

**TOWN OF CARLTON LANDING
REGULAR MEETING OF THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Academy Cafeteria
Saturday; December 19, 2020; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:00 a.m. by Mayor Chinnici

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule
Chuck Mai
Clay Chapman

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust of November 21, 2020

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Mai and seconded by Brule to accept the consent agenda as presented.

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

5. Items Removed from Consent Agenda.

6. Consider, discuss, and approve the Profession Engineering Services Agreement with Freese and Nichols to serve as Primary Engineer and Engineer of Record for Carlton Landing Economic Development Trust and the Town of Carlton Landing, or take any other appropriate action.

At the November 21, 2020 Trust meeting the Board selected Freese and Nichols to serve as Primary Engineer and Engineer of Record and directed Staff to develop an Agreement. Staff worked with Freese and Nichols to develop the proposed Professional Engineering Services Agreement. The Agreement outlines the services to be provided by Freese and Nichols on a basic hourly basis and provides for specific tasks or projects we will have separate contracts related to the tasks or projects. The Agreement is a nonexclusive Agreement which allows the Town to utilize other Engineering firms if the Town determines it is in the best interest of the Town.

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

approve the Profession Engineering Services Agreement with Freese and Nichols to serve as Primary Engineer and Engineer of Record for Carlton Landing Economic Development Trust and the Town of Carlton Landing.

AYE: Myrick, Chinnici, Mai, Brule, Chapman

NAY: None

7. Consider, discuss and approve a Marina Project Agreement between Humphrey's Partners 2009, LLC, the Town of Carlton Landing and Carlton Landing Economic Development Authority for the development and certain improvements of the Marina, or take any other appropriate action.

The Phase 1 of the Marina Center has been designed in accordance with the requirement of the Eufaula Lakeshore Management Plan Revisions and Master Plan Supplemental Final Environmental Impact Statement, Lease No. DCW56-1-15-268. The Developer, Humphrey's Partners 2009, LLC. is wanting to move forward with the relocation of the Marina and docks to its final identified location, per the Lease agreement. The U.S. Army Corps of Engineers has been inquiring and seeking to move forward with the relocation of the Marina and docks.

There are general Town infrastructure that needs to be constructed to provide access to the area and support the development. The Developer is proposing a partnership between the Developer, Town of Carlton Landing and Economic Development Trust which would let the Develop put in the needed infrastructure for the development through a project agreement. The Agreement provides that the Developer would put in the infrastructure on a re-imbursement basis with a not to exceed amount.

Mr. Buckley reviewed the agreement and noted that the document is not fully complete. It needs budget numbers and complete legal language.

MOTION: A motion was made by Chinnici and seconded by Mai to TABLE until the January agenda to allow time for clarity of financials and legal language.

AYE: Myrick, Chinnici, Mai, Brule, Chapman

NAY: None

8. Reports

- a. Financial Reports (See attachment)
- a. Town Administrator Report (See Board of Trustees Minutes) In addition, we are planning to close on the TIF revenue note on Wednesday.
- b. Legal Reports, Comments, and Recommendations to the Governing Body.

Worked with Greg on the Marina Agreement and provided other reviews of documents.

9. Recognize Citizens wishing to comment on non-Agenda Items

None

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

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:51 a.m., November 21, 2020

Mayor

Attest:

