

**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; July 18, 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 8:15 a.m. with Mayor Chinnici presiding.

2. Roll Call

Mary Myrick (video/teleconference)
Chuck Mai (video/teleconference)
Kris Brule (video/teleconference)
Joanne Chinnici (video/teleconference)

Absent: Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the Board of Trustees of June 20, 2020
- b. Special Meeting of the Board of Trustees of July 10, 2020

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

AYE: Chinnici, Myrick, Brule, Mai
NAY: None

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda

6. Consider, discuss and approve an Ordinance amending 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.

Exhibit:

The Town Board of Trustees approved Ordinance 2020-04-03 establishing certain rules and regulations for the discharge of fireworks within the Town of Carlton Landing. July

2020 was the first period for the enactment of the new rules. Many residents obtained fireworks permits this season and appeared to comply with the rules and regulations of the Fireworks Ordinance. The changes to Ordinance 2020-04-03 are basically related to amending fireworks discharge within the residential area(s). The changes remove discharge of fireworks within the residential areas or within five hundred (500) feet of any residential neighborhood. Novelty fireworks and sparklers are exempt. The other main change is allowing fireworks to be discharged or displayed twenty-four (24) hours prior to and on July 4th.

There was a discussion and recommendation that the developer be contacted to identify an area suitable for dispensation of fireworks. NO action was taken.

7. Consider, discuss, and approve Ordinance 2020-07-01 amending Ordinance 2020-04-01 relating to finance and taxation; and providing the Oklahoma Tax Commission to administer and collect the Lodging Tax. Providing that if any part or parts hereof be held invalid or ineffective the remaining portions shall not be effected, or take any other appropriate action. Exhibit:

Ordinance 2020-04-01 established a Lodging Tax for the Town of Carlton Landing which was approved by the voters on June 30, 2020. Administrations intent for the collecting of the Lodging Tax was to contract with the Oklahoma Tax Commission (OTC). While the original Ordinance was drafted with input from the OTC and from other Cities Lodging Tax Ordinances which contract with OTC for collection of Lodging Tax some provisions are not in line with what the OTC prefers. The language changes proposed are administrative in nature and only deal with clarifying that the Oklahoma Tax Commission is the authority to collect and oversee collection of Carlton Landing Tax.

Ordinance 2020-04-01 allows for administrative and operational changes without a vote of the people. When we submitted the voter approved Ordinance to the OTC to begin the process for entering into an Agreement with them for collection, we were informed we needed a few amendments to the Ordinance. The recommended changes only reflect those changes requested by the Oklahoma Tax Commission.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve Ordinance 2020-07-01 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.

AYE: Chinnici, Myrick, Brule, Mai
NAY: None

8. Consider, discuss and approve Addendum to the Agreement for Administration of the Sales Tax Resolution for the Town of Carlton Landing with the Oklahoma Tax Commission for purpose of administration and collection of Lodging Tax, or take any other appropriate action.

Exhibit:

The Town for Carlton Landing agreed to have the Oklahoma Tax Commission administer and collect Sales and Use Tax. The Addendum also will include OTC to administer and Collect the Lodging Tax. To make sure we can maintain the effective date for starting to collect the Lodging Tax this Addendum must be approved and submitted to OTC by July 31, 2020.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve Addendum to the Agreement for Administration of the Sales Tax Resolution for the Town of Carlton Landing with the Oklahoma Tax Commission.

AYE: Chinnici, Myrick, Brule, Mai

NAY: None

9. Consider, discuss, and approve FY 20-21 Budget Amendment #1 for General Funds and Carlton Landing Economic Development Trust to cover expenses of an office trailer for Town Offices, or take any other appropriate action. (See attachment)

At the Special Board of Trustees Meeting on July 10, 2020 the Board approved renting an office trailer to house the Town Office. This action was a result of our current office location being sold. The expense for the office trailer is expected to cost more than previously budgeted within rent and utilities. The Budget Amendment addresses the changes needed within the FY 20-21 Budget to cover the additional costs. (See attachment)

MOTION: A motion was made by Chinnici and seconded by Mai to approve FY 20-21 Budget Amendment #1 for General Funds and Carlton Landing Economic Development Trust to cover expenses of an office trailer for Town Offices.

