

**TOWN OF CARLTON LANDING**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"School Building 1"  
Saturday; July 15, 2017; 8:00 AM

**MINUTES**

1. Call to Order

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

2. Roll Call

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

3. Sales Tax Revenue and other Financial and Administrative Reports

*Renee Norman, the town Financial Officer, provided copies of the Sales Tax report, Transition List by Vendor, Balance Sheet as of June 30, Balance Sheet as of July 14, and our Profit & Loss Budget vs. Actual, Tax Payer Access Report.*

*Remainder of page intentionally left blank.*

The Town of Carlton Landing  
Transaction List by Vendor  
June 18 through July 14, 2017

Type	Date	Num	Memo	Account	Cl	Split	Debit	Credit
Bryon Watson								
Bill	07/03/2017	Inv # 4	Inv 0000084	Accounts Payable		Meeting Expense		90.00
Bill Pmt -Check	07/03/2017	286	Inv 0000084	BOK - Checking - *3		Accounts Paya...		90.00
Carlton Landing Volunteer Fire Dept								
Bill	07/03/2017	Inv 23	Month of June 2017	Accounts Payable		Fire Protection		250.00
Bill	07/03/2017	Inv #24	Month of July 2017	Accounts Payable		Fire Protection		250.00
Bill Pmt -Check	07/03/2017	287		BOK - Checking - *3		Accounts Paya...		500.00
Center for Economic Development Law								
Bill	07/14/2017	Inv 12	Inv 12384	Accounts Payable		Legal Fees - E...		2,276.56
Bill Pmt -Check	07/14/2017	291	Inv 12384	BOK - Checking - *3		Accounts Paya...		2,276.56
Can Hurd								
Bill	07/14/2017	Inv 066	Inspectors for June 2017	Accounts Payable		Payable - Dan		1,400.00
Bill Pmt -Check	07/14/2017	292	Inspectors for June 2017	BOK - Checking - *3		Accounts Paya...		1,400.00
Kay Robbins-Wahl								
Bill	06/28/2017	Inv 20	5/20 - 6/18/17	Accounts Payable		Legal Fees - Tu...		400.00
Bill Pmt -Check	07/03/2017	288	5/20 - 6/18/17	BOK - Checking - *3		Accounts Paya...		400.00
Nancy Carmick								
Bill	07/03/2017	Trustee	Trustee Training	Accounts Payable		Training Int R...		175.56
Bill Pmt -Check	07/03/2017	289	Trustee Training	BOK - checking - *3		Accounts Paya...		175.56
Oklahoma Uniform Building Code Commission								
Bill	07/14/2017	June 2	June 2017	Accounts Payable		Payable - OJB...		32.00
Bill Pmt -Check	07/14/2017	290	June 2017	BOK - Checking - *3		Accounts Paya...		32.00
Norise Norman								
Bill	07/03/2017	July 2	Month of July 2017	Accounts Payable		Finance Offical		600.00
Bill Pmt -Check	07/03/2017	290	Month of July 2017	BOK - Checking - *3		Accounts Paya...		600.00

The Town of Carlton Landing  
**Balance Sheet**  
As of June 30, 2017

	Jun 30, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BOK - Checking - 15883	150,405.31
<b>Total Checking/Savings</b>	<u>150,405.31</u>
<b>Total Current Assets</b>	<u>150,405.31</u>
<b>TOTAL ASSETS</b>	<u>150,405.31</u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	400.00
<b>Total Accounts Payable</b>	<u>400.00</u>
Other Current Liabilities	
Payable - Dan Hurd, Inspector	5,000.00
Payable - OUBCC Fees	175.00
<b>Total Other Current Liabilities</b>	<u>5,175.00</u>
<b>Total Current Liabilities</b>	<u>5,575.00</u>
<b>Total Liabilities</b>	<u>5,575.00</u>
Equity	
2010 - Retained Earnings	60,955.90
Opening Balance Equity	100.00
Net Income	89,676.41
<b>Total Equity</b>	<u>154,032.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>150,408.31</u>

