

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

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday; January 19, 2019

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

MINUTES

1. Call to Order

The meeting was called to order at 8:16 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Carrick, Myrick, Brule, Chapman, Clerk-Treasurer, Summers and Renee Norman, Financial Officer were present.

ABSENT: Kay Wall, Town Attorney

3. Sales Tax Revenue and other Financial Reports

Renee Norman reported the Town of Carlton Landing Balance Sheet, Account QuickReport, Profit & Loss Budget vs. Actual, and a Transaction List by Vendor. (See attachments)

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

12.15.18 Special Meeting Board of Trustees

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

i. Renew Bonding for Renee Norman and Jan Summers

A motion was made by Trustee Myrick that item 4 C II, be removed from the consent agenda and put as a separate stand alone item. It was seconded by Carrick.

AYE: Chinnici, Chapman, Myrick, Carrick, Brule

NAY: None

MOTION: A motion was made by Carrick and seconded by Brule' to approve the Consent Agenda as modified..

AYE: Chinnici, Chapman, Myrick, Carrick, Brule

NAY: None

- 4 A \$12,000.00 invoice for Administrative services submitted by Grant Humphries was denied due to Debt Limitation Law which prohibits payments outside the current fiscal year.

5. Administrative Reports

David Kimmel reported the Corps requested a revision regarding the request for approval to perform maintenance of the Nature Center Trails. They requested in the 3rd line of the letter, removal of the words "and other minor maintenance landscaping work." The correction was made and sent to the Corps. He also reported the exit road has been repaired.

6. Discussion, Consideration, and possible action to Approve Ordinance 2019-01-35
AN ORDINANCE ESTABLISHING A SALARY FOR THE POSITION OF TOWN CLERK-TREASURER OF THE TOWN OF CARLTON LANDING, OKLAHOMA; PROVIDING FOR INCREASES IN SUCH SALARY; AND PROVIDING AND EFFECTIVE DATE.

Following a discussion about the amount of work and hours involved, a motion was made by Chapman to set the salary at \$650 a month. It was seconded by Myrick.

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

a. Discussion, Consideration, and Possible Adoption of the Emergency Section of the foregoing Ordinance.

A motion was made by Chinnici and seconded by Myrick to approve the Emergency Section of the foregoing Ordinance.

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

7. Discussion, Consideration, and Action to terminate the Agreement for Administrative Services between the Town of Carlton Landing, Oklahoma and Carlton Landing Enterprises, LLC.

- a. Remarks by Grant Humphreys, including remarks and comments on his recent letter to the Board
- b. Comments by Board members relative to a plan for going forward in light of Grant's letter

Grant Humphreys summarized his letter to the Board withdrawing his participation in town projects and empowering the town to govern themselves with assistance from Carlton Landing Enterprises via contract. His withdrawal fostered the need for a Town Administrator to provide oversight of town projects. The town Clerk-Treasurer will explore the job duties of a town Administrator and create a job description so the town can advertise for the position upon approval by the board.

MOTION: A motion was made by Chapman and seconded by Chinnici to terminate the Administrative Services agreement between the Town of Carlton Landing and Carlton Landing enterprises, LLC.

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

1. Strike material relative to automatic renewal
2. Strike payment to be due on 15th of the month and add Cost of services: Payment will be due after approval by the Board at its next regular meeting
3. Under cancellation of agreement/final compensation any balance will be paid after approval by the board of trustees at its next regular meeting.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

12. Legal Reports, Comments, and Recommendations to the Governing Body. None
13. Opportunity for public comment. None
14. Comments and questions by Governing Body members regarding items for future consideration. None
15. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

Invoice has been submitted on Friday afternoon, January 18, 2019, by B & S Construction for repair of exit road, as previously approved by the board for \$20,000.

MOTION: A motion was made by Chinnici and seconded by Carrick to approve the invoice.

