

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; December 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. [Regular Meeting of the CL Economic Development Trust on November 18, 2021](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. [Consider, discuss, and possibly approve, amend, revise, or deny FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue\(s\) and amend 2021 TIF Project appropriations, or take any other appropriate action.](#)
[Exhibits:FY 21-22 BUDGET AMENDMENT #1 11-20-2021](#)
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 December 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; November 20, 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
Kris Brule"

ABSENT Clay Chapman

Consent Items

3. Approval of Minutes:

a. Regular Meeting of the CL Economic Development Trust on October 16, 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, Mai, Brule'

NAY: None

5. Items Removed from Consent Agenda.

6. Consider, discuss and accept TIF Committee Recommendation for possible 2021 TIF Revenue Note with proposed projects, or take any other appropriate action

Exhibits:

Discussion: Mary Myrick requested that the Block 10 parking lot be cleared and fully available for parking by March.

MOTION: A motion was made by Chinnici and seconded by Mai to accept the TIF Committee Recommendation for possible 2021 TIF Revenue Note with proposed projects.

AYE: Myrick, Chinnici, Mai, Brule'

NAY: None

7. Consider, discuss, and possible action to approve Resolution 2021-11-01 accepting the responsibilities as designated to the Carlton Landing Economic Development Trust (the

“Authority”) by the Town of Carlton Landing, Oklahoma (the “Town”) pursuant to the Carlton Landing Economic Development Project Plan adopted by the Town; authorizing the Authority to issue its Tax Increment Revenue Note, Taxable Series 2021 (the “Note”) in the aggregate principal amount of not to exceed \$1,320,000.00; waiving competitive bidding and authorizing the Note to be sold on a negotiated basis; approving and authorizing the execution of a Series 2021 Supplemental Note Indenture, as it amends that certain General Bond Indenture, as previously supplemented and amended (collectively, the “Indenture”) authorizing the issuance and securing the payment of the Note; ratifying and confirming a Security Agreement by and between the Town and the Authority pertaining to a pledge of certain Ad Valorem Tax Increment Revenue; providing that the organizational document creating the Authority is subject to the provisions of the Indenture; approving the use of assistance in development financing; authorizing and directing the execution of the Note and other documents relating to the transaction; and containing other provisions relating thereto, or take any other appropriate action. Exhibits:

MOTION: A motion was made by Mai and seconded by Brule' to accept TIF Committee Recommendation for possible 2021 TIF Revenue Note with proposed projects.

AYE: Myrick, Chinnici, Mai, Brule'

NAY: None

8. Reports

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

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

10. Comments and questions by Governing Body members regarding items for future consideration.

Mary Myrick requested that the Block 10 parking lot be cleared and available for parking by March.

Dr. Summers noted that since the retirement of David Kimmel, the community has no Director of Operations. That means that there is no one to report damaged lanes. Also, the HOA has not identified Security for the town.

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:19 a.m., November 20, 2021

Mayor

Attest:

Town Clerk

11/17/2021
3:02 PM

**CLEDT
Bank Register
10/1/2021 to 10/31/2021**

Page 1 of 1

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			124,271.08
10/5/2021	0018		Twin Cities Ready Mix Inc	2,610.00		121,661.08
10/14/2021	0019		CLEDT	2,835.00		118,826.08
10/14/2021	0020		Town of Carlton Landing	15,800.00		103,026.08
10/14/2021	0021		Twin Cities Ready Mix Inc	1,180.00		101,846.08
			BOK 3045 Rev Bond 2020 Totals	\$22,425.00		\$101,846.08
BOK 3649 TIF Increment						
			Beginning Balance			404,661.88
10/21/2021	R-00059		BOK Financial	2,835.00		407,496.88
			BOK 3649 TIF Increment Totals	\$2,835.00		\$407,496.88
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			9,547.90
			BOK 6147 - Rev Bond 2018 Totals			\$9,547.90
			CLEDT Totals	\$2,835.00	\$22,425.00	\$563,070.87
			Report Totals	\$2,835.00	\$22,425.00	\$563,070.87
			Records included in total = 10			