19.000  
417  
Fiscal Basis

The Town of Carlton Landing  
**Balance Sheet**  
As of July 14, 2017

	Jul 14, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCK - Checking - 19582	154,972.25
Total Checking/Savings	154,972.25
Total Current Assets	154,972.25
<b>TOTAL ASSETS</b>	<b>154,972.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payable - Dan Hurd, Inspector	4,400.00
Payable - CUMOC Fees	144.00
Total Other Current Liabilities	4,544.00
Total Current Liabilities	4,544.00
Total Liabilities	4,544.00
Equity	
S2000 - Retained Earnings	150,932.31
Opening Balance Equity	100.00
Net Income	-3,060.06
Total Equity	150,972.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>154,972.25</b>

18 AM  
4/17  
rual Basis

The Town of Carlton Landing  
Profit & Loss Budget vs. Actual  
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
<b>Income</b>			
<b>Revenues</b>			
Developer Advances	8,419.30		
Sales Tax Revenue	135,940.80	114,000.00	21,940.80
Permits and Licensing	3,388.14	2,400.00	988.14
<b>Total Revenues</b>	<u>145,748.24</u>	<u>116,400.00</u>	<u>29,348.24</u>
<b>Total Income</b>	145,748.24	116,400.00	29,348.24
<b>Expense</b>			
Annual Audit	2,700.00	2,900.00	-200.00
Events	51.95	3,600.00	-3,548.04
Insurance	1,355.00	1,400.00	-45.00
Bank Fees	30.00		
Fire Protection	3,000.00	3,500.00	-500.00
Finance Officer	6,050.00	6,600.00	-550.00
General Administrative Expense	770.00	1,000.00	-230.00
Legal Fees- Town Attorney	4,800.00	5,000.00	-200.00
Legal Fees - Economic Develop	11,667.30	25,000.00	-13,332.70
Management Contract	3,550.00	11,400.00	-7,850.00
Meeting Expense	125.00	1,800.00	-1,675.00
Operating Expense	0.00	4,600.00	-4,600.00
Profession Fees & Subscriptions	2,992.80	3,000.00	-7.20
Publication and Notice Exp	1,141.87	3,000.00	-1,858.13
Road Maintenance	17,381.00	27,500.00	-10,119.00
Training and Reimbursement	0.00	1,000.00	-1,000.00
Website Expense	156.90	1,800.00	-1,643.10
<b>Total Expense</b>	<u>55,771.83</u>	<u>103,100.00</u>	<u>-47,328.17</u>
<b>Net Income</b>	<u>89,976.41</u>	<u>13,300.00</u>	<u>76,676.41</u>

OKLAHOMA  
TAXPAYER ACCESS POINT

Menu Home » Revenue Reporting » Collection Details (\$18)

Log Off

OKTAP Help

OKTAP PRO Contact Us

Enter Search Parameters

Year: 2017  
Month: 05, May  
View Results

UNASSIGNED TAXES (\$18)

