

**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 21, 2020

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

This meeting shall include teleconference/videoconference participation.

Members attending remotely (videoconference/teleconference) shall be:

Mary Myrick (teleconference)

Chuck Mai (teleconference)

Members attending physically shall be:

Joanne Chinnici

Clay Chapman

Kris Brule

MINUTES

1. Call to Order

The meeting was called to order at 8:15 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT:

Mary Myrick (teleconference)

Chuck Mai (teleconference)

Kris Brule, Present

Joanne Chinnici, Present

Clay Chapman, Present

Jan Summers, Present

Kay Wall, Present

Greg Buckley, Present

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees of February 15, 2020

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

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda
6. Consider, discuss and approve **Resolution 2020-03-01** accepting the deed of property along the entrance road, more specifically described in Attachment A, or take any other appropriate action.

The Developer is deeding over approximately fifteen (15) feet of property on either side of the existing entrance road. Currently the Town was deeded the road, which covers from edge of pavement to edge of payment. There is a need for addition property to accommodate improvements, repairs to the road along with providing drainage along the road.

Kay Wall stated she needed to update the warranty deed to include the filing stamp.

MOTION was made by Chinnici and seconded by Mai to approve Resolution 2020-03-01 based on revisions and to authorize the mayor to accept the document when amended.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

7. Consider, discuss and approve **Ordinance 2020-03-1** relating to finance and taxation; Enacting new provisions of the Carlton Landing Town Code, Sections 1 through 29, Lodging/Hotel/Motel Tax Code; Providing that if any part or parts hereof be held invalid or ineffective the remaining portions shall not be affected; Providing for an effective date, or take any other appropriate action..

At the February 15, 2020 Board of Trustees meeting, the Board directed staff to develop an Ordinance establishing a Lodging/Hotel/Motel Tax. The proposed Ordinance establishes the rate, provides for certain exemptions, operator responsibilities, and penalty for non-payment.

After discussion regarding the percentage of the tax, a motion was made.

MOTION: A motion was made by Mai and seconded by Chinnici to approve Ordinance 2020-03-1 at 7%.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

8. Consider, discuss and approve **Resolution 2020-03-02** directing that a Special election be held regarding the implementation of a lodging/hotel/motel tax; Declaring a time when polls are to be open; Stating requirements for Ballot; Making certain Special election laws applicable; Stating responsibilities of County Election Board and County Election Board Secretary; Requiring publication of Resolution; and providing for absentee ballots; and approve Notice of Election; or take any other appropriate action.

Under Oklahoma Statue, taxes are required to be approved by a majority of the voters of the city or town. The Board of Trustees of Carlton Landing approved a Lodging Tax Ordinance and now requires the approval of the voters to become effective. The Resolution set the election on June 30, 2020 to coincide with the County Primary election. There are certain dates when a city or town may call or hold an election. To meet the filing deadline and notice requirement for June 30, 2020, the Resolution calling for an election must be approved by April 15, 2020.

MOTION: A motion was made by Chinnici and seconded by Brule to approve the amended resolution incorporating a 7 % lodging tax.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

9. Consider, discuss and approve Ordinance _____ regarding the use of fireworks within the Town of Carlton Landing, Oklahoma; providing definitions; and setting forth conditions regarding discharging of fireworks, permit requirements to discharge fireworks, sales of fireworks, licensing to sell fireworks, insurance requirements; violation and penalty for violation of this Ordinance; and declaring an emergency, or take any other appropriate action.

The proposed Fireworks Ordinance provides for setting off fireworks during certain days and times of the year, specifically around July 4th and New Year's Eve for individuals. Public displays of fireworks are allowed at any time of the year. The Ordinance establishes the need to obtain a permit and provides requirements for where fireworks may be set off.

The Fireworks Ordinance provides guidelines for when and where fireworks may be sold. Vendors who wish to set up and sell fireworks will be required to be licensed by the State and Town, have insurance and have permission from the property owner where the Stand is to be located.

In addition, the Ordinance sets fines and penalties for non-compliance or violations of the Ordinance.

A discussion focused on including areas that would be safe zones to set off fireworks.

