

**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; May 16, 2020

This meeting was video conferenced

MINUTES

1. Call to Order

The meeting was called to order at 8:06 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

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the Board of Trustees of April 18, 2020
- b. Special Meeting of the Board of Trustees of May 5, 2020

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

AYE: Chinnici, Myrick, Mae, Chapman, Brule

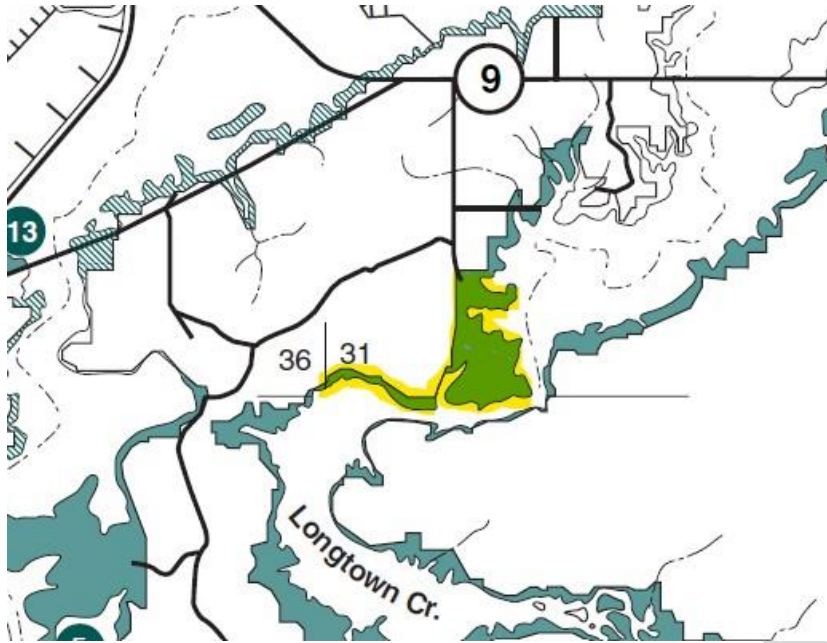
NAY: None

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda

6. Consider, discuss, and provide direction to Staff, if any, on requesting US Corp of Engineers remove Carlton Landing Lease Area from Eufaula Lake Public Hunting Area, or take any other appropriate action.

Exhibit:



The Corps of Engineers regulates the area around Lake Eufaula for public use, which includes hunting on Corp property. The Public Hunting map indicates that all of Carlton Landing Lease area is designated as allowed public hunting. While public hunting has been authorized and allowed within this area for a long time, as the Town continues to develop these areas as more mixed recreational use, is hunting still a safe and good use within Carlton Landing. Plans under our Master Lease Agreement incorporate this area to include hiking/ biking/ walking trails, horse trails, camping, rental cabins, marina, summer camp, sports fields, nature center, outdoor amphitheater, and educational and natural play areas.

The concern is when is the non-hunting recreational activities at a point where the uses do not support a safe use environment with hunting activities. While some trails have been built along with the playground, and plans to relocate the Marina are ongoing, it may be time to remove hunting from the allowed public activities.

Discussion supported the need for safety in our Corp Lease areas. Trustee Chapman would like to add restrictions on ATV's.

MOTION: A motion was made by Chapman and seconded by Mai to submit a letter of request to the US Corp of Engineers remove Carlton Landing Lease Area from Eufaula Lake Hunting Area.

AYE: Chinnici, Myrick, Mae, Chapman, Brule

NAY: None

7. Presentation and discussion of preliminary Budget Fiscal Year 2020-2021, or take any other appropriate action

The preliminary draft Budget Fiscal Year 2020-2021 includes additional revenue items for Use Tax and Lodging Tax. Sales tax has been declining for the past few years and has been

adjusted from \$120,000 to \$80,000. This will be more in line with what is projected to be received in FY 2019-20. Use Tax is new and started in January 2020, with no history it is just an estimate, however; Use Tax has grown the last three months. Lodging Tax revenue will depend on the passage of Lodging Tax Ordinance by the citizens of Carlton Landing. The Balance Forward money is the GO Bond money from the 2020 GO Bond for the Street Lights Project. This is not new revenue, but needs to be allocated so the money can be spent.