AYE: Chinnici, Myrick, Brule, Mai

NAY: None

10. Consider, discuss, and approve a Permission of Use Property Agreement for Town Mailboxes at 20 Boulevard (Meeting House) between JD and Kristi Fuller (Property Owners) and the Town of Carlton Landing, or take any other appropriate action (See attachment)

Discussion: Since the existing bank of mailboxes were paid by the town according to an FEA Agreement with the developer, the presumption is that the town is responsible. Mr. Buckley will work with the HOA to clarify who will be responsible for mailboxes going forward.

MOTION: A Motion was made by Chinnici and seconded by Brule to approve a Permission of Use Property Agreement for Town Mailboxes at 20 Boulevard (Meeting House) between JD and Kristi Fuller (Property Owners) and the Town of Carlton Landing (See attached)

AYE: Chinnici, Brule, Mai
NAY: Myrick

11. Consider and discuss establishing a Resolution and or policy regarding a voluntary or mandatory order for wearing masks at public meetings of the Town and Town entities, or take any other appropriate action.

NO action was taken. Greg will explore with HOA and bring back for consideration

12. Reports

- a. Sales Tax Revenue and other Financial Reports (See attachment)
- b. Town Administrator (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body
None

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

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

9. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:29 a.m., July 18, 2020

Mayor

Attest:

Town Clerk

BUDGET AMENDMENT FORM

Fiscal Year: 20-21

Amendment #: 1

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
General Fund 10	Revenue	Transfer From TIF	10-00-9002	\$6,093.75	\$ -	\$ -	\$ -
	Administration	Utilities	10-10-6000	\$ -	\$ -	\$6,325.00	\$ -
	Administration	Rent	10-10-6005			\$1,800.00	\$ -
CLEDT Fund 20	Transfers Out	Trnsfr to Gen Fund	20-15-9503	\$ -	\$ -	\$6,093.25	\$ -

Purpose: To address increased cost for renting an Office Trailer to serve as Town Office

Approved by the Town Bord of Trustees on July 18, 2020

Joanne Chinnici, Mayor

[Clerk Seal]

Dr. Jan Summers, Town Clerk

**Permission of Use Property Agreement
for Town Mailboxes**

The Permission of Use Property Agreement for Town Mailboxes entered into this _____ day of July 2020, by and between JD Fuller and Kristi Fuller, Husband and Wife, (Property Owner) and the Town of Carlton Landing (Town) for use of a portion of the Meeting House Property located at 20 Boulevard, Carlton Landing Oklahoma, 74432.

Use of the portion of property as identified on Exhibit A will be used exclusively for the construction, erection, maintenance, and use of mailbox stations. The Town (User) at its sole expense shall construct, erect, and maintain a mailbox station. The mailboxes will be used by the U.S. Postal Service for assignment to properties within the Town of Carlton Landing and allow property owners to receive mail/packages at the mailbox station.

Property Owner shall have no responsibility or liability to the Town or any user of the mailbox station.

The Parties agree the permission and use of the identified property does not transfer ownership, provide for claim of title of the property, or entitle the Town to make claim to the property, regardless of time used by the Town for a mailbox station.

Further, the parties agree the term for use of the property for the exclusive use of a mailbox station shall be indefinite or until this Agreement is terminated by the parties., with a 90-day written notice to be given by either party prior to termination.

