**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; **January 21, 2023**

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

**MINUTES**

1. Call to Order

The meeting was called to order at 8:21 a.m. with Mayor Chinnici presiding.

1. Roll Call

PRESENT: Joanne Chinnici

Mary Myrick

Kris Brule’

Chuck Mai

Clay Chapman

ABSENT: None

Consent Items

1. Approval of Minutes:
   1. Regular Meeting of the CL Board of Trustees on December 21, 2022
2. 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

Kris Brule’

Mary Myrick

Chuck Mai

Clay Chapman

NAY: None

1. Items Removed from Consent Agenda
2. Consider, discuss and possibly vote to amend, revise, approve or deny an Ordinance adopting an Employee Retirement System, Defined Contribution Plan for the Town of Carlton Landing, Oklahoma; 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 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 committee and providing for powers, duties, and rights of 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 investment as 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 non-alienation of benefits; adopting those amendments mandated by the Internal Revenue Code; providing for employer pickup of required contributions; providing for repealer and severability; and Declaring an Emergency, or take any other appropriate action.

The Town adopted and approved a Defined Contribution Plan through Oklahoma Municipal Retirement Fund, which was limited to the Town Administrator. The proposed Ordinance adds a general employee component to the Town’s Plan. The Contribution amounts remain the same at ten (10%) percent Town contribution and five (5%) percent employee contribution. Vesting for Town Administrator stays at 100% vesting and general employees will be a five (5) year vesting period at twenty (20%) percent per year. The Plan includes the ability for employees to obtain a loan against the value of their Retirement Balance.

MOTION: A motion was made by and seconded by to approve

Ordinance adopting an Employee Retirement System, Defined Contribution Plan for the Town of Carlton Landing, Oklahoma; 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 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 committee and providing for powers, duties, and rights of 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 investment as 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 non-alienation of benefits; adopting those amendments mandated by the Internal Revenue Code; providing for employer pickup of required contributions; providing for repealer and severability.

AYE: Joanne Chinnici

Kris Brule’

Mary Myrick

Chuck Mai

Clay Chapman

NAY: None

6a. Vote to approve Declaring an Emergency.

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

declaring an emergency.

AYE: Joanne Chinnici

Kris Brule’

Mary Myrick

Chuck Mai

Clay Chapman

NAY: None

Exhibit:

1. Consider, discuss and possibly vote to provide direction to staff on preparing a Residential Short-term Rental Ordinance and a proposed fee schedule, or take any other appropriate action.  
   Exhibit:

The Town continues to see a growth in the use of residential short-term rentals. We have several businesses that have registered for business licenses indicating they are property managing residential properties. We also have several individuals who have received business licenses for short-term rentals. Staff has been working to educate those with a business license and others about the sales and lodging tax requirements.

Several other Cities have developed and implemented Residential Short-term Rental Ordinance to help manage issues that arise related to rentals. The proposed Ordinance provides for a requirement to register for a residential short-term license. As part of the application and license the property owner would have to identify a contact person if they do not reside in Town. There are requirements for information which must be posted on the property, on marketing/advertising material and provided to each renter. The license is an annual license. Each year the property owner would need to provide evidence they have paid sales and lodging taxes.

The item has been placed on as a discussion item to allow the Board and public to review and provide feedback prior to the Board considering for approval.

No action was taken.

Brooke Baum, Brock Baum, Zack Duvall, Heather Scott, Whitney Ellsworth, Craig Ireland (by email) spoke various concerns to Agenda Item 7.

Possible Task Force members Brooke Baum, Aimun, Greg Buckley, Steven Covil (HOA).

1. Consider, discuss and possibly vote to amend, revise, approve or deny an Ordinance revising the salary for the position of Town Clerk-Treasurer of the Town of Carlton Landing, Oklahoma; providing for increases in such salary; and providing an effective date and Declaring an Emergency, or take any other appropriate action.

Discussion occurred regarding duties by state mandate and feasible salary.

MOTION: A motion was made by Myrick and seconded by Mai to set the salary of the elected Clerk-Treasurer at $300 monthly.

AYE: Joanne Chinnici

Kris Brule’

Mary Myrick

Chuck Mai

Clay Chapman

NAY: None

8a. Vote to approve Declaring an Emergency.

MOTION: A motion was made by Chinnici and seconded by Brule’ to approve declaring an emergency.

AYE: Joanne Chinnici

Kris Brule’

Mary Myrick

Chuck Mai

Clay Chapman

NAY: None

Exhibit:

1. Reports
   1. Sales Tax Revenue and other Financial Reports (See attachments)
   2. Town Administrator (See attachment)
   3. Legal Reports, Comments, and Recommendations to the Governing Body  
      None
2. Recognize Citizens wishing to comment on non-Agenda Items

Heather Scott regarding relocation of the proposed community centrr.

1. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:18 a.m., January 21, 2023.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Clerk









