

**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; February 16, 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 9:15 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Myrick, Brule, Clerk-Treasurer, Summers, Town Financial Manager, Norman and town attorney, Kay Wall were present.

ABSENT: Carrick, Chapman

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:

01.19.2019 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 by Brule' and seconded by Chinnici to approve the Consent Agenda as presented.

AYE: Chinnici, Myrick, Brule

NAY: None

5. Administrative Reports. None

6. Discussion, Consideration, and Action to Approve the signing of the Letter to engage Crawford and Associates to assist in maintaining the financial records of the Town of Carlton Landing and the Carlton Landing Economic Development Trust

A motion was made by Chinnici and seconded by Brule' to approve the signing of the Letter to engage Crawford and Associates to assist in maintaining the financial records of the Town of Carlton Landing and the Carlton Landing Economic Development Trust

AYE: Chinnici, Myrick, Brule

NAY: None

7. Discussion, Consideration, and Action to Approve **AN ORDINANCE 2019-02-36 ESTABLISHING THE PURCHASING AND CONTRACTING POLICY PRESENTED TO THE BOARD OF TRUSTEES OF CARLTON LANDING, OKLAHOMA AT ITS REGULAR MEETING ON FEBRUARY 16, 2019 AS THE OFFICIAL PURCHASING AND CONTRACTING POLICY FOR THE TOWN OF CARLTON LANDING, OKLAHOMA**

A discussion offered suggestions to use language such as "best bid", or "lowest and best". Frank Crawford, from our new accounting firm, advised we follow the state statutes rather than creating our own Purchasing and Contracting policy. Kay Wall will provide the state statutes to review.

MOTION: A motion was made by Chinnici and seconded by Myrick to STRIKE this item to allow for further review.

AYE: Chinnici, Myrick, Brule  
NAY: None

8. Discussion, Consideration, and possible Action to Approve **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING RECOGNIZING AND ACCEPTING A RECOMMENDATION FROM THE TIF COMMITTEE OF THE TOWN OF CARLTON LANDING, OKLAHOMA TO CONTRIBUTE \$80,000.00 OF TIF FUNDS TO ASSIST IN THE BUILDING OF A NEW WATER AND SEWAGE TREATMENT FACILITY FOR THE TOWN OF CARLTON LANDING, OKLAHOMA, AUTHORIZING THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST TO ASSIST IN THE COMPLETION OF THE SEWAGE TREATMENT FACILITY PROJECT AS NECESSARY.**

The TIF Committee has not met to make a recommendation to this Board, therefore no action can be taken. The Board of Trustees also requested a memo from our TIF attorney accompany any request for TIF monies not clearly defined in the Project Plan.

MOTION was made by Chinnici and seconded by Myrick to strike item # 8.

AYE: Chinnici, Brule', Myrick  
NAY: None

9. Discussion, Consideration and possible Action to Approve **A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING RECOGNIZING AND ACCEPTING A RECOMMENDATION FROM THE TIF COMMITTEE OF THE TOWN OF CARLTON LANDING, OKLAHOMA TO USE TIF FUNDS TO CONSTRUCT A COMMUNITY BUILDING WHICH WILL CONTAIN A SMALL MARKET, A BOOKSTORE, A COMMUNITY DINING SPACE AND A SMALL TOWN MEETING AREA, AUTHORIZING THE CARLTON LANDING ECONOMIC DEVELOPMENT DEVELOPMNENT TRUST TO ASSIST IN THE COMPLETION OF THIS PROJECT IN ANY WAY NECESSARY**

Discussion focused on the fact that the TIF committee has not met to review scope of work and financials.

MOTION was made by Chinnici and seconded by Myrick to strike item #9.

AYE: Chinnici, Myrick, Brule  
NAY: None



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

There being no further business, a motion was made and seconded to adjourn the meeting at 9:32 a.m. February 16, 2019

Joanne Chennice  
Mayor

Attest:

Summers  
Town Clerk



5:48 PM  
02/12/19  
Accrual Basis

The Town of Carlton Landing  
**Balance Sheet**  
As of February 12, 2019

	Feb 12, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	131,337.80
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	74,281.97
Total Checking/Savings	275,421.44
Other Current Assets	
Prepaid Insurance	790.40
Total Other Current Assets	790.40
Total Current Assets	276,211.84
Fixed Assets	
Nature Center Playground	16,550.25
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	265,301.93
<b>TOTAL ASSETS</b>	<b>541,513.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 - Retained Earnings	233,840.05
Opening Balance Equity	263,160.89
Net Income	44,512.83
Total Equity	541,513.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>541,513.77</b>

5:50 PM  
02/12/19  
Accrual Basis

The Town of Carlton Landing  
**Account QuickReport**  
July 1, 2018 through February 12, 2019

