

**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; September 21, 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 8:52 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items.

3. Approval of Minutes:

- a. A Regular Meeting of the CL Board of Trustees of 08.17.19
- b. B Special Meeting of the CL Board of Trustees of 08.17.19

MOTION: A motion was made by Mai and seconded by Brule to approve the minutes as presented.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Approval of payment of Claims and Purchase Orders

Renee Norman reported an invoice from Cross, a listing of checks written since last meeting, and Carlton Landing invoices (See attached).

MOTION: A motion was made by Chinnici and seconded by Brule to approve the invoices as submitted.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

5. Discuss, consider, and approve a request from Grant Humphreys of Carlton Landing Enterprises, LLC to terminate the construction management contract between the Town of Carlton Landing and Carlton Landing Enterprises, LLC for the purpose of Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chapman to approve request to terminate the construction management contract between the Town of Carlton Landing and Carlton Landing Enterprises, LLC for the purpose of Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action.

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

6. Items Removed from Consent Agenda. None
7. Discuss, consider and approve Ordinance 2019-09-37 regarding Use Tax Ordinance; levying and assessing a Use Tax in the amount of three percent (3.0%), setting the effective date of January 1, 2020 with Funds to be used for the general operation of the Town, and providing for exemptions and by separate motion declare an emergency, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chapman to approve the Use Tax Ordinance.

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

- a. Motion to approve or disapprove declaring an emergency.

MOTION: A motion was made by Mai and seconded by Brule to approve or disapprove declaring an emergency.

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

8. Discuss, consider and approve Ordinance 2019-09-38 regarding Utilities Tax; levying and assessing an annual tax of two percent (2.0%) upon the gross receipts from all sales of power, light, heat, gas or electricity in the Town, which tax shall be in lieu of any other franchise, license, occupation or excise tax levied by such town as provided and

authorized pursuant to 68 O.S. 2601 et seq, and by separate motion declaring an emergency, or take any other appropriate action.

MOTION: A motion was made by Myrick and seconded by Brule to approve a Utilities Tax assessing an annual tax of 2%.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

b. Motion to approve or disapprove declaring and emergency.

MOTION: A motion was made by Mai and seconded by Chinnici to approve or disapprove declaring an emergency.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

9. Discuss, consider and approve Ordinance 2019-09-39 regarding the Operation of Financial and Business Procedures of the Town of Carlton Landing including; Appropriations, Deposits Requirements, Investment of Funds, Fund Reserve, Purchasing Authority, Bidding Requirements, and Sale of Surplus Property and by separate motion declare an emergency, or take any other appropriate action.

MOTION: A motion was made by Myrick and seconded by Mai to approve the ordinance establishing the Financial and Business Procedures of the Town of Carlton Landing.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

a. Motion to approve or disapprove declaring and emergency.

MOTION: A motion was made by Chinnici and seconded Brule by to approve or disapprove declaring an emergency.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

10. Discuss, consider, and approve a contract between the Town of Carlton Landing and New Town Development, LLC (Mike Kerney), to provide general project management and oversight to Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chinnici to approve a contract between the Town of Carlton Landing and New Town Development, LLC (Mike Kerney), to provide general project

management and oversight to Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

## 11. Reports

- a. Sales Tax Revenue and other Financial Reports  
Checks written since last meeting

Renee reported the invoice from Cross for internet to the office of our town administrator, a list of checks written since last meeting, and Carlton Landing invoices (see attached).

- b. Town Administrator  
Discuss Greg Buckley doing Management Consulting for RWD#20. Strike

Greg Buckley reported:

- the new structure of the agenda
- the software, Agenda Notes
- explore municipal software
- will explore companies to codify ordinances
- visit with Crosstel to improve TV viewing in Carlton Landing
- will explore budget formatting

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

12. Recognize Citizens wishing to comment on non-Agenda Items  
Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.

- 1). Heather Scott thanked town administrator for repair of potholes and new Agenda Notes
- 2). Renee Norman reported hours spent working on town business

13. Consider convening into executive session, pursuant to 25 O.S. Section 307 B.3 for the purpose of purchasing real property for the benefit of the Town from the Developer.