Changes to Expenditures include allocating funds for membership to City Manager organization and Clerk/Treasurer/Finance Organization; cleaning services for new office; travel and training for both Town Administrator and Finance Manager; payments for our new software system, funds to begin codification of City Ordinances, increase to GO Bond payments; funds to enhance website to allow permits and payments online.

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed along with projected revenue for possible 2020 TIF Revenue Note. The TIF Committee met to review possible projects for budgeting purposes. They will make their formal recommendation in the fall as part of the Revenue Note determination process. The CLEDT Budget also budgets the proposed projects. In the event the TIF Revenue Note is more or less than Budgeted, the Budget will need to be amended.

Both the Town Budget and CLEDT Budget are submitted as balanced Budgets. At this time, the Town Budget does not project using any excess Fund Balance to balance the budget.

Budget Supplement Information - FY 20-21

Ledger ID	Ledger Description	Budgeted FY 19-20	Amended Budget FY 19-20	Budgeted FY 20-21	
Non-Departmental Revenue					
01-00-1000-00	Sale Tax	\$ 120,000.00	\$ 120,000.00	\$ 80,000.00	
01-00-1005-00	Use Tax		\$ 1,000.00	\$ 7,200.00	
01-00-1010-00	Utility Tax		\$ 1,000.00	\$ 8,000.00	
01-00-1015-00	Lodging Tax			\$ 5,000.00	
01-00-1015-00	Pittsburgh County Sinking Fund Receipts	\$ 34,000.00	\$ 34,000.00	\$ 58,790.00	
01-00-1100-00	Building Permits/Inspection Fees	\$ 35,000.00	\$ 35,000.00	\$ 15,000.00	
01-00-1105-00	Business License and Permits			\$ 200.00	
01-00-2000-00	Grants				
01-00-2100-00	Corps Lease Rental Income				
01-00-2500-00	GO Bond				
01-00-3000-00	Interest Income				
01-00-3005-00	Miscellaneous Revenue				
01-00-9001-00	Transfer IN from CLEDT				
01-00-9002-00	Transfer IN from TIF		\$ 99,404.00	\$105,364.55	
	Balance Forward/Carry-over		\$ 153,504.51	\$77,917.47	
	TOTAL AVAILABLE REVENUES	\$ 189,000.00	\$ 443,908.51	\$357,472.02	
Administration					
<u>Personal Services</u>					
01-10-4000-00	Salaries	\$ 25,000.00	\$ 86,200.00	\$ 87,924.00	
01-10-4005-00	Overtime				
01-10-4010-00	Social Security		\$ 6,594.30	\$ 6,726.19	
01-10-4015-00	Unemployment Tax		\$ 1,724.00	\$ 1,758.48	
01-10-4020-00	Employer Paid Insurance		\$ 16,800.00	\$ 17,205.00	
01-10-4025-00	Employer Retirement Contribution		\$ 8,620.00	\$ 8,792.40	
01-10-4030-00	Vehicle/Cell Allowance		\$ 3,600.00	\$ 3,600.00	
	SUB TOTAL	\$ 25,000.00	\$ 123,538.30	\$ 126,006.07	
<u>Materials & Supplies</u>					
01-10-5000-00	Office Supplies	\$ 1,200.00	\$ 1,200.00	\$ 600.00	
01-10-5005-00	Postage				
01-10-5010-00	Building Maintenance & Repairs				
01-10-5015-00	Vehicle Maintenance & Repairs				
01-10-5020-00	Software Programs/ Services				
01-10-5025-00	Gas, Oil, Tires				
	SUB TOTAL	\$ 1,200.00	\$ 1,200.00	\$ 600.00	
<u>Other Services</u>					
01-10-6000-00	Utilities		\$ 1,800.00	\$ 1,500.00	Internet, Phone, office cleaning (960)
01-10-6005-00	Rent		\$ 6,000.00	\$ 7,200.00	Office Rent
01-10-6010-00	Publication & Notice Expense				
01-10-6015-00	Insurance				
01-10-6020-00	Professional Services				
01-10-6025-00	Contracts & Leases				
01-10-6030-00	Community Support Agreements				
01-10-6035-00	Dues & Memberships			\$ 1,180.00	ICMA, CMAO, Clerk Treas.
01-10-6040-00	School, Training, Travel			\$ 4,000.00	CMAO, ICMA, OML, Clerk Trea. Misc.
01-10-6045-00	Road Maintenance				
01-10-6050-00	Website Expense				
01-10-6055-00	Grant Match				
	SUB TOTAL	\$ -	\$ 7,800.00	\$ 13,880.00	
<u>Capital Outlay</u>					
01-10-7000-00	Equipment Purchases				
01-10-7005-00	Buildings				
01-10-7010-00	Projects				
	SUB TOTAL	\$ -			
<u>Debt Service</u>					
01-10-8000-00	GO Bond Payments				
01-10-8005-00	Lease Payments -Equipment				
01-10-8010-00	Lease Payments - Vehicles				
	SUB TOTAL	\$ -			
	DEPT TOTAL	\$ 26,200.00	\$ 132,538.30	\$ 140,486.07	\$ 0.75 25%
				\$	\$ 105,364.55 \$35,121.52