Signed this _____ day of July, 2020 by:

Property Owners:

JD Fuller

Kristi Fuller

Town of Carlton Landing:

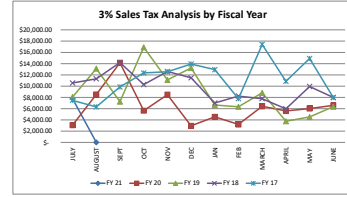
Joanne Chinnici, Mayor

Attest:

Jan Summers, Town Clerk-Treasurer

(SEAL)

TOWN OF CARLTON LANDING SALES TAX COLLECTIONS													
	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
FY21	\$ 7,780.42	\$ -	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,899.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 7,780.42
FY20	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,899.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 71,140.56
FY19	\$ 8,070.42	\$ 13,116.40	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,303.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
FY18	\$ 10,565.93	\$ 11,304.10	\$ 14,005.42	\$ 10,781.23	\$ 13,608.99	\$ 11,481.49	\$ 7,901.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,395.39	\$ 117,356.80
FY17	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,893.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92



USE TAX COLLECTIONS													
	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTALS
FY21	\$ 714.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714.83
FY20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88	\$ 1,877.21
													77,017.77

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General Fund
Statement of Revenue and Expenditures

Acct		Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2019
		Period	Jul 2019	Annual Budget	Jul 2019	Jun 2020
		Jun 2020	Jun 2020	Jun 2020	Jun 2020	Percent of
		Actual	Actual	Jun 2020	Variance	Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	153,505.00	153,505.00	0.0%
4000	Sales Tax	6,650.01	75,834.86	120,000.00	44,165.14	63.2%
4005	Use Tax	402.88	1,877.21	1,000.00	(877.21)	187.7%
4010	Utility Tax	0.00	3,280.31	1,000.00	(2,280.31)	328.0%
4015	Pittsburgh County Sinking Fund	0.00	41,141.93	34,000.00	(7,141.93)	121.0%
4100	Building Permits/Inspection Fe	786.00	1,022.00	35,000.00	33,978.00	2.9%
4105	Business License and Permits	0.00	6,700.60	0.00	(6,700.60)	0.0%
9002	Transfer IN from TIF	0.00	0.00	99,404.00	99,404.00	0.0%
Non-Departmental Revenues Totals		\$7,838.89	\$129,856.91	\$443,909.00	\$314,052.09	
Administration						
4500	Miscellaneous Revenue	0.00	19.89	0.00	(19.89)	0.0%
Administration Totals		\$0.00	\$19.89	\$0.00	(\$19.89)	
Revenue		\$7,838.89	\$129,876.80	\$443,909.00	\$314,032.20	
Gross Profit		\$7,838.89	\$129,876.80	\$443,909.00	\$0.00	
Expenses						
Administration						
5000	Salaries	6,630.76	52,828.89	86,200.00	33,371.11	61.3%
5010	Social Security	532.09	11,812.99	6,594.30	(5,218.69)	179.1%
5015	Unemployment Tax	0.00	256.80	1,724.00	1,467.20	14.9%
5020	Employer Paid Insurance	4,185.48	4,185.48	16,800.00	12,614.52	24.9%
5025	Employer Retirement Contributi	695.56	9,108.54	8,620.00	(488.54)	105.7%
5030	Vehicle/Cell Allowance	324.85	3,198.80	3,600.00	401.20	88.9%
5500	Office Supplies	0.00	0.00	1,200.00	1,200.00	0.0%
6000	Utilities	0.00	510.00	1,800.00	1,290.00	28.3%
6005	Rent	0.00	4,000.00	6,000.00	2,000.00	66.7%
Administration Totals		\$12,368.74	\$85,901.50	\$132,538.30	\$46,636.80	
General Government						
5500	Office Supplies	0.00	291.53	8,000.00	7,708.47	3.6%
5520	Software Programs/ Services	531.05	1,944.20	0.00	(1,944.20)	0.0%
5530	Miscellaneous	75.99	587.81	1,900.00	1,312.19	30.9%
6000	Utilities	0.00	306.00	0.00	(306.00)	0.0%
6005	Rent	600.00	1,700.00	0.00	(1,700.00)	0.0%
6010	Publication & Notice Expense	108.25	2,415.45	1,500.00	(915.45)	161.0%
6015	Insurance	0.00	0.00	1,800.00	1,800.00	0.0%
6020	Professional Services	3,760.50	53,967.75	38,250.00	(15,717.75)	141.1%
6030	Community Support Agreement	0.00	2,000.00	6,000.00	4,000.00	33.3%
6035	Dues & Memberships	100.00	2,325.62	1,800.00	(525.62)	129.2%
6040	School, Training, Travel	0.00	226.39	800.00	573.61	28.3%
6045	Road Maintenance	1,057.00	132,727.00	9,800.00	(122,927.00)	1,354.4%
6050	Website Expense	0.00	528.70	1,000.00	471.30	52.9%
6055	Grant Match	0.00	0.00	42,000.00	42,000.00	0.0%
7010	Projects	0.00	0.00	153,504.51	153,504.51	0.0%
8000	GO Bond Payments	0.00	400.00	34,000.00	33,600.00	1.2%
8500	Interest Expense	0.00	12,400.00	0.00	(12,400.00)	0.0%
General Government Totals		\$6,232.79	\$211,820.45	\$300,354.51	\$88,534.06	
Expenses		\$18,601.53	\$297,721.95	\$432,892.81	\$135,170.86	
Revenue Less Expenditures		(\$10,762.64)	(\$167,845.15)	\$11,016.19	\$0.00	