MOTION: A motion was made by Chinnici and seconded by Mai to enter into executive session.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

MOTION: A motion was made by Chinnici and seconded by Brule exit executive session

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

14. Discuss and take possible action in open meeting, on executive session item 13, if necessary.

MOTION: A motion was made by Chinnici and seconded by Chapman to pursue the financial feasibility of acquisition of lands from the developer.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

15. Report by Trustee Chuck Mai with possible short discussion regarding takeaways from the Special Meeting of the Board of Trustees held on 18.17.19

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

17. Adjournment:

There being no further business, a motion was made and seconded to adjourn the meeting at 10:59 a.m , September 21, 2019.

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Mayor

Attest:

Town Clerk

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DRAFT

**BILL TO**

**INSTRUCTIONS**

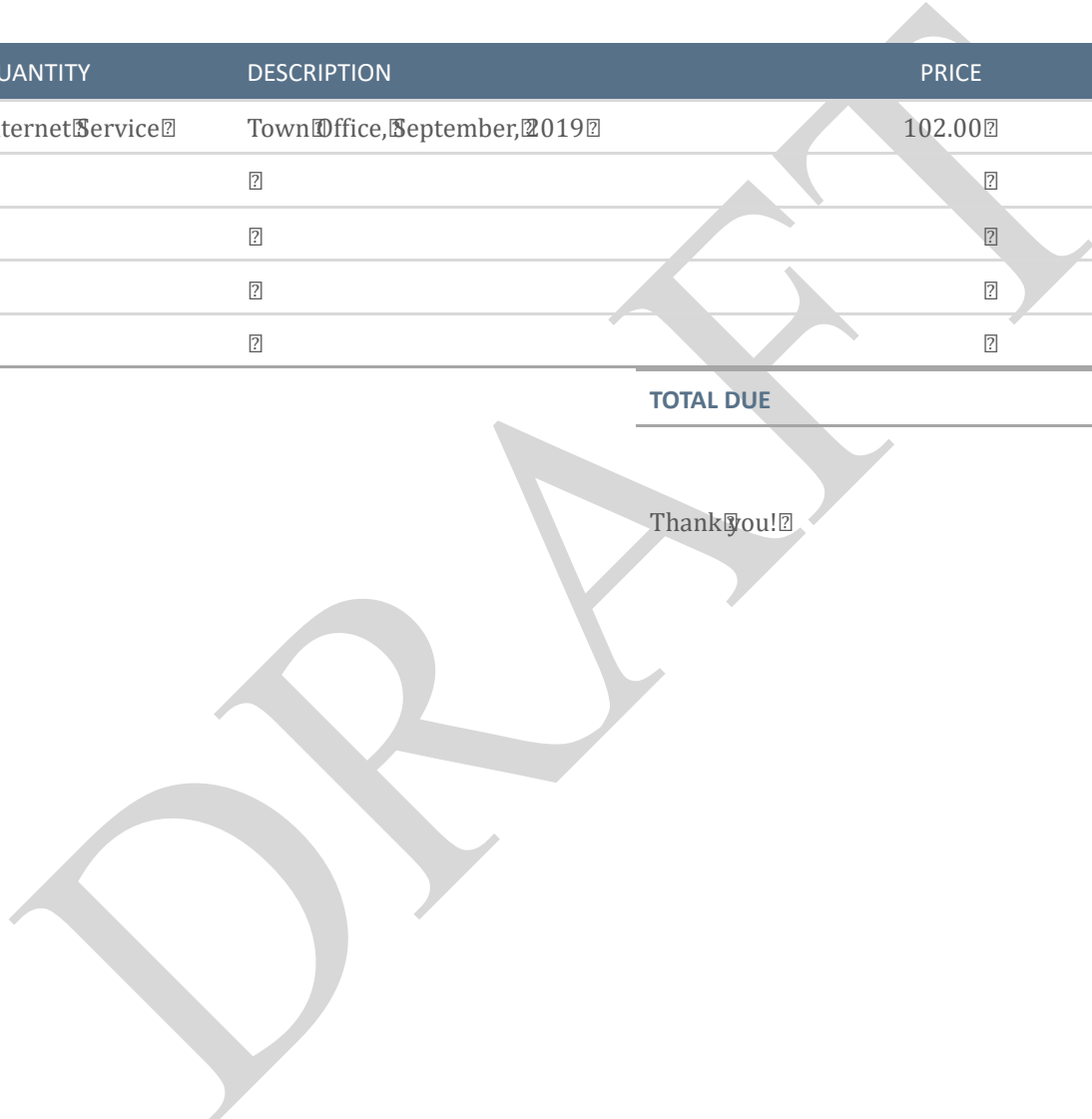
Town of Carlton Landing ?  
 29 Water Street ?  
 Carlton Landing, OK ?  
 74432 ?

