

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; September 18, 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.
 1. [Regular Meeting of the CL Economic Development Trust on August 21, 2021](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. [Consider, discuss, and possibly vote to accept Phase 1 A/B and Phase 2 Alley Improvements from SWH Construction, or take any other appropriate action.](#)
Exhibits:
6. Items Removed from Consent Agenda.
7. [Consider, discuss, and possibly vote to amend, revise, approve or deny amending the Pavilion entrance plan to provide for slate stone on the entrance apron, removing the raised planters and moving the trees to outside of the entrance apron, or take any other appropriate action.](#)
Exhibits: [2020-11-06 Town Pavilion Sketches- rendered- 8.5x11, 2021-06-13 Entry Pavilion Revision](#)
8. Reports
 - a. [Financial Reports](#)
 - b. Town Administrator Report
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
9. 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.

10. Comments and questions by Governing Body members regarding items for future consideration.
11. 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 September 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; August 21, 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
Chuck Mai
Clay Chapman

ABSENT Kris Brule'

Consent Items

- a. Approval of Minutes:
- b. Regular Meeting of the CL Economic Development Trust on July 17, 2021
- c. Special Meeting of the CL Economic Development Trust on August 6, 2021

3. Acknowledge receipt of Claims and Purchase Orders Report

4. Items Removed from Consent Agenda.

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

AYE: Myrick, Chinnici, Mai, Chapman

NAY: None

5. Reports

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

6. Recognize Citizens wishing to comment on non-Agenda Items. None

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

8. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:05 a.m., August 21, 2021

Mayor

Attest:

Town Clerk

Draft

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			

CLEDT
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	\$5,941.00
Gross Profit	\$5,941.00
Expenses	
Debt Service	
2019 Revenue Bond	1,500.00
Expenses	\$1,500.00
Income (Loss) From Operations	\$4,441.00
Net Income (Loss)	\$4,441.00

CLEDT
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 Rev Bond-Camp Bus Inc	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%

Town Administrator's Report – August 21, 2021

- ☐ Community Center – Met with Keith Beatty, Freese and Nichols, and Architect to discuss scope of work for design and community input for development plans for the Community Center.
- ☐ Ridgeline Traill – Concrete Contractor has started framing first part of sidewalk. Depending on weather sidewalk should be poured and completed within the next couple weeks.
- ☐ Estimate of Needs – I received the Estimate of Needs for the County Assessor. As expected, we had a large increase to assessed property valuation. Assessed Valuation increased from \$7,140,008.00 to \$9,489, 233.00, which represents about a 32.9% increase. I had projected about a 30% valuation increase on my TIF Rev Analysis projections. Based on this Property Valuation the 2021 TIF Revenue Note will be approximately \$1,374,327 (gross).
- ☐ TIF Revenue Expenditure Review – I am developing an expenditure report reviewing all expenses made to authorized expenditures to verify status of projects and TIF revenue allocation. This will help as we begin consideration of priorities for 2021 TIF Revenue Note.
- ☐ Pavilion – We have been waiting on Electrician to install the electric wiring for the lights and fans. The Electrician is scheduled to begin work the week of August 16, 2021. We are still waiting on cost estimate for installation of slate on the approach verse concrete. The contractor has begun work on Water Street, which will ensure proper elevation for the sidewalk and approach.
- ☐ OML Conference – the Annual OML conference is being held in Oklahoma City Sept 7-9. If you are interested in attending, please let me know. I am planning to attend but will be available by phone and email.

Thank you.

