

**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; March 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 8:07 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

ABSENT: Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on February 19, 2022
- b. Special Meeting of the CL Board of Trustees on December 12, 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: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

NAY: None

5. Consider, discuss and possibly vote to amend, revise, approve or deny creating an Employee Benefit Payout line item within the Reserve Fund, or take any other appropriate action. The Board of Trustees have supported a fiscal conservative approach to the Town of Carlton Landing finances. The Board established a Reserve Fund with a policy to provide and maintain a 25% operating reserve. Accrued employee leave and any separation payments creates a liability to the Town. As a proactive measure that reduces and limits the potential impact to a fiscal year's budget

is to create and fund an Employee Benefit Payout line item within the Reserve Fund. The purpose of the Employee Benefit Payout will be to pay any accrued leave liabilities and separation pay that may be owed upon an employee's separation. The funding of the Employee Benefit Payout should be done annually from year-end fund balance to fund said payout liability at 100%, but if not possible the Trustees may transfer an amount available to fund as much as possible until 100% funding is reached.

Upon an employee's separation any employee benefit payout owed, if any, shall be made from the Employee Benefit Payout line item from the Reserve Fund.

MOTION: A motion was made by Chinnici and seconded by Brule' to approve Creating an Employee Benefit Payout line item within the Reserve Fund.

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

NAY: None

6. Items Removed from Consent Agenda
7. Consider, discuss and possibly vote to amend, revise, approve or deny an Ordinance # 2022-03-01 amending the Employee Retirement System, Defined Contribution Plan for the position of Town Administrator for the Town of Carlton Landing, Oklahoma by adopting a revised and restated Retirement Plan; providing retirement benefits for eligible employees of the Town of Carlton Landing, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for non-alienation of benefits; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities towns and their agencies and instrumentalities for purposes of administration, management, and investments part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the System to the Oklahoma Municipal Retirement Fund for management and investment; providing for repealer and severability; adopting those amendments mandated by the Internal Revenue Code; and Declaring an Emergency, or take any other appropriate action.
Exhibits:

The Oklahoma Municipal Retirement Fund, as our plan provider, must follow a six-year filing cycle for approved plans to retain plan qualification pursuant to the Internal Revenue Service. Each participating member must formally adopt the new Plan documents containing the plan language after approval by the IRS to be covered by the IRS qualification determination. To remain current the Ordinance, which includes the Joinder Agreement, must be approved on or before April 30, 2022.

MOTION: A motion was made by Chinnici and seconded by Mai to

approve an Ordinance #2022-03-01 amending the Employee Retirement System, Defined Contribution Plan for the position of Town Administrator for the Town of Carlton Landing, Oklahoma by adopting a revised and restated Retirement Plan; providing retirement benefits for eligible employees of the Town of Carlton Landing, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for non-alienation of benefits; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a Retirement Committee and providing for powers, duties, and rights of Retirement Committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities towns and their agencies and instrumentalities for purposes of administration, management, and investments part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the System to the Oklahoma Municipal Retirement Fund for management and investment; providing for repealer and severability; adopting those amendments mandated by the Internal Revenue Code.

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

NAY: None

MOTION: A Motion was made by Chinnici and seconded by Brule' to Declare an Emergency.

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

NAY: None

8. 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
9. Recognize Citizens wishing to comment on non-Agenda Items.
Grant gave an overview of the upcoming visit of an Urban Development Group, Urban Design Commission.
10. Comments and questions by Governing Body members regarding items for future consideration. None
11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:20 a.m., March 19, 2022.

Mayor

Attest:

Town Clerk

DRAFT

**General Fund
Bank Register
2/1/2022 to 2/28/2022**

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	394,660.87
2/3/2022	R-00196	Scissortail Homes			762.91	0.00	395,423.78
2/4/2022	EFT	RWS Cloud Services			0.00	90.00	395,333.78
2/4/2022	A-10052	James G Buckley			0.00	2,803.61	392,530.17
2/9/2022	R-00203	Oklahoma Tax Commission			13,403.28	0.00	405,933.45
2/9/2022	R-00202	Oklahoma Tax Commission			3,097.16	0.00	409,030.61
2/9/2022	R-00201	Oklahoma Tax Commission			1,234.03	0.00	410,264.64
2/9/2022	1256	OPEH&W			0.00	1,436.96	408,827.68
2/9/2022	1255	OMAG			0.00	70.00	408,757.68
2/9/2022	1254	Layman's Lawn Care and Tr			0.00	1,900.00	406,857.68
2/9/2022	1253	L & Z Enterprises Inc			0.00	2,400.00	404,457.68
2/9/2022	1252	Kiamichi Electric			0.00	257.00	404,200.68
2/9/2022	1251	Cross Telephone Co			0.00	52.00	404,148.68
2/10/2022	R-00204	Oklahoma Tax Commission			14.29	0.00	404,162.97
2/11/2022	R-00205	Oklahoma Tax Commission			96.05	0.00	404,259.02
2/14/2022					0.00	71.49	404,187.53
2/14/2022	R-00197	Pittsburg County Clerk			5,039.84	0.00	409,227.37
2/14/2022	EFTPS	Oklahoma Tax Commission			0.00	239.00	408,988.37
2/14/2022	EFTPS	EFTPS			0.00	1,661.54	407,326.83
2/16/2022	EFT	CSA Software			0.00	441.05	406,885.78
2/16/2022	GJ-10070	Pittsburg County Clerk			0.00	4,874.42	402,011.36
2/18/2022	1258	OMAG			0.00	2,074.00	399,937.36
2/18/2022	R-00199	Kerney Homes			15.24	0.00	399,952.60
2/18/2022	1259	OkMRF			0.00	1,063.23	398,889.37
2/18/2022	1257	Kay Robbins Wall			0.00	600.00	398,289.37
2/18/2022	A-10053	James G Buckley			0.00	2,571.91	395,717.46
2/22/2022	R-00198	CLEDT			7,381.09	0.00	403,098.55
2/23/2022	R-00200	Scissortail Homes			762.91	0.00	403,861.46
2/28/2022	1263	OMAG			0.00	87.50	403,773.96
2/28/2022	1262	Amanda Harjo			0.00	800.00	402,973.96
2/28/2022	1261	Crawford & Associates, P.C.			0.00	230.00	402,743.96
2/28/2022	1260	BOK Credit Card			0.00	978.17	401,765.79
1000 Town of CL Checking 9683 Totals					\$31,806.80	\$24,701.88	\$401,765.79
1010 2018 GO Bond Checking							
		Beginning Balance			0.00	0.00	69,786.67

General Fund
Payments Journal (Summary)
2/1/2022 to 2/28/2022

Check Date	Check / Reference #	Payee	Amount
1000 Town of CL Checking 9683			
2/4/2022	EFT	RWS Cloud Services	90.00
2/4/2022	A-10052	James G Buckley	2,803.61
2/9/2022	1256	OPEH&W	1,436.96
2/9/2022	1255	OMAG	70.00
2/9/2022	1254	Layman's Lawn Care and Tree	1,900.00
2/9/2022	1253	L & Z Enterprises Inc	2,400.00
2/9/2022	1252	Kiamichi Electric	257.00
2/9/2022	1251	Cross Telephone Co	52.00
2/14/2022			71.49
2/14/2022	EFTPS	Oklahoma Tax Commission	239.00
2/14/2022	EFTPS	EFTPS	1,661.54
2/16/2022	EFT	CSA Software	441.05
2/16/2022	GJ-10070	Pittsburg County Clerk	4,874.42
2/18/2022	1258	OMAG	2,074.00
2/18/2022	1259	OKMRF	1,063.23
2/18/2022	1257	Kay Robbins Wall	600.00
2/18/2022	A-10053	James G Buckley	2,571.91
2/28/2022	1263	OMAG	87.50
2/28/2022	1262	Amanda Harjo	800.00
2/28/2022	1261	Crawford & Associates, P.C.	230.00
2/28/2022	1260	BOK Credit Card	978.17
1000 Town of CL Checking 9683 Totals			\$24,701.88

Report Options
Check Date: 2/1/2022 to 2/28/2022
Display Notation: No
Fund: General Fund