CLEDT

Statement of Revenue and Expenditures

Acct	Current Period Oct 2021 Actual	Year-To-Date Jul 2021 Oct 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	0.00	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	\$0.00	\$17,245.00	\$2,759,598.55	\$2,742,353.55	
Revenue	\$0.00	\$17,245.00	\$2,759,598.55	\$2,742,353.55	
Gross Profit	\$0.00	\$17,245.00	\$2,759,598.55	\$0.00	
Expenses					
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	0.00	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	0.00	26,900.46	91,060.00	64,159.54	29.5%
7151 2020 Rev Bond- Rdgline Trail	25,260.00	96,860.48	101,700.00	4,839.52	95.2%
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	\$25,260.00	\$137,100.94	\$1,833,015.81	\$1,695,914.87	
Expenses	\$25,260.00	\$145,395.94	\$2,756,302.52	\$2,610,906.58	
Revenue Less Expenditures	(\$25,260.00)	(\$128,150.94)	\$3,296.03	\$0.00	
Net Change in Fund Balance	(\$25,260.00)	(\$128,150.94)	\$3,296.03	\$0.00	
Fund Balances					
Beginning Fund Balance	(2,566,592.28)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance	(25,260.00)	(128,150.94)	3,296.03	0.00	0.0%
Ending Fund Balance	(2,586,182.28)	(2,586,182.28)	0.00	0.00	0.0%

Town Administrator's Report – November 20, 2021

- Ridgeline Trail –The Trail is roughly 90% complete. After reconsideration and discussion, we decided to use rock gravel to backfill the sides of the sidewalk. The gravel will provide a secure shoulder to the sidewalk and cut down on ongoing maintenance verse the sod.

- Code of Ordinances – Dr. Summers received notice that Municode has almost completed developing our Code of Ordinances. Once completed the compilation will be provided for review and approve/acceptance. Dr. Summers and the Mayor have done a great job in getting all the approved Ordinances to Municode, ensuring the accuracy of the Ordinances, their publishing dates, etc. Once we go live with the completed Code of Ordinances we will be able to maintain them ourselves and meet the Statutory requirement of publishing them once every ten years.

- Pavilion –Electricity has been completed to the Pavilion. The lights are working and do a great job enhancing the Pavilion. We are looking for a timer to put on the lights. Trees have been removed to open up the view from the Pavilion to the lake.

- Snow Removal – Bids/Quotes have been received for snow removal for the winter season. I wanted to be prepared before any bad weather hits. Based on amounts, I will be able to award the contract.

- Entrance Road – The County has been having difficulty getting asphalt and is planning to send a crew to fill-in the potholes when they can. Also, I have received several requests to install a stop sign or yield sign at the first merge point coming into town. The oncoming traffic and incoming traffic are not self-yielding and that spot is becoming dangerous. I have asked the County if they can install a Yield sign on the inbound lane at the first merge.

Thank you.

Draft

CLEDT
Bank Register
11/1/2021 to 11/30/2021

Transaction Date	Transaction Number	Transaction Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	407,496.88
11/29/2021	R-00060	Pittsburg County Clerk			5,640.00	0.00	413,136.88
1040 BOK 3649 TIF Increment Totals					\$5,640.00	\$0.00	\$413,136.88
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	9,547.90
1050 BOK 6147 - Rev Bond 2018 Totals					\$0.00	\$0.00	\$9,547.90
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	101,549.82
11/18/2021	0023	Wilkinson Treescaping LLC			0.00	3,450.00	98,099.82
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$3,450.00	\$98,099.82
Report Totals					\$5,640.00	\$3,450.00	\$564,964.61

Records included in total = 7

Report Options

Trans Date: 11/1/2021 to 11/30/2021

Fund: CLEDT

Display Notation: No

Item No. _____

Date: December 18, 2021

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly approve, amend, revise, or deny FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Based on the 2020 Census the Town of Carlton Landing reached a population level which allowed it to start receiving Alcohol Tax and Motor Fuel Tax. We received our first check in October 2021. These new Tax Revenue were not known at the time the Budget was developed and approved.

The Town recently received an invoice from the Pittsburgh County Assessor for the Visual Inspection Program. The Assessor indicated this was the first time the Town was sent an invoice. Title 68 Section 2822 of Oklahoma Statutes provides that each jurisdiction within the County which receives revenue from ad valorem taxes shall pay their proportionate share of the cost of the program. Our proportionate share is two (2%) percent of the program budget which is \$14,725.84.

