

**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; May 18, 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 8:24 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: Myrick

3. Sales Tax Revenue and other Financial Reports

Renee Norman, town Financial Officer reported the Profit & Loss Budget vs. Actual and the Budget Summary for 2019 - 2020. (see attached)

4. Consent Agenda: Consideration and Action

a. Approval of Minutes:

04.20.19 Regular Meeting of the Carlton Landing Board of Trustees

04.27.19 Special 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 by Brule and seconded by Mai to approve the consent agenda as presented.

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

5. Administrative Reports: None

6. Discussion, Consideration, and possible Action regarding the Carlton Landing Revised Budget for 2018-2019

MOTION: A motion was made by Mai and seconded by Chinnici to approve the Revised Budget for 2018-2019.

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

7. PUBLIC HEARING regarding the proposed budget for the fiscal year beginning July 1, 2019

Public hearing was held and the proposed budget for 2019-2020 was presented. There were no questions so the Public hearing was adjourned.

8. Discussion, Consideration, and Possible Action to Approve a contract between the CLEDT and Carlton Landing Enterprises, LLC requesting Carlton Landing Enterprises, LLC to manage improvements including drainage on the Carlton Landing Entrance/Exit Road

MOTION: A motion was made by Mai and seconded by Chinnici to approve a contract between the CLEDT and Carlton Landing Enterprises, LLC requesting Carlton Landing Enterprises, LLC to manage improvements including drainage on the Carlton Landing Entrance/Exit Road

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

9. Discussion, Consideration, and Possible Action to sever our current contract with our current Fire Marshall, Buddy Moore and to engage our current building inspector, Dan Hurd to fill the position of Fire Marshall.

Following a brief discussion a motion was made by Chapman and seconded by Brule to sever our contract with our current Fire Marshall, Buddy Moore and to engage our current building inspector, Dan Hurd to fill the position of a code compliance Fire Marshall having charge of plan reviews and inspections of fire-alarms and sprinkler systems as they are related to life safety systems.

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

10. Motion to enter Executive Session for the purpose of interviewing a candidate for the position of Town Administrator pursuant to Title 25 O.S. Section 307.B(1)

MOTION: A motion was made by Mai and seconded by Chinnici to enter Executive session for the purpose of interviewing a candidate for the position of Town Administrator.

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

11. Executive session for the purpose of interviewing a candidate for the position of Administrator of the Town of Carlton Landing pursuant to Title 25 O.S. Section 307.B(1)

EXECUTIVE SESSION

12. Motion to exit Executive Session held for the purpose of interviewing a candidate for the position of town administrator

MOTION: A motion was made by Mai and seconded by Chapman to exit Executive session

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

13. Discussion, Consideration, and Action regarding the selection of the appropriate candidate for Administrator of the Town of Carlton Landing with the possible Action to hire the candidate at the time of this meeting.

MOTION: A motion was made by Chinnici and seconded by Brule to offer \$122,000.00, to include benefits, to Greg Buckley, with a review of performance and salary in six (6) months. Benefits will be negotiated by the Mayor and Kay Wall, Town Attorney. The contract will then be signed by Kay Wall and Mayor Chinnici.

AYE: Chinnici, Brule, Mai, Chapman

NAY: None

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

15. Opportunity for public comment.

A number of citizens made comments regarding communication and water board finances. (See the attached Public Comment Sign In sheets.)

16. Comments and questions by Governing Body members regarding items for future consideration.

Citizens requested a bidding process, and the process to repair the ruts in the lanes.

17. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

Trustee Chapman requested a policy to address how agenda items get on the agenda.

18. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 10:15 a.m. May 18, 2019.

Mayor

Attest:

Town Clerk

12:57 PM
03/30/19
Accrual Basis

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

	Jul '18 - Jun 19	Budget	\$ Over Budget	Additional Cost	Change to 2018	Revised Budget
Income						
Revenues						
Sales Tax Revenue	92,178.61	120,000.00	-27,821.39			
Permits and Licensing	10,504.00	31,200.00	-20,696.00			
Sinking Fund Receipts	36,171.77	0.00	36,171.77			
Total Revenues	138,854.38	151,200.00	-12,345.62			
Total Income	138,854.38	151,200.00	-12,345.62			
Expense						
Interest Due	15,200.00				15200.00	15,200.00
Trails Maintenance	0.00					0.00
Pending Projects - Stephens Road	9,750.00				9750.00	9,750.00
Annual Audit	500.00	3,500.00	-3,000.00			3,500.00
Events	0.00	2,400.00	-2,400.00		-1000.00	1,400.00
Insurance	1,633.84	1,800.00	-166.16			1,800.00
Bank Fees	15.00				50.00	50.00
Fire Protection	4,000.00	6,000.00	-2,000.00	2000.00		6,000.00
Finance Officer	6,000.00	7,200.00	-1,200.00	1200.00		7,200.00
General Administrative Expense	0.00	1,800.00	-1,800.00			1,800.00
Home Inspections	9,350.00	36,000.00	-26,650.00		-22000.00	14,000.00
Legal Fees- Town Attorney	6,000.00	6,000.00	0.00	1000.00		6,000.00
Legal Fees - Economic Develop	7,070.44	9,000.00	-1,929.56			9,000.00
Management Contract	0.00	0.00	0.00			0.00
Meeting Expense	605.34	1,800.00	-1,194.66		-1000.00	800.00
Operating Expense	0.00	1,800.00	-1,800.00		-1000.00	800.00
Profession Fees & Subscriptions	905.50	3,600.00	-2,694.50		-1000.00	2,600.00
Publication and Notice Exp	296.20	3,000.00	-2,703.80		-1500.00	1,500.00
Road Maintenance	22,470.00	20,000.00	2,470.00		2500.00	22,500.00
Town Green Project	0.00	0.00	0.00			0.00
Training and Reimbursement	0.00	1,200.00	-1,200.00			1,200.00
Website Expense	0.00	1,200.00	-1,200.00			1,200.00
Total Expense	83,796.32	106,300.00	-22,503.68			106,300.00
Net Income	55,058.06	44,900.00	10,158.06			

(Published in the McAlester News-Capital on May 8, 2019)

**NOTICE OF PUBLIC HEARING
AT THE TOWN OF CARLTON LANDING, OKLAHOMA
LEGAL NOTICE**

1. Notice is hereby given that at 8:05 am on May 18, 2019 the Town of Carlton Landing will convene a Public Hearing on the municipality's proposed budget for fiscal year 2019-2020. The hearing will be held at the High School Classroom at 10 Boulevard, Carlton Landing. Copies of the proposed budget are available at the town office at 29 Water Street, Carlton Landing

2. Herewith is a summary of the projected town funds:

<u>TOWN OF CARLTON LANDING BUDGET SUMMARY FOR FY 2019-2020</u>	
REVENUES	
Projected Sales Tax	\$120,000.00
Permits and Licensing	35,000.00
Sinking Fund Receipts	<u>34,000.00</u>
TOTAL REVENUES AVAILABLE	<u>\$189,000.00</u>
Proposed Expenditures 2019-2020	
Interest Due	\$ 34,000.00
Administrator	25,000.00
Annual Audit	3,500.00
Bank Fees	100.00
Clerk Salary	00.00
CPA Firm Crawford & Associates	6,500.00
Events	1,000.00
FEMA Match	42,000.00
Fire Protection	6,000.00
Finance Officer	7,200.00
General Administrative Expense	1,500.00
Home Inspections	10,750.00
Insurance	1,800.00
Legal Fees: Town Attorney	6,000.00
Legal Fees: Economic Development Law	9,000.00
Management Contract	0.00
Meeting Expense	800.00
Operating Expense	1,200.00
Pending Projects	0.00
Professional Fees & Subscriptions	1,800.00
Publication & Notice Expense	1,500.00
Rent Expense	7,800.00
Road Maintenance	5,000.00
Trails Maintenance	1,200.00
Training & Reimbursement	800.00
Website Expense	<u>1,000.00</u>
Total Expense	<u>\$ 175,450.00</u>
Net Income	<u>\$ 13,550.00</u>

I certify that the foregoing Notice and Agenda will be posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as the High School Classroom before 5:00 pm on May 15, 2019, being at least 48 hours prior to the Public Hearing described above.