General Government
Personal Services

Budget Supplement Information - FY 20-21

Ledger ID	Ledger Description	Budgeted FY 19-20	Amended Budget FY 19-20	Budgeted FY 20-21
CLDET				
<u>Non-Departmental Revenue</u>				
05-00-1000-00	Sale Tax			
05-00-1005-00	Use Tax			
05-00-1010-00	Utility Tax			
05-00-1015-00	Pittsburgh County Sinking Fund Receipts		\$ 190,253.80	\$ 793,000.00
05-00-1100-00	Building Permits/Inspection Fees			
05-00-1105-00	Business License and Permits			
05-00-2000-00	Grants			
05-00-2100-00	Corps Lease Rental Income			
05-00-2501-00	Revenue Bond			\$ 1,275,000.00
05-00-3000-00	Interest Income			
05-00-3005-00	Miscellaneous Revenue			
05-00-9000-00	Transfer IN from Gen Fund			
	Balance Forward/Carry-over	\$ 1,946,860.00	\$ 1,946,860.00	\$ 1,058,942.83
	TOTAL AVAILABLE REVENUES	\$ 1,946,860.00	\$ 2,137,113.80	\$ 3,126,942.83
General Government				
<u>Personal Services</u>				
05-15-4000-00	Salaries			
05-15-4005-00	Overtime			
05-15-4010-00	Social Security			
05-15-4015-00	Unemployment Tax			
05-15-4020-00	Employer Paid Insurance			
05-15-4025-00	Employer Retirement Contribution			
	SUBTOTAL	\$ -	\$ -	\$ -
<u>Materials & Supplies</u>				
05-15-5000-00	Office Supplies			
05-15-5005-00	Postage			
05-15-5010-00	Building Maintenance & Repairs			
05-15-5015-00	Vehicle Maintenance & Repairs			
05-15-5020-00	Software Programs/ Services			
05-15-5025-00	Gas, Oil, Tires			
	SUBTOTAL	\$ -	\$ -	\$ -
<u>Other Services</u>				
05-15-6000-00	Utilities			
05-15-6005-00	Rent			
05-15-6010-00	Publication & Notice Expense			
05-15-6015-00	Insurance			
05-15-6020-00	Professional Services			
05-15-6025-00	Contracts & Leases			
05-15-6030-00	Community Support Agreements			
05-15-6035-00	Dues & Memberships			
05-15-6040-00	School, Training, Travel			

General Fund Summary

REVENUES		<u>FY 19-20</u>	<u>FY 20-21</u>
Non-Departmental	\$	443,908.51	\$ 357,472.02
EXPENDITURES			
<u>Adminstration</u>			
Personal Services	\$	123,538.30	\$ 126,006.07
Material and Supplies	\$	1,200.00	\$ 600.00
Other Services	\$	7,800.00	\$ 13,880.00
TOTAL DEPARTMENT	\$	132,538.30	\$ 140,486.07
<u>General Government</u>			
Material and Supplies	\$	9,900.00	\$ 8,472.70
Other Services	\$	102,950.00	\$ 65,679.00
Capital Outlay	\$	153,504.51	\$ 77,917.47
Debt Service	\$	34,000.00	\$ 58,790.00
TOTAL DEPARTMENT	\$	300,354.51	\$ 210,859.17
TOTAL EXPENDITURES	\$	432,892.81	\$ 351,345.23
YEAR END FUND BAL	\$	11,015.70	\$ 6,126.79

