

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; August 21, 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 July 21, 2021](#)
 - b. [Special Meeting of the CL Economic Development Trust on August 6, 2021](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. Reports
 - a. Financial Reports:[Statement of Revenue and Expenditures CLEDT July 2021; Income Statement CLEDT July 2021 \(2\)](#)
 - 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 August 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
Page 1 of 2

**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.

MINUTES

1. Call to Order

The meeting was called to order at 8:02 a.m. with Mayor Chinnici presiding.

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 on June 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, Chapman

NAY: None

5. Items Removed from Consent Agenda.

6. Reports

- b. Financial Reports (See attachment)
- c. Town Administrator Report (See attachment)
- d. Legal Reports, Comments, and Recommendations to the Governing Body
None

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

None

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

9. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:05a.m., July 17, 2021

Mayor

Attest:

Town Clerk

Draft

CLEDT, General Fund
Balance Sheet
For Period Ending 6/30/2020

		Book Value Jun 2020 Actual
Assets		
Current Assets		
Cash		
2018 GO Bond Checking	147,704.14	
2020 GO Bond Checking	1,960.00	
BOK - Rev Bond 2019	497,159.99	
BOK 3649 TIF Increment	461,638.36	
BOK 4042 - Rev Bond 2018B	124,770.98	
BOK 6147 - Rev Bond 2018	417,305.84	
Sinking Fund Checking 3087	61,915.09	
Town of CL Checking 9683	47,047.55	
Other Current Assets		
Accounts Receivable	80,643.49	
Due from TIF Fund	(145,597.36)	
Prepaid Insurance	1,057.00	
Total Current Assets	\$1,695,605.08	
Fixed Assets		
Fixed Assets		
Buildings & Improvements		
Marina Project	27,778.50	
Swim Beach	225,973.18	
Projects		
Block 10 Parking	35,380.67	
Nature Trails	83,375.99	
2018 Revenue Bond Projects		
Alley Beartification Projects	14,606.02	
Dev Reimb - Rev Bond 2018	36,238.00	
Infra Reimb - Rev Bond 2018	337,614.00	
Marina - Courtesy Dock	28,000.00	
Marina Center - Clearing	67,345.71	
Marina Center - Fencing	10,400.00	
Nature Center - Playground	69,470.59	
Post Office	13,519.02	
School Support - Rev Bond 2018	459,798.00	
Water Street ROW	78,000.00	
2018B Revenue Bond Projects		
Dev Reimb - Rev Bond 2018B	144,241.14	
Future Courtesy Dock	111,419.09	
Infra Reimb - Rev Bond 2018B	206,000.00	
Nature Center - Soft Costs	80,233.20	
Town Green - Public Amenity	131,622.00	
Town Square	30,621.00	
Water Street ROW	30,640.00	
2019 Revenue Bond Projects		
Dev Infrastructure - Phase 5	706,829.00	
Park Street Lake Approach	161,469.00	
Water Street ROW Improvements	36,138.00	
Furniture & Fixtures		
Office Furniture	4,241.43	
Total Fixed Assets	\$3,130,953.54	

CLEDT

Statement of Revenue and Expenditures

Acct	Current Period Jun 2021 Jun 2021 Actual	Year-To-Date Jul 2020 Jun 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	0.00	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%
4400 Interest Income	9.07	78.26	0.00	(78.26)	0.0%
4450 Investment Income	0.00	55.89	0.00	(55.89)	0.0%
Non-Departmental Revenues Totals	\$9.07	\$698,462.13	\$2,502,846.81	\$1,804,384.68	
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	\$9.07	\$700,335.61	\$2,502,846.81	\$1,802,511.20	
Gross Profit	\$9.07	\$700,335.61	\$2,502,846.81	\$0.00	
Expenses					
Non-Departmental Revenues					
6020 Professional Services	0.00	1,500.00	0.00	(1,500.00)	0.0%
8100 2018 Revenue Bond	0.00	135,000.00	0.00	(135,000.00)	0.0%
8101 2018B Revenue Bond	0.00	75,000.00	0.00	(75,000.00)	0.0%
8102 2019 Revenue Bond	0.00	106,500.00	0.00	(106,500.00)	0.0%
8500 Interest Expense	0.00	203,262.50	0.00	(203,262.50)	0.0%
Non-Departmental Revenues Totals	\$0.00	\$521,262.50	\$0.00	(\$521,262.50)	
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	8,351.07	96,663.96	105,364.55	8,700.59	91.7%
General Government Totals	\$8,351.07	\$96,663.96	\$679,489.55	\$582,825.59	
TIF Projects					
7100 2018 Rev Bond Alley Improv	2,168.01	268,035.87	316,859.99	48,824.12	84.6%
7101 2018 Rev Bond - Playground	0.00	0.00	10,000.00	10,000.00	0.0%
7102 2018 Rev Bond Pavilion	0.00	26,920.00	160,300.00	133,380.00	16.8%
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	105,558.11	331,064.67	339,700.00	8,635.33	97.5%
7151 2020 Rev Bond- Rdgline Trail	0.00	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	30,971.46	30,971.46	76,750.01	45,778.55	40.4%
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	\$138,697.58	\$686,269.40	\$1,624,356.81	\$938,087.41	
Unallocated					
6020 Professional Services	0.00	55,000.00	0.00	(55,000.00)	0.0%
8500 Interest Expense	0.00	15,558.89	0.00	(15,558.89)	0.0%