AYE: Chinnici, Chapman, Myrick, Brule, Carrick

NAY: None

16. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 10:05 a.m., January 19, 2019

Joanne Chinnici
Mayor

Attest:

J. Summers
Town Clerk



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Accrual Basis

The Town of Carlton Landing
Balance Sheet
 As of January 18, 2019

	Jan 18, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9883	148,743.12
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	38,896.20
Total Checking/Savings	257,440.99
Other Current Assets	
Prepaid Insurance	790.40
Total Other Current Assets	790.40
Total Current Assets	258,231.39
Fixed Assets	
Nature Center Playground	16,550.25
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	265,301.93
TOTAL ASSETS	523,533.32
LIABILITIES & EQUITY	
Equity	
32000 - Retained Earnings	233,840.05
Opening Balance Equity	263,160.89
Net Income	26,532.38
Total Equity	523,533.32
TOTAL LIABILITIES & EQUITY	523,533.32

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Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 1, 2018 through January 18, 2019

Type	Date	N	Name	Memo	Split	Amount
Revenues						
Sales Tax Revenue						
Deposit	07/12/2018		Oklahoma Tax Com...	June Sale Tax	BOK - Checkin...	8,070.42
Deposit	07/12/2018		Oklahoma Tax Com...	June Cigar Tax	BOK - Checkin...	109.46
Deposit	08/15/2018		Oklahoma Tax Com...	Sales Tax for	BOK - Checkin...	13,116.45
Deposit	08/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	43.59
Deposit	09/14/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...	7,242.33
Deposit	09/14/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	95.21
Deposit	10/15/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...	16,914.86
Deposit	10/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	50.92
Deposit	11/15/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	11,104.80
Deposit	11/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	150.15
Deposit	12/10/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	13,214.80
Deposit	12/10/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	111.91
Total Sales Tax Revenue						70,224.90
Total Revenues						70,224.90
TOTAL						70,224.90

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Accrual Basis

The Town of Carlton Landing
Profit & Loss Budget vs. Actual
 July 1, 2018 through January 18, 2019

	Jul 1, '18 - Jan ...	Budget	\$ Over Budget
Income			
Revenues			
Developer Advances	0.00	0.00	0.00
Sales Tax Revenue	70,224.90	65,806.45	4,418.45
Permits and Licensing	10,504.00	17,109.68	-6,605.68
Real Estate Tax Collections	0.00	0.00	0.00
Revenues - Other	0.00	0.00	0.00
Total Revenues	80,728.90	82,916.13	-2,187.23
Total Income	80,728.90	82,916.13	-2,187.23
Expense			
Interest Due	15,200.00	0.00	15,200.00
Trails Maintenance	0.00	0.00	0.00
Pending Projects - Stephens Road	9,750.00	0.00	9,750.00
Annual Audit	500.00	3,500.00	-3,000.00
Events	0.00	1,316.13	-1,316.13
Insurance	225.84	987.10	-761.26
Bank Fees	15.00	0.00	15.00
Fire Protection	2,500.00	3,290.32	-790.32
Finance Officer	4,200.00	3,948.39	251.61
General Administrative Expense	0.00	987.10	-987.10
Home Inspections	7,950.00	19,741.94	-11,791.94
Legal Fees - Town Attorney	3,500.00	3,290.32	209.68
Legal Fees - Economic Develop	7,070.44	4,935.48	2,134.96
Management Contract	0.00	0.00	0.00
Meeting Expense	370.34	987.10	-616.76
Nature Center Trails	0.00	0.00	0.00
Operating Expense	0.00	987.10	-987.10
Profession Fees & Subscriptions	296.00	1,674.19	-1,678.19
Publication and Notice Exp	198.90	1,645.16	-1,446.26
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	658.06	-658.06
Website Expense	0.00	658.06	-658.06
Public Area Maintenance	0.00	0.00	0.00
66000 - Payroll Expenses	0.00	0.00	0.00
Total Expense	54,186.52	58,606.45	-4,709.93
Net Income	26,532.38	24,009.68	2,522.70

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The Town of Carlton Landing
Transaction List by Vendor
 December 15, 2018 through January 18, 2019

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Key Robbins Wall								
Bill	01/07/2019	Janua	January 2019	Accounts Payable		Legal Fees-To		500.00
Bill Pmt -Check	01/07/2019	434	January 2019	BOK - Checking - '9		Accounts Paya		500.00
OMAG								
Bill Pmt -Check	01/07/2019	435	BND 6348145	BOK - Checking - '9		Accounts Paya		100.00
Renee Norman								
Bill	01/07/2019	Janua	January 2019	Accounts Payable		Finance Officer		600.00
Bill Pmt -Check	01/07/2019	436	January 2019	BOK - Checking - '9		Accounts Paya		600.00
Traditional Craft Homes LLC								
Bill	12/21/2018	EDT-0	EDT-05-TCL	Accounts Payable		Nature Center		11,084.05
Bill Pmt -Check	12/21/2018	433	EDT-05-TCL	BOK - Checking - '9		Accounts Paya		11,084.05

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