

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; October 16, 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 September 18, 2021](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. [Consider, discuss, and possibly vote to amend, revise, approve or deny the Carlton Landing Economic Development Trust meeting schedule for the year 2022 and set the meeting start time for 8:00 a.m.](#) Exhibits: [Notice of Meeting Schedule - CLEDT 10-16-21, Meeting Calendar 2022](#)
6. Items Removed from Consent Agenda.
7. Reports
  - a. [Financial Reports](#)
  - b. Town Administrator Report
  - c. Legal Reports, Comments, and Recommendations to the Governing Body
8. 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.
9. Comments and questions by Governing Body members regarding items for future consideration.
10. 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 October 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; September 18, 2021; 8:00 a.m.**

MINUTES

1. Call to Order

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

2. Roll Call

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

ABSENT None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on August 21, 2021

4. Acknowledge receipt of Claims and Purchase Orders Report

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

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

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:

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 are 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.

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:

The initial design for the Pavilion provided for a concrete approach apron with two 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.

MOTION: A motion was made by Myrick and seconded by Mai to authorize 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.

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

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

6. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:08 a.m., September 18, 2021

\_\_\_\_\_  
Mayor

Attest:

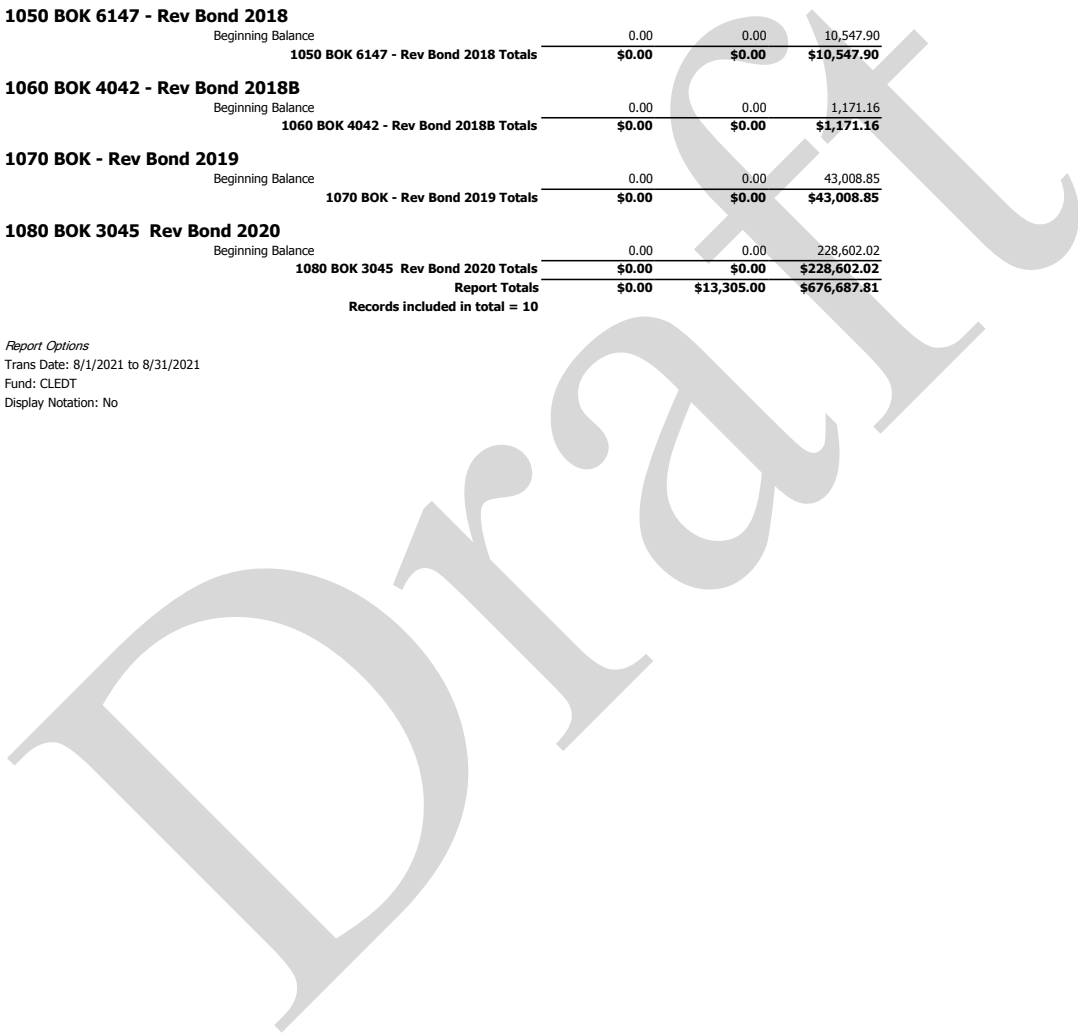
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Town Clerk