Town Administrator's Report – July 17, 2021

- Entrance Road – Pittsburgh Conty has filled in the potholes. We will start discussion on timing for road repair. My desire is to get past the summer season to minimize impact on heavy road traffic.
- Ridgeline Trail Concrete Proposal – The initial phase is close to completion. Clay, Chuck, and I have worked on language for the concrete proposals. The proposals are out and we are accepting proposals.
- KEDDO Membership – I met with the Executive Director of Kiamichi Economic Development District of Oklahoma (KEDDO). KEDDO is the Council of Government that covers Carlton Landing falls. They can provide some technical assistance, grant assistance, and economic development assistance. Membership is \$50.00 per year
- Year-end and Transition with Amanda – We have been working on Year-end and getting Amanda set-up in the systems, so she has proper access to accounts.
- Website – Upload Docs to own Folder and Dropbox – I have been working with Heath to establish a folder and simpler administrative process to access documents uploaded through the website for permits. Once working Amanda, Dan Hurd will be able to access files from Dropbox, currently the files are only accessed through the administrative side of the website.
- Pavilion – clearing some trees to open view of the Lake – The trees between the Pavilion and water are blocking a nice clean view of the lake. I am working on getting quotes to remove some of the stress and or raise some of the limbs to allow a better view to the lake.
- 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.

Draft

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

This meeting shall be held at the Town Hall of the Town of Carlton Landing
44 Water Street, Carlton Landing, OK 74432:
Friday; August 6, 2021; 10:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 10:01a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Chuck Mai
Clay Chapman
Mary Myrick

ABSENT Kris Brule

3. Consider, discuss and possibly award, amend, revise, or deny a contract to the lowest and best proposal for tools, equipment, and labor on installation concrete path approximately seven (7) foot wide within the established rock base area and easement along Ridgeline Road for a walking trail, or take any other appropriate action.

Greg Buckley and Clay Chapman reported bids were submitted by Peter Lee and Rigoberto Congtreras. Bill Brown was a no bid.

MOTION: A motion was made by Chapman and seconded by Mai to award the contract to the lowest and best proposal for installation of a concrete path within the established rock base area along Ridgeline Road. The contract was awarded to Rioberto Contreras.

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

4. Consider, discuss and possibly authorize the Town Administrator to purchase approximately 250 to 275 cubic yards of concrete to be used for the Ridgeline Trail concrete path, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Mai to authorize the Town Administrator to purchase approximately 250 to 275 cubic yards of concrete to be used for the Ridgeline Trail concrete path

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

5. Consider, discuss and possibly authorize the Town Administrator to purchase materials necessary for the re-enforcement, construction and installation of the Ridgeline Trail concrete path to include, but not limited to, concrete color pigment, 10/10 metal wire mesh, #4 rebar, control expansion joint material, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Mai to, in consultation with experts, spend up to and not to exceed the total project cost of \$125,000.

AYE: Chinnici, Mai, Chapman, Myrick

NAY: None

6. Recognize Citizens wishing to comment on non-Agenda Items
None
7. Comments and questions by Governing Body members regarding items for future consideration.

Trustee Myrick suggest the Board prepare a list of citizen concerns for a joint meeting with representatives from the HOA.

8. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 10:31 a.m. August 6, 2021

Mayor

Attest:

Town Clerk

CLEDT
Bank Register
7/1/2021 to 7/31/2021

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
CLEDT						
BOK - Rev Bond 2019						
Beginning Balance						43,008.85
BOK - Rev Bond 2019 Totals						\$43,008.85
BOK 3045 Rev Bond 2020						
Beginning Balance						228,602.02
BOK 3045 Rev Bond 2020 Totals						\$228,602.02
BOK 3649 TIF Increment						
Beginning Balance						402,221.88
7/7/2021	R-00057		Pittsburg County Clerk	5,941.00		408,162.88
7/16/2021	0133		BOK Financial		1,500.00	406,662.88
BOK 3649 TIF Increment Totals				\$5,941.00	\$1,500.00	\$406,662.88
BOK 4042 - Rev Bond 2018B						
Beginning Balance						1,171.16
BOK 4042 - Rev Bond 2018B Totals						\$1,171.16
BOK 6147 - Rev Bond 2018						
Beginning Balance						10,547.90
BOK 6147 - Rev Bond 2018 Totals						\$10,547.90
CLEDT Totals				\$5,941.00	\$1,500.00	\$689,992.81
Report Totals				\$5,941.00	\$1,500.00	\$689,992.81
Records included in total = 7						

