

**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; May 19, 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 and Clerk-Treasurer, Summers were present as well as Town Financial Officer, Renee Norman and Project Manager, Chip Kilburn.

ABSENT: Carrick, Chapman

3. Sales Tax Revenue and other Financial Reports

Renee Norman presented the financial reports and state of the budget to the time of this meeting

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

- i. 4.21.18 Regular Meeting of the CL Board of Trustees
- ii. 5.16.18 Special Meeting of the CL Board of Trustees

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

MOTION: A motion was made by Kimmel and seconded by Click to approve the consent agenda as presented.

AYE: Chinnici, Kimmel, and Click

NAY: None

5. Discussion, Consideration, and Action to approve an Engagement Letter to Anne Elfrink, Auditor to perform the Audit for the year ending June, 2018

MOTION: A motion was made by Click and seconded by Kimmel to approve the Engagement Letter to Anne Elfrink.

AYE: Chinnici, Kimmel, and Click

NAY: None

6. Administrative Reports, Chip Kilburn

Chip reported progress on the marina to include putting in a gangway, electrical, and a sidewalk. May move the tie in docks between the existing dock and the beach to establish a no swimming area.

7. Discussion, Consideration, and Action to approve Resolution number 2018-05-53 approving the adjusted budget for the current fiscal year ending June, 2018

The adjusted budget was presented by Renee Norman and Mayor Chinnici. No further recommendations were made

MOTION: A motion was made by Click and seconded by Kimmel to approve Resolution number 2018-05-53 approving the adjusted budget for the current fiscal year ending June, 2018

AYE: Chinnici, Kimmel, and Click
NAY: None

8. Discussion, Consideration, and Possible Action to allot monies for repair of severely damaged areas of the Entrance Road

Once again there are some severely damaged areas in the entrance road which need repair prior to the time when definitive work can be done with the anticipated FEMA funds

MOTION: A motion was made by Kimmel and seconded by Click to allocate up to \$5,000 for repair of entrance and exit road.

AYE: Chinnici, Kimmel, and Click
NAY: None

9. Discussion, Consideration, and Possible Action regarding the presentation of the budget for the upcoming fiscal year starting July, 2018

The budget was presented, and the budget Resolution will be placed on the agenda in June, 2018. The budget will also be put on the town website.

10. Discussion, Consideration and Possible Action to increase the payment to the Fire Department by \$250.00 per month as requested by Fire Chief Jeremy Tolman

Trustees supported a monthly increase of \$250 for the Fire Department, bringing their total to \$500 per month.

MOTION: A motion was made by Click and seconded by Kimmel to increase payment to the Fire Department by \$250.00 per month.

AYE: Chinnici, Kimmel, and Click
NAY: None

11. Discussion, Consideration, and Possible Action to engage Dan Hurd, building inspector, to perform the required ADA inspection for the Nature Center Trails and Beach as required by law

It was pointed out that the Corp of Engineers requires handicap accessibility.

MOTION: A motion was made by Chinnici and seconded by Click to engage

Dan Hurd to perform the required ADA inspection for the Nature Center Trails and Beach and to recommend that Dan Hurd be contracted by the project initially and paid for by the town for future inspections.

AYE: Chinnici, Kimmel, and Click
NAY: None

12. Discussion, Consideration, and Possible Action regarding a request by a Citizen to purchase Chairs and/or Benches for sitting areas around Carlton Landing

Tania Kerney presented her thoughts regarding the need for more public seating around Carlton Landing. She has contacted CR Plastics, makers of outdoor furniture, and they have agreed to giving Carlton Landing a bulk discount for their products. Tania has agreed to be point person for ordering and placing the furniture

MOTION: A motion was made by Chinnici and seconded by Click to budget \$5,000 from the town to purchase outdoor furniture for town spaces.

AYE: Chinnici, Kimmel, and Click
NAY: None

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

Town Attorney, Kay Wall, reported she is working on a purchasing policy and an interlocal agreement for the county.

14. Opportunity for public comment.

Three citizens wanted to talk about paving a sidewalk, and it was determined it wasn't town business, and they were referred to our HOA and the builder of the homes in question.