Draft

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

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1040 BOK 3649 TIF Increment</b>							
		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
<b>1040 BOK 3649 TIF Increment Totals</b>					<b>\$0.00</b>	<b>\$13,305.00</b>	<b>\$393,357.88</b>
<b>1050 BOK 6147 - Rev Bond 2018</b>							
		Beginning Balance			0.00	0.00	10,547.90
<b>1050 BOK 6147 - Rev Bond 2018 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,547.90</b>
<b>1060 BOK 4042 - Rev Bond 2018B</b>							
		Beginning Balance			0.00	0.00	1,171.16
<b>1060 BOK 4042 - Rev Bond 2018B Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,171.16</b>
<b>1070 BOK - Rev Bond 2019</b>							
		Beginning Balance			0.00	0.00	43,008.85
<b>1070 BOK - Rev Bond 2019 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,008.85</b>
<b>1080 BOK 3045 Rev Bond 2020</b>							
		Beginning Balance			0.00	0.00	228,602.02
<b>1080 BOK 3045 Rev Bond 2020 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$228,602.02</b>
<b>Report Totals</b>					<b>\$0.00</b>	<b>\$13,305.00</b>	<b>\$676,687.81</b>
<b>Records included in total = 10</b>							

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



Town Administrator's Report – September 18, 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.

Draft



### Payments Journal (Summary)

9/1/2021 to 9/30/2021

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Check Date	Check / Reference #	Payee	Amount
<b>1050 BOK 6147 - Rev Bond 2018</b>			
9/16/2021	0006	Tony Baker Rental	1,000.00
1050 BOK 6147 - Rev Bond 2018 Totals			<u>\$1,000.00</u>
<b>1080 BOK 3045 Rev Bond 2020</b>			
9/14/2021	0012	BOK Credit Card	5,400.00
9/14/2021	0011	Twin Cities Ready Mix Inc	8,330.00
9/23/2021	0017	New Town Development	11,814.29
9/23/2021	0016	Twin Cities Ready Mix Inc	10,160.00
9/23/2021	0015	Lites Etcetera	6,295.13
9/23/2021	0014	Tony Baker Rental	150.00
9/23/2021	0013	New Town Development	7,616.04
1080 BOK 3045 Rev Bond 2020 Totals			<u>\$49,765.46</u>

Report Options

Check Date: 9/1/2021 to 9/30/2021

Display Notation: No

Fund: CLEDT

Item No. \_\_\_\_\_

Date: October 16, 2021

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss, and possibly vote to amend, revise, approve or deny the Carlton Landing Economic Development Trust meeting schedule for the year 2022 and set the meeting start time immediately following the Carlton Landing Economic Development Trust meeting, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The meeting schedule maintains the Board of Trustee meetings on the third Saturday of each month to immediately follow the Economic Development Trust meeting. Location of the meeting will be:

10B Boulevard, Carlton Landing, OK 74432  
Carlton Landing Academy - Cafeteria

One item for consideration is the April 16 meeting date is on Easter weekend, which may impact attendance and or a quorum to hold the meeting. Options include changing the meeting to a different date, April 9 or 23, or striking the meeting from the list and calling a special meeting if needed, or leaving the meeting date and cancelling the meeting later.

