

**mmTOWN 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; February 19, 2022

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

MINUTES

1. Call to Order

The meeting was called to order at 8:02 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

Consent Items

3. Approval of Minutes:

a. Regular Meeting of the CL Board of Trustees of January 15, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

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

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

5. Items Removed from Consent Agenda

6. Presentation by HP09 LLC on redevelopment of Block 5 (property north of Mama Tig's Pizzeria) or take any other appropriate action.

Exhibits:

Jim Boohaker, Director of Projects, gave an overview of projects behind Mama Tiggs and at the site of the new marina.

7. Consider, discuss and possibly vote to amend, revise, approve or deny issuing a General Obligation Bond or take any other appropriate action.

Exhibits:

The 2021-2022 Estimate of Needs showed a balance carry-over greater than projected. The impact of the extra balance carry-over resulted in our needed property tax rate to drop lower than we anticipated. The Tax Increment Financing District receives or captures the property tax within the defined district, which in turn funds Town projects. Reducing the property tax rate reduces the amount of revenue the Town will receive which in turn lowers what the Town can receive in issuing a Revenue Note. While most of the Town falls within the TIF District, a portion is outside the TIF District. That area outside of the TIF sets the base for the Town’s property tax rate. Because the area outside of the TIF District is so small even a small change in actual verse projected year end balance has a large impact. For example – the 2021-2022 Estimate of needs was projected to have a Balance carry-over of about \$4,000, what was calculated as Balance forward was about \$19,000. The result was a drop of our projected rate of about 18 mills to 14 mills.

The Sinking Fund is the account which is used for collection of property tax and payment of any Debt Service or Loans. It is the year-end account balance that is used in the calculation of the Estimate of Needs. The system is structured to be a self-correcting system because the Sinking Fund can only be used for paying debt service, you can’t build up a surplus to use for something else. The Estimate of Needs is the instrument used to regulate the system and determine the amount of revenue needed to meet debt service obligations. So any balance forward reduces the amount of money needed to cover debt service payments which in turn reduces the property tax rate or millage needed for that year. As shown above, the carryover balance calculated reduced our property tax rate from about 18 Mills to 14 Mills.

Generally, to increase the Property Tax rate a taxing entity issues a General Obligation Bond or increases debt service. The Town has tried to maintain an average property tax rate at about 16 Mills to 17 Mills. Our last Town issued \$100,000.00 GO Bond was March 2020 which increased the Property Tax rate to about 19 Mills expecting the property tax rate to decline over the next four to five years based on normal property valuation. Because of the excess account balance forward and the large drop-in property tax rate do we need to issue another \$1000,00.00 GO Bond. Working with our Financial Advisor, Chris Gander, and reviewing the possible cause of the balance carry-over greater than projected we think the system will self-correct putting us back in line with previous projects.

We also looked at the impact issuing a \$100,000.00 GO Bond would possibly have on the property tax rate.

Project Property Tax Rate 2022-2023

<u>Projected Surplus</u>		<u>No GO Bond Issue</u>	<u>With GO Bond Issue</u>
\$10,000.00	15.29 Mills	20.58 Mills	
\$ 5,000.00	16.90 Mills	22.19 Mills	
\$0.00	18.52 Mills	23.81 Mills	
(\$ 5,000.00)	20.13 Mills	25.42 Mills	
(\$10,000.00)	21.75 Mills	27.04 Mills	

In essence, the property tax rate should increase back to or even higher the previous projection level without issuing a GO Bond. Issuing a GO Bond would significantly increase the property tax rate and possibly almost double it if actual surplus corrects to negative surplus.

Staff and our Financial Advisor recommends not issuing a GO Bond at this time and waiting to see if the process self-corrects from this year's anomaly. Our worst case by waiting and the system not correcting we delay a community project, but if we do increase and the system self corrects we impact every property owner with a significantly higher property tax payment.

MOTION: A motion was made by Chinnici and seconded by Mai to take no action on issuing a GO Bond at this time.