9/16/2021
10:15 AM

CLEDT
Bank Register
8/1/2021 to 8/31/2021

Page 1 of 1

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	406,662.88
8/13/2021	0135	T.H. Rogers Homecenter -			0.00	3,675.00	402,987.88
8/13/2021	0134	Humphreys Partners 2009 L			0.00	2,835.00	400,152.88
8/20/2021	0138	BOK Financial			0.00	1,795.00	398,357.88
8/20/2021	0137	BOK Financial			0.00	1,800.00	396,557.88
8/20/2021	0136	BOK Financial			0.00	3,200.00	393,357.88
1040 BOK 3649 TIF Increment Totals					\$0.00	\$13,305.00	\$393,357.88
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	10,547.90
1050 BOK 6147 - Rev Bond 2018 Totals					\$0.00	\$0.00	\$10,547.90
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	1,171.16
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.00	\$0.00	\$1,171.16
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	43,008.85
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$43,008.85
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	228,602.02
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$0.00	\$228,602.02
Report Totals					\$0.00	\$13,305.00	\$676,687.81
Records included in total = 10							

Report Options
Trans Date: 8/1/2021 to 8/31/2021
Fund: CLEDT
Display Notation: No

Item No. _____

Date: September 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to accept Phase 1 A/B and Phase 2 Alley Improvements from SWH Construction, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator
Mike Kerney, Project Manager