General Fund
Statement of Revenue and Expenditures

		Current Period Feb 2022 Feb 2022 Actual	Year-To-Date Jul 2021 Feb 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	105.51	560.11	600.00	39.89	93.35%
4100	Building Permits/Inspection Fe	1,541.06	10,940.87	23,580.00	12,639.13	46.40%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	3,097.16	63,343.74	24,000.00	(39,343.74)	263.93%
4500	Miscellaneous Revenue	0.00	380.60	0.00	(380.60)	0.00%
4015	Pittsburgh County Sinking Fund	4,874.42	43,501.77	57,190.00	13,688.23	76.07%
4000	Sales Tax	13,499.33	175,831.45	114,800.00	(61,031.45)	153.16%
9002	Transfer IN from TIF	7,381.09	56,139.95	101,989.00	45,849.05	55.05%
4005	Use Tax	1,234.03	7,651.39	7,200.00	(451.39)	106.27%
4010	Utility Tax	0.00	9,482.37	12,000.00	2,517.63	79.02%
4013	Vehicle Gas/Fuel Tax	74.20	393.27	0.00	(393.27)	0.00%
Non-Departmental Revenues Totals		\$31,806.80	\$368,417.28	\$391,559.00	\$23,141.72	
Revenue		\$31,806.80	\$368,417.28	\$391,559.00	\$23,141.72	
Gross Profit		\$31,806.80	\$368,417.28	\$391,559.00	\$0.00	
Expenses						
Administration						
Personal Services						
5020	Employer Paid Insurance	1,436.96	11,495.68	17,244.00	5,748.32	66.66%
5025	Employer Retirement Contributi	708.82	6,002.10	8,842.00	2,839.90	67.88%
5000	Salaries	6,763.38	57,422.42	88,424.00	31,001.58	64.94%
5010	Social Security	542.24	4,591.53	7,063.00	2,471.47	65.01%
5001	Stipend	0.00	500.00	0.00	(500.00)	0.00%
5015	Unemployment Tax	70.89	141.78	1,846.00	1,704.22	7.68%
5030	Vehicle/Cell Allowance	324.85	2,598.80	3,900.00	1,301.20	66.64%
Materials & Supplies						
5510	Building Maintenance & Repairs	0.00	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%
5520	Software Programs/ Services	24.95	24.95	0.00	(24.95)	0.00%
Other Services						
6035	Dues & Memberships	70.00	1,668.00	1,210.00	(458.00)	137.85%
6015	Insurance	87.50	420.00	350.00	(70.00)	120.00%
6005	Rent	477.78	3,309.34	5,760.00	2,450.66	57.45%
6040	School, Training, Travel	0.00	892.51	5,700.00	4,807.49	15.66%
6000	Utilities	256.00	1,575.65	4,339.00	2,763.35	36.31%
Administration Totals		\$10,763.37	\$90,913.29	\$145,698.00	\$54,784.71	
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%

Town Administrator's Report – March 19, 2022

- Entrance Road – I contacted Pittsburgh County to address the potholes and drainage created over the winter. They have been out to fill some potholes and we will work on schedule to work on the drainage. We are also discussing another round of chip and seal this year.
- Pavilion – Mike and I completed the punch list walkthrough and identified a few items still to be completed or addressed. The fans all had their blades broken from the wind. We are going to remove all the fans now and then experiment with one fan on a different height(s) to see if raising the fan toward the roof will address the wind problem. The landscaper submitted a couple plans and we selected one of the plant selection and layout options. They have started installing the landscaping. We are targeting Saturday April 16, 2022 for the ribbon cutting ceremony.
- Stephens Road/ Alley Project – Freese and Nichols surveyor has been on site to do surveying for Stephens Road and the Alleys (Park and Redbud).
- Pooled Cash – I contacted Crawford and Associates discuss process or requirements for setting-up and using pooled cash system. Pooled Cash is the ability to use a common checking account but still provide a separation of funds/accounts within the accounting system. There is no special authorization needed, but will need to work with our accounting software on setting up in our system/operation. The benefit of Pooled Cash is we won't need to maintain a separate checking account for each separate account that is operational and not required by Statute/Law.
- GASB 87 – A new accounting regulation requires us to list and account for leases within the Audit. Amanda and I worked on filling out the worksheet, compiling our leases and sending copies to Crawford.
- Corps Project Moratorium – I contacted the Corps to see if the Town projects are still under a moratorium. The Corps indicated they are open to reviewing any submittals given the Wastewater Treatment Plant is on schedule. I have inquired about installing No Hunting signs, but have not heard back from them. I will work on a formal request for the signs, expanding the Nature Center Playground.

- Other activities – Ordered Picnic Table for Town Office; reviewed Building Permits – including Marina Phase 1; creating joint project agreement with HP09, LLC to include Water Lane with our Alley project; Grounds Management for trails and Marina Property – accepted proposals and awarded Contract.

Thank you.

DRAFT