

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday; December 15, 2018; 8:00 AM

MINUTES

1. Call to Order

The meeting was called to order at 8:10 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Myrick, Brule, Chapman, Clerk-Treasurer, Summers and Kay Wall, Town Attorney were present.

ABSENT: Carrick, Norman

3. Sales Tax Revenue and other Financial Reports

In the absence of Renee Norman, town Financial Officer, Mayor Chinnici directed the trustees to the financials placed in the town dropbox by Renee Norman.

After discussion, it was determined that all documents, including the financials be sent for inclusion on the agenda at least 8 days prior to a scheduled Board of Trustees meeting.

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

11.17.18 Minutes, Special Meeting Board of Trustees

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

Invoice for Playground Clearing \$11,084.95

MOTION: A motion was made by Brule and seconded by Chapman to approve the Consent Agenda as presented.

AYE: Chinnici, Chapman, Myrick, Brule

NAY: None

5. Discussion, Consideration, and Possible Action to Approve a quote from OB&S Construction for an amount not to exceed \$20,000.00 for repair of severely damaged areas of the Carlton Landing Entrance/Exit Road

A motion was made by Chapman and seconded by Brule to approve a quote from OB&S Construction for an amount not to exceed \$20,000.00 for repair of the Carlton Landing Entrance/Exit Road

AYE: Chinnici, Chapman, Myrick, Brule

NAY: None

5. Administrative Reports

David Kimmel reported:

1. Proposal for Landmark to maintain the trails April - October to include spraying 2 x a year
 2. Beach drainage is on target to be fixed before Spring
 3. About to move forward with paving of Firefly lanes
 4. No further information on the paving of Stephens Road.
 5. Way finding signs were explored and found to be too expensive. Will explore other bid.s
6. Discussion, Consideration, and Possible Action to Approve 4 Resolutions, each of which provides clarification and additional information regarding Resolution 2018-11-56 which was passed in the November, 2018, meeting of the Board of Trustees, approving applications for ODOT TAP Grants

a. A RESOLUTION APPROVING APPLICATION #1 FOR THE BEACH & WATER STREET SIDEWALK PROJECT

A motion was made by Myrick and seconded by Brule to approve application # 1

AYE: Chinnici, Chapman, Myrick, Brule

NAY: None

b. A RESOLUTION APPROVING APPLICATION #2 FOR THE MARINA RECREATION AREA SIDEWALKS PROJECT

A motion was made by Chinnici and seconded by Myrick to approve application # 2

AYE: Chinnici, Chapman, Myrick, Brule

NAY: None

c. A RESOLUTION APPROVING APPLICATION #3 FOR THE LAKE FRONT TRAIL PROJECT

A motion was made by Chinnici and seconded by Chapman to approve application # 3

AYE: Chinnici, Chapman, Myrick, Brule

NAY: None

d. A RESOLUTION APPROVING APPLICATION #4 FOR THE RIDGELINE TRAIL PROJECT

A motion was made by Myrick and seconded by Chapman to approve application # 4

AYE: Chinnici, Chapman, Myrick, Brule

NAY: None

Resolutions will be numbered 2018-11-56 with the additions of letters "a,b,c, or d" depending on approval by the Board of Trustees of Carlton Landing

7. Discussion, Consideration, and Possible Action to Approve a revised ADMINISTRATIVE SERVICES CONTRACT BETWEEN THE TOWN OF CARLTON LANDING, OKLAHOMA AND CARLTON LANDING ENTERPRISES, L.L.C.

Since the agreement is not in its' final form, a motion was made by Brule and seconded by Chapman to table until the parties can meet and clarify activities.

AYE: Chinnici, Chapman, Myrick, Brule
NAY: None

8. Discussion, Consideration, and Possible Action to Approve the current Annual Report to the USACE regarding the Corps of Engineers Lease with the Town of Carlton Landing

A motion was made by Brule and seconded by Brule to approve the current Annual Report to the USACE regarding the Corps of Engineers Lease with the Town of Carlton Landing

AYE: Chinnici, Chapman, Myrick, Brule
NAY: None

9. Discussion, Consideration, and Possible Action to Request via letter, approval from the USACE for Carlton Landing to perform ongoing maintenance of the Nature Center Trails in Carlton Landing

A motion was made by Chinnici and seconded by Brule to request via letter, approval from the USACE for Carlton Landing to perform ongoing maintenance of the Nature Center Trails.

AYE: Chinnici, Chapman, Myrick, Brule
NAY: None

10. Discussion, Consideration, and Action to Approve a contract with Landmark Outdoor Services to Maintain the Trails at Carlton Landing to include mowing and trimming at a cost of \$392.00 per month

Trustee Myrick requested Kay Wall, town attorney, to explore a municipal contract with terms and conditions, a standard vendor contract that the town could use going forward.