Date	Assessed To	Plan Period	Parcel Point	Filing Period	Name	ADDRESS	POLITY CODE	Value/Amount	Collection
0512	075-1001520-05	0500-05	01-Apr-2017	06-Apr-2017	MR. CRICK CARPET & TILE	PO BOX 4710 TULSA OK 74108-4710		3-May-2017	69.04
0513	075-1001520-05	0500-05	01-May-2017	01-May-2017	MR. CRICK CARPET & TILE	PO BOX 4710 TULSA OK 74108-4710		01-May-2017	00.00
0517	075-1001520-05	0400-05	01-Apr-2017	06-Apr-2017	MR. CRICK LUMBER & SUPPLY	PO BOX 1770 TULSA OK 74108-1770		01-May-2017	1,222.48
0518	075-1001520-05	0400-05	01-May-2017	01-May-2017	MR. CRICK LUMBER & SUPPLY	PO BOX 1770 TULSA OK 74108-1770		01-May-2017	2,088.63
0517	075-1001540-05	0500-05	01-Apr-2017	06-Apr-2017	S.W.A.T.	1284 COR. L.H. BONDRO CK TULSA OK		01-May-2017	49.74
0518	075-1001540-05	0500-05	01-May-2017	01-May-2017	S.W.A.T.	1284 COR. L.H. BONDRO CK TULSA OK		01-May-2017	33.00
0517	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	THE HOME DEPOT	2489 PAGES FERRY RD BEAULA 44402		01-May-2017	9.44
0518	075-1001540-05	0477-05	01-Apr-2017	06-Apr-2017	STEELE BROS. FURN. CO.	PO BOX 470 TULSA OK 74108-4700		01-May-2017	0.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	EL LANDS ENTERTAINMENT STORE	PO BOX 456 LITTLE ROCK AR 72621-0456		01-May-2017	4.98
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	SPRINT	8800 SPRINT HWY OVERLAND 15172		01-May-2017	24.04
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	SPRINT	8800 SPRINT HWY OVERLAND 15172		01-May-2017	19.17
0517	075-1001570-05	0400-05	01-Apr-2017	06-Apr-2017	BREMER CARRIET ONE	300 S PORTLAND AVE OKLAHOMA 74109		01-May-2017	17.54
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	BOGGS & BLAIR COMPANY	PO BOX 102 MUSKOGEE OK 74450-0102		01-May-2017	00.00
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	BOGGS & BLAIR COMPANY	PO BOX 102 MUSKOGEE OK 74450-0102		01-May-2017	14.18
0517	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	DADDY WINKLES INC	2000 W CHICO ST OKLAHOMA 74109		01-May-2017	6.68
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	RAMBERG COURT & TRADING	1102 N HO-WAY S OKLAHOMA 74109		01-May-2017	04.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	VINDONE INNOVATIONS LLC	2001 S GUYANT AVE OKLAHOMA 74109		01-May-2017	4,897.32
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	VINDONE INNOVATIONS LLC	2001 S GUYANT AVE OKLAHOMA 74109		01-May-2017	600.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	THE FOGGERS LIMITED CO	PO BOX 270 COMANCHE OK 74002-0270		01-May-2017	1,709.64
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	RAMBERG COURT	800 E GUYANT AVE OKLAHOMA 74109		01-May-2017	74.17
0517	075-1001570-05	0500-05	01-May-2017	01-May-2017	DEMAC SUPPLY	800 E GUYANT AVE OKLAHOMA 74109		01-May-2017	102.88
0517	075-1001570-05	0500-05	01-May-2017	01-May-2017	A&C SUPPLY COMPANY	148C HWY BELLEVILLE MO 64614-8800		01-May-2017	0.00
0517	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	A&C SUPPLY COMPANY	148C HWY BELLEVILLE MO 64614-8800		01-May-2017	4.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	THE 80TH COMPANY	201 E SHAWNEE RD MUSKOGEE OK 74450		01-May-2017	712.63
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	LOWES HOME CENTERS INC	1185 NORTH BRIDGER RD MUSKOGEE OK 74450		01-May-2017	17.64
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	THE OKLAHOMA SPORTS CENTER	348 COURT ST OKLAHOMA 74109		01-May-2017	2.49
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	THE OKLAHOMA SPORTS CENTER	348 COURT ST OKLAHOMA 74109		01-May-2017	1.96
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	CONTRACTORS & COMPANIES	PO BOX 1100 OKLAHOMA 74109		01-May-2017	40.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	VISHI MIDDLE USA LP	8000 SPRINT HWY OVERLAND 15172		01-May-2017	0.00
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	VISHI MIDDLE USA LP	8000 SPRINT HWY OVERLAND 15172		01-May-2017	0.07
0517	075-1001570-05	New Taxpayer	01-Apr-2017	06-Apr-2017	UNITED RENTALS (GOTHAM)	1282 TAMPA DAM DR OK 74109		01-May-2017	04.02
0518	075-1001570-05	New Taxpayer	01-Apr-2017	06-Apr-2017	UNITED RENTALS (GOTHAM)	1282 TAMPA DAM DR OK 74109		01-May-2017	80.12
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	TRM P&L MOUNTAIN MO	200 N HWY 51 BEAULA OK 74002		01-May-2017	20.00
0518	075-1001570-05	New Taxpayer	01-Apr-2017	06-Apr-2017	TOP NATIONAL BANK	11100 HWY 40 BLVD STE 801 MUSKOGEE		01-May-2017	112.00
0518	075-1001570-05	New Taxpayer	01-May-2017	01-May-2017	TOP NATIONAL BANK	11100 HWY 40 BLVD STE 801 MUSKOGEE		01-May-2017	32.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	HILLER OFFICE EQUIPMENT	600 E WYANDOTTE AVE OKLAHOMA 74109		01-May-2017	0.00
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	WYTHE BROTHERS TULSA LLC	300 W WILSON AVE OKLAHOMA 74109		01-May-2017	49.33
0518	075-1001570-05	New Taxpayer	01-Apr-2017	06-Apr-2017	OSWALD GRANITE, INC.	2045 N GEORGE HIGHWAY OKLAHOMA		01-May-2017	49.48
0517	075-1001570-05	New Taxpayer	01-Apr-2017	06-Apr-2017	FRANK'S OFF	PO BOX 3438 OKLAHOMA 74109		01-May-2017	0.07
0518	075-1001570-05	New Taxpayer	01-Apr-2017	06-Apr-2017	HUSTON CURT	PO BOX 1510 TULSA OK 74101-0510		01-May-2017	43.4
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	RODAS & FIELDS	800 N HWY 51 BEAULA OK 74002		01-May-2017	9.17
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	RODAS & FIELDS	800 N HWY 51 BEAULA OK 74002		01-May-2017	2.41
0518	075-1001570-05	0500-05	01-Apr-2017	06-Apr-2017	BEACHBODY	3001 EXPOSITION BLVD OKLAHOMA 74109		01-May-2017	2.00
0518	075-1001570-05	0500-05	01-May-2017	01-May-2017	BEACHBODY	3001 EXPOSITION BLVD OKLAHOMA 74109		01-May-2017	0.04

