
02/01/2020	Bill Payment (Check)	566	Yes		BOK - Checking - *9683	-50.00

Monday, February 10, 2020 01:06 PM GMT-06:00

1/2

Town Administrator's Report – February 15, 2020

- ☐ Trustee Workshop/Retreat February 1, 2020
- ☐ Alley Improvements – Engineering Plans were received, Mike and I reviewed and sent comments to Engineer, revised plans should be returned by end of next.
- ☐ Corp Annual Report - Worked on Year-End Report and updating Development Plan. Met with the Corp on Thursday, February 12 to review Development Plan, waiving construction restriction and they performed the annual inspection.
- ☐ Visited with Jim Hasenbeck on Plan Review process of Planning Commission and Phase 6 plans.
- ☐ Met with Grant – We have set-up an ongoing meeting time every two weeks to review projects and have general communication. Current project discussion – Entrance Road deed of property, School property, Extend Ridgeline Road, Marina relocation, Stephens Road.
- ☐ Nature Center Facility – Have had communication with TKWA, original Architects on proposal for revising building plans and preparing construction ready plans, have had discussion with Mike Kerney on alternate plans that had been developed, reviewed new process for using construction management or design build option under new Statute, went into effect January 1, 2020.
- ☐ Working with County on setting up draw account for Entrance Road project.