BACKGROUND: SWH, Construction has completed Phase 1 A/B and Phase 2 Alley Improvements per Agreements. Mike Kerney has served as the Project Manager over these phases of the project and has signed off on the work being completed. All Invoices have been paid to SWH Construction. For these phases of the Alley Improvement project, we have one outstanding invoice to process for payment. Phase 1 A/B and Phase 2 was Budgeted for total of \$393,000.00. The total project expense for these completed phases will be approximately \$376,630.00.

Our next step is to re-bid Phase 4, since the previous bids is now over two years old. The initial plan was to complete Phase 3 and the Phase 4, but due to the housing construction adjacent to Phase 3, it makes more sense to complete Phase 4 first.

FUNDING: None

EXHIBITS:

RECOMMENDED ACTION: Accept Phase 1 A/B and Phase 2 Alley Improvements from SWH Construction.

Item No. _____

Date: September 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to amend, revise, approve or deny amending the Pavilion entrance plan to provide for slate stone on the entrance apron, removing the raised planters and moving the trees to outside of the entrance apron, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

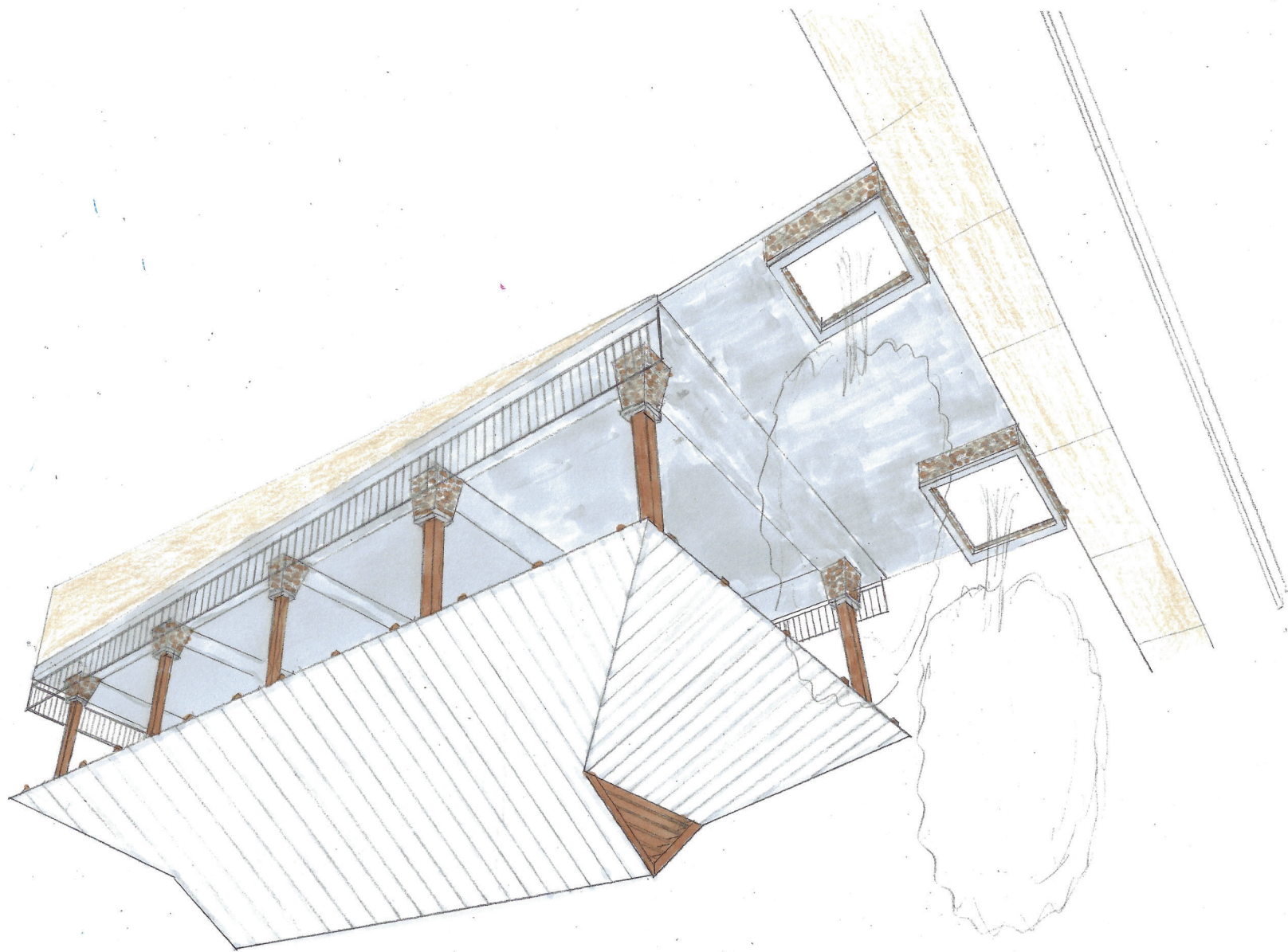
BACKGROUND: The initial design for the Pavilion provided for a concrete approach apron with to inset planters with trees. As the design for Water Street has been completed, it provides for stone in front of the Pavilion. To provide an aesthetic continuity from the green space across the street and into the Pavilion would be installing the slate stone on the approach. To open the space and entrance to the Pavilion is to move the trees to the outside of the entrance apron. The two exhibits show the initial presented plan with the inset planters with trees and the proposed change showing the planters removed and trees outside the apron.