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

8. 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 Mai to go into Executive Session and allow Amanda Harjo, Finance Director, to attend.

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

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

Points to include in agreement:

- Board approved a new contract for a period of 5 years ending July, 2027
- Raise to start first pay period in March, 2022
- Mr. Buckley will receive a salary of \$97,000 per year plus benefits
- COLA will begin July, 2023, as approved by the Board of Trustees each year
- A reserve fund will be created to pay for severance should employment be terminated
- Change PTO hours accrued from 480 hours to 360 hours
- Raise effective first pay period in March, 2022
- Set annual reviews for March 1 of each contract year
- A weekly time sheet with hours of work and hours of PTO will be implemented

MOTION: A motion was made by Mai and seconded by Chapman to approve the revised Employment Agreement for Greg Buckley

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

10. 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

Met with Greg Buckley, Mayor Chinnici and Dr. Summers regarding recommendations from the Board for Mr. Buckley's Employment Agreement.

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

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

Trustee Chapman requested that for any civic structure the Board implements a competitive design process.

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:23 a.m., February 19, 2022.

Mayor

Attest: _____

Town Clerk

**General Fund
Bank Register
1/1/2022 to 1/31/2022**

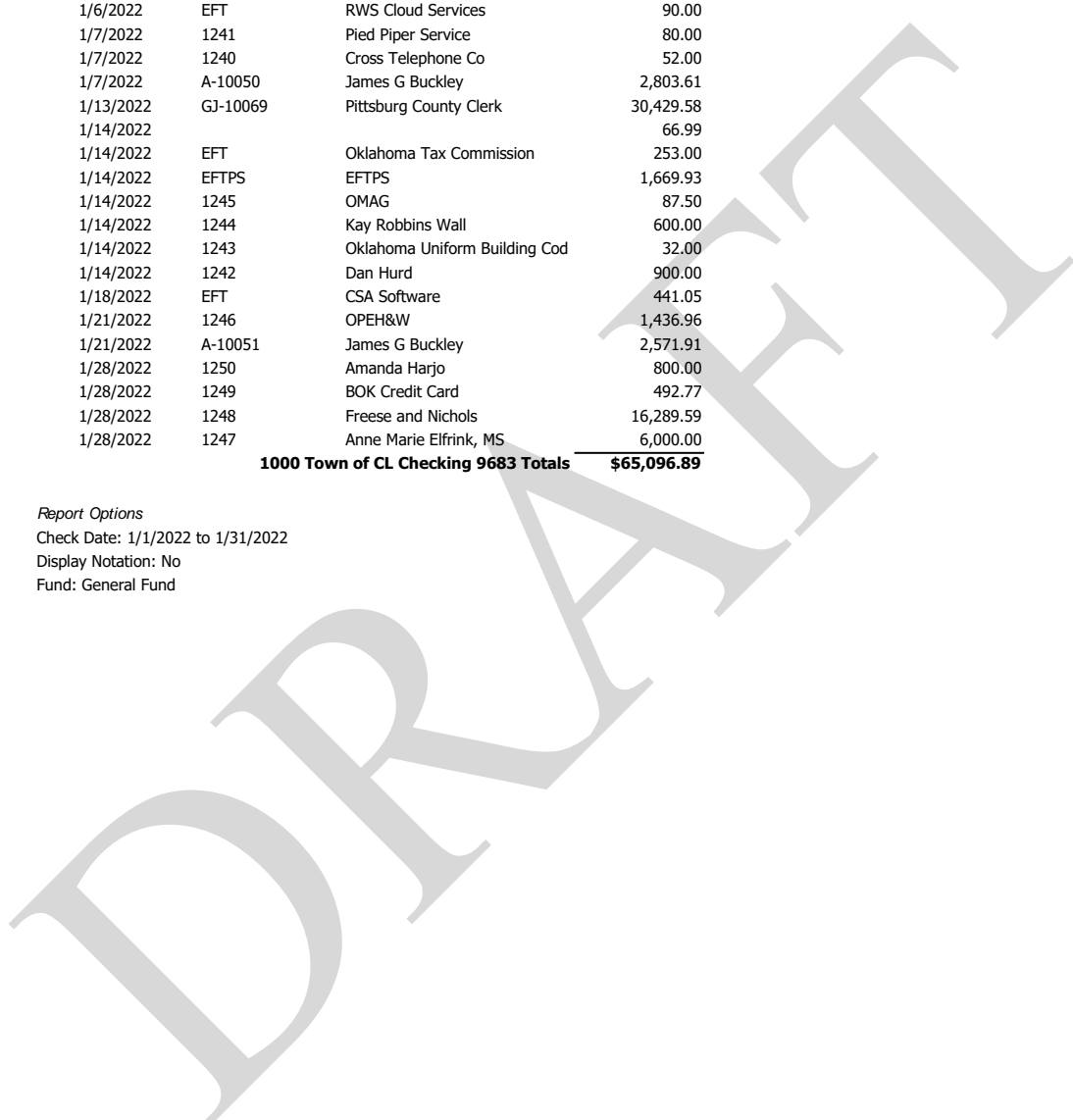
Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1000 Town of CL Checking 9683							
		Beginning Balance			0.00	0.00	356,117.14