Internet Service To Town Office, 38B Firefly Lane, Carlton ?  
 Landing 74432 ?

QUANTITY	DESCRIPTION	PRICE	TOTAL
Internet Service ?	Town Office, September, 2019 ?	102.00 ?	\$102.00 ?
?	?	?	?
?	?	?	?
?	?	?	?
?	?	?	?
<b>TOTAL DUE</b>			<b>102.00 ?</b>

Thank You! ?

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4:03 PM  
09/17/19

The Town of Carlton Landing  
Transaction List by Vendor  
August 18 through September 17, 2019

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
<b>Center for Economic Development Law</b>								
Bill Pmt -Check	08/29/2019	495	VOID:	BOK - Checking - *9...	X	Accounts Paya...	0.00	
Bill Pmt -Check	08/29/2019	497		BOK - Checking - *9...		Accounts Paya...		748.00
<b>Dr Jan Summers</b>								
Bill	09/03/2019	Invoic...	Invoice 1	Accounts Payable		Office Furniture		4,241.43
Bill Pmt -Check	09/03/2019	504	Invoice 1	BOK - Checking - *9...		Accounts Paya...		4,241.43
<b>Kay Robbins Wall</b>								
Bill Pmt -Check	08/29/2019	498	September	BOK - Checking - *9...		Accounts Paya...		500.00
Bill	09/01/2019	Septe...	September	Accounts Payable		Legal Fees- To...		500.00
<b>Landmark</b>								
Bill Pmt -Check	08/29/2019	499		BOK - Checking - *9...		Accounts Paya...		1,176.00
<b>OkMRF</b>								
Liability Check	08/26/2019	494	454051	BOK - Checking - *9...		-SPLIT-		1,039.62
<b>OPEH&amp;W</b>								
Bill Pmt -Check	08/29/2019	500		BOK - Checking - *9...		Accounts Paya...		2,790.32
Bill	09/05/2019	Septe...	September 20...	Accounts Payable		Administrator		1,395.16
<b>QuickBooks Payroll Service</b>								
Liability Check	08/22/2019		Created by P...	BOK - Checking - *9...	*	-SPLIT-		2,483.72
Liability Check	09/05/2019		Created by P...	BOK - Checking - *9...		-SPLIT-		2,712.50
<b>R &amp; B Door Company LLC</b>								
Bill Pmt -Check	08/29/2019	501	1058	BOK - Checking - *9...		Accounts Paya...		85.00
<b>Renee Norman</b>								
Bill Pmt -Check	08/29/2019	502	September	BOK - Checking - *9...		Accounts Paya...		600.00
Bill	09/01/2019	Septe...	September	Accounts Payable		Finance Officer		600.00
<b>Renee Norman - Reimbursements</b>								
Bill	09/09/2019	Payroll	Payroll	Accounts Payable		Publication and...		289.18
Bill Pmt -Check	09/09/2019	506	Payroll	BOK - Checking - *9...		Accounts Paya...		289.18
<b>Tad Sweitzer</b>								
Bill Pmt -Check	08/29/2019	496	31013006	BOK - Checking - *9...		Accounts Paya...		50.00
Bill Pmt -Check	08/29/2019	503	23906080	BOK - Checking - *9...		Accounts Paya...		50.00
<b>Tony Baker Rental</b>								
Bill	09/03/2019	4592	4592	Accounts Payable		Rent		500.00
Bill Pmt -Check	09/03/2019	505	4592	BOK - Checking - *9...		Accounts Paya...		500.00
<b>Town of Carlton Landing General Fund</b>								
Check	08/27/2019	EFT		Sinking Fund Acct # ...		Due to/From G...		286.00





**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

September 13, 2019 Invoice No.: 13792  
(Invoice Date)

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 Aug 31, 2019

**LEGAL SERVICES**

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Aug-15-19	Work session with NMD re: annual report framework and information sources.	JRS	\$165.00	0.50	82.50
	Work session with JRS re: annual report.	NMD	\$95.00	0.50	47.50
Aug-16-19	Review correspondence and project plan in preparation for presentation at Town meeting; work session with JRS re: status of TIF project plan implementation.	LVB	\$250.00	1.00	250.00
	Prepare for and attend work session with LVB re: TIF meeting; prepare responses to M. Myrich questionnaire.	JRS	\$165.00	3.10	511.50
Aug-17-19	Travel to, attend, and make presentation at Town meeting; return.	LVB	\$250.00	6.00	1,500.00
Aug-22-19	E-mail request for assessed values and ad valorem tax amounts to Pittsburg County Treasurer and Assessor for use in the FYE 2019 Annual Report.	NMD	\$95.00	0.40	38.00