A motion was made by Chapman and seconded by Brule to table this vendor contract until we explore a standard contract for use with vendors.

AYE: Chinnici, Chapman, Myrick, Brule
NAY: None

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

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.
None

15. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 9:00 a.m., December 15, 2018

Mayor

Attest:

Town Clerk

Draft

11:20 AM
12/14/18
Accrual Basis

The Town of Carlton Landing
Balance Sheet
As of December 14, 2018

	Dec 14, 18
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	160,392.31
General Obligation Bond 2018	69,801.87
Sinking Fund Acct # 312713087	38,896.20
Total Checking/Savings	269,090.18
Other Current Assets	
Prepaid Insurance	790.40
Total Other Current Assets	790.40
Total Current Assets	269,880.58
Fixed Assets	
Nature Center Playground	5,466.20
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	254,217.88
TOTAL ASSETS	524,098.46
LIABILITIES & EQUITY	
Equity	
32000 - Retained Earnings	233,840.05
Opening Balance Equity	263,160.89
Net Income	27,097.52
Total Equity	524,098.46
TOTAL LIABILITIES & EQUITY	524,098.46

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

	Jul - Dec 18	Budget	\$ Over Budget
Income			
Revenues			
Sales Tax Revenue	56,748.04	60,000.00	-3,251.96
Permits and Licensing	8,146.00	15,600.00	-7,454.00
Real Estate Tax Collections	0.00	0.00	0.00
Total Revenues	64,894.04	75,600.00	-10,705.96
Total Income	64,894.04	75,600.00	-10,705.96
Expense			
Trails Maintenance	0.00		
Pending Projects - Stephens Road	9,750.00		
Annual Audit	500.00	3,500.00	-3,000.00
Events	0.00	1,200.00	-1,200.00
Insurance	225.84	900.00	-674.16
Bank Fees	15.00		
Fire Protection	2,500.00	3,000.00	-500.00
Finance Officer	3,600.00	3,600.00	0.00
General Administrative Expense	0.00	900.00	-900.00
Home Inspections	7,950.00	18,000.00	-10,050.00
Legal Fees- Town Attorney	3,000.00	3,000.00	0.00
Legal Fees - Economic Develop	7,070.44	4,500.00	2,570.44
Management Contract	0.00	0.00	0.00
Meeting Expense	370.34	900.00	-529.66
Operating Expense	0.00	900.00	-900.00
Profession Fees & Subscriptions	196.00	1,800.00	-1,604.00
Publication and Notice Exp	198.90	1,500.00	-1,301.10
Road Maintenance	2,420.00	10,000.00	-7,580.00
Town Green Project	0.00	0.00	0.00
Training and Reimbursement	0.00	600.00	-600.00
Website Expense	0.00	600.00	-600.00
Total Expense	37,796.52	54,900.00	-17,103.48
Net Income	27,097.52	20,700.00	6,397.52

11:20 AM
12/14/18

**The Town of Carlton Landing
Transaction List by Vendor
November 17 through December 14, 2018**

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Carlton Landing Volunteer Fire Dept								
Bill Pmt -Check	12/01/2018	427	December	BOK - Checking - *9...		Accounts Paya...		500.00
Infrastructure Solutions Group								
Bill Pmt -Check	12/01/2018	428	CNL-18-04-02	BOK - Checking - *9...		Accounts Paya...		1,475.00
Kay Robbins Wall								
Bill	12/01/2018	Dece...	December	Accounts Payable		Legal Fees- To...		500.00
Bill Pmt -Check	12/01/2018	429	December	BOK - Checking - *9...		Accounts Paya...		500.00
KOM Productions LLC								
Bill Pmt -Check	11/20/2018	425	Inv 43	BOK - Checking - *9...		Accounts Paya...		4,160.00
Renee Norman								
Bill	12/01/2018	Dece...	December	Accounts Payable		Finance Officer		500.00
Bill Pmt -Check	12/01/2018	430	December	BOK - Checking - *9...		Accounts Paya...		500.00
Tad Sweitzer								
Bill	11/17/2018	23473...	23473275	Accounts Payable		Meeting Expense		50.00
Bill Pmt -Check	12/01/2018	431		BOK - Checking - *9...		Accounts Paya...		225.00
Tom Low								
Bill Pmt -Check	12/01/2018	432	Marina	BOK - Checking - *9...		Accounts Paya...		630.00
Traditional Craft Homes LLC								
Bill Pmt -Check	11/20/2018	426		BOK - Checking - *9...		Accounts Paya...		10,454.70