Town Clerk

Draft

Statement of Revenue and Expenditures

| Acct | Current Period Nov 2020 Nov 2020 Actual | Year-To-Date Jul 2020 Nov 2020 Actual | Annual Budget Jul 2020 Jun 2021 | Annual Budget Jul 2020 Jun 2021 Variance | Jul 2020 Jun 2021 Percent of Budget | |
|-----------------------------------|--|--|---------------------------------------|---|--|-------|
| | | | | | | |
| Revenue & Expenditures | | | | | | |
| Revenue | | | | | | |
| Non-Departmental Revenues | | | | | | |
| 3999 | Fund Balance Carryover | 0.00 | 0.00 | 1,039,846.81 | 1,039,846.81 | 0.0% |
| 4015 | Pittsburgh County Sinking Fund | 0.00 | 0.00 | 793,000.00 | 793,000.00 | 0.0% |
| 4050 | Tax Increment from County | 0.00 | 33,386.00 | 0.00 | (33,386.00) | 0.0% |
| 4350 | Revenue Bond (TIF) | 0.00 | 0.00 | 670,000.00 | 670,000.00 | 0.0% |
| | Non-Departmental Revenues Totals | \$0.00 | \$33,386.00 | \$2,502,846.81 | \$2,469,460.81 | |
| TIF Projects | | | | | | |
| 9000 | Transfer IN from General Fund | 0.00 | 1,873.48 | 0.00 | (1,873.48) | 0.0% |
| | TIF Projects Totals | \$0.00 | \$1,873.48 | \$0.00 | (\$1,873.48) | |
| | Revenue | \$0.00 | \$35,259.48 | \$2,502,846.81 | \$2,467,587.33 | |
| | Gross Profit | \$0.00 | \$35,259.48 | \$2,502,846.81 | \$0.00 | |
| Expenses | | | | | | |
| Non-Departmental Revenues | | | | | | |
| 9500 | Transfer OUT to General Fund | 7,111.69 | 41,667.42 | 0.00 | (41,667.42) | 0.0% |
| | Non-Departmental Revenues Totals | \$7,111.69 | \$41,667.42 | \$0.00 | (\$41,667.42) | |
| General Government | | | | | | |
| 8100 | 2018 Revenue Bond | 0.00 | 0.00 | 211,187.50 | 211,187.50 | 0.0% |
| 8101 | 2018B Revenue Bond | 0.00 | 0.00 | 123,012.50 | 123,012.50 | 0.0% |
| 8102 | 2019 Revenue Bond | 0.00 | 0.00 | 184,925.00 | 184,925.00 | 0.0% |
| 8103 | 2020 Revenue Bond | 0.00 | 0.00 | 55,000.00 | 55,000.00 | 0.0% |
| 9500 | Transfer OUT to General Fund | 0.00 | 0.00 | 105,364.55 | 105,364.55 | 0.0% |
| | General Government Totals | \$0.00 | \$0.00 | \$679,489.55 | \$679,489.55 | |
| TIF Projects | | | | | | |
| 7100 | 2018 Rev Bond Alley Improv | 0.00 | 0.00 | 316,859.99 | 316,859.99 | 0.0% |
| 7101 | 2018 Rev Bond - Playground | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.0% |
| 7102 | 2018 Rev Bond Pavilion | 1,000.00 | 1,000.00 | 160,300.00 | 159,300.00 | 0.6% |
| 7103 | 2018 Rev Bond - Mailboxes | 1,354.69 | 1,354.69 | 10,000.00 | 8,645.31 | 13.5% |
| 7121 | 2018B Rev Bond-Camp Bus Inc | 0.00 | 0.00 | 1,170.98 | 1,170.98 | 0.0% |
| 7122 | 2018B Rev Bond- Schl Building | 0.00 | 0.00 | 123,600.00 | 123,600.00 | 0.0% |
| 7131 | 2019 Rev Bond- Comm Cntr | 0.00 | 0.00 | 350,000.00 | 350,000.00 | 0.0% |
| 7132 | 2019 Rev Bond-Camp Bus Ince | 0.00 | 0.00 | 67,305.84 | 67,305.84 | 0.0% |
| 7150 | 2020 Bond - Pavilion | 0.00 | 0.00 | 339,700.00 | 339,700.00 | 0.0% |
| 7151 | 2020 Rev Bond- Rdgline Trail | 0.00 | 0.00 | 125,000.00 | 125,000.00 | 0.0% |
| 7152 | 2020 Rev Bond- Camp Bus Ince | 0.00 | 0.00 | 6,523.18 | 6,523.18 | 0.0% |
| 7153 | 2020 Rev Bond- Alley Improv | 0.00 | 0.00 | 76,750.01 | 76,750.01 | 0.0% |
| 7154 | 2020 Rev Bond- Park Lot 10 | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 0.0% |
| 7155 | 2020 Rev Bond- Future Projects | 0.00 | 0.00 | 17,146.81 | 17,146.81 | 0.0% |
| 8100 | 2018 Revenue Bond | 0.00 | 1,873.48 | 0.00 | (1,873.48) | 0.0% |
| | TIF Projects Totals | \$2,354.69 | \$4,228.17 | \$1,624,356.81 | \$1,620,128.64 | |
| | Expenses | \$9,466.38 | \$45,895.59 | \$2,303,846.36 | \$2,257,950.77 | |
| | Revenue Less Expenditures | (\$9,466.38) | (\$10,636.11) | \$199,000.45 | \$0.00 | |
| | Net Change in Fund Balance | (\$9,466.38) | (\$10,636.11) | \$199,000.45 | \$0.00 | |
| Fund Balances | | | | | | |
| | Beginning Fund Balance | 577,664.83 | 578,834.56 | 0.00 | 0.00 | 0.0% |
| | Net Change in Fund Balance | (9,466.38) | (10,636.11) | 199,000.45 | 0.00 | 0.0% |
| | Ending Fund Balance | 568,198.45 | 568,198.45 | 0.00 | 0.00 | 0.0% |