

**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, December 19, 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 8:55 a.m. by Mayor Chinnici

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai
Clay Chapman

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees of November 21, 2020
- b. Special Meeting of the CL Board of Trustees of November 30, 2020

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Myrick, Chinnici, Mai, Brule, Chapman

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss and acknowledge receipt of Fiscal Year 2019-2020 Audit as prepared by Elfrink and Associates, or take any other appropriate action. (Entire Audit available upon request).

Audit was completed by Elfrink and Associates. Staff worked with Crawford and Associates to complete year-end reporting and to provide requested documentation. COVID provided some challenges for this year's Audit, but we were able to perform the field Audit in person, with some documents provided through scanning and emailing them to the Auditor. The payment of the outstanding Funding Eligibility Agreements provided some additional time and review by the Auditor. The Audit provides a recommendation of the Auditor to have a third-party financial consultant more specifically familiar with the Local Development Act and Tax Increment Financing review our policies, procedures and internal controls related to payments made from the

TIF proceeds. Overall, Audit provides the Town of Carlton Landing has maintained its general financial position.

Ann Elfink reviewed closure method of accounting, and suggested the town ask Crawford and Associates to look at internal controls, and to make sure our construction manager is registered with OMES.

MOTION: A motion was made by Chinnici and seconded by Mai to acknowledge Fiscal Year 2019-2020 Audit as prepared by Elfrink and Associates

AYE: Myrick, Chinnici, Mai, Brule, Chapman

NAY: None

7. Consider, discuss and approve a Marina Project Agreement between Humphrey's Partners 2009, LLC, the Town of Carlton Landing and Carlton Landing Economic Development Authority for the development and certain improvements of the Marina, or take any other appropriate action.

The Phase 1 of the Marina Center has been designed in accordance with the requirement of the Eufaula Lakeshore Management Plan Revisions and Master Plan Supplemental Final Environmental Impact Statement, Lease No. DCW56-1-15-268. The Developer, Humphrey's Partners 2009, LLC. is wanting to move forward with the relocation of the Marina and docks to its final identified location, per the Lease agreement. The U.S. Army Corps of Engineers has been inquiring and seeking to move forward with the relocation of the Marina and docks.

There are general Town infrastructure that needs to be constructed to provide access to the area and support the development. The Developer is proposing a partnership between the Developer, Town of Carlton Landing and Economic Development Trust which would let the Developer put in the needed infrastructure for the development through a project agreement. The Agreement provides that the Developer would put in the infrastructure on a re-imbursement basis with a not to exceed amount.

MOTION: After discussion about lack of clarification regarding financials and legal language, a motion was made by Mai and seconded by Brule to Table until the January meeting to allow time for addition of specific financials and legal language.

AYE: Myrick, Chinnici, Mai, Brule, Chapman

NAY: None

8. Consider, discuss and approve submitting a construction request to the U.S. Army Corps of Engineers for approval for the first phase of the Sports Field and Marina Center development within Tract 2 of lease no. DACW56-1-15-268, or take any other appropriate action.

The Sports Field and Marina fall within the Corps Lease Agreement. Our Lease provides for improvements within this area, but proposed improvements within the Lease area is subject to Corps approval. The construction request meets the requirements of our Lease.

MOTION: A motion was made by Chapman and seconded by Mai to approve sending the letter of request for the first phase of the Sports Field and Marina Center development within Tract 2 of lease no. DACW56-1-15-268, to the U.S. Army Corp of

Engineers with the addition of wording that the next phase of the overall development of the marina area is to be completed in phases as funding becomes available.

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

9. Consider, discuss and approve increasing monthly retainer for Attorney Services to Kay Wall from \$500.00 to \$600.00 per month, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Mai to increase monthly retainer for Attorney Services to Kay Wall from \$500 to \$600 per month.

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

10. Consider, discuss and approve a one-time \$500 salary stipend to the Town Administrator, or take any other appropriate action. (Mayor Chinnici)

MOTION: A motion was made by Mai and seconded by Chapman to provide a one-time salary stipend to the Town Administrator.

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

11. Reports

- a. Sales Tax Revenue and other Financial Reports (See attached)
- b. Town Administrator (See attached) In addition, we are planning to close on the TIF revenue note on Wednesday.
- c. Legal Reports, Comments, and Recommendations to the Governing Body:

Worked with Greg on the Marina Agreement and provided reviews of other documents.

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

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

Trustee Myrick requested that a representative from the Water Board be present at Board of Trustee meetings to give a report.
Jan Summers reminded attendees that masks are required in all municipal meetings.

14. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:19 a.m., November 21, 2020

Mayor

Attest:

Town Clerk

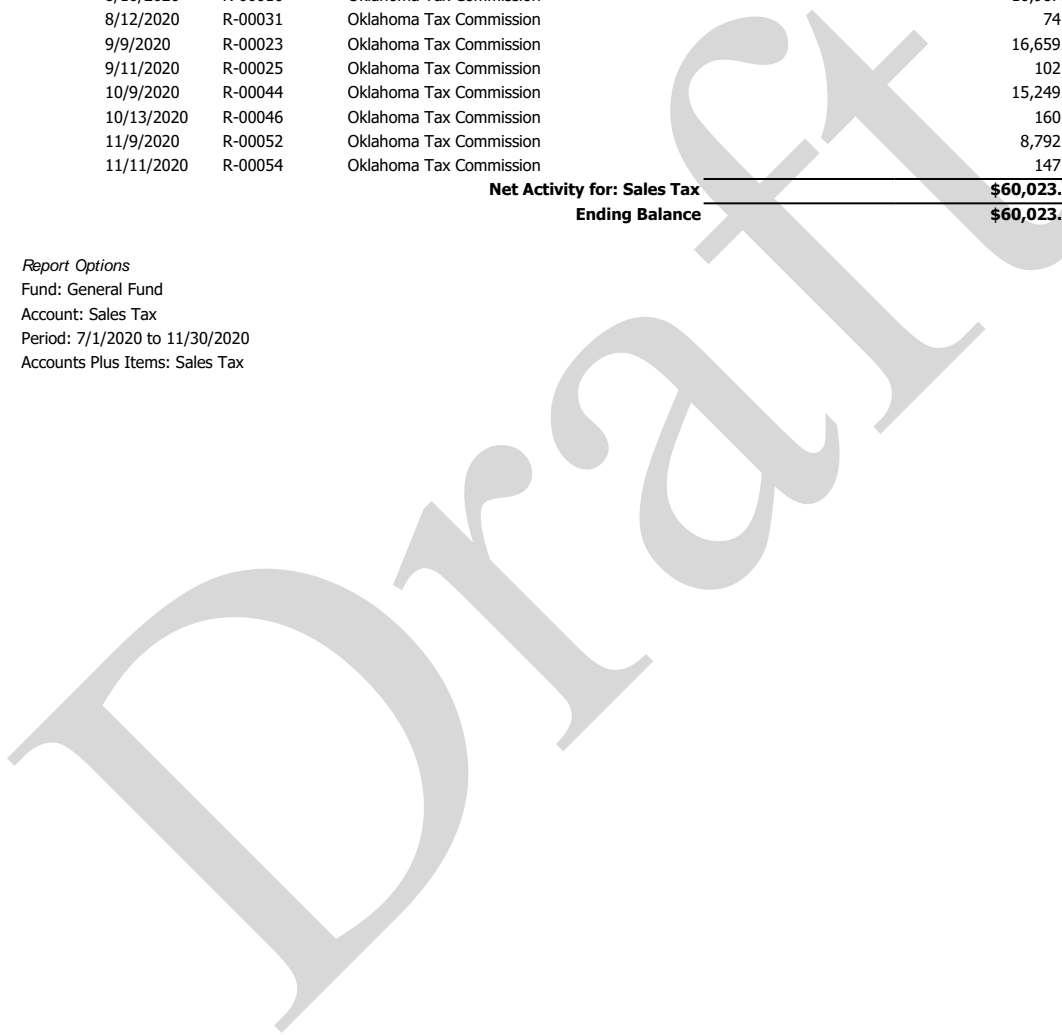
General Fund
Statement of Revenue and Expenditures

