

**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; June 19, 2021; 8:00 a.m.

**MINUTES**

1. Call to Order

The meeting was called to order at 8:01 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici  
Mary Myrick  
Kris Brule  
Chuck Mai

ABSENT Clay Chapman

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on May 15, 2021
- b. Special Meeting of the CL Economic Development Trust on May 19, 2021

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, Brule, Mai  
NAY: None

5. Items Removed from Consent Agenda.

6. Consider, discuss, and possibly amend, revise, approve or deny Resolution 2021-07-01 approving the budget for Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022, and providing for the investment of said funds, or take any other appropriate action.

The preliminary draft Budget Fiscal Year 2021-2022 includes additional revenue items for Sales Tax and Lodging Tax. Sales tax is projected to be a little higher for Fiscal year 2021-2022 due to continued housing construction and has been adjusted from \$80,000 to \$100,000. Use Tax has been stable with FY 2020-2021 projections on target, projecting the same amount for Fiscal Year 20201-2022. Lodging Tax started in October 2020 with great success. Fiscal Year 2021-2022 will be the first full year for the Lodging Tax and has been projected at the same level as what is projected to be received for Fiscal Year 2020-2021, even though it was not a full year. The Balance Forward money is the GO

Bond money from the 2020 GO Bond for the Street Lights Project. This is not new revenue but needs to be allocated so the money can be spent.

Changes to Expenditures include allocating funds for utilities and maintenance for the new Pavilion; increase funding for trail maintenance and improvements; added additional dollars to Road Maintenance for snow removal; cleaning services for new office; funds to continue codification of City Ordinances, GO Bond payments; funds to enhance website.

The Carlton Landing Economic Development Trust provides carryover revenue for projects that were not completed along with projected revenue for possible 2021 TIF Revenue Note. The TIF Committee met to review possible projects for budgeting purposes. They will make their formal recommendation in the fall as part of the Revenue Note determination process. The CLEDT Budget also budgets the proposed projects. In the event the TIF Revenue Note is more or less than Budgeted, the Budget will need to be amended.

Both the Town Budget and CLEDT Budget are submitted as balanced Budgets. At this time, the Town Budget does not project using any excess Fund Balance to balance the budget.

MOTION: A motion was made by Mai and seconded by Brule' to approve the Resolution approving the Town of Carlton Landing, Oklahoma, budget for the general fund and Carlton Landing Economic Development Trust for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

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

7. Consider and discuss possible Change Order on the Pavilion to delay construction and installation of the Pavilion entrance apron and installation of flagstone within the entrance apron until Water Street in front of the Pavilion has been completed; changing location of tree planters and additional lighting on structure, or take any other appropriate action.

As the project has progressed through construction, a few plan change ideas have been discussed. The design and construction plan for Water Street have been amended after the award of the Pavilion, this has changed the grade elevation of Water Street we used as a basis for setting the elevation of the Pavilion. The Developer is planning on beginning the construction of Water Street from the existing hard surface in front of the Town Green to past the new Church Building. To ensure the grade and slope of the Pavilion entrance apron is on grade with the Street, Staff and the Contractor is proposing delaying the construction of the entrance apron until the street curb has been installed. This will allow us to properly grade the Pavilion entrance apron to the Street grade vs having the Street grade try to match the Pavilion entrance apron.

The Developer is looking to install flagstone on the street in front of the Pavilion and would like the Town to consider installing the same flagstone on the Pavilion entrance apron. The Contractor is obtaining costs of the flagstone and installation to provide a price changing to the flagstone. The current approved plan specifies concrete. Once we have a price for the flagstone and installation, we will be able determine the possible impact or increase to changing to flagstone for the entrance apron. Currently, the Pavilion project is below the approved budget allocation of \$500,000.00, so there may be available funds within the project budget to accommodate the flagstone enhancement.

The current approved plan for the Pavilion includes the installation of two raise planters with trees within the entrance apron, Staff and the Contractor are proposing relocating the two planters to the outside of the entrance apron, which would provide a clear unrestricted approach to the Pavilion for the full width of the Pavilion. There would be no additional cost for relocating the planters.

The approved plan includes lights on the posts of the Pavilion, once the structure was erected and considering the ambient light Staff and the Contractor are recommending adding additional lighting which would shine on the ceiling of the Pavilion. The added light would enhance the indirect ambient light but also accent the wood of the ceiling.

8. Reports

- a. Financial Reports (See attachment)
- b. Town Administrator Report (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay reported working on the Harjo contract along with Mr. Buckley and Mayor Chinnici, as well as the trail easement agreement.