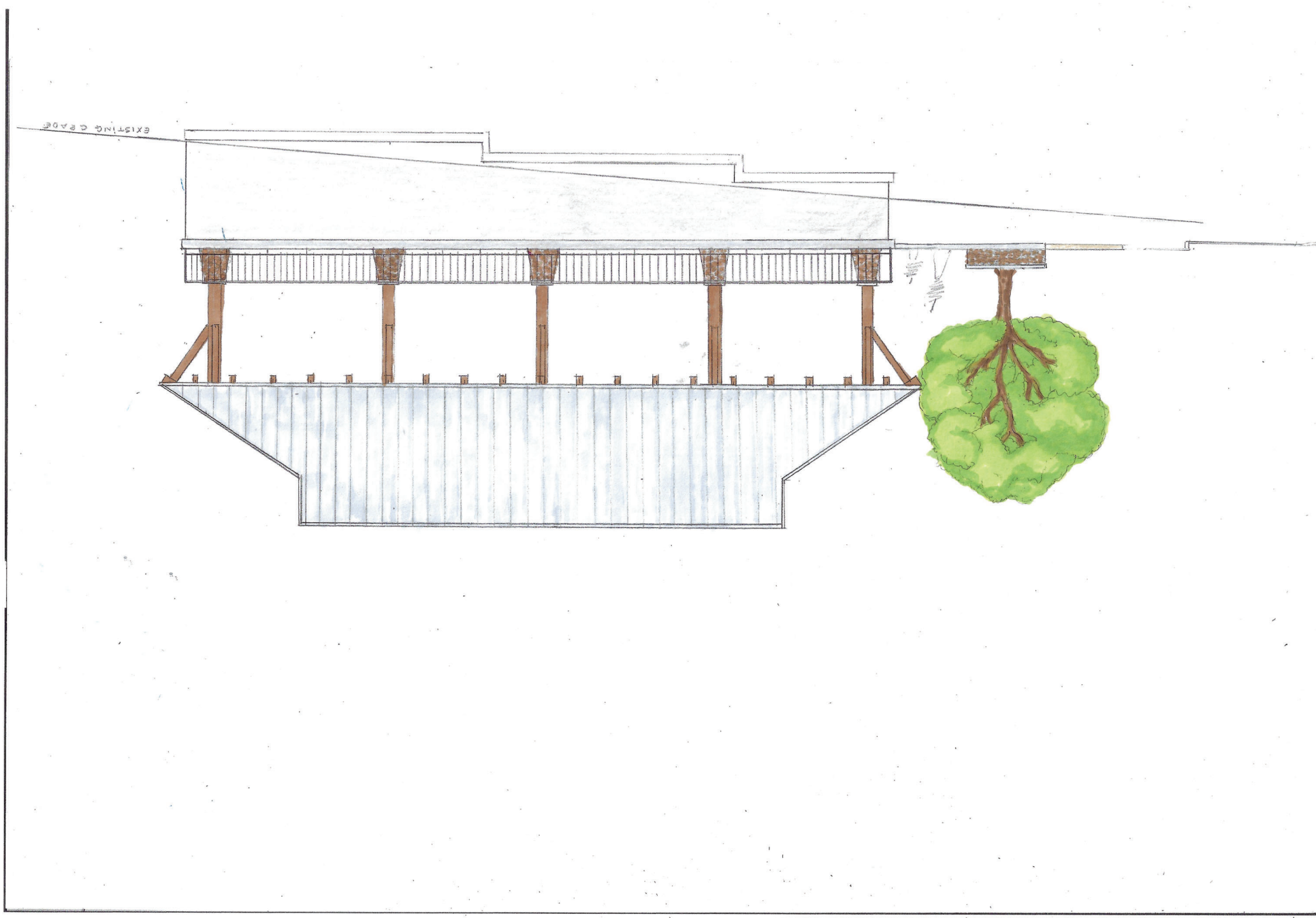
Currently, there has not been a cost provided for the installation of the slate stone; however, there will be a savings from the removal of the raised planters. The approved project budget was \$500,00.00, the awarded contract with Kerney Homes is \$471,285.79. Total expense to date for the Pavilion is approximately \$411,296.00.