Matter No. 789-1

September 19, 2019

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Aug-23-19	E-mail G. Buckley and R. Norman re: information for the FYE2019 Annual Report.	NMD	\$95.00	0.40	38.00
Aug-24-19	Receive reports from Pittsburg County Treasurer and Assessor for use in FYE2019 Annual Report; incorporate same into report.	NMD	\$95.00	0.60	57.00
<b>Total of Legal Services Fees for Billing Period:</b>					<u>\$2,524.50</u>

**DISBURSEMENTS**

Aug-17-19	Travel Expense Recovery - \$0.58 per mile - 276 miles		80.04		
	Travel Expense Recovery - \$0.58 per mile - 276 miles		80.04		
Aug-31-19	Reproduction of Documents		16.55		
<b>Total of Disbursements for Billing Period:</b>			<u>\$176.63</u>		
<b>Total of Legal Services Fees &amp; Disbursements for Billing Period:</b>					<u>\$2,701.13</u>
Previous Balance:					748.00
Payments Applied Since Date of Prior Invoice:					748.00
<b>Balance Due:</b>					<u>\$2,701.13</u>

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

**From:** [Intuit Payroll Customer Service](#)  
**To:** [Glenna Littleton](#)  
**Subject:** Your QuickBooks Payroll payment receipt  
**Date:** Sunday, September 8, 2019 1:04:54 PM



## Payment receipt

 Photos. Thank you for  
our payment.

**Customer account:** \*8504  
**Payment date:** Sep 8, 2019  
**Payment total:** \$289.18  
**Payment method:** Credit  
card \*2244  
**Reference #:** P1-52176804

## Payment details

Qty	Subscription item	Payment (includes sales tax)
1	Intuit QB Payroll Annual Fee	\$289.18
Total payment:		\$289.18

## Purchase information

Billing address:



Your annual or monthly subscription or billing plan automatically renews for subsequent terms using the billing information we have on file at the time of your renewal, unless you cancel. You can cancel your subscription at any time by signing in to QuickBooks. Select Company at the top, then select My Company, and select Manage Your Account in the top right corner. Terms, conditions, pricing, features, service, and support options are subject to change without notice. See the important [terms, conditions, and refund terms](#) for more information.

DATE RCVD \_\_\_\_\_  
RCVD BY \_\_\_\_\_  
INITIAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
FINAL \_\_\_\_\_  
APPROVAL \_\_\_\_\_  
ENTITY \_\_\_\_\_  
ACCOUNT \_\_\_\_\_  
DATE PAID \_\_\_\_\_  
CHECK NO. \_\_\_\_\_

Questions or



concerns?

[Visit customer support](#)



[View on web](#)

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2800 E. Commerce Center Place, Tucson, AZ 85706



Pour it Construction  
R4 Box 6975  
Eufaula, Ok 74432

# Invoice

Date	Invoice #
8/29/2019	1218

Bill To
Town of Carlton Landing 20 Boulevard Carlton Landing, Ok 74432

Description	Amount
Labor and Material's for placing gravel in potholes on entry road	600.00
<b>Total</b> \$600.00	

**ELFRINK & ASSOCIATES CPAs PLLC**

3119 E 87th Street  
Tulsa, OK 74137

Phone # 9183612133      [anne@elfrinkepa.com](mailto:anne@elfrinkepa.com)  
Fax # 918-512-4280

# Invoice

**Invoice #:** 208901  
**Invoice Date:** 9/5/2019  
**Due Date:** 9/5/2019  
**Project:**  
**P.O. Number:**

**Bill To:**  
Town of Carlton Landing  
10 Boulevard, Unit G  
Carlton Landing, OK 74332

Description	Hours/Qty	U/M	Rate	Amount
Compilation of Estimate of Needs for 2019 tax levy			500.00	500.00
DATE RCVD _____				
RCVD BY _____				
INITIAL _____				
APPROVAL _____				
FINAL _____				
APPROVAL _____				
ENTITY _____				
ACCOUNT _____				
DATE PAID _____				
CHECK NO _____				