05 Items

0.00000

11 AM  
4/7  
roll Basis

The Town of Carlton Landing  
Account QuickReport  
July 2016 through June 2017

Type	Date	Num	Name	Memo	Split	Amount
<b>Revenues</b>						
<b>Sales Tax Revenue</b>						
Deposit	07/15/2015		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	7,479.32
Deposit	07/16/2015		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	91.77
Deposit	08/15/2015		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	4,320.67
Deposit	08/15/2015		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	53.73
Deposit	09/01/2015		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	9,864.53
Deposit	09/01/2015		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	60.01
Deposit	10/13/2015		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	12,352.60
Deposit	10/13/2015		Oklahoma Tax Com...	Cigar Tax: 2(16	BOK - Checkin...	112.63
Deposit	11/09/2015		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	12,558.21
Deposit	11/09/2015		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	147.31
Deposit	12/09/2015		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	13,933.97
Deposit	12/09/2015		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	160.92
Deposit	01/09/2017		Oklahoma Tax Com...	December Sal...	BOK - Checkin...	12,922.01
Deposit	01/09/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	161.83
Deposit	02/09/2017		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	1,767.94
Deposit	02/09/2017		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	125.21
Deposit	03/16/2017		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	13,407.28
Deposit	03/16/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	83.54
Deposit	04/10/2017		Oklahoma Tax Com...	Revenue for ...	BOK - Checkin...	10,848.18
Deposit	04/10/2017		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	217.04
Deposit	05/22/2017		Oklahoma Tax Com...	Sales Tax coll...	BOK - Checkin...	14,605.08
Deposit	05/22/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	124.74
Deposit	05/30/2017		Oklahoma Tax Com...	Tax Received ...	BOK - Checkin...	219.32
Deposit	05/30/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	215.69
<b>Total Sales Tax Revenue</b>						<b>135,943.80</b>
<b>Total Revenues</b>						<b>135,943.80</b>
<b>TOTAL</b>						<b>135,943.80</b>

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

Regular Meeting of the Carlton Landing Board of Trustees: June 17, 2017

Special Meeting of the Carlton Landing Board of Trustees: June 26, 2017

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 presented.*

*AYE: Chinnici, Click, Kimmel, Morris, Carrick*

*NAY: None*

5. Discussion, Consideration, and Possible Action regarding bonding of Renee Norman, Town Finance Officer

*Renee Norman can be bonded for \$10,000 for a fee of \$100. A motion was made and seconded to provide bonding for Renee Norman, Town Financial Manager.*