Meeting Dates:

January 15	July 16
February 19	August 20
March 19	September 17
April 16	October 15
May 21	November 19
June 18	December 17

**FUNDING:** None

**EXHIBITS:** Notice of Meeting Schedule

**RECOMMENDED ACTION:** Approve Carlton Landing Economic Development Trust meeting schedule for the year 2022 and set the meeting start time immediately following the Carlton Landing Economic Development Trust meeting.

**NOTICE OF MEETING SCHEDULE**  
**CARLTON LANDING ECONOMIC DEVELOPMENT TRUST**  
**for 2022**

On October 16, 2021, the Carlton Landing Economic Development Trustees set the following dates for their regularly scheduled monthly meeting. The time of the meeting is set at 8:00 am. The location of the regular scheduled meeting is:

10B Boulevard, Carlton Landing, OK 74432  
Carlton Landing Academy - Cafeteria

Regular Meeting Dates:

January 15  
February 19  
March 19  
April 16  
May 21  
June 18

July 16  
August 20  
September 17  
October 15  
November 19  
December 17

# 2022

January						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
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27	28					

March						
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April						
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May						
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29	30	31				

June						
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26	27	28	29	30		

July						
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31						

August						
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September						
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24	25	26	27	28	29	30

October						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## USA Holidays and Observances

Jan 01	New Year's Day	Jan 17	M L King Day	Feb 14	Valentine's Day
Feb 21	Presidents' Day	Apr 15	Good Friday	Apr 17	Easter Sunday
May 08	Mother's Day	May 30	Memorial Day	Jun 03	National Donut Day
Jun 19	Father's Day	Jul 04	Independence Day	Sep 05	Labor Day
Oct 10	Columbus Day	Oct 31	Halloween	Nov 11	Veterans Day
Nov 24	Thanksgiving Day	Dec 25	Christmas		

Statement of Revenue and Expenditures

Acct	Current Period Sep 2021 Sep 2021 Actual	Year-To-Date Jul 2021 Sep 2021 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget	
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	644,885.00	644,885.00	0.0%
4050	Tax Increment from County	11,304.00	17,245.00	868,289.00	851,044.00	2.0%
4350	Revenue Bond (TIF)	0.00	0.00	1,246,424.55	1,246,424.55	0.0%
Non-Departmental Revenues Totals		\$11,304.00	\$17,245.00	\$2,759,598.55	\$2,742,353.55	
Revenue		\$11,304.00	\$17,245.00	\$2,759,598.55	\$2,742,353.55	
Gross Profit		\$11,304.00	\$17,245.00	\$2,759,598.55	\$0.00	
<b>Expenses</b>						
Non-Departmental Revenues						
8500	Interest Expense	0.00	6,795.00	0.00	(6,795.00)	0.0%
Non-Departmental Revenues Totals		\$0.00	\$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						
7100	2018 Rev Bond Alley Improv	1,000.00	1,000.00	0.00	(1,000.00)	0.0%
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	14,061.17	26,900.46	91,060.00	64,159.54	29.5%
7151	2020 Rev Bond- Rdgline Trail	35,704.29	71,600.48	101,700.00	30,099.52	70.4%
7152	2020 Rev Bond- Camp Bus Ince	0.00	0.00	6,532.18	6,532.18	0.0%
7153	2020 Rev Bond- Alley Improv	0.00	12,340.00	0.00	(12,340.00)	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		\$50,765.46	\$111,840.94	\$1,833,015.81	\$1,721,174.87	
Expenses		\$50,765.46	\$120,135.94	\$2,756,302.52	\$2,636,166.58	
Revenue Less Expenditures		(\$39,461.46)	(\$102,890.94)	\$3,296.03	\$0.00	
Net Change in Fund Balance		(\$39,461.46)	(\$102,890.94)	\$3,296.03	\$0.00	
<b>Fund Balances</b>						
Beginning Fund Balance		(2,527,130.82)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance		(39,461.46)	(102,890.94)	3,296.03	0.00	0.0%
Ending Fund Balance		(2,566,592.28)	(2,566,592.28)	0.00	0.00	0.0%