

**TOWN OF CARLTON LANDING
SPECIAL MEETING OF THE BOARD OF TRUSTEES**

Location: 60 Boardwalk, Carlton Landing, Oklahoma, also known as
the Carlton Landing Town Office
Friday; July 10, 2020 at 11:00 a.m.

This meeting shall include teleconference/videoconference 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:

Members of the Public who would like to participate via teleconference may call:

1 346-248-7799 or 1 669-900-6833

Meeting ID#: 771 267 8360#

There is no Participant ID so just hit #

MINUTES

1. Call to Order

The meeting was called to order at 11:03 a.m. with Mayor Chinnici presiding.

2. Roll Call

Mary Myrick (teleconference)
Kris Brule (teleconference)
Joanne Chinnici (teleconference)
Clay Chapman (teleconference)

Absent: Chuck Mai

3. Consider, discuss and approve the Town renting a mobile office trailer to serve as the Town Offices, anticipated site to be on the school property, or pursue a shared office space lease at the Real Estate/ Hospitality Office at 29 Water Street, or take any other appropriate action.

Discussion: Greg Buckley reviewed the budget supporting the rent of a mobile office. (See attached)

MOTION: A motion was made by Chinnici and seconded by Brule to approve renting a mobile office trailer to serve as the Town Office.

AYE: Chinnici, Myrick, Brule, Chapman

NAY: None

4. Consider, discuss and authorize Town Administrator to pursue and enter any contracts or agreements necessary to rent a Mobile Office Trailer and getting necessary utilities to the trailer, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Brule to authorize Town Administrator to pursue and enter into contracts or agreements necessary to rent a Mobile Office Trailer.

AYE: Chinnici, Myrick, Brule, Chapman

NAY: None

5. Adjournment:

There being no further business, a motion was made and seconded to adjourn the meeting at 11:18 a.m., July 10, 2020

Mayor

Attest:

Town Clerk

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GENERAL FUND - Budget Supplement Information - FY 20-21