*AYE: Chinnici, Click, Kimmel, Morris, Carrick*

*NAY: None*

6. Discussion, Consideration, and Possible Action to void the current Construction Contract regarding the Town Green and Beach Project dated 6.20.17 and contract with Traditional Craft Homes as Construction Project manager at eight percent (8%) of construction costs to oversee, coordinate, and inspect all work on the project

*In order to proceed with the Town Green and Beach project, it is necessary to void the current contract with Traditional Craft Homes. In addition it will be necessary to pay Bill Brown for the exploration and preparation work already completed on the project. It was decided to pay Bill Brown from town funds.*

*A motion was made and seconded to void the current contract with Traditional Craft Homes.*

*AYE: Chinnici, Kimmel, Morris, Carrick*

*NAY: None*

*A motion was made and seconded to pay the current invoices to Bill Brown with town funds for the exploration and preparation work on the project.*

*AYE: Chinnici, Kimmel, Morris, Carrick*

*NAY: None*

7. Discussion, Consideration, and Possible Action regarding the next step toward completion of the Town Green Beach Project which includes the process of obtaining bids for the building of the Beach and finish work on the area including sidewalks, and landscaping

*It will be necessary to engage an engineer to prepare the bid package. Johnson & Associates, engineers who have surveyed this area, have presented a proposal to guide our bid process.*

*A motion was made to engage Johnson & Associates to guide the bid process.*

*AYE: Chinnici, Click, Kimmel, Morris, Carrick*

*NAY: None*





1 EAST SHER DAN, SUITE 200  
PHILADELPHIA, PA, 19104  
(215) 795-9779  
FAX (215) 733-8078

July 13, 2017

Town of Carlton Landing  
10 Boulevard, Unit G  
Carlton Landing, OK 74432

Attention: Mr. Grant Humphreys, Town Founder

**RE: Carlton Landing Beach: Civil Engineering Proposal Public Bid Package**

Dear Grant:

Thank you for this opportunity to submit a proposal to you regarding the abovementioned project. Following is a list of the services we understand to be necessary to provide all Civil plans for the development of the Carlton Landing Beach area, along with the associated cost.

<b>Survey Services:</b>	
General Site Topographic Survey	<b>Provided by Owner</b>
<b>Civil Engineering Services:</b>	
Site Dimensional Control Plan	
Grading Plan	
Erosion Control Plan & SWPPP Documentation	
Public Bid Package and assist in advertising and awarding contract	
<b>Total</b>	<b>\$7,500.00</b>

Formal authorization to proceed can be accomplished by fully completing the attached Engineering Services Agreement and returning it via mail or courier to Johnson & Associates, Inc. This office will then provide a fully executed copy of the Agreement to you. "Exhibit A" of the Agreement is attached by reference and is on file from a previous project performed for your Company.

Please note that the technical and pricing information contained in any correspondence or proposal submitted by Johnson & Associates is considered confidential and proprietary. It should not be released or otherwise be made available to any third party without the express, written consent of Johnson & Associates.



**ENGINEERING SERVICES AGREEMENT**

**THIS AGREEMENT** (the "Agreement") is made and entered into as of the 13th day of July, 2017, by and between **Johnson & Associates, Inc.**, an Oklahoma Professional Corporation, ("Engineer"), and Town of Carlton Landing, a \_\_\_\_\_ ("Client").

- 1. **Engineer's Name and Address:** Johnson & Associates, Inc.  
1 East Sheridan Ave., Suite 200  
Oklahoma City, Oklahoma 73104
  
- 2. **Client's Name and Address:** Town of Carlton Landing  
10 Boulevard, Unit G  
Carlton Landing, OK 74432  
Attn: Mr. Grant Humphreys, Town Founder

3. **Scope of Services:** At the request of Client, Engineer shall perform certain Services to the extent agreed upon for a particular Project. With respect to each Project, the parties shall agree in writing upon the terms and conditions required for the performance of the Project and included in and made a part of this Agreement. The terms and conditions established for a Project may be amended upon the mutual written agreement of Authorized Representatives of each party.