1/6/2022	EFT	RWS Cloud Services			0.00	90.00	356,027.14
1/7/2022	1241	Pied Piper Service			0.00	80.00	355,947.14
1/7/2022	1240	Cross Telephone Co			0.00	52.00	355,895.14
1/7/2022	A-10050	James G Buckley			0.00	2,803.61	353,091.53
1/10/2022	R-00192	Oklahoma Tax Commission			685.52	0.00	353,777.05
1/10/2022	R-00191	Oklahoma Tax Commission			3,463.33	0.00	357,240.38
1/10/2022	R-00190	Oklahoma Tax Commission			16,669.69	0.00	373,910.07
1/11/2022	R-00193	Oklahoma Tax Commission			13.92	0.00	373,923.99
1/11/2022	R-00186	Pittsburg County Clerk			30,614.21	0.00	404,538.20
1/12/2022	R-00194	Oklahoma Tax Commission			175.60	0.00	404,713.80
1/12/2022	R-00187	CLEDT			48,758.86	0.00	453,472.66
1/13/2022	GJ-10069	Pittsburg County Clerk			0.00	30,429.58	423,043.08
1/14/2022					0.00	66.99	422,976.09
1/14/2022	EFT	Oklahoma Tax Commission			0.00	253.00	422,723.09
1/14/2022	EFTPS	EFTPS			0.00	1,669.93	421,053.16
1/14/2022	1245	OMAG			0.00	87.50	420,965.66
1/14/2022	1244	Kay Robbins Wall			0.00	600.00	420,365.66
1/14/2022	1243	Oklahoma Uniform Building			0.00	32.00	420,333.66
1/14/2022	1242	Dan Hurd			0.00	900.00	419,433.66
1/18/2022	EFT	CSA Software			0.00	441.05	418,992.61
1/21/2022	1246	OPEH&W			0.00	1,436.96	417,555.65
1/21/2022	A-10051	James G Buckley			0.00	2,571.91	414,983.74
1/24/2022	R-00188	Kiamichi Electric			1,982.87	0.00	416,966.61
1/24/2022	R-00189	US Treasury			513.71	0.00	417,480.32
1/28/2022	R-00195	Kerney Homes			762.91	0.00	418,243.23
1/28/2022	1250	Amanda Harjo			0.00	800.00	417,443.23
1/28/2022	1249	BOK Credit Card			0.00	492.77	416,950.46
1/28/2022	1248	Freese and Nichols			0.00	16,289.59	400,660.87
1/28/2022	1247	Anne Marie Elfink, MS			0.00	6,000.00	394,660.87
1000 Town of CL Checking 9683 Totals					\$103,640.62	\$65,096.89	\$394,660.87
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67
1010 2018 GO Bond Checking Totals					\$0.00	\$0.00	\$69,786.67