**Total** \$500.00

**Payments/Credits** \$0.00

**Balance Due** \$500.00

:03 AM  
 9/16/19  
 Accrual Basis

The Town of Carlton Landing  
**Profit & Loss Budget vs. Actual**  
 July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget
<b>Income</b>			
<b>Revenues</b>			
Permits and Licensing	350.00	5,940.00	-5,590.00
Sales Tax Revenue	11,678.24	20,000.00	-8,321.76
Sinking Fund Receipts	0.00	5,700.00	-5,700.00
<b>Total Revenues</b>	<u>12,028.24</u>	<u>31,640.00</u>	<u>-19,611.76</u>
<b>Total Income</b>	<u>12,028.24</u>	<u>31,640.00</u>	<u>-19,611.76</u>
<b>Gross Profit</b>	<u>12,028.24</u>	<u>31,640.00</u>	<u>-19,611.76</u>
<b>Expense</b>			
Administrator	4,351.53	5,084.00	-732.47
Annual Audit	0.00	0.00	0.00
Events	0.00	0.00	0.00
FEMA Match	0.00	7,000.00	-7,000.00
Fire Protection	500.00	1,000.00	-500.00
Finance Officer	1,200.00	1,200.00	0.00
General Administrative Expense	15.01	1,340.00	-1,324.99
Home Inspections	0.00	4,100.00	-4,100.00
Insurance	0.00	300.00	-300.00
Interest Expense	0.00	5,700.00	-5,700.00
Legal Fees- Town Attorney	1,000.00	1,000.00	0.00
Legal Fees - Economic Develop	100.00	1,500.00	-1,400.00
Meeting Expense	100.00	100.00	0.00
Operating Expense	0.00	200.00	-200.00
Pending Projects- Stephens Road	0.00	0.00	0.00
Profession Fees & Subscriptions	-0.89	300.00	-300.89
Publication and Notice Exp	0.00	250.00	-250.00
Rent	500.00	1,200.00	-700.00
Road Maintenance	0.00	1,000.00	-1,000.00
Town Green Project	85.00		
Trails Maintenance	784.00	800.00	-16.00
Training and Reimbursement	0.00	0.00	0.00
Website Expense	0.00	160.00	-160.00
66000 - Payroll Expenses	1,371.47		
<b>Total Expense</b>	<u>10,006.12</u>	<u>32,234.00</u>	<u>-22,227.88</u>
<b>Net Income</b>	<u><b>2,022.12</b></u>	<u><b>-594.00</b></u>	<u><b>2,616.12</b></u>

The Town of Carlton Landing  
**Balance Sheet**  
 As of September 16, 2019

	Sep 16, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	235,073.77
General Obligation Bond 2018	69,786.67
Sinking Fund Acct # 312713087	68,568.16
Total Checking/Savings	373,448.60
Accounts Receivable	
Accounts Receivable	786.00
Total Accounts Receivable	786.00
Other Current Assets	
Office Furniture	4,241.43
Due from Tif	2,579.23
Total Other Current Assets	6,820.66
Total Current Assets	381,055.26
Fixed Assets	
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	248,751.68
<b>TOTAL ASSETS</b>	<b>629,806.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Road Repair	63,717.84
24000 - Payroll Liabilities	3,711.95
Total Other Current Liabilities	67,429.79
Total Current Liabilities	67,429.79
Long Term Liabilities	
2018 GOB	69,801.67
2017 GOB	168,259.22
Total Long Term Liabilities	238,060.89
Total Liabilities	325,490.68
Equity	
32000 - Retained Earnings	295,662.45
Opening Balance Equity	100.00
Net Income	8,553.81
Total Equity	304,316.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>629,806.94</b>



50 AM  
 /16/19  
 :crual Basis

The Town of Carlton Landing  
**Account QuickReport**  
 July 1 through September 16, 2019

Type	Date	Num	Name	Memo	Split	Amount
<b>Revenues</b>						
<b>Sales Tax Revenue</b>						
Deposit	07/09/2019		Oklahoma Tax Com...	June 2019	BOK - Checkin...	3,067.59
Deposit	07/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	62.37
Deposit	08/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,520.10
Deposit	08/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	28.18
Deposit	09/16/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	14,155.52
Total Sales Tax Revenue						25,833.76
Total Revenues						25,833.76
<b>TOTAL</b>						<b>25,833.76</b>