| Ledger ID | Ledger Description | <u>Budgeted FY 20-21</u> | <u>Budgeted FY 20-21</u> | |
|---------------------------------|--|------------------------------|------------------------------|--|
| Non-Departmental Revenue | | | | |
| 01-00-1000-00 | Sale Tax | \$ 80,000.00 | \$ 80,000.00 | |
| 01-00-1005-00 | Use Tax | \$ 7,200.00 | \$ 7,200.00 | |
| 01-00-1010-00 | Utility Tax | \$ 8,000.00 | \$ 8,000.00 | |
| 01-00-1015-00 | Lodging Tax | \$ 5,000.00 | \$ 5,000.00 | |
| 01-00-1015-00 | Pittsburgh County Sinking Fund Receipts | \$ 58,790.00 | \$ 58,790.00 | |
| 01-00-1100-00 | Building Permits/Inspection Fees | \$ 15,000.00 | \$ 15,000.00 | |
| 01-00-1105-00 | Business License and Permits | \$ 200.00 | \$ 200.00 | |
| 01-00-9001-00 | Transfer IN from CLEDT | | | |
| 01-00-9002-00 | Transfer IN from TIF | \$105,364.55 | \$111,458.30 | |
| | Balance Forward/Carry-over | \$77,917.47 | \$77,917.47 | |
| | TOTAL AVAILABLE REVENUES | \$357,472.02 | \$363,565.77 | |
| Administration | | | | |
| <u>Personal Services</u> | | | | |
| 01-10-4000-00 | Salaries | \$ 87,924.00 | \$ 87,924.00 | |
| 01-10-4005-00 | Overtime | | | |
| 01-10-4010-00 | Social Security | \$ 6,726.19 | \$ 6,726.19 | |
| 01-10-4015-00 | Unemployment Tax | \$ 1,758.48 | \$ 1,758.48 | |
| 01-10-4020-00 | Employer Paid Insurance | \$ 17,205.00 | \$ 17,205.00 | |
| 01-10-4025-00 | Employer Retirement Contribution | \$ 8,792.40 | \$ 8,792.40 | |
| 01-10-4030-00 | Vehicle/Cell Allowance | \$ 3,600.00 | \$ 3,600.00 | |
| | SUB TOTAL | \$ 126,006.07 | \$ 126,006.07 | |
| <u>Materials & Supplies</u> | | | | |
| 01-10-5000-00 | Office Supplies | \$ 600.00 | \$ 600.00 | |
| | SUB TOTAL | \$ 600.00 | \$ 600.00 | |
| <u>Other Services</u> | | | | |
| 01-10-6000-00 | Utilities | \$ 1,500.00 | \$ 7,825.00 | Internet, Phone, office cleaning (960) |
| 01-10-6005-00 | Rent | \$ 7,200.00 | \$ 9,000.00 | Office Rent |
| 01-10-6035-00 | Dues & Memberships | \$ 1,180.00 | \$ 1,180.00 | ICMA, CMAO, Clerk Treas. |
| 01-10-6040-00 | School, Training, Travel | \$ 4,000.00 | \$ 4,000.00 | CMAO, ICMA, OML, Clerk Treas. Misc. |
| | SUB TOTAL | \$ 13,880.00 | \$ 22,005.00 | |
| <u>Capital Outlay</u> | | | | |
| | SUB TOTAL | | | |
| <u>Debt Service</u> | | | | |
| | SUB TOTAL | | | |
| | DEPT TOTAL | \$ 140,486.07 | \$ 148,611.07 | 75% 25% |
| | | 75% | 25% | |
| | | \$ 105,364.55 | \$35,121.52 | \$ 111,458.30 \$37,152.77 |
| General Government | | | | |
| <u>Personal Services</u> | | | | |
| | SUB TOTAL | | | |
| <u>Materials & Supplies</u> | | | | |
| 01-15-5000-00 | Office Supplies | \$ 1,500.00 | \$ 1,500.00 | |
| 01-15-5020-00 | Software Programs/ Services | \$ 6,372.70 | \$ 6,372.70 | CAS, RedWing |
| 01-15-5030-00 | Miscellaneous - Fees, Events, Activities | \$ 600.00 | \$ 600.00 | |
| | SUB TOTAL | \$ 8,472.70 | \$ 8,472.70 | |
| <u>Other Services</u> | | | | |
| 01-15-6005-00 | Rent | | | |
| 01-15-6010-00 | Publication & Notice Expense | \$ 2,500.00 | \$ 2,500.00 | Notice in Paper, Codification (\$1,000) |
| 01-15-6015-00 | Insurance | \$ 1,800.00 | \$ 1,800.00 | |
| 01-15-6020-00 | Professional Services | \$ 40,000.00 | \$ 40,000.00 | Audit, Fin Officer, Home Inspections, Town Atty, Legal Fees- ED, |
| 01-15-6025-00 | Contracts & Leases | | | |
| 01-15-6030-00 | Community Support Agreements | \$ 6,000.00 | \$ 6,000.00 | |
| 01-15-6035-00 | Dues & Memberships | \$ 1,079.00 | \$ 1,079.00 | OML OMMS |
| 01-15-6040-00 | School, Training, Travel | \$ 2,000.00 | \$ 2,000.00 | OML, Mayor Conference |
| 01-15-6045-00 | Road and Trail Maintenance | \$ 9,800.00 | \$ 9,800.00 | Tail Maint/Mowing, Road Maint. |
| 01-15-6050-00 | Website Expense | \$ 2,500.00 | \$ 2,500.00 | Website Expense, Web Improvements |
| 01-15-6055-00 | Grant Match | | | |
| | SUB TOTAL | \$ 65,679.00 | \$ 65,679.00 | |
| <u>Capital Outlay</u> | | | | |
| 01-15-7010-00 | Projects | \$ 77,917.47 | \$ 77,917.47 | Street Light Project |
| | SUB TOTAL | \$ 77,917.47 | \$ 77,917.47 | |

| Ledger ID | Ledger Description | Budgeted <u>FY 20-21</u> | Budgeted <u>FY 20-21</u> |
|------------------------|------------------------------|-----------------------------|--|
| <u>Debt Service</u> | | | |
| 01-15-8000-00 | GO Bond Payments | \$ 58,790.00 | \$ 58,790.00 17- \$32,000, 18 - \$13,600, 20- \$13,190 |
| | SUB TOTAL | \$ 58,790.00 | \$ 58,790.00 |
| <u>Transfers - Out</u> | | | |
| 01-15-9501-00 | Transfer OUT to CLEDT | | |
| 01-15-9503-00 | Transfer OUT to RESERVE Fund | | |
| | DEPT. TOTAL | \$ 210,859.17 | \$ 210,859.17 |
| | TOTAL EXPENSES | \$ 351,345.23 | \$ 359,470.23 |
| | YEAR END FUND BALANCE | \$6,126.79 | \$4,095.54 |
| | RESERVE | \$ 87,836.31 | \$ 89,867.56 |

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