4. **Deliverables:** With respect to each Project, Engineer shall deliver the following Deliverables to Client: Plans, Specifications and Calculations as outlined in the Proposal Letter dated July 13, 2017.

Engineer shall submit each Deliverable to the Client on or before the mutually agreed delivery date. Client shall accept or not accept the Deliverable within seven (7) days following receipt of the Deliverable, or such other time as is mutually agreed, by providing written notice to Engineer. Conformance with specifications as defined for the Project shall solely determine acceptability. Client shall describe the ways in which the Deliverable is unacceptable to Client and the corrections or improvements, which are required by Client. If Deliverable is not accepted by Client, Client will describe in writing any nonconformance with specifications and, if agreed, Engineer will use its best efforts to resubmit the Deliverable to Client within fifteen (15) days or such other time as is mutually accepted.

- 5. **Project Name:** Carlton Landing Beach.
  
  
- 6. **Brief Project Description:** All aspects of Civil Engineering and Representation for Construction and Value Engineering as outlined in the Proposal Letter dated July 13, 2017.

7. **Project Price:** \$7,500.00.

---

---

8. **Project Delivery Schedule:** To be determined.

---

---

9. **Term of Agreement:** Unless otherwise terminated by the parties hereto in accordance with the provisions of *Exhibit A, Terms and Conditions, Section 6*, the term of this Agreement shall be for a period of One (1) year(s), beginning on the 13th day of July, 2017, and ending on the 13th of July, 2018.

10. **Insurance:** Engineer will carry and maintain throughout the term of this Agreement, in a form subject to the approval of Client, at Engineer's sole expense, general liability insurance adequate to protect both parties from the obligations of Engineer set forth in this Agreement. Such insurance shall be maintained in amounts and with coverage no less than \$1,000,000.00 per occurrence and in the aggregate, including bodily injury, property damage and contractual liability. Certificate of insurance shall be furnished by Engineer to Client at the time of or before the execution of this Agreement at the request of Client. Engineer agrees that such insurance will be the primary source of insurance coverage with respect to any claim or liability relating to this Agreement regardless of any other insurance coverage, which Engineer may procure for its own benefit.

11. **Additional Terms and/or Conditions Governing Project:** Per attached Proposal Letter dated July 13, 2017.

---

---

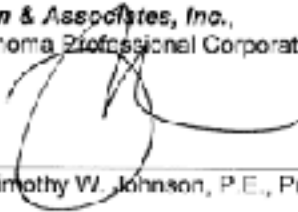
---

12. **Remaining Terms:** The remaining terms and conditions of this Agreement are attached hereto as *Exhibit A, Terms and Conditions*, and fully incorporated herein by reference.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the day and year first above written.

**Engineer:**

**Johnson & Associates, Inc.**,  
an Oklahoma Professional Corporation

By:  \_\_\_\_\_  
Timothy W. Johnson, P.E., President

**Client:**

Company Name: Town of Carlton Landing

Address: \_\_\_\_\_

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

8. Discussion, Consideration, and Possible Action regarding reports and recommendations by Officer Jeremy Tolman on the following issues:

- a. Procedures to following when it becomes necessary to close the primary Carlton Landing access road

*Jeremy Tolman, Oklahoma Highway Patrolman and Town of Carlton Landing security, reported there can be no closing of access and egress roads in Carlton without going through the legal processes which includes provision of a suitable alternate route. If it becomes necessary to close a road, we will contact Officer Tolman and he will guide us through the process.*

- b. Recommendations regarding safety issues and the potential need to develop a Fireworks Ordinance for the Town of Carlton Landing, Oklahoma.

*Discussion included the concerns about allowing fireworks in the residential areas of Carlton Landing. After review of comparable town ordinances, we will develop a fireworks ordinance to present at a future meeting.*

9. Legal Reports, Comments, and Recommendations to the Governing Body. *None*

10. Opportunity for public comment. *None*

11. Comments and questions by Governing Body members regarding items for future consideration. *None*

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

13. Adjournment

*There being no further business, a motion was made and seconded to adjourn the meeting at 8:48 a.m., July 17, 2017*

\_\_\_\_\_  
Mayor

Attest:

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