  
Signature of Person Posting the Notice Printed Name of Person Posting the Notice



**CENTER FOR ECONOMIC
DEVELOPMENT LAW**

201 N. Harvey Suite 100
Oklahoma City, Oklahoma
73102-3421

405.232.4000 TELEPHONE
405.232.5010 FACSIMILE
www.ecdlaw.com

April 11, 2019 Invoice No.: 13463
(Please Print)

TIN 00-0000-00

Matter No.:789-1

Town of Carlton Landing
20 Boulevard
Carlton Landing, Oklahoma

Attention: Grant Humphreys, Administrator (Via Email)

RE: Legal Consulting Services Under the Local Development Act

Billing Period:

For the Calendar Month Ending Mar 31, 2019

LEGAL SERVICES

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Mar-28-19	Draft addendum and new forms for FLEAs that include language re: ownership/maintenance of projects upon completion, correspond with J. Chancelier re: same.	JES	\$165.00	1.50	247.50
Total of Legal Services Fees for Billing Period:					\$247.50
Total of Legal Services Fees & Disbursements for Billing Period:					\$247.50
Previous Balance:					5,245.44
Balance Due:					\$5,492.94

Balance Due may not reflect payments or charges made after the last day of the Billing Period.

12:57 PM
03/20/19
Accrual Basis

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

	Jul '18 - Jun '19	Budget	\$ Over Budget	Additional Cost: Charge to 2018	Revised Budget
Income					
Revenue					
Sales Tax Revenue	92,178.61	120,000.00	-27,821.39		15,200.00
Permits and Licensing	10,504.00	31,200.00	-20,696.00		0.00
Sliding Fund Receipts	36,171.77	0.00	36,171.77		9,750.00
Total Revenue	<u>138,854.38</u>	<u>151,200.00</u>	<u>-12,345.62</u>		<u>3,500.00</u>
Total Income	<u>138,854.38</u>	<u>151,200.00</u>	<u>-12,345.62</u>		<u>15,200.00</u>
Expense					
Interest Due	15,200.00				15,200.00
Trafic Maintenance	0.00				0.00
Pending Projects: Stephens Road	9,750.00				9,750.00
Annual Audit	500.00	3,500.00	-3,000.00		3,500.00
Events	0.00	2,400.00	-2,400.00		1,400.00
Insurance	1,633.84	1,800.00	-166.16		1,800.00
Bank Fees	15.00				50.00
Fire Protection	4,000.00	6,000.00	-2,000.00	2000.00	6,000.00
Finance Officer	6,000.00	7,200.00	-1,200.00		7,200.00
General Administrative Expense	0.00	1,800.00	-1,800.00		1,800.00
Home Inspections	9,350.00	36,000.00	-26,650.00		14,000.00
Legal Fees- Town Attorney	6,000.00	6,000.00	0.00		6,000.00
Legal Fees - Economic Develop	7,070.44	9,500.00	-1,529.56	1000.00	9,000.00
Management Contract	0.00	0.00	0.00		0.00
Meeting Expense	605.34	1,800.00	-1,194.66		800.00
Operating Expense	0.00	1,800.00	-1,800.00		800.00
Protection Fees & Subscriptions	905.50	3,600.00	-2,694.50		2,600.00
Publication and Notice Exp	256.20	3,000.00	-2,703.80		1,500.00
Road Maintenance	22,470.00	20,000.00	2,470.00		22,500.00
Town Green Project	0.00	0.00	0.00		0.00
Training and Reimbursment	0.00	1,200.00	-1,200.00		1,200.00
Website Expense	0.00	1,200.00	-1,200.00		1,200.00
Total Expense	<u>83,396.32</u>	<u>106,200.00</u>	<u>-22,503.68</u>		<u>106,300.00</u>
Net Income	<u>\$5,058.06</u>	<u>\$4,500.00</u>	<u>\$508.06</u>		

5:23 PM

05/16/19

Accrual Basis

The Town of Carlton Landing
Balance Sheet
 As of May 16, 2019

	May 16, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	182,268.52
General Obligation Bond 2018	69,801.67
Sinking Fund Acct # 312713087	40,667.97
Total Checking/Savings	292,738.16
Accounts Receivable	
Accounts Receivable	2,358.00
Total Accounts Receivable	2,358.00
Total Current Assets	295,096.16
Fixed Assets	
Nature Center Playground	43,487.86
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	292,239.54
TOTAL ASSETS	587,335.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Road Repair	83,717.84
Total Other Current Liabilities	83,717.84
Total Current Liabilities	83,717.84
Long Term Liabilities	
2018 GOB	69,801.67
2017 GOB	168,259.22
Total Long Term Liabilities	238,060.89
Total Liabilities	321,778.73
Equity	
32000 - Retained Earnings	233,840.05
Opening Balance Equity	100.00
Net Income	31,616.92
Total Equity	285,556.97
TOTAL LIABILITIES & EQUITY	587,335.70

