

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the "High School Classroom"  
Saturday; February 17, 2018; 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, Kimmel, Click, Carrick, Chapman and Clerk-Treasurer, Summers, Financial Officer, Renee Norman and Project Manager, Chip Kilburn were present.*

*ABSENT: None*

3. Sales Tax Revenue and other Financial and Administrative Reports

*Renee Norman, the town Financial Officer, reported the transaction list by vendor from November 20, 2017 - February 16, 2018, the Profit & Loss Budget vs. Actual, the Balance Sheet and the Account QuickReport, July 1, 2017-February 16, 2018.*

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

1.20.18 Regular Meeting of the Board of Trustees

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, Carrick, Chapman*

*NAY: None*

5. Discussion, Consideration, and Action to approve the spending of \$13,952.97 (13% of monies in the FEMA Project) to repair the Entrance Road

*MOTION: A motion was made and seconded to approve the spending of \$13,952.97 (13% of monies in the FEMA Project) to repair the Entrance Road*

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

*NAY: None*

6. Discussion, Consideration, and Action to initiate the process of writing an MOU allowing Pittsburg County to carry out the work required to complete the FEMA Entrance Road Project

*Town Attorney, Kay Wall, agreed to write an MOU, often referred to as a Mutual Aid Agreement.*

*A motion was made and seconded to ask Kay Wall to prepare an MOU allowing Pittsburg County to complete the FEMA entrance road project*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman  
NAY: None

7. Discussion, Consideration, and Action to approve a Resolution, *SUBJECT TO THE ADDITION OF IT'S SEQUENTIAL NUMBER* REQUESTING THE COUNTY COMMISSIONERS OF PITTSBURG COUNTY, TO OPEN A SECTION LINE ROAD BETWEEN PART OF SECTION THIRTY-ONE (31) AND PART OF SECTION THIRTY-TWO (32), TOWNSHIP NINE (9) NORTH, RANGE SIXTEEN (16) EAST OF THE INDIAN IN PITTSBURG COUNTY, OKLAHOMA.

*A motion was made and seconded to approve a Resolution, subject to the addition of its sequential number, requesting the county commissioners of Pittsburg County to open a section line road allowing additional egress and ingress to Carlton Landing.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman  
NAY: None

8. Discussion, Consideration, and Action to Approve the Town of Carlton Landing, Oklahoma Purchasing and Contracting Policy

*It was pointed out that the language of the agreement needs to refer to Grant as the town administrator vs. town manager. Also, a recommendation was made to take out 1A, or replace 1A with Town Treasurer & Financial Officer.*

*A motion was made to STRIKE this item pending our Town Attorney's review.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman  
NAY: None

9. Report by Chip Kilburn regarding the Pittsburg County Hazard Mitigation Plan and Critical Infrastructure meetings and plans and how they impact Carlton Landing with discussion as necessary

*Chip reported that he and Grant Humphreys have been attending the meetings of the Pittsburg County Hazard Mitigation Plan and Critical Infrastructure to ensure Carlton Landing is included in the plan.*

10. Discussion, Consideration, and Action to approve expenditure of Town of Carlton Landing, OK funds to purchase highway exit signs to Carlton landing off of route #69.

*A motion was made to STRIKE and re-agenda this item until further information could be gathered.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman  
NAY: None



11. Discussion, Consideration, and Possible Action regarding the process to be followed regarding Public Bids for projects in the Town of Carlton Landing, OK

*Chip Kilburn's office will take care of typing a process for Public bids.*

*A motion was made and seconded to approve the town attorney to oversee the bid process for repairing the road at the rate of \$150 per hour.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman

NAY: None

12. Discussion, Consideration, and Action to accept the Management Letter provided by Anne Elfrink in connection with the current audit

*A motion was made and seconded to approve the Management Letter provided by Anne Elfrink in connection with the current audit.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman

NAY: None

13. Discussion, Consideration, and Possible Action to Approve Guidelines for Display of House Numbers on Lanes as needed to assist emergency personnel to locate homes

*A recommendation was made to let residents know the state code for display of numbers so that emergency personnel can reach specific destinations.*

*A motion was made and seconded to TABLE for further research with our town architect.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman

NAY: None

14. Discussion, Consideration, and Possible Action regarding mass communication to the citizens of Carlton Landing concerning emergency situations and other outages

*A discussion ensued about using communication sites such as One Call to communicate with our public.*

*A motion was made and seconded to TABLE action while Chip researches other comparable towns.*

AYE: Chinnici, Click, Kimmel, Carrick, Chapman

NAY: None

15. Legal Reports, Comments, and Recommendations to the Governing Body

*None*

16. Opportunity for public comment.

*Dr. Kimmel recommended we add a Water Board Report in our meetings in that there are things the Water Board is doing that impacts the town.*