MOTION: A motion was made by Chinnici and seconded by Chapman to STRIKE agenda item 9 and bring back for future consideration.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

10. Discuss and provide direction to Staff, if necessary, regarding policies, practices and operations of the Town of Carlton Landing related to coronavirus (COVID-19) or take any other appropriate action.

Recommendations were made to follow CDC guidelines and consider closing the rental program if COVID-19 was imminent.

11. 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 having prepared the warranty deed for the 15 feet of land on either side of the entrance road and shared it will need some modifications. She has also reviewed the proposed Fireworks ordinance and found it to be legally correct.

12. 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.

Grant Humphreys requested a meeting with the town Administrator to discuss a revision in the lodging tax.

13. Comments and questions by Governing Body members regarding items for future consideration.

It was suggested the trustees attend a training on how to use Zoom

14. Adjournment

There being no further business, and motion was made and seconded to adjourn the meeting at 9:06 a.m., March 21, 2020

Mayor

Attest:

Town Clerk

The Town of Carlton Landing

BALANCE SHEET As of March 18, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BOK - Checking - *9683	212,232.70
General Obligation Bond 2020	77,917.47
General Obligation Bond 2017	0.00
General Obligation Bond 2018	69,786.67
Sinking Fund Acct - 3087	98,909.45
Total Bank Accounts	\$458,846.29
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	1,057.00
Total Other Current Assets	\$38,769.58
Total Current Assets	\$499,973.87
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	\$748,725.55

The Town of Carlton Landing

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 2019 - June 2020

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Revenues			
Permits and Licensing	7,486.60	35,000.00	-27,513.40
Sales Tax Revenue	57,433.29	120,000.00	-62,566.71
Sinking Fund Receipts	36,736.29	34,000.00	2,736.29
Transfer in from TIF		99,404.00	-99,404.00
Use Tax	34.13	1,000.00	-965.87
Utility Tax	1,269.18	1,000.00	269.18
Total Revenues	102,959.49	290,404.00	-187,444.51
Total Income	\$102,959.49	\$290,404.00	\$ -187,444.51
GROSS PROFIT	\$102,959.49	\$290,404.00	\$ -187,444.51
Expenses			
Administration	41,817.66	123,538.30	-81,720.64
Community Support Agreements	2,000.00	6,000.00	-4,000.00
Dues & Memberships	147.00	1,800.00	-1,653.00
GO Bond Payments		34,000.00	-34,000.00
Grant Match		42,000.00	-42,000.00
Insurance		1,800.00	-1,800.00
Int Interest Expense	6,400.00	8,400.00	-2,000.00
Meeting Expense	50.00		50.00
Misc - Fees, Events, Activities	250.00	1,900.00	-1,650.00
Office Supplies	159.31	8,000.00	-7,840.69
Payroll Expenses	0.89		0.89
Company Contributions			
Retirement	695.56		695.56
Total Company Contributions	695.56		695.56
Taxes	1,147.17		1,147.17
Total Payroll Expenses	1,843.62		1,843.62
Pending Projects Entry Road		153,505.00	-153,505.00
Professional Services	30,470.64	38,250.00	-7,779.36
Publication and Notice Exp	1,929.73	1,500.00	429.73
Rent	4,000.00	7,800.00	-3,800.00
Road & Trail Maintenance	5,019.00	9,800.00	-4,781.00
School, Training, Travel		800.00	-800.00
Utilities	408.00	1,800.00	-1,392.00
Website Expense		1,000.00	-1,000.00
Total Expenses	\$94,494.96	\$441,893.30	\$ -347,398.34
NET OPERATING INCOME	\$8,464.53	\$ -151,489.30	\$159,953.83
NET INCOME	\$8,464.53	\$ -151,489.30	\$159,953.83

The Town of Carlton Landing

ACCOUNT QUICKREPORT

July 1, 2019 - March 18, 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
03/09/2020	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		23.62	51,013.43
03/09/2020	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		6,419.86	57,433.29
Total for Sales Tax Revenue							\$57,433.29	
Total for Revenues							\$57,433.29	
TOTAL							\$57,433.29	