5:23 PM

05/16/19

Accrual Basis

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

	Jul '18 - May 19	Budget	\$ Over Budget
Income			
Revenues			
Permits and Licensing	13,148.00	28,600.00	-15,452.00
Sales Tax Revenue	100,549.15	110,000.00	-9,450.85
Sinking Fund Receipts	30,301.43	0.00	30,301.43
Total Revenues	143,998.58	138,600.00	5,398.58
Total Income	143,998.58	138,600.00	5,398.58
Expense			
Paying Agent Fee	400.00		
Interest - Interest Expense	8,500.00		
Interest Due	15,200.00		
Trails Maintenance	0.00		
Pending Projects - Stephens Road	9,750.00		
Annual Audit	500.00	3,500.00	-3,000.00
Events	0.00	2,200.00	-2,200.00
Insurance	2,424.24	1,650.00	774.24
Bank Fees	15.00		
Fire Protection	4,500.00	5,500.00	-1,000.00
Finance Officer	6,600.00	6,600.00	0.00
General Administrative Expense	0.00	1,650.00	-1,650.00
Home Inspections	10,750.00	33,000.00	-22,250.00
Legal Fees- Town Attorney	6,550.00	5,500.00	1,050.00
Legal Fees - Economic Develop	12,563.38	8,250.00	4,313.38
Management Contract	0.00	0.00	0.00
Meeting Expense	870.34	1,650.00	-779.66
Operating Expense	1,500.00	1,650.00	-150.00
Profession Fees & Subscriptions	937.50	3,300.00	-2,362.50
Publication and Notice Exp	296.20	2,750.00	-2,453.80
Road Maintenance	30,830.00	20,000.00	10,830.00
Town Green Project	0.00	0.00	0.00
Training and Reimbursement	0.00	1,100.00	-1,100.00
Website Expense	195.00	1,100.00	-905.00
Total Expense	112,381.66	99,400.00	12,981.66
Net Income	31,616.92	39,200.00	-7,583.08

5:15 PM

05/16/19

Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 1, 2018 through May 16, 2019

Type	Date	Num	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
Deposit	01/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,638.89
Deposit	01/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	136.79
Deposit	02/08/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,335.74
Deposit	02/08/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	38.79
Deposit	03/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,803.50
Deposit	03/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	3,763.47
Deposit	03/19/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	90.22
Deposit	05/10/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	4,516.85
Total Sales Tax Revenue						100,549.15
Total Revenues						100,549.15
TOTAL						100,549.15

5:19 PM
05/16/19

The Town of Carlton Landing
Transaction List by Vendor
April 21 through May 16, 2019

