

**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; March 17, 2018; 8:00 AM

**MINUTES**

1. Call to Order

*The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.*

2. Roll Call

*PRESENT: A roll call reflected that Trustees Chinnici, Kimmel, Carrick and Clerk-Treasurer, Summers, and Project Manager, Chip Kilburn were present.*

*ABSENT: Chapman, Click*

3. Sales Tax Revenue and other Financial and Administrative Reports

*In the absence of town Financial Officer, Renee Norman, Dr. Jan Summers, the Clerk-Treasurer, reported the Beach Invoice, the Carlton Landing Balance sheet as of March 14, the Profit & Loss Budget vs. Actual, the transaction list by vendor through March 14, the Sales Tax collections and the deposits through March 14, 2018.*

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

02.17.18 Regular Meeting of the Carlton Landing 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, Kimmel, and Carrick*

*NAY: None*

5. Discussion, Consideration, and Action to Approve the spending of \$27,905.94 from the Town monies for both Carlton Landing's and the OK State portions of the FEMA project funds (State portion to be refunded to Carlton Landing when available) for repair of the Carlton Landing Entrance Road

*MOTION: A motion was made and seconded to approve the spending of \$27,905.94 for the town's portion of the FEMA project to repair the entrance road.*

*AYE: Chinnici, Kimmel, and Carrick*

*NAY: None*

6. Discussion, Consideration, and Action to Approve a recently received template for the Display of House Numbers on Carlton Landing Lanes to assist Emergency Personnel in locating homes.

*MOTION: A motion was made and seconded to approve a template, Calibri Bold.5, for house numbers to be located in the best vehicular access area to assist emergency personnel.*

*AYE: Chinnici, Kimmel, and Carrick*

*NAY: None*

7. Discussion, Consideration and Possible Action regarding a report by Trustee Carrick on acquiring a mass communication system for use in Carlton Landing in the event of an emergency situation or outages, etc.

*Trustee Carrick reported on Dial My Calls at \$100 a month for 500 numbers in the system, and Send Word Now for \$1,500 a year for up to 1,500 numbers. Trustee Kimmel recommended we approach the HOA and Water Board for shared costs. A motion was made and seconded to*

*MOTION: A motion was made and seconded to approve Send Word Now and engage HOA and Water Board to share costs.*

*AYE: Chinnici, Kimmel, and Carrick*

*NAY: None*

8. Discussion, Consideration, and Possible Action to approve Modifications on the docks to include Security Walls, Gates, and Dock Store. When approved, an endorsement letter will accompany a request submitted to the USACE for these modifications.

*MOTION: A motion was made and seconded to approve modifications on the docks to include Security Walls, Gates and Dock Store.*

*AYE: Chinnici, Kimmel, and Carrick*

*NAY: None*

9. Discussion, Consideration, and Possible Action regarding approval of the Lender's Terms for the 2017 Revenue Bond Offering

*Grant Humphreys updated status of Lender's Terms: Mid-First Bank will require a 5.75 interest rate for a 10 year term. No action was taken. When terms are finalized, a Special Meeting may be required to approve the Lender's Terms.*

10. Report by Vice Mayor Jeff Click regarding an update of the water board serving Carlton Landing

*In the absence of Vice Mayor Jeff Click, Trustee Dr. David Kimmel reported we have issues in our lagoons and we need a treatment system, and inspection of our current system. The Water Board is considering ways to pay for these projects*

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

*None. City Attorney, Kay Wall was in absentia.*

12. Opportunity for public comment. *None*

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

*Chip Kilburn, Project Manager, reported there are FEMA grants available for audible systems.*

15. Adjournment

*There being no further business, a motion was made and seconded to adjourn the meeting at 8:43 a.m., March 17, 2018*

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Mayor

Attest:

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Town Clerk

DRAFT

10:36 AM  
03/14/18  
Accrual Basis

The Town of Carlton Landing  
**Balance Sheet**  
As of March 14, 2018

	Mar 14, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	225,504.16
General Obligation Bond 2017	193,259.22
Total Checking/Savings	419,763.38
Other Current Assets	
Prepaid Insurance	1,355.00
Total Other Current Assets	1,355.00
Total Current Assets	421,118.38
Fixed Assets	
Swim Beach	24,325.75
Total Fixed Assets	24,325.75
<b>TOTAL ASSETS</b>	<b>445,444.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,250.00
Total Accounts Payable	1,250.00
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	7,226.00
Total Liabilities	7,226.00
Equity	
32000 - Retained Earnings	153,506.75
Opening Balance Equity	193,359.22
Net Income	91,352.16
Total Equity	438,218.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>445,444.13</b>