Statement of Revenue and Expenditures

Acct	Current Period Jul 2021 Jul 2021 Actual	Year-To-Date Jul 2021 Jul 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022	Variance	Jul 2021 Jun 2022 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	644,885.00	644,885.00	0.0%
4050	Tax Increment from County	5,941.00	5,941.00	868,289.00	862,348.00	0.7%
4350	Revenue Bond (TIF)	0.00	0.00	1,246,424.55	1,246,424.55	0.0%
Non-Departmental Revenues Totals		\$5,941.00	\$5,941.00	\$2,759,598.55	\$2,753,657.55	
Revenue		\$5,941.00	\$5,941.00	\$2,759,598.55	\$2,753,657.55	
Gross Profit		\$5,941.00	\$5,941.00	\$2,759,598.55	\$0.00	
Expenses						
General Government						
8100	2018 Revenue Bond	0.00	0.00	208,425.21	208,425.21	0.0%
8101	2018B Revenue Bond	0.00	0.00	123,700.00	123,700.00	0.0%
8102	2019 Revenue Bond	0.00	0.00	188,887.50	188,887.50	0.0%
8103	2020 Revenue Bond	0.00	0.00	79,925.00	79,925.00	0.0%
8104	2021 Revenue Bond	0.00	0.00	165,360.00	165,360.00	0.0%
8400	Bond Origination Fees	0.00	0.00	55,000.00	55,000.00	0.0%
9500	Transfer OUT to General Fund	0.00	0.00	101,989.00	101,989.00	0.0%
General Government Totals		\$0.00	\$0.00	\$923,286.71	\$923,286.71	
TIF Projects						
7101	2018 Rev Bond - Playground	0.00	0.00	10,000.00	10,000.00	0.0%
7121	2018B Rev Bond-Camp Bus Inc	0.00	0.00	1,170.98	1,170.98	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	91,060.00	91,060.00	0.0%
7151	2020 Rev Bond- Rdgline Trail	0.00	0.00	101,700.00	101,700.00	0.0%
7152	2020 Rev Bond- Camp Bus Ince	0.00	0.00	6,532.18	6,532.18	0.0%
7155	2020 Rev Bond- Future Projects	0.00	0.00	17,146.81	17,146.81	0.0%
7160	2021 Rev Bond-Community Cen	0.00	0.00	550,000.00	550,000.00	0.0%
7161	2021 Rev Bond- Stephens Road	0.00	0.00	250,000.00	250,000.00	0.0%
7162	2021 Rev Bond- Marina Reimbu	0.00	0.00	250,000.00	250,000.00	0.0%
7163	2021 Rev Bond-Alley Imp Phase	0.00	0.00	138,100.00	138,100.00	0.0%
TIF Projects Totals		\$0.00	\$0.00	\$1,833,015.81	\$1,833,015.81	
Unallocated						
8102	2019 Revenue Bond	1,500.00	1,500.00	0.00	(1,500.00)	0.0%
Unallocated Totals		\$1,500.00	\$1,500.00	\$0.00	(\$1,500.00)	
Expenses		\$1,500.00	\$1,500.00	\$2,756,302.52	\$2,754,802.52	
Revenue Less Expenditures		\$4,441.00	\$4,441.00	\$3,296.03	\$0.00	
Net Change in Fund Balance		\$4,441.00	\$4,441.00	\$3,296.03	\$0.00	
Fund Balances						
Beginning Fund Balance		(2,463,701.34)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance		4,441.00	4,441.00	3,296.03	0.00	0.0%
Ending Fund Balance		(2,459,260.34)	(2,459,260.34)	0.00	0.00	0.0%

Income Statement
7/1/2021 to 7/31/2021

Jul 2021
Jul 2021
Actual

Revenue

Other Revenue

Tax Increment from County	5,941.00
Revenue	<u>\$5,941.00</u>
Gross Profit	<u>\$5,941.00</u>

Expenses

Debt Service

2019 Revenue Bond	1,500.00
Expenses	<u>\$1,500.00</u>
Income (Loss) From Operations	<u>\$4,441.00</u>
Net Income (Loss)	<u>\$4,441.00</u>