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Carlton Landing Volunteer Fire Dept								
Bill	05/01/2019	May 2...	May 2019	Accounts Payable		File Protection		500.00
Bill Pmt -Check	05/01/2019	465	May 2019	BOK - Checking - *9...		Accounts Paya...		500.00
Center for Economic Development Law								
Bill Pmt -Check	04/26/2019	457		BOK - Checking - *9...		Accounts Paya...		10,738.38
Crawford & Associates, P.C.								
Bill Pmt -Check	04/26/2019	458	12287	BOK - Checking - *9...		Accounts Paya...		577.50
Dan Hurd								
Bill Pmt -Check	05/07/2019	470	April	BOK - Checking - *9...		Accounts Paya...		1,400.00
Hyperflaze								
Bill	04/28/2019	101	101	Accounts Payable		Website Expen...		195.00
Bill Pmt -Check	05/01/2019	466	101	BOK - Checking - *9...		Accounts Paya...		195.00
Infrastructure Solutions Group								
Bill Pmt -Check	04/28/2019	459	CNL-18-04-03	BOK - Checking - *9...		Accounts Paya...		8,360.00
Kay Robbins Wall								
Bill	05/01/2019	May 2...	May 2019	Accounts Payable		Legal Fees- To...		550.00
Bill Pmt -Check	05/01/2019	467	May 2019	BOK - Checking - *9...		Accounts Paya...		550.00
Oklahoma Uniform Building Code Commission								
Bill	04/25/2019	March...		Accounts Payable		Profession Fee...		32.00
Bill Pmt -Check	04/26/2019	460		BOK - Checking - *9...		Accounts Paya...		32.00
OnSolve LLC								
Bill Pmt -Check	04/26/2019	461	ECN-035509	BOK - Checking - *9...		Accounts Paya...		1,500.00
Renee Norman								
Bill	05/01/2019	May 2...	May 2019	Accounts Payable		Finance Officer		600.00
Bill Pmt -Check	05/01/2019	468	May 2019	BOK - Checking - *9...		Accounts Paya...		600.00
Sinking Fund Acct #3087								
Bill	04/23/2019	Move ...		Accounts Payable		Sinking Fund R...		5,870.34
Bill Pmt -Check	04/26/2019	462		BOK - Checking - *9...		Accounts Paya...		5,870.34
Tad Sweltzer								
Bill Pmt -Check	04/26/2019	463		BOK - Checking - *9...		Accounts Paya...		165.00
Bill	04/26/2019	33685...	33685272	Accounts Payable		Meeting Expense		50.00
Bill Pmt -Check	05/01/2019	469		BOK - Checking - *9...		Accounts Paya...		100.00
Traditional Craft Homes LLC								
Bill Pmt -Check	04/26/2019	464	EDT-06-TCL	BOK - Checking - *9...		Accounts Paya...		26,937.61

5:15 PM

05/16/19

Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 1, 2018 through May 16, 2019

Type	Date	Num	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
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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
Deposit	01/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	6,638.89
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Deposit	03/19/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	3,783.47
Deposit	03/19/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	90.22
Deposit	05/10/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	4,516.85
Total Sales Tax Revenue						100,549.15
Total Revenues						100,549.15
TOTAL						100,549.15



**CENTER FOR ECONOMIC
DEVELOPMENT LAW**

301 N. Harvey, Suite 100
Oklahoma City, Oklahoma
73102-3421

405 232 4606 TELEPHONE
405 232 5010 FACSIMILE
www.econlaw.com

October 15, 2018
(Invoice Date)

Invoice No.: 13071

TIN: 80-0520159

Matter No.789-1

Town of Carlton Landing
20 Boulevard
Carlton Landing, Oklahoma

Attention: Grant Humphreys, Administrator (Via Email)

RE: Legal Consulting Services Under the Local Development Act

Billing Period:

For the Calendar Month Ending Sep 30, 2018

LEGAL SERVICES

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Sep-06-18	Work on Carlton Landing Annual Report; correspond with R. Norman re: same.	JRS	\$165.00	1.20	198.00
Sep-07-18	Continue preparing FYE 2018 annual report.	JRS	\$165.00	0.50	82.50
Sep-11-18	Review agenda for Town Trustee meeting; correspondence; begin review of existing Development Agreements.	LVB	\$250.00	0.70	175.00
	Review Carlton Landing project plan and development agreements; prepare summary for LVB for 9/15 trustees meeting.	JRS	\$165.00	2.00	330.00
Sep-12-18	Work session with JRS re: Development Agreements and Funding Eligibility Agreements; teleconference with G. Humphreys and D. Kimmel re: TIF projects, status, and possible concerns; prepare for presentation to Town Trustees.	LVB	\$250.00	1.00	250.00
	Confer with LVB re: status of various TIF projects and structure of assistance programs;	JRS	\$165.00	2.20	363.00

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
	conference call with LVB, G. Humphreys, and D. Kimmel re: same; continue preparing FYE 2018 annual report; telephone conference with J. Chinnici and R. Norman re: annual report.				
Sep-13-18	Continue preparing FYE 2018 annual report; review project agreement and related Town documents re: TIF obligations; prepare worksheet for tracking TIF expenses and obligations; correspond with R. Norman re: same; confer with LVB re: summary handout for trustees meeting.	JRS	\$165.00	6.00	990.00
Sep-14-18	Review correspondence in preparation for Town Trustees meeting; confer with JRS; prepare materials to hand out at meeting; travel to Carlton Landing.	LVB	\$250.00	2.80	700.00
	Revise handout for trustees meeting and other documents LVB needs; review email correspondence with LVB.	JRS	\$165.00	2.50	412.50
Sep-15-18	Prepare for and make presentation at Town Trustees meeting; respond to questions; attend CLEDT meeting; return travel from Carlton Landing.	LVB	\$250.00	4.00	1,000.00
Sep-18-18	Teleconference with G. Humphreys, JRS, and others re: Town Trustee meeting and follow-up items.	LVB	\$250.00	0.40	100.00
Sep-27-18	Continue preparing FYE 2018 annual report; correspond with R. Norman re: same.	JRS	\$165.00	1.50	247.50
Total of Legal Services Fees for Billing Period:					\$4,848.50