The Town of Carlton Landing

TRANSACTION LIST BY VENDOR

February 16 - March 18, 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
BOK Financial						
03/01/2020	Check	EFT	Yes		BOK - Checking - *9683	-41.90
03/01/2020	Journal Entry	4	Yes			
Crawford & Associates, P.C.						
03/01/2020	Bill Payment (Check)	575	Yes		BOK - Checking - *9683	-2,167.50
Dan Hurd						
03/01/2020	Bill Payment (Check)	570	Yes		BOK - Checking - *9683	-2,800.00
IRS						
02/21/2020	Tax Payment		Yes	Tax Payment for Period: 01/08/2020-01/10/2020	BOK - Checking - *9683	-883.96
02/21/2020	Tax Payment		Yes	Tax Payment for Period: 01/22/2020-01/24/2020	BOK - Checking - *9683	-795.32
02/21/2020	Tax Payment		Yes	Tax Payment for Period: 02/05/2020-02/07/2020	BOK - Checking - *9683	-883.96
03/04/2020	Check	EFT	Yes		BOK - Checking - *9683	-1,679.28
Kay Robbins Wall						
03/01/2020	Bill	March	Yes		Accounts Payable	500.00
03/01/2020	Bill Payment (Check)	577	Yes		BOK - Checking - *9683	-500.00
Landmark						
03/01/2020	Bill Payment (Check)	580	Yes		BOK - Checking - *9683	-392.00
New Town Development						
03/01/2020	Deposit		Yes		BOK - Checking - *9683	786.00
Oklahoma Employment Security Commission						
02/21/2020	Bill	90-5602902	Yes		Accounts Payable	256.80
03/01/2020	Bill Payment (Check)	576	Yes		BOK - Checking - *9683	-256.80
Oklahoma Uniform Building Code Commission						
03/01/2020	Bill Payment (Check)	571	Yes		BOK - Checking - *9683	-32.00
OkMRF						
02/19/2020	Check		Yes		BOK - Checking - *9683	-695.56
OMAG						
03/01/2020	Bill Payment (Check)	579	Yes		BOK - Checking - *9683	-1,057.00
OPEH&W						
03/01/2020	Bill Payment (Check)	578	Yes		BOK - Checking - *9683	-2,790.32
03/10/2020	Bill	March	Yes		Accounts Payable	1,395.16
Pittsburg County Clerk						
02/19/2020	Deposit		Yes		Sinking Fund Acct - 3087	14,896.01
Renee Norman						
03/01/2020	Bill	March	Yes		Accounts Payable	750.00
03/01/2020	Bill Payment (Check)	572	Yes		BOK - Checking - *9683	-750.00

Tony Baker Rental

Wednesday, March 18, 2020 12:49 PM GMT-05:00

1/2

Town Administrator's Report – March 21, 2020

- ☐ Use Tax – We received our first Use Tax deposit from the State. It was about \$34.00, which confirms my earlier discussion with the OTC that business have been slow to update the rate table the use for calculating Use Tax. In follow-up communication with the OTC, they indicated they have reached out to vendors to update their rate tables. Their efforts seem to be working as of March 16, 2020 the Use Tax submitted for Carlton Landing was about \$101.00. The due date for submission of Use Tax the e20th of the month.
- ☐ Alley Improvements – Notice of Bid has going out. There is a mandatory pre-bid walk-through on March 30, 2020 and bids are due April 13.
- ☐ Coronavirus – Tried to stay abreast of changes regarding the virus and worked with Mayor to Declare the Emergency. Impact on our operations should be minimal, however; I am not sure how this will impact our projects.
- ☐ 2020 GO Bond – The 2020 GO Bond formally closed March 12, 2020. After expenses we received \$77,917.47 for or Street Light Master Plan. Lighting Policy and project.
- ☐ Audit – We were scheduled to have our field work for FY 18-19 next week. Elfrink and Associates has canceled the appointment. We are working with them on trying to provide documents remotely so the Audit can be completed.
- ☐ New Software System – We have begun the set-up process for our new software system. We are shooting for early April to have everything set-up and switch over. Renee and I have been given access to training videos in preparation of formal training and conversion.