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 8:14 a.m., June 19, 2021

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Mayor

Attest:

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Town Clerk

Statement of Revenue and Expenditures

| Acct                              | Current Period<br>May 2021<br>May 2021<br>Actual | Year-To-Date<br>Jul 2020<br>May 2021<br>Actual | Annual Budget<br>Jul 2020<br>Jun 2021 | Annual Budget<br>Jul 2020<br>Jun 2021<br>Variance | Jul 2020<br>Jun 2021<br>Percent of<br>Budget |       |
|-----------------------------------|--|--|---------------------------------------|---|--|-------|
|                                   |  |  |                                       |   |  |       |
| <b>Revenue &amp; Expenditures</b> |  |  |                                       |   |  |       |
| <b>Revenue</b>                    |  |  |                                       |   |  |       |
| <b>Non-Departmental Revenues</b>  |  |  |                                       |   |  |       |
| 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                        | 27,142.50                                      | 698,327.98                            | 0.00  | (698,327.98)                                 | 0.0%  |
| 4350                              | Revenue Bond (TIF)                               | 0.00   | 0.00                                  | 670,000.00  | 670,000.00                                   | 0.0%  |
| 4450                              | Investment Income                                | 0.00   | 55.89                                 | 0.00  | (55.89)                                      | 0.0%  |
| Non-Departmental Revenues Totals  |  | \$27,142.50                                    | \$698,383.87                          | \$2,502,846.81                                    | \$1,804,462.94                               |       |
| <b>TIF Projects</b>               |  |  |                                       |   |  |       |
| 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                           |  | \$27,142.50                                    | \$700,257.35                          | \$2,502,846.81                                    | \$1,802,589.46                               |       |
| Gross Profit                      |  | \$27,142.50                                    | \$700,257.35                          | \$2,502,846.81                                    | \$0.00                                       |       |
| <b>Expenses</b>                   |  |  |                                       |   |  |       |
| <b>Non-Departmental Revenues</b>  |  |  |                                       |   |  |       |
| 6020                              | Professional Services                            | 1,500.00                                       | 1,500.00                              | 0.00  | (1,500.00)                                   | 0.0%  |
| 8100                              | 2018 Revenue Bond                                | 135,000.00                                     | 135,000.00                            | 0.00  | (135,000.00)                                 | 0.0%  |
| 8101                              | 2018B Revenue Bond                               | 75,000.00                                      | 75,000.00                             | 0.00  | (75,000.00)                                  | 0.0%  |
| 8102                              | 2019 Revenue Bond                                | 105,000.00                                     | 108,000.00                            | 0.00  | (108,000.00)                                 | 0.0%  |
| 8103                              | 2020 Revenue Bond                                | 35,000.00                                      | 35,000.00                             | 0.00  | (35,000.00)                                  | 0.0%  |
| 8500                              | Interest Expense                                 | 117,190.14                                     | 218,821.39                            | 0.00  | (218,821.39)                                 | 0.0%  |
| Non-Departmental Revenues Totals  |  | \$468,690.14                                   | \$573,321.39                          | \$0.00  | (\$573,321.39)                               |       |
| <b>General Government</b>         |  |  |                                       |   |  |       |
| 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   | 78,450.80                             | 105,364.55  | 26,913.75                                    | 74.5% |
| General Government Totals         |  | \$0.00   | \$78,450.80                           | \$679,489.55                                      | \$601,038.75                                 |       |
| <b>TIF Projects</b>               |  |  |                                       |   |  |       |
| 7100                              | 2018 Rev Bond Alley Improv                       | 0.00   | 200,599.42                            | 316,859.99  | 116,260.57                                   | 63.3% |
| 7101                              | 2018 Rev Bond - Playground                       | 0.00   | 0.00                                  | 10,000.00   | 10,000.00                                    | 0.0%  |
| 7102                              | 2018 Rev Bond Pavilion                           | 0.00   | 1,000.00                              | 160,300.00  | 159,300.00                                   | 0.6%  |
| 7103                              | 2018 Rev Bond - Mailboxes                        | 0.00   | 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                             | 400.00   | 225,506.56                            | 339,700.00  | 114,193.44                                   | 66.4% |
| 7151                              | 2020 Rev Bond- Rdgline Trail                     | 6,255.00                                       | 6,255.00                              | 125,000.00  | 118,745.00                                   | 5.0%  |
| 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   | 19,794.23                             | 20,000.00   | 205.77                                       | 99.0% |
| 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               |  | \$6,655.00                                     | \$456,383.38                          | \$1,624,356.81                                    | \$1,167,973.43                               |       |
| Expenses                          |  | \$475,345.14                                   | \$1,108,155.57                        | \$2,303,846.36                                    | \$1,195,690.79                               |       |
| Revenue Less Expenditures         |  | (\$448,202.64)                                 | (\$407,898.22)                        | \$199,000.45                                      | \$0.00                                       |       |

Town Administrator's Report – June 19, 2021

- Entrance Road – I have been communicating with Pittsburgh County on getting short term potholes filled and longer term repairs to the road. The County has been struggling on a couple fronts in doing road work. One has been the rain. The other, which has been a bigger issue, has been the Asphalt plant has been out of service. With the Asphalt being down the County has not been able to get asphalt to do any road work. Since we are a chip and seal road I asked if we could start main repairs with chip a seal. Unless they remove the section and rebuild the base, they will use asphalt for leveling, which puts us back to needing asphalt. I reached out to the City of Eufaula because they have a pothole patching machine to see if they would assist with some pothole repairs. Their machine keeps asphalt hot, it doesn't make asphalt, so with the Asphalt Plant down they are in the same boat as the County.
- Management Services Agreement – Kay and I are working on a revised Management Services Agreement which would include management oversight of the Town Green Park and Pavilion areas. Grant and I had a discussion related to Carlton Landing Enterprises expanding their role and he was open to the concept.
- CMAO Conference – the City Managers Association conference is being held in Enid July 21-23. I am planning to attend but will be available by phone and email.

Thank you.