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General Fund
Payments Journal (Summary)
1/1/2022 to 1/31/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
1/6/2022	EFT	RWS Cloud Services	90.00
1/7/2022	1241	Pied Piper Service	80.00
1/7/2022	1240	Cross Telephone Co	52.00
1/7/2022	A-10050	James G Buckley	2,803.61
1/13/2022	GJ-10069	Pittsburg County Clerk	30,429.58
1/14/2022			66.99
1/14/2022	EFT	Oklahoma Tax Commission	253.00
1/14/2022	EFTPS	EFTPS	1,669.93
1/14/2022	1245	OMAG	87.50
1/14/2022	1244	Kay Robbins Wall	600.00
1/14/2022	1243	Oklahoma Uniform Building Cod	32.00
1/14/2022	1242	Dan Hurd	900.00
1/18/2022	EFT	CSA Software	441.05
1/21/2022	1246	OPEH&W	1,436.96
1/21/2022	A-10051	James G Buckley	2,571.91
1/28/2022	1250	Amanda Harjo	800.00
1/28/2022	1249	BOK Credit Card	492.77
1/28/2022	1248	Freese and Nichols	16,289.59
1/28/2022	1247	Anne Marie Elfrink, MS	6,000.00
1000 Town of CL Checking 9683 Totals			\$65,096.89

Report Options
Check Date: 1/1/2022 to 1/31/2022
Display Notation: No
Fund: General Fund



General Fund
Statement of Revenue and Expenditures

		Current Period Jan 2022 Actual	Year-To-Date Jul 2021 Jan 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Budget Carryover						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
Other Revenue						
4012	Alcohol Beverage Tax	126.46	454.60	600.00	145.40	75.77%
4100	Building Permits/Inspection Fe	762.91	9,399.81	23,580.00	14,180.19	39.86%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	3,463.33	60,246.58	24,000.00	(36,246.58)	251.03%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	30,429.58	38,627.35	57,190.00	18,562.65	67.54%
4000	Sales Tax	16,845.29	162,332.12	114,800.00	(47,532.12)	141.40%
9002	Transfer IN from TIF	48,758.86	48,758.86	101,989.00	53,230.14	47.81%
4005	Use Tax	685.52	6,417.36	7,200.00	782.64	89.13%
4010	Utility Tax	1,982.87	9,482.37	12,000.00	2,517.63	79.02%
4013	Vehicle Gas/Fuel Tax	72.09	319.07	0.00	(319.07)	0.00%
Non-Departmental Revenues Totals		\$103,126.91	\$336,610.48	\$391,559.00	\$54,948.52	
Revenue		\$103,126.91	\$336,610.48	\$391,559.00	\$54,948.52	
Gross Profit		\$103,126.91	\$336,610.48	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	10,058.72	17,244.00	7,185.28	58.33%
5025	Employer Retirement Contributi	708.82	5,293.28	8,842.00	3,548.72	59.87%
5000	Salaries	6,763.38	50,659.04	88,424.00	37,764.96	57.29%
5010	Social Security	542.24	4,049.29	7,063.00	3,013.71	57.33%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	70.89	70.89	1,846.00	1,775.11	3.84%
5030	Vehicle/Cell Allowance	324.85	2,273.95	3,900.00	1,626.05	58.31%
Materials & Supplies						
5510	Building Maintenance & Repairs	80.00	160.00	320.00	160.00	50.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	110.53	600.00	489.47	18.42%
Other Services						
6035	Dues & Memberships	0.00	1,648.00	1,210.00	(438.00)	136.20%
6015	Insurance	87.50	332.50	350.00	17.50	95.00%
6005	Rent	477.78	2,831.56	5,760.00	2,928.44	49.16%
6040	School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
6000	Utilities	52.00	1,319.65	4,339.00	3,019.35	30.41%
Administration Totals		\$10,544.42	\$80,199.92	\$145,698.00	\$65,498.08	
General Government						
Personal Services						
5001	Stipend	0.00	1,000.00	0.00	(1,000.00)	0.00%
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	1,392.15	2,500.00	1,107.85	55.69%
5530	Miscellaneous	0.00	734.42	1,460.00	725.58	50.30%
5500	Office Supplies	0.00	855.90	1,500.00	644.10	57.06%
5505	Posatge	0.00	58.00	600.00	542.00	9.67%
5520	Software Programs/ Services	531.05	4,507.31	7,428.00	2,920.69	60.68%

