

**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 18, 2020

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust
This meeting shall include videoconference/teleconference participation.
Members attending remotely (videoconference/teleconference) shall be:

Mary Myrick (video/teleconference)
Clay Chapman (video/teleconference)
Chuck Mai (video/teleconference)
Kris Brule (video/teleconference)
Joanne Chinnici (video/teleconference)
Members attending physically shall be:
Greg Buckley, Town Administrator

MINUTES

1. Call to Order

The meeting was called to order at 8:03 a.m. with Mayor Chinnici presiding.

2. Roll Call

Mary Myrick (teleconference)
Chuck Mai (teleconference)
Kris Brule (teleconference)
Clay Chapman (teleconference)
Joanne Chinnici (teleconference)
Jan Summers (teleconference)
Renee Norman (teleconference)
Kay Wall (teleconference)
Greg Buckley, present

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the Board of Trustees of March 21, 2020
- b. Special Meeting of the Board of Trustees of April 1, 2020

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

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda

6. Consider, discuss and accept the Annual Financial Statements and Independent Auditor's Reports for Fiscal Year ending June 30, 2019 as prepared by Elfrink and Associates, or take any other appropriate action.

Audit was completed by Elfrink and Associates. Staff worked with Crawford and Associates to complete year-end reporting and to provide requested documentation. Due to the COVID restrictions we performed the field portion of the Audit remotely by phone. Requested documents were scanned and sent to Auditor. Overall, Audit provides the Town of Carlton Landing has maintained its general financial position.

Ann Elfrink reported her firms audit as of and for the year ended June 30, 2019. Her recommendations to the town were to (1) obtain collateralization from the bank and (2) to adopt GAP basis general accounting principles.

MOTION: A motion was made by Chinnici and seconded by Mai to acknowledge receipt of Fiscal Year 2018-2019 Audit as prepared by Elfrink and Associates.
(Request a full report from the Town files)

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

7. Consider, discuss and approve Ordinance 2020-04-03 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.

Fireworks are an integral part of the 4th of July, Independence Day, celebration. While fireworks are fun and exciting many cities and towns have enacted Ordinances which regulate the setting off and selling of fireworks with city/town limits.

A discussion focused on enforcement, issuance of permits as well as desirable hours.

MOTION: A motion was made by Chinnici and seconded by Mai to amend section 1 to reflect Seventy-two hours (72) before and after July 4 each year between the hours of Noon (12:00) p.m. and ten thirty o'clock (10:30) p.m. and to approve Ordinance 2020-04-03 as otherwise presented.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

- a. Consider and approve emergency clause for the foregoing ordinance.

MOTION: A motion was made by Chinnici and seconded by Mai to approve the emergency clause for ordinance 2020-04-03

8. 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.

Recommendation were to follow the current CDC Guidelines and to monitor the dock areas and request HOA to put up signs limiting number of people in gatherings.

9. 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. None

10. Recognize Citizens wishing to comment on non-Agenda Items. None

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

Trustee Mai reminded our town administrator to be ready to file for “relief for towns” if they become available.

12. Adjournment

There being no further business, and motion was made and seconded to adjourn the meeting at 8:51 a.m., April 18, 2020

Mayor

Attest:

Town Clerk

The Town of Carlton Landing

BALANCE SHEET

As of April 16, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BOK - Checking - *9683	198,413.08
General Obligation Bond 2020	77,917.47
General Obligation Bond 2017	0.00
General Obligation Bond 2018	69,786.67
Sinking Fund Acct - 3087	58,133.83
Total Bank Accounts	\$404,251.05
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	\$445,378.63
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	\$694,130.31

The Town of Carlton Landing

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 1, 2019 - April 13, 2020

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Revenues			
Permits and Licensing	6,700.60	29,168.00	-22,467.40
Sales Tax Revenue	63,116.11	100,000.00	-36,883.89
Sinking Fund Receipts	37,360.67	28,334.00	9,026.67
Transfer in from TIF		82,836.00	-82,836.00
Use Tax	686.03	833.34	-147.31
Utility Tax	1,269.18	833.34	435.84
Total Revenues	109,132.59	242,004.68	-132,872.09
Total Income	\$109,132.59	\$242,004.68	\$ -132,872.09
GROSS PROFIT	\$109,132.59	\$242,004.68	\$ -132,872.09
Expenses			
66000 Payroll Expenses-1 (deleted)	0.00		0.00
Administration	46,100.39	102,948.30	-56,847.91
Community Support Agreements	2,000.00	5,000.00	-3,000.00
Dues & Memberships	147.00	1,500.00	-1,353.00
GO Bond Payments	400.00	17,000.00	-16,600.00
Grant Match		35,000.00	-35,000.00
Insurance		1,500.00	-1,500.00
Int Interest Expense	12,400.00	4,200.00	8,200.00
Legal Fees - Economic Develop	520.00		520.00
Meeting Expense	100.00		100.00
Misc - Fees, Events, Activities	250.00	1,582.00	-1,332.00
Office Supplies	159.31	6,666.00	-6,506.69
Payroll Expenses	0.89		0.89
Taxes	1,147.17		1,147.17
Total Payroll Expenses	1,148.06		1,148.06
Pending Projects Entry Road		153,505.00	-153,505.00
Professional Services	37,401.69	31,875.00	5,526.69
Publication and Notice Exp	1,929.73	1,250.00	679.73
Rent	4,500.00	6,500.00	-2,000.00
Road & Trail Maintenance	5,411.00	8,166.00	-2,755.00
School, Training, Travel		666.00	-666.00
Utilities	612.00	1,500.00	-888.00
Website Expense		833.34	-833.34
Total Expenses	\$113,079.18	\$379,691.64	\$ -266,612.46
NET OPERATING INCOME	\$ -3,946.59	\$ -137,686.96	\$133,740.37
NET INCOME	\$ -3,946.59	\$ -137,686.96	\$133,740.37

