**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; **September 16, 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 8:09 a.m. with Mayor Chinnici presiding.

1. Roll Call

PRESENT: Joanne Chinnici

 Mary Myrick

 Chuck Mai

 Clay Chapman

 Kris Brule’

ABSENT: None

Consent Agenda

1. Approval of Minutes:
	1. Regular Meeting of the CL Board of Trustees on August 19, 2023
2. 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: Mary Myrick

 Joanne Chinnici

 Chuck Mai

 Clay Chapman

 Kris Brule'

 NAY: None

1. Consider, discuss, and possibly vote to amend, revise, approve or deny the Estimate of Needs and Financial Statement of Fiscal Year 2023-2024 to be signed, notarized, and published after approval by the Board of Trustees, or take any other appropriate action.
Exhibit:

The Estimate of Needs is required to be submitted to the Pittsburg County Excise Board to establish our ad valorem tax rate to cover the Towns indebtedness. The Estimate of Needs will also be used to determine the ability to issue any additional indebtedness.

Based on the Estimate of Needs Report to maintain the Towns Millage Rate around the average of sixteen (16) mills, the Board will need to consider issuing a G.O. Bond in early 2024. Staff along with the Financial Adviser and Bond Counsel will have items on the October Agenda for the Boards consideration.

1. Items Removed from Consent Agenda
2. Consider, discuss, and possibly vote to amend, revise, approve or deny a Resolution appointing Jim Hasenbeck and Heather Scott to the Planning Commission for three-year term ending August 2026, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Brule’ to approve the Resolution appointing Jim Hasenbeck and Heather Scott to the Planning Commission for a three year term ending August 2026.

* 1. Swearing in of Commission Member(s)
	Exhibit:

Kay Wall, town attorney, swore in Heather Scott to the Planning Commission for aa three year term ending August, 2026.

1. Consider, discuss, and possibly vote to amend, revise, approve or deny BOT Budget Fiscal Year 22-23 Amendment #1 appropriating initial funding for Adopt-a-Bench, Donations and Expenses for Adopt-a-Bench Program, or take any other appropriate action.

At the Board of Trustees meeting in July the Adopt-a-Bench program was established. We have received Donations for twelve benches. The Town is making an initial order of twenty benches so there was a bulk order and to have non-adopted benches available and ready. Twelve Benches have been Adopted as of September 13, 2023. There is unallocated Fund Balance available to cover the cost of the benches and installation. Any Benches that have not been Adopted will be set and available when someone wants to Adopt the bench and then a plaque will be made and attached to the bench.

The Budget Amendment allocates funds from the unallocated fund balance, establishes the revenue line item for Donations, and adds funds to the Capital Outlay – Projects line item for costs related to the Adopt a bench program.

MOTION: A motion was made by Mai and seconded by Chapman to approve BOT Budget Fiscal Year 22-23 Amendment #1 appropriating initial funding for Adopt-a-Bench, Donations and Expenses for Adopt-a-Bench Program.

 AYE: Mary Myrick

 Joanne Chinnici

 Chuck Mai

 Clay Chapman

 Kris Brule'

 NAY: None

1. Consider, discuss, and possibly vote to amend, revise, approve or deny entering into a Project Development Management Agreement – Nature Center Facilities, or take any other appropriate action.
Exhibit:

 Take no action.

1. Presentation and updated of Nature Center Facility Center and possibly vote to provide direction to Staff, or take any other appropriate action.

Trustee Myrick reported the TSET grant proposal was submitted with awards to be in November. We have received an appraisal of the schools for 3.4 million. If awarded, the grant will be given in 2 installments of $500,000. We must be shovel ready by January 1. With the first installment, we intend to build one small building, a gazebo and parking lot. To be ready we will 1) retain a project manager, prepare 2) prepare budget assumptions, 3) develop a project plan, 4) obtain Dr. Cole Feix as representative for Carlton Landing Academy, 5) secure an architect and construction documents will be done. School priorities are purchasing the school from the town, addition of a kitchen, ongoing operational costs and a dining hall.

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

Kay Wall reported a working lunch with Mayor Chinnici and Clerk Summers, a review of the Stephens Road project and attendance of a professional meeting.

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

 None

1. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:53 a.m., September 16 , 2023.

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 Mayor

 Attest:

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Town Clerk











Town Administrator’s Report September 16, 2023

* Alley Phase II and Block 10 Parking Lot –The Contractor has completed the work. We are working through final payment request.
* Stephens Road Extension – The clearing Contractor has Started and began installation of the silt fencing. Warning signs need to be installed and pictures sent to Corp before clearing can begin.
The Road Contractor is ready to mobilize once site is cleared.
* Adopt a Bench – Twelve Benches have been adopted and funds received. Twenty Benches have been ordered. The Parking and Bench Committee met on Friday August 25. Stephen Covill based on committees’ discussion has prepared a location map for the initial twenty benches. The bench location Map is being submitted to the Developer and HOA Executive Board for review and approval. Once they approve, we will submit the bench location map to the Planning Commission for recommendation to the Board. Mike has acquired bench pad and installation bids, so once the bench locations have been approved, we will get the bench pads started.
* TSET Grant– Assisted Mary Myrick, Seth Gebhart, Mayor Chinnici, and team on TSET Grant. Thank you to the tireless efforts of Seth and Mary the TSET Grant was submitted one day before the deadline. We should get Notice of Award in November.
* Nature Center Facilities – Developed the map for Phase 2 clearing of the Nature Center Facility. Phase 2 of the clearing would be to the east and southeast of the phase 1 cleared area. IT would not be a full clearing and removal of trees but a thinning of the trees to provide a view of the lake from the proposed facilities and establishing a natural walking trail within that area. Additionally, we would establish a natural walking trail from the parking area to the west and connect it to the existing walking trail, by the playground. I have submitted the Phase 2 Clearing for the Nature Center Facility to the Corp for approval. We will work on getting quotes for the Phase 2 Clearing so once we have Corp approval, we will begin the Phase 2 Clearing.

• Trail Expansion – Prepared a secondary path trail plan with connection to the existing trail and viewing corridor map. The secondary trail conforms to the master trail plan and runs along the north boundary of the Corp property along Ridgeline Road. The trail would be a natural ground walking path with a connecting path about in the middle of the secondary path to the existing path. Additionally create a viewing corridor(s) from the secondary trail to the Lake. The plan is to clear trees to create the path and the thin trees and underbrush to create the viewing corridor(s). This would not be a full clearing of the trees, but a thinning of trees so the natural wooded character would be maintained. I have sent a request letter to the Corp for the approval of the secondary trail and viewing corridor. In 2015 the Corp approved the overall trail system, but with adding the viewing corridor and number of years since the original approval, I felt it would be good to resubmit for an updated Corp approval.

• FY 23-24 Audit – Crawford and Associates came to the office and completed their field work. Anne Elfrink and Associates has been to the Office and completed their field work and record check. Pending any follow-up information, we should get a draft copy of the Audit the end of September or early October.

* Out of the Office – I will be out of the office the week of September 18 on vacation and then from October 2 – 4 at the ICMA Conference in Austin, TX. I will be available by email and cell phone.

Thank you.