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

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

17. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:06 a.m., May 19, 2018

Mayor

Attest:

Town Clerk

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

ADJUSTED BUDGET FOR 2017 - 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>Adj Budget</u>	<u>New Budget</u>
Income				
Revenues				
Sales Tax Revenue	110,555.84	114,000.00		114,000.00
Permits and Licensing	30,566.00	6,000.00		6,000.00
Real Estate Tax Collections	36,049.97			
Total Revenues	<u>177,171.81</u>	<u>120,000.00</u>		<u>120,000.00</u>
Total Income	<u>177,171.81</u>	<u>120,000.00</u>		<u>120,000.00</u>
Expense				
Annual Audit	3,500.00	3,000.00	500.00	3,500.00
Events	0.00	3,600.00	-3,500.00	100.00
Insurance	225.84	1,500.00		1,500.00
Bank Fees	0.00			0.00
Fire Protection	2,250.00	3,000.00		3,000.00
Finance Officer	6,600.00	7,200.00		7,200.00
General Administrative Expense	729.16	1,200.00		1,200.00
Home Inspections	27,400.00		30,000.00	30,000.00
Legal Fees - Town Attorney	5,000.00	6,000.00		6,000.00
Legal Fees - Economic Develop	6,708.70	6,000.00		6,000.00
Management Contract	0.00	6,000.00	-5,000.00	1,000.00
Meeting Expense	118.55	900.00		900.00
Operating Expense	1,500.00	1,800.00		1,800.00
Profession Fees & Subscriptions	1,058.67	3,600.00	-500.00	3,100.00
Publication and Notice Exp	503.11	3,000.00	-2,000.00	1,000.00
Road Maintenance	11,140.18	28,000.00	-5,000.00	23,000.00
Town Green Project	22,047.34		22,047.34	22,047.34
Training and Reimbursement	178.54	1,200.00		1,200.00
Website Expense	0.00	1,800.00		1,800.00
Total Expense	<u>88,960.19</u>	<u>77,800.00</u>		<u>114,347.34</u>
Net Income	<u>88,211.62</u>	<u>42,200.00</u>	<u>36,547.34</u>	<u>5,652.66</u>



1:29 PM
05/15/18
Accrual Basis

The Town of Carlton Landing
Balance Sheet
As of May 15, 2018

	<u>May 15, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	246,665.21
General Obligation Bond 2017	82,469.93
Total Checking/Savings	<u>329,135.14</u>
Other Current Assets	
Prepaid Insurance	1,129.16
Total Other Current Assets	<u>1,129.16</u>
Total Current Assets	<u>330,264.30</u>
Fixed Assets	
Swim Beach	110,789.29
Total Fixed Assets	<u>110,789.29</u>
TOTAL ASSETS	<u><u>441,053.59</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payable - Dan Hurd, Inspector	5,800.00
Payable - OUBCC Fees	176.00
Total Other Current Liabilities	<u>5,976.00</u>
Total Current Liabilities	<u>5,976.00</u>
Total Liabilities	<u>5,976.00</u>
Equity	
32000 - Retained Earnings	153,506.75
Opening Balance Equity	193,359.22
Net Income	88,211.52
Total Equity	<u>435,077.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>441,053.59</u></u>

9:45 AM
05/16/18

The Town of Carlton Landing
Transaction List by Vendor
April 22 through May 31, 2018

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Center for Economic Development Law								
Bill	04/27/2018	Inv 12...	Inv 12791	Accounts Payable		Legal Fees - E...		995.00
Bill Pmt -Check	04/27/2018	369	Inv 12791	BOK - Checking - *9...		Accounts Paya...		995.00
Dan Hurd								
Bill	05/01/2018	April 2...	April 2018	Accounts Payable		Home Inspecti...		900.00
Bill Pmt -Check	05/01/2018	366	April 2018	BOK - Checking - *9...		Accounts Paya...		900.00
McAlester News Capital								
Bill	04/27/2018	Ad #0...	Ad #00021090	Accounts Payable		Publication and...		173.11
Bill Pmt -Check	04/27/2018	370	Ad #00021090	BOK - Checking - *9...		Accounts Paya...		173.11
Oklahoma Uniform Building Code Commission								
Bill	05/01/2018	April 2...	April 2018	Accounts Payable		Profession Fee...		32.00
Bill Pmt -Check	05/01/2018	367	April 2018	BOK - Checking - *9...		Accounts Paya...		32.00
Renee Norman								
Bill	05/01/2018	Inv 113	Inv 113	Accounts Payable		Finance Officer		600.00
Bill Pmt -Check	05/01/2018	368	Inv 113	BOK - Checking - *9...		Accounts Paya...		600.00
Traditional Craft Homes LLC								
Bill	05/15/2018	Invoice...	Invoice TGSB...	Accounts Payable		Swim Beach		75,638.30
Bill Pmt -Check	05/15/2018	106	Invoice TGSB...	General Obligation ...		Accounts Paya...		75,638.30