Type	Date	N	Name	Memo	Split
<b>Revenues</b>					
<b>Sales Tax Revenue</b>					
Deposit	07/12/2018		Oklahoma Tax Com...	June Sale Tax	BOK - Checkin...
Deposit	07/12/2018		Oklahoma Tax Com...	June Cigar Tax	BOK - Checkin...
Deposit	08/15/2018		Oklahoma Tax Com...	Sales Tax for July 20...	BOK - Checkin...
Deposit	08/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...
Deposit	09/14/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...
Deposit	09/14/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...
Deposit	10/15/2018		Oklahoma Tax Com...	Deposit	BOK - Checkin...
Deposit	10/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...
Deposit	11/15/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...
Deposit	11/15/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...
Deposit	12/10/2018		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...
Deposit	12/10/2018		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...
Deposit	01/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...
Deposit	01/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...
<b>Total Sales Tax Revenue</b>					
<b>Total Revenues</b>					
<b>TOTAL</b>					

5:50 PM

02/12/19

Accrual Basis

**The Town of Carlton Landing**  
**Account QuickReport**  
July 1, 2018 through February 12, 2019

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Amount

8,070.42  
109.46  
13,116.45  
43.59  
7,242.33  
95.21  
16,914.86  
50.92  
11,104.80  
150.15  
13,214.80  
111.91  
6,638.89  
136.79

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77,000.58

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77,000.58

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**77,000.58**

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The Town of Carlton Landing  
Transaction List by Vendor  
January 20 through February 12, 2019

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
B & S Construction and Trucking								
Bill Pmt - Check	01/24/2019	438		BOK - Checking - '9		Accounts Paya...		20,000.00
Carlton Landing Volunteer Fire Dept								
Bill Pmt - Check	02/01/2019	441	February	Accounts Payable		Fire Protection		500.00
Bill Pmt - Check	02/01/2019	441	February	BOK - Checking - '9		Accounts Paya...		500.00
Dan Hurd								
Bill	02/01/2019	442	January	Accounts Payable		Home Inspecti...		1,400.00
Bill Pmt - Check	02/01/2019	442	January	BOK - Checking - '9		Accounts Paya...		1,400.00
Humphreys Partners 2008 LLC								
Bill	01/23/2019	HP303	HP303	Accounts Payable		Legal Fees - To...		1,000.00
Bill Pmt - Check	01/24/2019	439	HP303	BOK - Checking - '9	X	Accounts Paya...		1,000.00
Kay Robbins Wall								
Bill	02/01/2019	443	February	Accounts Payable		Legal Fees - To...		500.00
Bill Pmt - Check	02/01/2019	443	February	BOK - Checking - '9		Accounts Paya...		500.00
McAtester News Capital								
Bill	01/24/2019	00025284	00025284	Accounts Payable		Publication and...		49.00
Bill Pmt - Check	02/01/2019	444	00025284	BOK - Checking - '9		Accounts Paya...		49.00
Oklahoma Uniform Building Code Commission								
Bill	02/01/2019	445	January 2019	Accounts Payable		Profession Fee...		32.00
Bill Pmt - Check	02/01/2019	445	January 2019	BOK - Checking - '9		Accounts Paya...		32.00
Rennie Norman								
Bill	02/01/2019	446	February	Accounts Payable		Finance Office-		600.00
Bill Pmt - Check	02/01/2019	446	February	BOK - Checking - '9		Accounts Paya...		600.00
Tad Sweitzer								
Bill Pmt - Check	01/24/2019	440		BOK - Checking - '9		Accounts Paya...		100.00

The Town of Carlton Landing  
Profit & Loss Budget vs. Actual  
July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget
<b>Income</b>			
Revenues			
Sales Tax Revenue	77,000.58	80,000.00	-2,999.42
Permits and Licensing	9,718.00	20,800.00	-11,082.00
Sinking Fund Receipts	36,171.77	0.00	36,171.77
<b>Total Revenues</b>	<b>122,890.35</b>	<b>100,800.00</b>	<b>22,090.35</b>
<b>Total Income</b>	<b>122,890.35</b>	<b>100,800.00</b>	<b>22,090.35</b>
<b>Expense</b>			
Interest Due	15,200.00		
Traila Maintenance	0.00		
Pending Projects - Stephens Road	9,750.00		
Annual Audit	500.00	3,500.00	-3,000.00
Events	0.00	1,500.00	-1,500.00
Insurance	225.84	1,200.00	-974.16
Bank Fees	15.00		
Fire Protection	3,000.00	4,000.00	-1,000.00
Finance Officer	4,800.00	4,800.00	0.00
General Administrative Expense	0.00	1,200.00	-1,200.00
Home Inspections	9,350.00	24,000.00	-14,650.00
Legal Fees - Town Attorney	5,000.00	4,000.00	1,000.00
Legal Fees - Economic Develop	7,070.44	6,000.00	1,070.44
Management Contract	0.00	0.00	0.00
Meeting Expense	420.34	1,200.00	-779.66
Operating Expense	0.00	1,200.00	-1,200.00
Profession Fees & Subscriptions	328.00	2,400.00	-2,072.00
Publication and Notice Exp	247.90	2,000.00	-1,752.10
Road Maintenance	22,470.00	20,000.00	2,470.00
Town Green Project	0.00	0.00	0.00
Training and Reimbursement	0.00	800.00	-800.00
Website Expense	0.00	800.00	-800.00
<b>Total Expense</b>	<b>78,377.52</b>	<b>78,700.00</b>	<b>-322.48</b>
<b>Net Income</b>	<b>44,512.83</b>	<b>22,100.00</b>	<b>22,412.83</b>