11:14 AM  
 03/14/18  
 Accrual Basis

The Town of Carlton Landing  
**Profit & Loss Budget vs. Actual**  
 July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget
<b>Income</b>			
<b>Revenues</b>			
Sales Tax Revenue	86,628.39	85,500.00	1,128.39
Permits and Licensing	27,736.00	4,500.00	23,236.00
Real Estate Tax Collections	37,354.98		
<b>Total Revenues</b>	<u>151,719.37</u>	<u>90,000.00</u>	<u>61,719.37</u>
<b>Total Income</b>	<u>151,719.37</u>	<u>90,000.00</u>	<u>61,719.37</u>
<b>Expense</b>			
Annual Audit	3,500.00	3,000.00	500.00
Events	0.00	2,700.00	-2,700.00
Insurance	0.00	1,125.00	-1,125.00
Fire Protection	2,250.00	2,250.00	0.00
Finance Officer	5,400.00	5,400.00	0.00
General Administrative Expense	600.00	900.00	-300.00
Home Inspections	22,800.00		
Legal Fees- Town Attorney	4,500.00	4,500.00	0.00
Legal Fees - Economic Develop	4,049.25	4,500.00	-450.75
Management Contract	0.00	4,500.00	-4,500.00
Meeting Expense	93.55	675.00	-581.45
Operating Expense	0.00	1,350.00	-1,350.00
Profession Fees & Subscriptions	4,054.00	2,700.00	1,354.00
Publication and Notice Exp	330.00	2,250.00	-1,920.00
Road Maintenance	11,140.18	21,000.00	-9,859.82
Town Green Project	1,471.59		
Training and Reimbursement	178.64	900.00	-721.36
Website Expense	0.00	1,350.00	-1,350.00
<b>Total Expense</b>	<u>60,367.21</u>	<u>59,100.00</u>	<u>1,267.21</u>
<b>Net Income</b>	<u><u>91,352.16</u></u>	<u><u>30,900.00</u></u>	<u><u>60,452.16</u></u>

11:58 AM  
03/14/18

The Town of Carlton Landing  
Transaction List by Vendor  
February 18 through March 14, 2018

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Carlton Landing Volunteer Fire Dept								
Bill	03/01/2018	Inv #32	Funding for March ...	Accounts Payable		Fire Protection		250.00
Dan Hurd								
Bill	03/01/2018	Febru...	February, 2018	Accounts Payable		Home Inspecti...		1,600.00
Bill Pmt -Check	03/01/2018	351	February, 2018	BOK - Checking...		Accounts Paya...		1,600.00
Kay Robbins Wall								
Bill	03/01/2018	Jan 20...	1/20/18 - 2/17/18	Accounts Payable		Legal Fees- To...		500.00
Bill Pmt -Check	03/01/2018	352	1/20/18 - 2/17/18	BOK - Checking...		Accounts Paya...		500.00
Oklahoma Uniform Building Code Commission								
Bill	03/01/2018	Febru...	February, 2018	Accounts Payable		Profession Fee...		48.00
Bill Pmt -Check	03/01/2018	353	February, 2018	BOK - Checking...		Accounts Paya...		48.00
OMAG								
Bill Pmt -Check	03/01/2018	354	Policy # GLA 1400...	BOK - Checking...		Accounts Paya...		1,355.00
Renee Norman								
Bill	03/01/2018	March...	March 2018	Accounts Payable		Finance Officer		600.00
Bill Pmt -Check	03/01/2018	355	March 2018	BOK - Checking...		Accounts Paya...		600.00

DK

11:18 AM  
03/14/18  
Accrual Basis

The Town of Carlton Landing  
Account QuickReport  
July 1, 2017 through March 14, 2018

Type	Date	Num	Name	Memo	Split	Amount
<b>Revenues</b>						
<b>Real Estate Tax Collections</b>						
Deposit	02/09/2018	97	Office of County Clerk	January 2018	BOK - Checkin...	4,058.54
Deposit	02/09/2018	93	Office of County Clerk	December 2017	BOK - Checkin...	24,173.88
Deposit	02/09/2018	69	Office of County Clerk	November 2017	BOK - Checkin...	4,000.31
Deposit	03/01/2018	108	Office of County Clerk	November 2017	BOK - Checkin...	4,000.31
Deposit	03/13/2018	112	Office of County Clerk	February 2018	BOK - Checkin...	1,121.94
Total Real Estate Tax Collections						37,354.98
Total Revenues						37,354.98
<b>TOTAL</b>						<b>37,354.98</b>

11:18 AM  
 03/14/18  
 Accrual Basis

The Town of Carlton Landing  
 Account QuickReport  
 July 1, 2017 through March 14, 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...	12,605.99
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
Deposit	02/12/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,229.47
Total Sales Tax Revenue						86,628.39
Total Revenues						86,628.39
<b>TOTAL</b>						<b>86,628.39</b>