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

	Jul '17 - May 18	Budget	\$ Over Budget
Income			
Revenues			
Sales Tax Revenue	110,555.84	104,500.00	6,055.84
Permits and Licensing	30,566.00	5,500.00	25,066.00
Real Estate Tax Collections	36,049.97	0.00	36,049.97
Total Revenues	<u>177,171.81</u>	<u>110,000.00</u>	<u>67,171.81</u>
Total Income	177,171.81	110,000.00	67,171.81
Expense			
Annual Audit	3,500.00	3,500.00	0.00
Events	0.00	-200.00	200.00
Insurance	225.84	1,500.00	-1,274.16
Fire Protection	2,250.00	2,750.00	-500.00
Finance Officer	6,600.00	6,600.00	0.00
General Administrative Expense	729.18	1,100.00	-370.84
Home Inspections	27,400.00	30,000.00	-2,600.00
Legal Fees- Town Attorney	5,000.00	5,500.00	-500.00
Legal Fees - Economic Develop	6,708.70	5,500.00	1,208.70
Management Contract	0.00	500.00	-500.00
Meeting Expense	118.55	825.00	-706.45
Operating Expense	1,500.00	1,650.00	-150.00
Profession Fees & Subscriptions	1,058.67	2,800.00	-1,741.33
Publication and Notice Exp	503.11	750.00	-246.89
Road Maintenance	11,140.18	16,000.00	-4,859.82
Town Green Project	22,047.34	22,047.34	0.00
Training and Reimbursement	178.64	1,100.00	-921.36
Website Expense	0.00	1,650.00	-1,650.00
Total Expense	<u>88,960.19</u>	<u>103,572.34</u>	<u>-14,612.15</u>
Net Income	<u>88,211.62</u>	<u>6,427.66</u>	<u>81,783.96</u>



12:24 PM

05/15/18

Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 1, 2017 through May 15, 2018

Type	Date	Num	Name	Memo	Split	Amount
Revenues						
Sales Tax Revenue						
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
Deposit	02/12/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,229.47
Deposit	02/12/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	56.01
Deposit	03/09/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	7,767.43
Deposit	03/09/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	70.61
Deposit	04/16/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	5,982.22
Deposit	04/16/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	107.11
Deposit	05/09/2018		Oklahoma Tax Com...	Sales Tax for ...	BOK - Checkin...	9,944.07
Total Sales Tax Revenue						110,555.84
Total Revenues						110,555.84
TOTAL						110,555.84

**TRADITIONAL
CRAFT**
HOMES
Carlton Landing, USA

Date	Invoice #
5/17/2018	TGSB-06

Bill To
Town of Carlton Landing
Mayor Joanne Chinnid
Carlton Landing OK 74432

Item	Quantity	Description	Project	
			Rate	Amount
8502	61,537.00	Construction Draw - May 25, 2018 Pour It Construction LLC inv 1057		4,307.59
Total				\$4,307.59



Budget Variance Proposal

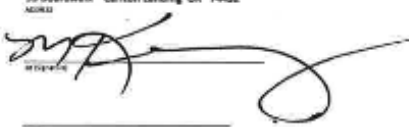
Owner: The Town of Carlton Landing Mayor Joanne Chinnici Carlton Landing OK 74432	Project: Town Green Swim Beach Lot # <u>Water Street - Town Green</u>	Change Order: #30180525 Date: 14-May-18
Manager: Traditional Craft Homes LLC 55 Boardwalk Carlton Landing OK 74432	Contract Date: January 1, 2018 Contract For: Town Green Beach Construction	

THE BUDGET VARIANCE IS AS FOLLOWS:	VARIANCE
Pour It Construction LLC - invoice 1057	
additional 190' of rock wall not reflected on bid	\$9,500.00

PROJECT MANAGEMENT (7%)	\$665.00
TOTALS - - - -	\$10,165.00

Total Change Order for Approval **\$10,165.00**

Traditional Craft Homes LLC
MANAGER
 55 Boardwalk Carlton Landing OK 74432
ADDRESS



Town of Carlton Landing
MAYOR
 Carlton Landing OK 74432
ADDRESS

 Joanne Chinnici, Mayor