

**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; June 19, 2021

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

MINUTES

1. Call to Order

The meeting was called to order at 8:16 a.m. by Mayor Chinnici

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai

ABSENT Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on May 15, 2021
- b. Special Meeting of the CL Board of Trustees on May 19, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss, and possibly amend, revise, approve, or deny a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021, or take any other appropriate action.

Exhibit(s):

At the May 15, 2021, Board of Trustee meeting, the Board approved not renewing the Financial Services Agreement with Renee Norman. Ms. Harjo was approached about possibly providing ongoing financial services to the Town of Carlton Landing. Ms. Harjo holds a Professional Booking Certificate and has over twenty years of accounting experience covering, billing, accounts receivable, accounts payable, payroll, bank reconciliation, along with preparing monthly and annual reports. Her work experience includes working with a couple Oklahoma cities with their accounting, book keeping needs.

MOTION: A motion was made by Chinnici and seconded by Mai to approve a Financial Services Agreement with Amanda Harjo with an effective date of June 1, 2021

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

7. Consider, discuss, and possibly amend, revise, approve or deny Resolution 2021-07-01 approving the Town of Carlton Landing, Oklahoma, budget for the General Fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and providing for the investment of said funds, or take any other appropriate action.

Exhibit(s):

The preliminary draft Budget Fiscal Year 2021-2022 includes additional revenue items for Sales Tax and Lodging Tax. Sales tax is projected to be a little higher for Fiscal year 2021-2022 due to continued housing construction and has been adjusted from \$80,000 to \$100,000. Use Tax has been stable with FY 2020-2021 projections on target, projecting the same amount for Fiscal Year 2020-2022. Lodging Tax started in October 2020 with great success. Fiscal Year 2021-2022 will be the first full year for the Lodging Tax and has been projected at the same level as what is projected to be received for Fiscal Year 2020-2021, even though it was not a full year. 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 utilities and maintenance for the new Pavilion; increase funding for trail maintenance and improvements; added additional dollars to Road Maintenance for snow removal; cleaning services for new office; funds to continue codification of City Ordinances, GO Bond payments; funds to enhance website.

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed along with projected revenue for possible 2021 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.

MOTION: A motion was made by Mai and seconded by Chinnici to approve the Resolution approving the Town of Carlton Landing, Oklahoma, budget for

the general fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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

8. Consider, discuss, and possibly approve, amend, revise or deny FY 20-21 Budget Amendment #3 for Carlton Landing General Fund to recognize and appropriate excess Sales Tax received, transferring said revenue to the Reserve Fund, or take any other appropriate action.

Exhibit(s):

The FY 20-21 Budget Sales Tax revenue was budgeted for \$80,000.00. Through May, Sales Tax collections received from the Oklahoma Tax Commission is approximately \$163,997.00, which represents an excess of about \$83,997.00. Ordinance 2019-09-39 included a Reserve Fund policy, which provided a Fund Reserve of not less than twenty-five percent (25%). The policy provided the ability to gradually get to the 25% level. Having and maintaining a Reserve Fund is good fiscal management, which can be hard to achieve during lean or tight Fiscal Years. Currently, the Town has not been in a financial position to establish the Reserve Fund. Using excess funds is a good mechanism to help achieve the Fund Reserve goal without negatively impacting operations of projects.

For Fiscal Year 20-21 based on projected expenses, the Town should have a Fund Reserve for the General Fund in the amount of approximately \$89,867.00. While recognizing and appropriating \$70,000.00 of the excess Sales Tax received does not fully achieve the goal of a 25% Fund Reserve, it accomplishes a large portion of the goal without unduly impacting or straining the operations of the Town. Additionally, this only recognizes the Sales Tax received through May, June's Sales Tax amount was about \$23,870.00. The full year-end projection for Sales Tax Collection is \$186,579.00, leaving an unrecognized unappropriated year-end balance of \$36,579.

MOTION: A motion was made by Mai and seconded by Brule' to approve FY 20-21 Budget Amendment #2 Carlton Landing Economic Development Trust to amend Revenue of 2020 Revenue Bond, appropriate unallocated funds from 2018, 2018B, 2019 and 2020 Revenue Bonds for Projects.

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

9. Consider, discuss, and possible action to enter into executive session pursuant to 25 O.S. Section 307.B(1) to discuss employment of Town Administrator, Greg Buckley, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Brule' to enter into Executive Session.