Acct		Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2020
		Period	Jul 2020	Annual Budget	Jul 2020	Jun 2021
		Nov 2020	Nov 2020	Jul 2020	Jul 2020	Jun 2021
		Actual	Actual	Jun 2021	Variance	Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	77,917.47	77,917.47	0.0%
4000	Sales Tax	8,939.58	60,023.57	80,000.00	19,976.43	75.0%
4005	Use Tax	424.74	2,251.25	7,200.00	4,948.75	31.3%
4010	Utility Tax	0.00	4,407.84	8,000.00	3,592.16	55.1%
4011	Lodging Tax	0.00	0.00	5,000.00	5,000.00	0.0%
4015	Pittsburgh County Sinking Fund	0.00	0.00	58,790.00	58,790.00	0.0%
4100	Building Permits/Inspection Fe	5,502.00	11,932.00	15,000.00	3,068.00	79.5%
4105	Business License and Permits	0.00	16.00	200.00	184.00	8.0%
9002	Transfer IN from TIF	7,111.69	41,667.42	105,364.55	63,697.13	39.5%
Non-Departmental Revenues Totals		\$21,978.01	\$120,298.08	\$357,472.02	\$237,173.94	
Revenue		\$21,978.01	\$120,298.08	\$357,472.02	\$237,173.94	
Gross Profit		\$21,978.01	\$120,298.08	\$357,472.02	\$0.00	
Expenses						
Administration						
5000	Salaries	6,630.76	36,469.18	87,924.00	51,454.82	41.5%
5001	Stipend	0.00	750.00	0.00	(750.00)	0.0%
5010	Social Security	532.09	2,971.45	6,726.19	3,754.74	44.2%
5015	Unemployment Tax	0.00	305.44	1,758.48	1,453.04	17.4%
5020	Employer Paid Insurance	1,424.12	7,120.60	17,205.00	10,084.40	41.4%
5025	Employer Retirement Contributi	695.56	3,809.34	8,792.40	4,983.06	43.3%
5030	Vehicle/Cell Allowance	324.85	1,624.25	3,600.00	1,975.75	45.1%
5500	Office Supplies	0.00	29.98	600.00	570.02	5.0%
6000	Utilities	115.78	2,647.74	7,825.00	5,177.26	33.8%
6005	Rent	477.77	4,391.70	9,000.00	4,608.30	48.8%
6035	Dues & Memberships	0.00	913.00	1,180.00	267.00	77.4%
6040	School,Training, Travel	0.00	199.00	4,000.00	3,801.00	5.0%
Administration Totals		\$10,200.93	\$61,231.68	\$148,611.07	\$87,379.39	
General Government						
5500	Office Supplies	0.00	644.95	1,500.00	855.05	43.0%
5520	Software Programs/ Services	531.05	2,655.25	6,372.70	3,717.45	41.7%
5530	Miscellaneous	65.99	471.98	600.00	128.02	78.7%
6010	Publication & Notice Expense	0.00	818.80	2,500.00	1,681.20	32.8%
6015	Insurance	0.00	88.08	1,800.00	1,711.92	4.9%
6020	Professional Services	1,250.00	19,270.00	40,000.00	20,730.00	48.2%
6030	Community Support Agreement	0.00	0.00	6,000.00	6,000.00	0.0%
6035	Dues & Memberships	0.00	50.00	1,079.00	1,029.00	4.6%
6040	School,Training, Travel	0.00	0.00	2,000.00	2,000.00	0.0%
6045	Road Maintenance	0.00	4,909.00	9,800.00	4,891.00	50.1%
6050	Website Expense	0.00	0.00	2,500.00	2,500.00	0.0%
7010	Projects	0.00	1,873.48	77,917.47	76,043.99	2.4%
8000	GO Bond Payments	0.00	0.00	58,790.00	58,790.00	0.0%
General Government Totals		\$1,847.04	\$30,781.54	\$210,859.17	\$180,077.63	
Expenses		\$12,047.97	\$92,013.22	\$359,470.24	\$267,457.02	
Revenue Less Expenditures		\$9,930.04	\$28,284.86	(\$1,998.22)	\$0.00	
Net Change in Fund Balance		\$9,930.04	\$28,284.86	(\$1,998.22)	\$0.00	
Fund Balances						
	Beginning Fund Balance	178,145.91	159,791.09	0.00	0.00	0.0%

General Fund
General Ledger
7/1/2020 to 11/30/2020

Transaction Date	Transaction Number	Name / Description	Debits	Credits
4000 Sales Tax				
7/9/2020	R-00014	Oklahoma Tax Commission		7,780.42
7/13/2020	R-00013	Oklahoma Tax Commission		70.38
8/10/2020	R-00016	Oklahoma Tax Commission		10,987.42
8/12/2020	R-00031	Oklahoma Tax Commission		74.30
9/9/2020	R-00023	Oklahoma Tax Commission		16,659.44
9/11/2020	R-00025	Oklahoma Tax Commission		102.19
10/9/2020	R-00044	Oklahoma Tax Commission		15,249.30
10/13/2020	R-00046	Oklahoma Tax Commission		160.54
11/9/2020	R-00052	Oklahoma Tax Commission		8,792.06
11/11/2020	R-00054	Oklahoma Tax Commission		147.52
Net Activity for: Sales Tax				\$60,023.57
Ending Balance				\$60,023.57

Report Options
Fund: General Fund
Account: Sales Tax
Period: 7/1/2020 to 11/30/2020
Accounts Plus Items: Sales Tax



Town Administrator's Report – December 19, 2020

- Lodging Tax – We received our first Lodging Tax check this month. As the Sales Tax Comparison Report shows our first check was for \$5,753.09. October stayed a very active month for rentals, I think mostly due to COVID. While I do not suspect the winter months to maintain this level of activity, I think it will be a good indicator of what we might anticipate for the summer months. Also, on a positive note – we budgeted \$5,000.00 for this first year of Lodging Tax and exceeded that with our first check.

- Alley Improvement Phase 2 - The approving of Phase 2 with SWH Construction was planned to be on the December Agenda; however, the 2020 TIF Revenue Note has not fully closed and we do not have the revenue in the bank. Statutes provide that funds should be available when spending such funds. While we have appropriated the funds, without the actual funds in hand, I am not comfortable in awarding or having the Board approve the Contract for Phase 2. It is anticipated we will have Phase 2 on January's Agenda.

- Christmas – Hope everyone has a safe and Happy Christmas. I am not planning to be in the Office December 24 and 25. I will be available by phone or email if you need me.

Thank you.