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Jun 2020 Actual	Year-To-Date Jul 2019 Jun 2020 Actual	Annual Budget Jul 2019 Jun 2020	Annual Budget Jul 2019 Jun 2020 Variance	Jul 2019 Jun 2020 Percent of Budget
Revenue & Expenditures					
	Net Change in Fund Balance	(\$10,762.64)	(\$167,845.15)	\$11,016.19	\$0.00
Fund Balances					
	Beginning Fund Balance	189,661.89	4,801.67	0.00	0.00 0.0%
	Net Change in Fund Balance	(10,762.64)	(167,845.15)	11,016.19	0.00 0.0%
	Ending Fund Balance	178,899.25	178,899.25	0.00	0.00 0.0%

Draft

Town Administrator's Report – July 18, 2020

- Entrance Road – The County Crew has done some patch work in preparation of the chip and seal overlay. The newest current plan, pending weather, is for them to apply a water-based tack oil Monday, July 20 and begin overlay on Tuesday, July 21. Tuesday morning between 9 and 11 am the County will start on the two-lane portion of the road beginning at 9 am. The Entrance Road will be closed to traffic from 9:00 am to 11:00 am on Tuesday. Drivers should drive cautiously and slowly after the tack oil has been put down and Tuesday while the crews are working. If someone gets any tack oil on their vehicle, they can remove it with soap and water.
- Town Office Trailer – The mobile office trailer is scheduled to be delivered Thursday, July 23. I am working with Mike Kerney to have utilities connected. We have visited with the School about tapping into their water and sewer service lines, which would save the Town tap fees and monthly service charges. Mrs. Lockey said it would be ok to do so. While there should not be much, if any, impact to their monthly bill from the office trailer, I indicated we would be open to paying them a little something to help off-set the bill. We discussed waiting to see if they saw an increase in their bill before any more discussion on compensating them for the increase.
- Pavilion- Community Center – The Warranty Deed has been filed at the County, so it's official the ground now the Town's. The property is being staked along the 602 elevation line, so we know the Corp flood elevation line is. This will allow us to determine building placement, trying to stay above the 602 line, and what the foundation will look like, fill and or stem wall. The goal is to try and stay above the 602 so we won't need to deal with Corp on permits, approval, etc. Knowing the base for the ground will assist the contractor in design of the building. I am working on the RFQ and building proposal documents.
- Mailboxes – We are starting to get questions about additional mailboxes. I have start to get pricing on mailbox units and visited with Mike K about pouring the pad for the mailboxes. Once we get a signed agreement, we should be able to move quickly on this. I think the delivery of the units will be the biggest time constraint.

Thank you.