

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"School Building 1"  
Saturday, October 15, 2016, 8:00 AM

**MINUTES**

**1. Call to Order**

The meeting was called to order at 8:01 a.m. with Mayor Chinnici presiding.

**2. Roll Call**

PRESENT: A roll call reflected that Trustees Chinnici, Click, Morris, Kimmel, and Clerk-Treasurer Summers were present.

IN ABSENTIA: Craig McCollum

**3. Sales Tax Revenue and other Financial and Administrative Reports**

Renee Norman, Town Finance Officer, reported the Carlton Landing Sales Tax Report, along with the Check Detail, Balance Sheet, and Profit and Loss Budget vs. Actual and Taxpayer access point. P.O. # 1011 has been issued for rental of meeting space.

**4. Consent Agenda: Consideration and Action**

a. Approval of Minutes:

Regular Meeting of the Board of Trustees September 17, 2016

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

MOTION: A motion was made and seconded to approve the consent agenda as written

AYE: Chinnici, Click, Morris, Kimmel

NAY: NONE

**5. Presentation and Consideration of the TIF Annual Report**

Mayor Chinnici reported the first Annual TIF Report. No monies were collected and none were spent. There was no discussion.

**6. Legal Reports, Comments, and Recommendations to the Governing Body**

Kay Wall, town attorney, briefly discussed the present format for concessionaire agreement. She and Mayor Chinnici will collaborate and make needed corrections for presentation to the Board of Trustees when it is completed.

Kay Wall elaborated on Jeff Click's question at the last meeting about whether we could rotate the mayor position. Kay directed the Board to the OML handbook which states that the mayor shall serve until his/her successor has been elected and qualified.

7. Opportunity for public comment.

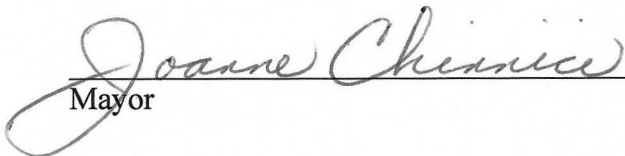
Grant Humphreys reported that Leslie Bachelor from the Center for Economic Development Law is collaborating with John Michael Williams, the bond attorney to possibly amend the TIF agreement allowing the tax money earmarked for the GO bond to be used for that purpose.

8. Comments and questions by Governing Body members regarding items for future consideration. NONE

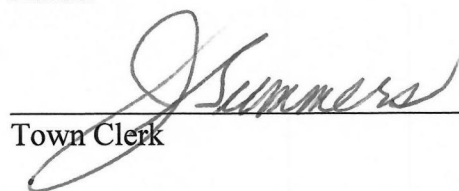
9. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting. NONE

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:19 a.m. on October 15, 2016.

  
\_\_\_\_\_  
Mayor

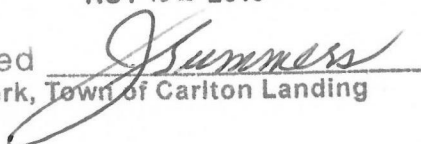
Attest:

  
\_\_\_\_\_  
Town Clerk



**FILED**

NOV 21 2016

Signed   
\_\_\_\_\_  
Clerk, Town of Carlton Landing

**The Town of Carlton Landing**  
**Transaction List by Vendor**  
**September 19 through October 13, 2016**

Type	Date	Num	Memo	Clr	Split	Debit	Credit
Carlton Landing Enterprises LLC							
Bill Pmt-Check	10/13/2016	224			Accounts Payable		500.00
Carlton Landing Volunteer Fire Dept							
Bill Pmt-Check	10/01/2016	221	October		Accounts Payable		250.00
Dan Hurd							
Bill Pmt-Check	10/13/2016	225	Inspections for September 2016		Accounts Payable		5,415.43
Kay Robbins Wall							
Bill Pmt-Check	10/01/2016	222	August 20 - September 19, 2016		Accounts Payable		400.00
Oklahoma Uniform Building Code Commission							
Bill Pmt-Check	10/13/2016	226	September 2016		Accounts Payable		48.00
Renee Norman							
Bill Pmt-Check	10/01/2016	223	October		Accounts Payable		550.00