CLEDT Fund Summary

REVENUES		<u>FY 19-20</u>	<u>FY 20-21</u>
Non-Departmental	\$	2,137,113.80	\$ 3,126,942.83
EXPENDITURES			
<u>General Government</u>			
Material and Supplies			
Other Services			
Capital Outlay			
Debt Service	\$	215,371.84	\$ 519,125.00
Transfers - Out	\$	99,404.00	\$ 105,364.55
TOTAL DEPARTMENT	\$	314,775.84	\$ 624,489.55
<u>TIF Projects</u>			
Capital Outlay	\$	1,665,167.00	\$ 2,333,942.83
TOTAL DEPARTMENT	\$	1,665,167.00	\$ 2,333,942.83
TOTAL EXPENDITURES	\$	1,979,942.84	\$ 2,958,432.38

Trustees will carefully review the preliminary budget and be prepared to vote at a Special Meeting.

8. 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

Town attorney, Kay Wall reported we didn't receive any bids on second advertisement for paving of lanes, and that she is researching if we have to advertise for a 3rd bid.

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

None

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

Mayor Chinnici reported that we will have a Special Meeting for adopting the budget on June 15, and an election on June 30.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:35 a.m., May 16, 2020

Mayor

Attest:

Town Clerk

The Town of Carlton Landing

ACCOUNT QUICKREPORT

July 1, 2019 - May 14, 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
05/12/2020	Deposit		OK Tax Commission		Revenues:Sales Tax Revenue		6,068.74	69,184.85
Total for Sales Tax Revenue							\$69,184.85	
Total for Revenues							\$69,184.85	
TOTAL							\$69,184.85	

The Town of Carlton Landing

BALANCE SHEET

As of May 14, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BOK - Checking - *9683	67,284.42
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	\$273,122.39
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	\$314,249.97
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	\$563,001.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2110 Direct Deposit Liabilities	0.00
24000 Payroll Liabilities	0.00
401a Co. Match	-663.08
401k Emp.	-131.22
Federal Taxes (941/944)	-1,302.52
Federal Unemployment (940)	0.00
OK Income Tax	264.00
OK Unemployment Tax	187.00
Total 24000 Payroll Liabilities	-1,645.82
Direct Deposit Payable	0.00
Payable - Dan Hurd, Inspector	0.00

Accrual Basis Thursday, May 14, 2020 03:19 PM GMT-05:00

1/2

The Town of Carlton Landing

BUDGET VS. ACTUALS: FY_2019_2020 - FY20 P&L

July 2019 - May 2020

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Revenues			
Permits and Licensing	6,936.60	32,084.00	-25,147.40
Sales Tax Revenue	69,184.85	110,000.00	-40,815.15
Sinking Fund Receipts	37,360.67	31,167.00	6,193.67
Transfer in from TIF		91,120.00	-91,120.00
Use Tax	686.03	916.67	-230.64
Utility Tax	4,068.61	916.67	3,151.94
Total Revenues	118,236.76	266,204.34	-147,967.58
Total Income	\$118,236.76	\$266,204.34	\$ -147,967.58
GROSS PROFIT	\$118,236.76	\$266,204.34	\$ -147,967.58
Expenses			
Administration	50,000.94	113,243.30	-63,242.36
Community Support Agreements	2,000.00	5,500.00	-3,500.00
Dues & Memberships	725.62	1,650.00	-924.38
GO Bond Payments	400.00	17,000.00	-16,600.00
Grant Match		38,500.00	-38,500.00
Insurance		1,650.00	-1,650.00
Int Interest Expense	12,400.00	4,200.00	8,200.00
Legal Fees - Economic Develop	520.00		520.00
Meeting Expense	226.39		226.39
Misc - Fees, Events, Activities	250.00	1,741.00	-1,491.00
Office Supplies	291.53	7,333.00	-7,041.47
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	125,000.00	153,505.00	-28,505.00
Professional Services	44,092.74	35,062.50	9,030.24
Publication and Notice Exp	2,136.08	1,375.00	761.08
Rent	5,327.00	7,150.00	-1,823.00
Road & Trail Maintenance	5,803.00	8,983.00	-3,180.00
School, Training, Travel		733.00	-733.00
Utilities	612.00	1,650.00	-1,038.00
Website Expense	528.70	916.67	-387.97
Total Expenses	\$251,462.06	\$400,192.47	\$ -148,730.41
NET OPERATING INCOME	\$ -133,225.30	\$ -133,988.13	\$762.83
NET INCOME	\$ -133,225.30	\$ -133,988.13	\$762.83