17. Comments and questions by Governing Body members regarding items for future consideration. *None*
18. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting. *None*
19. Adjournment

*There being no further business, a motion was made and seconded to adjourn the meeting at 9:05 a.m., February 17, 2018*

*Joanne Chiricci*  
Mayor

Attest:

*J. Summers*  
Town Clerk



10:45 AM

02/16/18

Accrual Basis

**The Town of Carlton Landing**  
**Profit & Loss Budget vs. Actual**  
July 1, 2017 through February 16, 2018

	Jul 1, '17 - Feb 16, 18	Budget	\$ Over Budget
<b>Income</b>			
Revenues			
Developer Advances	0.00	0.00	0.00
Sales Tax Revenue	76,398.92	71,928.57	6,470.35
Permits and Licensing	19,862.00	3,785.71	15,876.29
Revenues - Other	0.00	0.00	0.00
<b>Total Revenues</b>	<b>96,060.92</b>	<b>75,714.28</b>	<b>22,346.64</b>
<b>Total Income</b>	<b>96,060.92</b>	<b>75,714.28</b>	<b>22,346.64</b>
<b>Expense</b>			
Annual Audit	3,500.00	3,000.00	500.00
Events	0.00	2,271.43	-2,271.43
Insurance	0.00	1,125.00	-1,125.00
Bank Fees	0.00	0.00	0.00
Fire Protection	1,000.00	1,692.86	-692.86
Finance Officer	4,800.00	4,542.86	257.14
General Administrative Expense	600.00	757.14	-157.14
Home Inspections	21,200.00	0.00	21,200.00
Legal Fees- Town Attorney	4,000.00	3,785.71	214.29
Legal Fees - Economic Develop	4,049.25	3,785.71	263.54
Management Contract	0.00	3,785.71	-3,785.71
Meeting Expense	93.55	567.86	-474.31
Nature Center Trails	0.00	0.00	0.00
Operating Expense	0.00	1,135.71	-1,135.71
Profession Fees & Subscriptions	4,106.00	2,271.43	1,834.57
Publication and Notice Exp	330.00	1,892.86	-1,562.86
Road Maintenance	11,140.18	14,000.00	-2,859.82
Town Green Project	1,471.59	0.00	1,471.59
Training and Reimbursement	178.64	757.14	-578.50
Website Expense	0.00	1,135.71	-1,135.71
Public Area Maintenance	0.00	0.00	0.00
66000 - Payroll Expenses	0.00	0.00	0.00
<b>Total Expense</b>	<b>56,469.21</b>	<b>46,707.13</b>	<b>9,762.08</b>
<b>Net Income</b>	<b>41,591.71</b>	<b>29,007.15</b>	<b>12,584.56</b>

10:51 AM  
02/16/18

The Town of Carlton Landing  
Transaction List by Vendor  
November 20, 2017 through February 16, 2018