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Annual Basis

**The Town of Carlton Landing**  
**Balance Sheet**  
**As of October 13, 2016**

	<u>Oct 13, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOK - Checking - *9683	63,940.38
<b>Total Checking/Savings</b>	<u>63,940.38</u>
<b>Total Current Assets</b>	<u>63,940.38</u>
<b>TOTAL ASSETS</b>	<u><b>63,940.38</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Payable - Dan Hurd, Inspector	1,500.00
Payable - OUBCC Fees	32.00
<b>Total Other Current Liabilities</b>	<u>1,532.00</u>
<b>Total Current Liabilities</b>	<u>1,532.00</u>
<b>Total Liabilities</b>	1,532.00
<b>Equity</b>	
32000 - Retained Earnings	52,649.90
Opening Balance Equity	100.00
Net Income	9,658.48
<b>Total Equity</b>	<u>62,408.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>63,940.38</b></u>

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rual Basis

# The Town of Carlton Landing Profit & Loss Budget vs. Actual July through October 2016

	TOTAL									
	Jul 16	Budget	Aug 16	Budget	Sep 16	Budget	Oct 16	Budget	Jul - Oct 16	Budget
<b>Income</b>										
<b>Revenues</b>										
Sales Tax Revenue	7,571.02	9,500.00	6,414.43	9,500.00	10,403.23	9,500.00	0.00	9,500.00	24,388.68	38,000.00
Permits and Licensing	350.00	200.00	140.00	200.00	70.00	200.00	0.00	200.00	560.00	800.00
<b>Total Revenues</b>	7,921.02	9,700.00	6,554.43	9,700.00	10,473.23	9,700.00	0.00	9,700.00	24,948.68	38,800.00
<b>Total Income</b>	7,921.02	9,700.00	6,554.43	9,700.00	10,473.23	9,700.00	0.00	9,700.00	24,948.68	38,800.00
<b>Gross Profit</b>	7,921.02	9,700.00	6,554.43	9,700.00	10,473.23	9,700.00	0.00	9,700.00	24,948.68	38,800.00
<b>Expense</b>										
Annual Audit	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Events	0.00	300.00	0.00	300.00	0.00	300.00	0.00	300.00	0.00	1,200.00
Fire Protection	250.00	250.00	500.00	250.00	0.00	250.00	250.00	250.00	1,000.00	1,000.00
Finance Officer	550.00	550.00	550.00	550.00	0.00	550.00	550.00	550.00	1,650.00	2,200.00
General Administrative Expense	0.00	0.00	385.00	0.00	0.00	0.00	0.00	0.00	385.00	0.00
Legal Fees- Town Attorney	400.00	400.00	400.00	2,500.00	400.00	2,500.00	0.00	2,500.00	1,200.00	10,000.00
Management Contract	500.00	950.00	1,050.00	950.00	500.00	950.00	500.00	950.00	2,550.00	3,800.00
Meeting Expense	0.00	150.00	0.00	150.00	0.00	150.00	0.00	150.00	0.00	600.00
Operating Expense	0.00	50.00	0.00	50.00	0.00	300.00	0.00	550.00	0.00	950.00
Profession Fees & Subscriptions	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	0.00	400.00
Publication and Notice Exp	74.20	250.00	0.00	250.00	0.00	250.00	0.00	250.00	74.20	1,000.00
Road Maintenance	8,431.00	4,000.00	0.00	2,500.00	0.00	1,100.00	0.00	1,100.00	8,431.00	8,700.00
Training and Reimbursement	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
Website Expense	0.00	150.00	0.00	150.00	0.00	150.00	0.00	150.00	0.00	600.00
<b>Total Expense</b>	10,205.20	9,250.00	2,885.00	9,250.00	900.00	6,850.00	1,300.00	6,850.00	15,290.20	32,200.00
<b>Net Income</b>	<b>-2,284.18</b>	<b>450.00</b>	<b>3,669.43</b>	<b>450.00</b>	<b>9,573.23</b>	<b>2,850.00</b>	<b>-1,300.00</b>	<b>2,850.00</b>	<b>9,658.48</b>	<b>6,600.00</b>