The Town of Carlton Landing

CHECK DETAIL

April 19 - May 14, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
BOK - Checking - *9683						
04/29/2020	Tax Payment		OK Tax Commission	Tax Payment for Period: 01/08/2020-01/10/2020 OK Income Tax		-140.00 -140.00
04/29/2020	Tax Payment		OK Tax Commission	Tax Payment for Period: 02/05/2020-02/07/2020 OK Income Tax		-140.00 -140.00
04/29/2020	Tax Payment		OK Tax Commission	Tax Payment for Period: 02/19/2020-02/21/2020 OK Income Tax		-124.00 -124.00
04/29/2020	Tax Payment		OK Tax Commission	Tax Payment for Period: 03/04/2020-03/06/2020 OK Income Tax		-140.00 -140.00
04/29/2020	Tax Payment		OK Tax Commission	Tax Payment for Period: 03/18/2020-03/20/2020 OK Income Tax		-124.00 -124.00
04/30/2020	Tax Payment		OK Tax Commission	Tax Payment for Period: 01/22/2020-01/24/2020 OK Income Tax		-124.00 -124.00
05/01/2020	Bill Payment (Check)	617	Donna Howes			-600.00 -600.00
05/01/2020	Bill Payment (Check)	618	Joanne Chinnici - reimbursements			-102.00 -102.00
05/01/2020	Bill Payment (Check)	619	Kay Robbins Wall			-500.00 -500.00
05/01/2020	Bill Payment (Check)	614	Renee Norman			-750.00 -750.00

Town Administrator's Report – May 16, 2020

- ☐ Alley Improvements –we received no Bids on round two of bidding the project. We are looking into our options under the Competitive Bidding Act to see if we can directly work with one or two contractors to negotiate a price or if we will need to still bid the project. Mike K. and I met with SWH Construction on Friday to review the alley project. They indicated they may have an interest in submitting a bid or negotiating a price – depending on which way we have to go.
- ☐ Entrance Road – The County is currently working on the road. The rain has created some minor difficulties, but over all the road is shaping up nicely. We have the Warranty Deed signed so the County will be able to start working on the road drainage at any time.
- ☐ Corp Partial Construction Waiver Request – In March I had submitted a letter to the Corp of Engineers requesting a partial waiver on their construction restriction. The construction restriction is related to the overflow issues on lagoons last year. My request was to allow expansion of the Natural Playground area for new play elements and 1-2 cabins. The Corp denied the request. The construction restriction is in place until we can get something from DEQ that RWD is in compliance with consent orders.
- ☐ Fire Mutual Aid Agreements – I have been working on getting new Mutual Aid Agreements with Longtown Fire District, City of Eufaula, and Canadian Fire District. The Longtown Fire Chief was hesitant and has concerns on being able to respond to tall structure fires – they do not have a ladder truck. City of Eufaula was receptive and willing to assist – but would like to see if we can get additional back-up. I have not been able to reach the Fire Chief for Canadian Fire District.
- ☐ TIF Committee – I met with the TIF Committee to have their input and general budget support for forecasting revenue and possible projects. I have developed a five year forecast model for revenues with the possible projects and allocation by year. We still have work to do, FY 21/22 shows a negative balance between revenue and projects. We will know more when we get Estimate of Needs in July/August.
- ☐ Mailboxes – The Post Office informed Dr. Summers that there were only a couple unassigned mailboxes left. I have started to work with David and Grant on possible location for additional mailboxes.
- ☐ Performance Evaluation – I have prepared an evaluation form for my annual performance evaluation. I will distribute to the Board and we can plan on having either a special meeting or as part of June Trustees meeting.