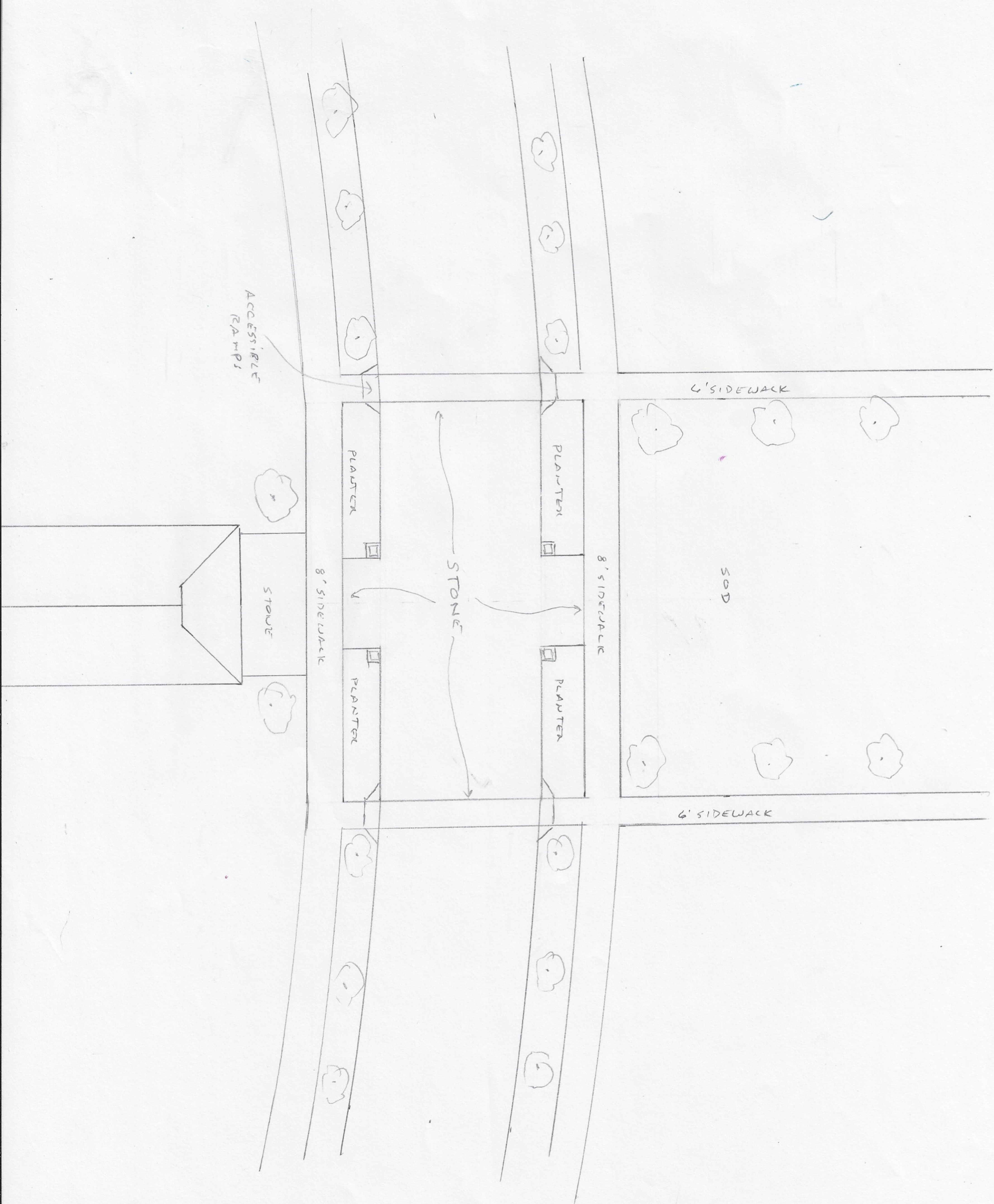
FUNDING: None

EXHIBITS: Initial Pavilion Sketch, Proposed Pavilion Sketch

RECOMMENDED ACTION: Approve amending the Pavilion entrance plan to provide for slate stone on the entrance apron, removing the raised planters and moving the trees to outside of the entrance apron.







Statement of Revenue and Expenditures

		Current Period Aug 2021 Aug 2021 Actual	Year-To-Date Jul 2021 Aug 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
Acct						
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	0.00	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		\$0.00	\$5,941.00	\$2,759,598.55	\$2,753,657.55	
Revenue		\$0.00	\$5,941.00	\$2,759,598.55	\$2,753,657.55	
Gross Profit		\$0.00	\$5,941.00	\$2,759,598.55	\$0.00	
Expenses						
Non-Departmental Revenues						
8500	Interest Expense	6,795.00	6,795.00	0.00	(6,795.00)	0.0%
Non-Departmental Revenues Totals		\$6,795.00	\$6,795.00	\$0.00	(\$6,795.00)	
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	1,500.00	188,887.50	187,387.50	0.8%
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	\$1,500.00	\$923,286.71	\$921,786.71	
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	6,510.00	6,510.00	101,700.00	95,190.00	6.4%
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		\$6,510.00	\$6,510.00	\$1,833,015.81	\$1,826,505.81	
Expenses		\$13,305.00	\$14,805.00	\$2,756,302.52	\$2,741,497.52	
Revenue Less Expenditures		(\$13,305.00)	(\$8,864.00)	\$3,296.03	\$0.00	
Net Change in Fund Balance		(\$13,305.00)	(\$8,864.00)	\$3,296.03	\$0.00	
Fund Balances						
Beginning Fund Balance		(2,459,260.34)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance		(13,305.00)	(8,864.00)	3,296.03	0.00	0.0%
Ending Fund Balance		(2,472,565.34)	(2,472,565.34)	0.00	0.00	0.0%