DISBURSEMENTS

Sep-14-18	Travel Expense Recovery - \$0.54 per mile - 138 miles	74.52
Sep-15-18	Travel Expense Recovery - \$0.54 per mile - 138 miles	74.52
Sep-30-18	Reproduction of Documents	165.40
Total of Disbursements for Billing Period:		\$314.44

Matter No. 789-1

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Total of Legal Services Fees & Disbursements for Billing Period:					\$5,162.94
Previous Balance:					1,825.00
Payments Applied Since Date of Prior Invoice:					1,742.50
Balance Due:					\$5,245.44

"Balance Due" may not reflect payments or charges made after the last day of the Billing Period.



Board of Trustees Meeting Public Comment Sign In Sheet

The Board of Trustees and the CLEDT Board are meetings of the boards. The public is invited and comments are encouraged and appreciated. With the exception of public hearings, the **only** opportunity for the public to address the Board of Trustees on agenda items or any other town related business is in the **public comment** section. In order to speak, citizens must have signed the **Public Comment** sign in sheet prior to the meeting. According to the Open Meetings Act, trustees will not be able to engage in dialogue with the audience or take action. The Board may choose to agenda an item for a future meeting. Any discussion on agenda items will be between members of the Board unless the Board has invited participation by others.

Complete the following information and submit to the Town Clerk prior to the meeting. When your name is called, proceed to state your name and limit your comments to 3 minutes.

PLEASE PRINT LEGIBLY

Name Grant Humphreys Phone 918-932-9254

1. Public comments sign in sheet must be completed before speaking.
2. Public comment limited to **three minutes** per speaker.
3. No speaker may convey or donate his or her time to another speaker.
4. Comments shall be courteous and respectful at all times.
5. No person may use public comment for the purpose of campaign or advertisement.
6. This is not a question and answer time and Board of Trustees cannot engage in conversation with the public.
7. Questions and concerns about operations should be addressed with Trustees throughout the month.
8. The presiding officer has the responsibility for enforcing these rules and may change the order of speakers so that testimony is heard in the most logical groupings.



I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:

several agenda items.



IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required [Signature] Date _____

By signing, I acknowledge public comment period rules.



Board of Trustees Meeting Public Comment Sign In Sheet

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PLEASE PRINT LEGIBLY

Name David Auld Phone 905 311-5441

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8. The presiding officer has the responsibility for enforcing these rules and may change the order of speakers so that testimony is heard in the most logical groupings.



I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:



IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required [Signature] Date 5/27/19

By signing, I acknowledge public comment period rules.



Board of Trustees Meeting Public Comment Sign In Sheet

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PLEASE PRINT LEGIBLY

Name Heather Scott Phone 405-474-0274

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I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:

General comments concerning
budget and all other other agenda
items



IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required 

Date 5-18-19

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Board of Trustees Meeting Public Comment Sign In Sheet

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PLEASE PRINT LEGIBLY

Name Daryl Nieto Phone 405-509-5827

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I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:

I wish to respond to any Water Board
issues



IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required [Signature] Date 5/18

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Board of Trustees Meeting Public Comment Sign In Sheet

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PLEASE PRINT LEGIBLY

Name

Bruce Alexander

Phone

905-441-7076

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2. Public comment limited to **three minutes** per speaker.
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☒

I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:

Always
bringing the dogs

☐

IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required _____

Date _____

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Board of Trustees Meeting Public Comment Sign In Sheet

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PLEASE PRINT LEGIBLY

Name David Folb Phone _____

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☒ **I WISH TO SPEAK** to the Board of Trustees on the following agenda item and/or issue:



☐ **IN LIEU OF SPEAKING** I request the Town Clerk to include my written comments into the public record.

Signature Required [Signature] Date _____

By signing, I acknowledge public comment period rules.