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
<b>Anne Marie Eiffrink, MS</b>								
Bill	02/16/2018	Inv 18	Inv 180113	Accounts Payable		Annual Audit		3,500.00
Bill Pmt - Check	02/16/2018	348	Inv 180113	BOK - Checking - "9		Accounts Payable		3,500.00
<b>Bryan Watson</b>								
Bill	12/15/2017	Inv # 1	Inv 161	Accounts Payable		Road Maintenance		225.00
Bill	12/15/2017	Inv #1	Inv 161	Accounts Payable		Road Maintenance		150.00
Bill Pmt - Check	12/15/2017	330		BOK - Checking - "9	X	Accounts Payable		375.00
Bill	01/26/2018	Inv #180	Inv #180	Accounts Payable		Road Maintenance		75.00
Bill Pmt - Check	01/26/2018	336	Inv #180	BOK - Checking - "9	X	Accounts Payable		75.00
<b>Center for Economic Development Law</b>								
Bill	12/28/2017	Inv 12	Inv 12598	Accounts Payable		Legal Fees - Econom		628.00
Bill Pmt - Check	01/01/2018	333	Inv 12598	BOK - Checking - "9	X	Accounts Payable		628.00
Bill	01/26/2018	Inv #1	Inv #12635	Accounts Payable		Legal Fees - Econom		1,032.50
Bill Pmt - Check	01/26/2018	337	Inv #12635	BOK - Checking - "9	X	Accounts Payable		1,032.50
<b>Citi Cards</b>								
Bill	12/15/2017	Road	Order # RTS	Accounts Payable		Road Maintenance		263.04
Bill	12/15/2017	Road	Order # RTS	Accounts Payable		Road Maintenance		31.98
Bill	12/15/2017	Road	Order # RTS	Accounts Payable		Road Maintenance		102.41
Bill Pmt - Check	12/15/2017	331	VOID	BOK - Checking - "9	X	Accounts Payable	0.00	
Bill Pmt - Check	12/23/2017	332		BOK - Checking - "9	X	Accounts Payable		397.43
Bill	01/26/2018	Traffic	Traffic Signs	Accounts Payable		Road Maintenance		227.23
Bill Pmt - Check	01/26/2018	338	Traffic Signs	BOK - Checking - "9	X	Accounts Payable		227.23
<b>Dan Hurd</b>								
Bill	12/01/2017	Nov	November 2017	Accounts Payable		Home Inspections		8,500.00
Bill Pmt - Check	12/01/2017	323	November 2017	BOK - Checking - "9	X	Accounts Payable		8,500.00
Bill	01/26/2018	Dec	December 2017	Accounts Payable		Home Inspections		3,500.00
Bill Pmt - Check	01/26/2018	339	December 2017	BOK - Checking - "9	X	Accounts Payable		3,500.00
Bill	02/01/2018	Janua	January 2018	Accounts Payable		Home Inspections		1,400.00
Bill Pmt - Check	02/01/2018	346	January 2018	BOK - Checking - "9		Accounts Payable		1,400.00
<b>Johnson &amp; Associates</b>								
Bill	12/01/2017	Inv 50	Inv 50417	Accounts Payable		Swim Beach		3,750.00
Bill Pmt - Check	12/01/2017	329	Inv 50417	BOK - Checking - "9	X	Accounts Payable		3,750.00
Bill	01/26/2018	Inv #5	Inv #50591	Accounts Payable		Legal Fees - Econom		27.75
Bill Pmt - Check	01/26/2018	340	Inv #50591	BOK - Checking - "9	X	Accounts Payable		27.75
<b>Kay Robbins Wall</b>								
Bill	12/01/2017	10/21	10/21 - 11/18	Accounts Payable		Legal Fees - Town Att		500.00
Bill Pmt - Check	12/01/2017	324	10/21 - 11/18	BOK - Checking - "9	X	Accounts Payable		500.00
Bill	12/20/2017	11/19	11/19 - 12/20	Accounts Payable		Legal Fees - Town Att		500.00
Bill Pmt - Check	12/31/2017	334		BOK - Checking - "9	X	Accounts Payable		1,000.00
Bill	01/20/2018	12/16	12/16 - 1/20/18	Accounts Payable		Legal Fees - Town Att		500.00
Bill Pmt - Check	01/20/2018	344	12/16 - 1/20/18	BOK - Checking - "9		Accounts Payable		500.00
Bill	01/26/2018	11/20		Accounts Payable		Legal Fees - Town Att		500.00
Bill Pmt - Check	01/26/2018	341		BOK - Checking - "9	X	Accounts Payable		500.00



10:45 AM

02/18/18

Accrual Basis

**The Town of Carlton Landing**  
**Account QuickReport**  
July 1, 2017 through February 16, 2018

Type	Date	Num	Name	Memo	Split	Amount
<b>Revenues</b>						
<b>Sales Tax Revenue</b>						
Deposit	07/10/2017		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	10,565.93
Deposit	07/10/2017		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	116.99
Deposit	08/10/2017		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	11,304.10
Deposit	08/10/2017		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	127.12
Deposit	09/12/2017		Oklahoma Tax Com...	Revenue for J...	BOK - Checkin...	14,205.42
Deposit	09/12/2017		Oklahoma Tax Com...	Cigar Tax for ...	BOK - Checkin...	128.74
Deposit	10/17/2017		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	10,281.23
Deposit	10/17/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	179.22
Deposit	11/15/2017		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	12,606.99
Deposit	11/15/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	127.21
Deposit	12/08/2017		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	11,481.49
Deposit	12/08/2017		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	151.57
Deposit	01/08/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	7,003.16
Deposit	01/08/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	119.75
Total Sales Tax Revenue						76,398.92
Total Revenues						76,398.92
<b>TOTAL</b>						<b>76,398.92</b>

10:43 AM  
02/16/18  
Accrual Basis

**The Town of Carlton Landing**  
**Balance Sheet**  
**As of February 16, 2018**

	Feb 16, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	176,848.71
Total Checking/Savings	176,848.71
Other Current Assets	
Prepaid Insurance	1,355.00
Total Other Current Assets	1,355.00
Total Current Assets	178,203.71
Fixed Assets	
Swim Beach	24,325.75
Total Fixed Assets	24,325.75
<b>TOTAL ASSETS</b>	<b>202,529.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,355.00
Total Accounts Payable	1,355.00
Other Current Liabilities	
Payable - Dan Hurd, Inspector	5,800.00
Payable - OUBCC Fees	176.00
Total Other Current Liabilities	5,976.00
Total Current Liabilities	7,331.00
Total Liabilities	7,331.00
Equity	
32000 - Retained Earnings	153,506.75
Opening Balance Equity	100.00
Net Income	41,591.71
Total Equity	195,198.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>202,529.46</b>