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

MOTION: A motion was made by Chinnici and seconded by Brule' to exit Executive Session.

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

10. Consider, discuss, and possible action on item(s) discussed in executive session including possible amendment, revision, approval or denial of Employment Agreement Amendment 2, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Brule' to approve the Employment Agreement Amendment 2 for Greg Buckley.

AYE: Myrick, Chinnici, Brule, Mai

NAY: None

11. Reports

- a. Sales Tax Revenue and other Financial Reports (See attachments)
- b. Town Administrator (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

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

Craig Ireland, a citizen and employee of CEC Engineering, reported he was adamantly opposed to street lighting in Carlton Landing, and opposed to paying what appeared to be 3 civil engineers.

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

14. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:26 a.m., June 19, 2021

Mayor

Attest:

Town Clerk

General Fund
Statement of Revenue and Expenditures

| Acct | Current Period May 2021 Actual | Year-To-Date Jul 2020 May 2021 Actual | Annual Budget Jul 2020 Jun 2021 | Annual Budget Jul 2020 Jun 2021 Variance | Jul 2020 Jun 2021 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 | 32,356.59 | 163,997.90 | 80,000.00 | (83,997.90) 205.0% |
| 4005 | Use Tax | 711.20 | 6,847.38 | 7,200.00 | 352.62 95.1% |
| 4010 | Utility Tax | 0.00 | 6,255.96 | 8,000.00 | 1,744.04 78.2% |
| 4011 | Lodging Tax | 5,277.35 | 19,783.41 | 5,000.00 | (14,783.41) 395.7% |
| 4015 | Pittsburgh County Sinking Fund | 913.34 | 60,039.22 | 58,790.00 | (1,249.22) 102.1% |
| 4100 | Building Permits/Inspection Fe | 0.00 | 28,522.67 | 15,000.00 | (13,522.67) 190.2% |
| 4105 | Business License and Permits | 0.00 | 16.00 | 200.00 | 184.00 8.0% |
| 9002 | Transfer IN from TIF | 14,734.58 | 95,761.45 | 111,458.30 | 15,696.85 85.9% |
| Non-Departmental Revenues Totals | | \$53,993.06 | \$381,223.99 | \$363,565.77 | (\$17,658.22) |
| Unallocated | | | | | |
| 9002 | Transfer IN from TIF | 0.00 | 0.00 | 6,093.75 | 6,093.75 0.0% |
| Unallocated Totals | | \$0.00 | \$0.00 | \$6,093.75 | \$6,093.75 |
| Revenue | | \$53,993.06 | \$381,223.99 | \$369,659.52 | (\$11,564.47) |
| Gross Profit | | \$53,993.06 | \$381,223.99 | \$369,659.52 | \$0.00 |
| Expenses | | | | | |
| Administration | | | | | |
| 5000 | Salaries | 6,630.76 | 80,069.12 | 87,924.00 | 7,854.88 91.1% |
| 5001 | Stipend | 0.00 | 750.00 | 0.00 | (750.00) 0.0% |
| 5010 | Social Security | 532.09 | 6,455.86 | 6,726.19 | 270.33 96.0% |
| 5015 | Unemployment Tax | 208.67 | 754.09 | 1,758.48 | 1,004.39 42.9% |
| 5020 | Employer Paid Insurance | 2,848.24 | 17,089.44 | 17,205.00 | 115.56 99.3% |
| 5025 | Employer Retirement Contributi | 695.56 | 8,314.24 | 8,792.40 | 478.16 94.6% |
| 5030 | Vehicle/Cell Allowance | 324.85 | 3,573.35 | 3,600.00 | 26.65 99.3% |
| 5500 | Office Supplies | 0.00 | 99.00 | 600.00 | 501.00 16.5% |
| 5510 | Building Maintenance & Repairs | 0.00 | 80.00 | 0.00 | (80.00) 0.0% |
| 6000 | Utilities | 148.00 | 3,872.52 | 7,825.00 | 3,952.48 49.5% |
| 6005 | Rent | 0.00 | 7,778.26 | 9,000.00 | 1,221.74 86.4% |
| 6035 | Dues & Memberships | 0.00 | 1,199.00 | 1,180.00 | (19.00) 101.6% |
| 6040 | School, Training, Travel | 0.00 | 324.00 | 4,000.00 | 3,676.00 8.1% |
| Administration Totals | | \$11,388.17 | \$130,358.88 | \$148,611.07 | \$18,252.19 |
| General Government | | | | | |
| 5500 | Office Supplies | 118.64 | 1,454.36 | 1,500.00 | 45.64 97.0% |
| 5520 | Software Programs/ Services | 531.05 | 7,336.45 | 6,372.70 | (963.75) 115.1% |
| 5530 | Miscellaneous | 65.99 | 701.26 | 600.00 | (101.26) 116.9% |
| 6010 | Publication & Notice Expense | 0.00 | 1,533.90 | 2,500.00 | 966.10 61.4% |
| 6015 | Insurance | 0.00 | 1,253.08 | 1,800.00 | 546.92 69.6% |
| 6020 | Professional Services | 2,700.00 | 52,447.00 | 40,000.00 | (12,447.00) 131.1% |
| 6025 | Contracts & Leases | 1,176.00 | 1,176.00 | 0.00 | (1,176.00) 0.0% |
| 6030 | Community Support Agreement | 0.00 | 0.00 | 6,000.00 | 6,000.00 0.0% |
| 6035 | Dues & Memberships | 0.00 | 620.00 | 1,079.00 | 459.00 57.5% |
| 6040 | School, Training, Travel | 0.00 | 0.00 | 2,000.00 | 2,000.00 0.0% |
| 6045 | Road Maintenance | 0.00 | 6,529.42 | 9,800.00 | 3,270.58 66.6% |
| 6050 | Website Expense | 0.00 | 1,200.00 | 2,500.00 | 1,300.00 48.0% |
| 7010 | Projects | 8,998.00 | 10,871.48 | 77,917.47 | 67,045.99 14.0% |
| 8000 | GO Bond Payments | 0.00 | 600.00 | 58,790.00 | 58,190.00 1.0% |
| 8500 | Interest Expense | 0.00 | 14,055.83 | 0.00 | (14,055.83) 0.0% |