The 2021 TIF Revenue Note was issued for \$1,300,000.00. I had projected and budgeted \$1,246,425.00, so this amendment budgets the actual funds received. Also, the TIF Committee recommended project priority changes which impacted budgeted project allocation. The TIF Committee recommendation and budgeted appropriations are reflected in Budget Amendment #1.

FUNDING: None

EXHIBITS: Budget Amendment #1, Visual Inspection Invoice

RECOMMENDED ACTION: Approve FY 21-22 Budget Amendment #1 for Carlton Landing General Fund to recognize new Alcohol Tax and Motor Fuel Tax; increase Sales Tax Revenue, amend Carlton Landing Economic Development Trust 2021 TIF Revenue Note; appropriate said revenue(s) and amend 2021 TIF Project appropriations.

BUDGET AMENDMENT FORM

Fiscal Year: 21-22

Amendment #1:

Fund	Department	Line Item	Account Code	Estimated Revenue		Expense	
				Increase	Decrease	Increase	Decrease
GEN	Revenue	Sales Tax	10-000	\$14,800.00	\$	\$	\$
	Revenue	Alcohol Beverage Tax	10-00-4012-00	\$600.00	\$	\$	\$
	General Govt	Postage	10-15-5505-00	\$	\$	\$600.00	\$
	General Govt	Office/Gen Admin Exp	10-15-6800-00	\$	\$	\$14,800.00	\$

Purpose – To recognize new Tax Revenue, appropriate for new invoice from County Assessor for Inspection Program.

CLEDT	Revenue	Revenue Bond	20-00-4350-00	\$73,575.00	\$	\$	\$
	Capt Outlay	2021 Rev Bond Comm Center	20-20-7160-00	\$	\$	\$	\$515,000.00
	Capt Outlay	2021 Rev Stephens Rd	20-20-7161-00	\$	\$	\$550,000.00	\$
	Capt Outlay	2021 Rev Bond Marina	20-20-7162-00	\$	\$	\$	\$250,000.00
	Capt Outlay	2021 Rev Bond Alley Phase 4	20-20-7163-00	\$	\$	\$	\$18,100.00
	Capt Outlay	2021 Rev Bond Alley Redbud	20-20-7164-00	\$	\$	\$120,000.00	\$

Purpose – To recognize Full 2020 TIF Revenue Note, adjust project expense budget to reflect approved TIF Projects.

ST&A	Revenue	Vehicle Fuel Tax	40-00-4013-00	\$400.00	\$		\$
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Purpose: To recognize new Tax Revenue.

Approved by the Town Board of Trustees on November 18, 2021

Joanne Chinnici, Mayor

[Clerk Seal]

Dr. Jan Summers, Town Clerk

Statement of Revenue and Expenditures

Acct	Current Period Nov 2021 Nov 2021 Actual	Year-To-Date Jul 2021 Nov 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	5,640.00	22,885.00	868,289.00	845,404.00	2.6%
4350	Revenue Bond (TIF)	0.00	0.00	1,246,424.55	1,246,424.55	0.0%
Non-Departmental Revenues Totals		\$5,640.00	\$22,885.00	\$2,759,598.55	\$2,736,713.55	
Revenue		\$5,640.00	\$22,885.00	\$2,759,598.55	\$2,736,713.55	
Gross Profit		\$5,640.00	\$22,885.00	\$2,759,598.55	\$0.00	
Expenses						
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	0.00	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	3,450.00	30,350.46	91,060.00	60,709.54	33.3%
7151	2020 Rev Bond- Rdgline Trail	0.00	97,156.74	101,700.00	4,543.26	95.5%
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		\$3,450.00	\$140,847.20	\$1,833,015.81	\$1,692,168.61	
Expenses		\$3,450.00	\$149,142.20	\$2,756,302.52	\$2,607,160.32	
Revenue Less Expenditures		\$2,190.00	(\$126,257.20)	\$3,296.03	\$0.00	
Net Change in Fund Balance		\$2,190.00	(\$126,257.20)	\$3,296.03	\$0.00	
Fund Balances						
Beginning Fund Balance		(2,586,478.54)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance		2,190.00	(126,257.20)	3,296.03	0.00	0.0%
Ending Fund Balance		(2,584,288.54)	(2,584,288.54)	0.00	0.00	0.0%