The Town of Carlton Landing

CHECK DETAIL

March 22 - April 13, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
BOK - Checking - *9683						
03/27/2020	Bill Payment (Check)	581	Crawford & Associates, P.C.			-3,740.00
						-3,740.00
03/27/2020	Bill Payment (Check)	582	Joanne Chinnici - reimbursements			-102.00
						-102.00
03/27/2020	Bill Payment (Check)	583	Center for Economic Development Law			-520.00
						-520.00
03/27/2020	Bill Payment (Check)	599	CSA Software			-441.05
						-441.05
03/27/2020	Bill Payment (Check)	600	OnSolve LLC			-1,500.00
						-1,500.00
03/27/2020	Bill Payment (Check)	601	Landmark			-392.00
						-392.00
03/27/2020	Bill Payment (Check)	596	OkMRF			-4,967.66
						-4,967.66
03/27/2020	Bill Payment (Check)	597	Tad Sweitzer			-50.00
						-50.00
03/27/2020	Check	EFT	United States Treasury	1st Qtr	R	-1,302.52
						-1,302.52
04/01/2020	Bill Payment (Check)	593	Kay Robbins Wall			-500.00
						-500.00
04/01/2020	Bill Payment (Check)	594	Renee Norman			-750.00
						-750.00
04/01/2020	Bill Payment (Check)	595	Tony Baker Rental			-500.00
						-500.00
04/03/2020	Payroll Check	DD	JAMES G. BUCKLEY	Pay Period: 03/15/2020-03/28/2020 Direct Deposit		-2,562.72
						-2,562.72
04/03/2020	Payroll Check	DD	JAMES G. BUCKLEY	Pay Period: 03/15/2020-03/28/2020 Direct Deposit		-150.00
						-150.00
04/03/2020	Bill Payment (Check)	602	New Town Development			-786.00
						-786.00
04/03/2020	Bill Payment (Check)	603	Joanne Chinnici - reimbursements			-102.00
						-102.00

Sinking Fund Acct - 3087

Thursday, April 16, 2020 09:58 AM GMT-05:00

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The Town of Carlton Landing

ACCOUNT QUICKREPORT

July 2019 - June 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
04/09/2020	Deposit		Oklahoma Tax Commission	Cigar Tax	Revenues:Sales Tax Revenue		86.90	57,520.19
04/09/2020	Deposit		Oklahoma Tax Commission	Sales Tax	Revenues:Sales Tax Revenue		5,595.92	63,116.11
Total for Sales Tax Revenue							\$63,116.11	
Total for Revenues							\$63,116.11	
TOTAL							\$63,116.11	

Town Administrator's Report – April 18, 2020

- ☐ Alley Improvements – Bids were due April 13, but we received no Bids. We had two contractors attend the pre-bid conference for the walk through. We have re-bid the project and one of the contractors indicated he is planning to bid but could not get everything together by bid time. We will be reaching out to see if we can get better exposure and hopefully more interested contractors.
- ☐ Entrance Road – The County is planning on starting the week of April 20 for demo. The plan is for them to grind up the bad sections, let the road set for 30-45 days to address soft spots and then come in to address drainage and asphalt. We have put out Notice and will continue to keep residents apprised. Thank you Chuck for assistance on Notices.
- ☐ Project Signs – I am working with Grant on getting project signs up for the Marina and Nature Center Facility. Grant will also be putting up a few other project signs for Developer projects. I am hoping we can have the signs up within the next few weeks, before season starts.
- ☐ New Software System – New software system has been set-up and being implemented. Renee and I have begun training and have some more training to complete as we learn the new system. We should be transitioning to new system over the next couple weeks.
- ☐ Budget FY 20-21 – I am beginning to work on next year's budget. Will see how it goes with learning the new software system. One primary issue facing many Cities and Towns throughout the State is impact COVID on economy. Many Cities are starting to project a 20% to 35% reduction in revenue next year. While we are limited on number of businesses, those businesses should be less impacted once full summer season kicks in. Our big impact will be whether people will take summer vacations, which will impact rentals.