

**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.

MINUTES

1. Call to Order

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

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

MOTION: A motion was made by Mai and seconded by Brule' to accept the consent agenda as presented,

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

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: (See attachment)

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. We 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.

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

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

7. Reports
 - a. Financial Reports (See attachments)
 - b. Town Administrator Report (See attachment)
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
8. Recognize Citizens wishing to comment on non-Agenda Items
None
9. Comments and questions by Governing Body members regarding items for future consideration. None
10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:10 a.m., December 18, 2021

Mayor

Attest:

Town Clerk

BUDGET AMENDMENT FORM

Fiscal Year: 21-22

Amendment #1:

Fund	Expense		Account Code	Estimated Revenue		
	Department	Line Item		Increase	Decrease	Increase
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.

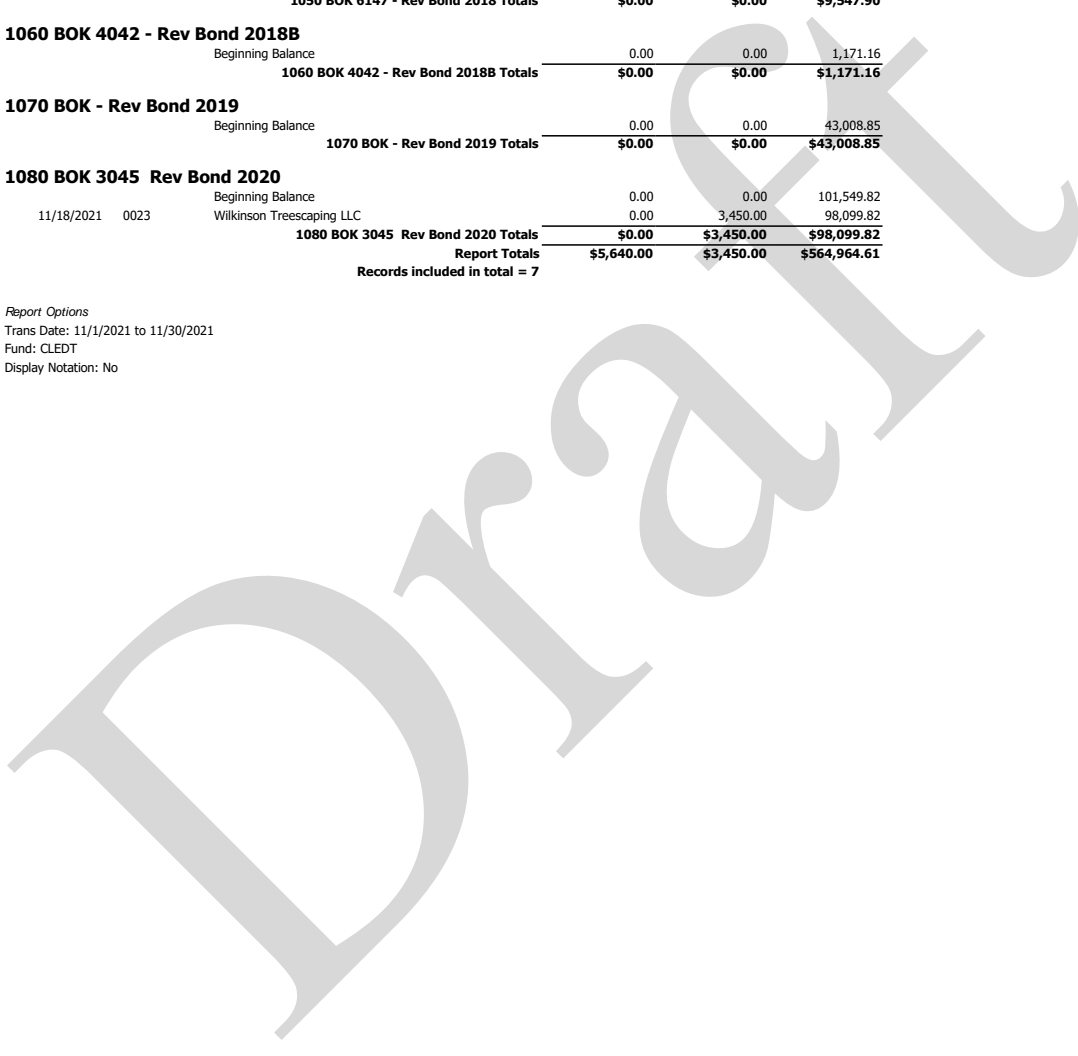
ST&A	Revenue	Vehicle Fuel Tax	40-00-4013-00	\$400.00	\$	
	\$					

Purpose: To recognize new Tax Revenue.

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

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	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



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%

Town Administrator's Report – December 18, 2021

- Entrance Road – The County helped install a yield sign at the first entrance road “Y”. I will be visiting with them over the winter months to plan and schedule them to do another chip and seal overlay in the spring. Several people have requested putting striping on the entrance road approach off Hwy 9A. This will help better identify the entrance to Carlton Landing and keep people from driving on the grass.

- Marina Relocation – The Marina/Sports Area is scheduled to be mowed in preparation of begin the infrastructure improvement to the Marina. The Corps of Engineers has provided a partial approval of the plans for the Marina relocation. They have approved the construction of the road, gangway, and part of the docks. The concessionaire has requested reconsideration of allowing additional pieces of the Marina project to be approved.

- Stephens Road – I meet with the Engineer on submitting a proposal for doing the Engineering plans for Stephens Road. Plan is to have their proposal on January Board meeting.

- Snow Plowing – In preparation of winter season and potential snow, I have contracted with Stanley Layman for road clearing and snow plowing. If or when it snows Stanly will respond to clear and maintain the roads.

Hope everyone has a safe and Happy Christmas and a Happy New Year!

Thank you.