6/15/2021
5:10 PM

CLEDT, General Fund, Reserve Fund
General Ledger Account Activity
7/1/2020 to 5/31/2021

| Transaction Date | Transaction Number | Transaction Type | Name | Debits | Credits |
|-------------------------|--------------------|------------------|-------------------------|--------|--------------|
| 4000 Sales Tax | | | | | |
| 7/9/2020 | R-00014 | Cash Receipt | Oklahoma Tax Commission | | 7,780.42 |
| 7/13/2020 | R-00013 | Cash Receipt | Oklahoma Tax Commission | | 70.38 |
| 8/10/2020 | R-00016 | Cash Receipt | Oklahoma Tax Commission | | 10,987.42 |
| 8/12/2020 | R-00031 | Cash Receipt | Oklahoma Tax Commission | | 74.30 |
| 9/9/2020 | R-00023 | Cash Receipt | Oklahoma Tax Commission | | 16,659.44 |
| 9/11/2020 | R-00025 | Cash Receipt | Oklahoma Tax Commission | | 102.19 |
| 10/9/2020 | R-00044 | Cash Receipt | Oklahoma Tax Commission | | 15,249.30 |
| 10/13/2020 | R-00046 | Cash Receipt | Oklahoma Tax Commission | | 160.54 |
| 11/9/2020 | R-00052 | Cash Receipt | Oklahoma Tax Commission | | 8,792.06 |
| 11/11/2020 | R-00054 | Cash Receipt | Oklahoma Tax Commission | | 147.52 |
| 12/10/2020 | R-00048 | Cash Receipt | Oklahoma Tax Commission | | 14,225.44 |
| 12/11/2020 | R-00051 | Cash Receipt | Oklahoma Tax Commission | | 91.36 |
| 1/8/2021 | R-00062 | Cash Receipt | Oklahoma Tax Commission | | 12,374.07 |
| 1/12/2021 | R-00063 | Cash Receipt | Oklahoma Tax Commission | | 144.13 |
| 2/8/2021 | R-00070 | Cash Receipt | Oklahoma Tax Commission | | 18,444.22 |
| 2/10/2021 | R-00073 | Cash Receipt | Oklahoma Tax Commission | | 93.81 |
| 3/8/2021 | R-00084 | Cash Receipt | Oklahoma Tax Commission | | 14,390.75 |
| 3/10/2021 | R-00085 | Cash Receipt | Oklahoma Tax Commission | | 129.52 |
| 4/9/2021 | R-00094 | Cash Receipt | Oklahoma Tax Commission | | 11,578.57 |
| 4/13/2021 | R-00095 | Cash Receipt | Oklahoma Tax Commission | | 145.87 |
| 5/10/2021 | R-00103 | Cash Receipt | Oklahoma Tax Commission | | 32,227.87 |
| 5/12/2021 | R-00106 | Cash Receipt | Oklahoma Tax Commission | | 128.72 |
| 4000 Sales Tax Totals | | | | | \$163,997.90 |
| 4005 Use Tax | | | | | |
| 7/9/2020 | R-00015 | Cash Receipt | Oklahoma Tax Commission | | 714.83 |
| 8/10/2020 | R-00017 | Cash Receipt | Oklahoma Tax Commission | | 569.76 |
| 9/9/2020 | R-00024 | Cash Receipt | Oklahoma Tax Commission | | 313.48 |
| 10/9/2020 | R-00045 | Cash Receipt | Oklahoma Tax Commission | | 228.44 |
| 11/9/2020 | R-00053 | Cash Receipt | Oklahoma Tax Commission | | 424.74 |
| 12/9/2020 | R-00050 | Cash Receipt | Oklahoma Tax Commission | | 559.76 |
| 1/8/2021 | R-00060 | Cash Receipt | Oklahoma Tax Commission | | 579.16 |