Town Administrator's Report – February 19, 2022

- Entrance Road Striping – We have had a few concerns and requests related to difficulty of seeing the entrance to Carlton Landing from Hwy 9A. I obtained a quote to have the entrance area striped with white reflective paint. The contractor was authorized to proceed and will stripe the outer edge of the entrance from Hwy 9A to the split of the inbound and outbound traffic.

- Pavilion – The Pavilion is nearing completion. The principal structure is complete along with extension of the sidewalk and stone entrance way. Mike and I have attempted twice to schedule a walk through and create a punch list. The winter storm delayed our first attempt and the cold front on Thursday, February 17 stopped our second try. We will work on scheduling the punch list walk through in the near future. There is still some landscaping that needs to be completed, which Mike will begin.

- Washington Post – I provided a tour of Carlton Landing to the Town Administrator of Tullahassee and a report for the Washington Post.

Thank you.



Town of Carlton Landing Presentation

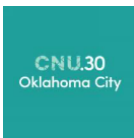
February 19, 2022

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Overview

- Community Projects and Events
 - CNU 30 Site Visit to Carlton Landing – Saturday, March 26, 2022
 - Water Street Improvements
 - Block 5 Work behind Mama Tigs
 - Marina Relocation Update



CNU Site Visit



- Field Trip to Carlton Landing on Saturday, March 26, 2022
 - Walking Tours throughout the day
 - Discussion Panels
 - Interactive Demonstrations
 - Utilizing Pavilion Park, Water Street Pavilion and Meeting House for Events

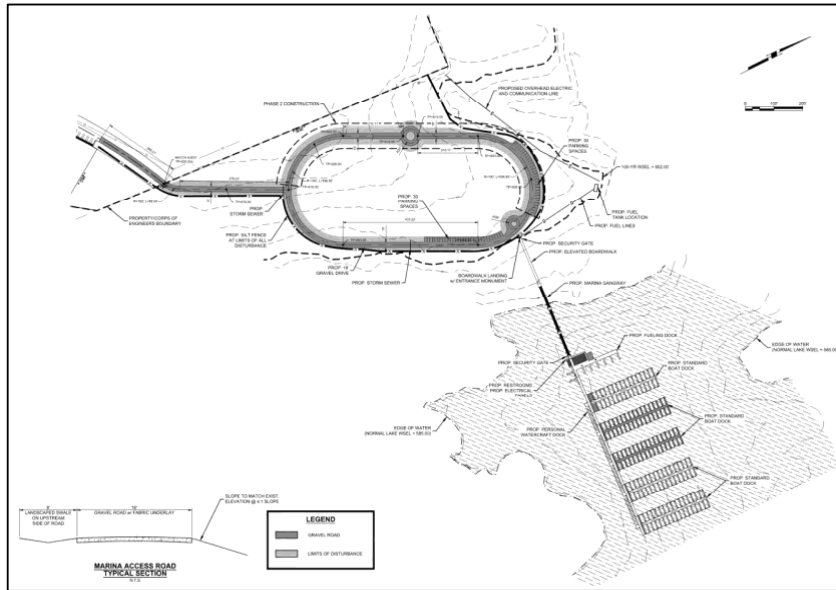
Water Street Improvements



Block 5 Update (Empty Lot Behind Mama Tigs)



Marina Relocation – Status



Overall Development Map

