

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; July 17, 2021; 8:00 a.m.

NOTICE AND AGENDA

1. Call to Order
2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Trust member requesting further information *on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

3. Approval of Minutes:
 - a. [Regular Meeting of the CL Economic Development Trust on June 19, 2021](#)
4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda.
6. Reports
 - a. Financial Reports
 - b. Town Administrator Report
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
7. Recognize Citizens wishing to comment on non-Agenda Items
Under Oklahoma Law, 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.
8. Comments and questions by Governing Body members regarding items for future consideration.
9. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10B Boulevard, Carlton Landing, Oklahoma, also known as "Academy Cafeteria"

at _____ M on the ___th day of June 2021, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Jan Summers
Printed Name of Person Posting the Agenda
Agenda Regular Meeting of the CLEDT
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**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 2020-2022. 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

Mayor

Attest:

Town Clerk

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period May 2021 May 2021 Actual	Year-To-Date Jul 2020 May 2021 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	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	
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		\$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	
Expenses						
Non-Departmental Revenues						
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)	
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	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	
TIF Projects						
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 and 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.