| 2/8/2021 | R-00072 | Cash Receipt | Oklahoma Tax Commission | | 957.30 |
| 3/8/2021 | R-00082 | Cash Receipt | Oklahoma Tax Commission | | 867.27 |
| 4/9/2021 | R-00096 | Cash Receipt | Oklahoma Tax Commission | | 921.44 |
| 5/10/2021 | R-00105 | Cash Receipt | Oklahoma Tax Commission | | 711.20 |
| 4005 Use Tax Totals | | | | | \$6,847.38 |
| 4010 Utility Tax | | | | | |
| 7/17/2020 | R-00019 | Cash Receipt | Kiamichi Electric | | 1,892.04 |
| 10/9/2020 | R-00047 | Cash Receipt | Kiamichi Electric | | 2,515.80 |
| 1/29/2021 | R-00069 | Cash Receipt | Kiamichi Electric | | 1,848.12 |
| 4010 Utility Tax Totals | | | | | \$6,255.96 |
| 4011 Lodging Tax | | | | | |
| 12/9/2020 | R-00049 | Cash Receipt | Oklahoma Tax Commission | | 5,753.09 |
| 1/8/2021 | R-00061 | Cash Receipt | Oklahoma Tax Commission | | 4,574.48 |
| 2/8/2021 | R-00071 | Cash Receipt | Oklahoma Tax Commission | | 1,912.94 |
| 3/8/2021 | R-00083 | Cash Receipt | Oklahoma Tax Commission | | 1,856.63 |
| 4/9/2021 | R-00097 | Cash Receipt | Oklahoma Tax Commission | | 408.92 |
| 5/10/2021 | R-00104 | Cash Receipt | Oklahoma Tax Commission | | 5,277.35 |
| 4011 Lodging Tax Totals | | | | | \$19,783.41 |

Town Administrator's Report – June 19, 2021

- Entrance Road – I have been communicating with the Pittsburgh County on getting short term potholes filled and longer term repairs to the road. The County has been struggling on a couple fronts in doing road work. One has been the rain. The other, which has been a bigger issue, has been the Asphalt plant has been out of service. With the Asphalt being down the County has not been able to get asphalt to do any road work. Since we are a chip and seal road I asked if we could start main repairs with chip and seal. Unless they remove the section and rebuild the base, they will use asphalt for leveling, which puts us back to needing asphalt. I reached out to the City of Eufaula because they have a pothole patching machine to see if they would assist with some pothole repairs. Their machine keeps asphalt hot, it doesn't make asphalt, so with the Asphalt Plant down they are in the same boat as the County.

- Management Services Agreement – Kay and I are working on a revised Management Services Agreement which would include management oversight of the Town Green Park and Pavilion areas. Grant and I had a discussion related to Carlton Landing Enterprises expanding their role and he was open to the concept.

- CMAO Conference – the City Managers Association conference is being held in Enid July 21-23. I am planning to attend but will be available by phone and email.

Thank you.