

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; February 19, 2022; 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 January 15, 2022](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. Reports
 - a. [Financial Reports Bank Register CLEDT Jan 2022, Statement of Revenue and Expenditures CLEDT January 2022](#)
 - 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 February 2022, 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; January 15, 2022; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:05 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on December 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 Freese and Nichols Task Authorization for 2022 Alley Improvement Paving for \$43,906.00, or take any other appropriate action.

Exhibits:

As part of the TIF 2021 Revenue Note funds were included to make improvements to the alleys of Redbud Lane and North of Park Street. Engineering, design, and related engineering services for the Allays are part of the Task Authorization for Freese and Nichols. The time schedule has plans and specifications completed by May with the plan to go out to bid in May. We will coordinate the work to start after the summer season.

MOTION: A motion was made by Brule' and seconded by Mai to approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving for \$43,906.00.

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

7. Consider, discuss, and possibly vote to amend, revise, approve or deny Freese and Nichols Task Authorization for Stephens Road Design and related engineering services for \$149,630.00, or take any other appropriate action.
Exhibits:

As part of the TIF 2021 Revenue Note funds were included for extension of Stephens Road into Carlton Landing. Engineering, design, and related engineering services for the Stephens Road extension are part of the Task Authorization for Freese and Nichols. The road would be extended from termination of the asphalt to the Marina Road connection. The time schedule has plans and specifications completed by December, which includes a timeline for acquiring additional right-of-way and permits from the Corp of Engineers. It is hoped the plans can get completed sooner and we can go out to bid for late fall award.

MOTION: A motion was made by Mai and seconded by Brule' to approve Freese and Nichols Task Authorization for Stephens Road Design and related engineering services for \$139,315.00.

AYE: Myrick, Chinnici, Mai, Brule', Chapman

NAY: None

8. Reports:
 - a. Financial Reports (See attached)
 - b. Town Administrator Report (See attached)
 - 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

11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:22 a.m., January 15, 2021

Mayor

Attest:

Town Clerk



MASTER PROFESSIONAL SERVICES AGREEMENT
TASK AUTHORIZATION

Carlton Landing Economic Development Trust
44 Water Street
Carlton Landing, Oklahoma
74432

FNI REFERENCE NO. 20-2072-006

DATE: 12/22/2021

Project Name: 2022 Alley Paving

Scope: As developed with Exhibit "A"

Deliverables: Plans and Specifications as stated within Exhibit "A"

Schedule: Final plans to be delivered 150 Calendar Days from NTP

Compensation shall be as follows: A lump sum amount of Forty-Three Thousand Nine Hundred Six Dollars and as described in Exhibit "B"

Task Authorization Amount: \$43,906.00

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

Carlton Landing Economic Development Trust

BY: *Alan C. Hutton*
Alan C. Hutton
Print Name

BY: _____

Print Name

TITLE: Division Manager

TITLE: _____

DATE: 1/7/2022

DATE: _____



MASTER PROFESSIONAL SERVICES AGREEMENT
TASK AUTHORIZATION

Carlton Landing Economic Development Trust
44 Water Street
Carlton Landing, Oklahoma
74432

FNI REFERENCE NO. 20-2072

DATE: 1/10/2022

Project Name: Stephens Road Design

Description of Services:
As defined in the attached Exhibit A – Scope of Work

Deliverables:
As defined in the attached Exhibit A – Scope of Work

Schedule:
As defined in the attached Exhibit A – Scope of Work

Compensation shall be as follows:
As defined in the attached Exhibit B – Fee Summary.

Basic Services: A lump sum amount of One Hundred Twenty-Seven Thousand, Eight Hundred Sixty-Five Dollars (\$127,865)

Special Services: A cost plus max amount of Eleven Thousand, Four Hundred Fifty Dollars (\$11,450)

Total Amount of One Hundred Thirty-Nine Thousand, Three Hundred Fifteen Dollars (\$139,315)

Task Authorization Amount: \$139,315.00

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

Carlton Landing Economic Development Trust

BY: *Alan C. Hutson*
ALAN C. HUTSON
Print Name

BY: _____

Print Name

TITLE: VICE PRESIDENT

TITLE: _____

DATE: 1/10/2022

DATE: _____

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CLEDT
Bank Register
12/1/2021 to 12/31/2021

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	412,840.62
12/1/2021	EFT	BOK Financial			0.00	17,462.50	395,378.12
12/1/2021	EFT	BOK Financial			0.00	36,943.75	358,434.37
12/1/2021	EFT	BOK Financial			0.00	21,418.75	337,015.62
12/1/2021	EFT	BOK Financial			0.00	34,212.50	302,803.12
12/9/2021	R-00062	Kiamichi Electric			4,772.00	0.00	307,575.12
12/15/2021	R-00061	Pittsburg County Clerk			11,839.76	0.00	319,414.88
1040 BOK 3649 TIF Increment Totals					\$16,611.76	\$110,037.50	\$319,414.88
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	98,099.82
12/2/2021	0023	Rigoberto Contreras			0.00	25,374.13	72,725.69
12/2/2021	0022	Bumpers Construction & Tr			0.00	2,083.76	70,641.93
12/8/2021	0024	Bumpers Construction & Tr			0.00	3,025.52	67,616.41
12/15/2021	0025	Rigoberto Contreras			0.00	5,000.00	62,616.41
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$35,483.41	\$62,616.41
Report Totals					\$16,611.76	\$145,520.91	\$435,759.20
Records included in total = 15							

Report Options
Trans Date: 12/1/2021 to 12/31/2021
Fund: CLEDT
Display Notation: No

CLEDT
Payments Journal (Summary)
12/1/2021 to 12/31/2021

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
12/1/2021	EFT	BOK Financial	17,462.50
12/1/2021	EFT	BOK Financial	36,943.75
12/1/2021	EFT	BOK Financial	21,418.75
12/1/2021	EFT	BOK Financial	34,212.50
1040 BOK 3649 TIF Increment Totals			\$110,037.50
1080 BOK 3045 Rev Bond 2020			
12/2/2021	0023	Rigoberto Contreras	25,374.13
12/2/2021	0022	Bumpers Construction & Trucki	2,083.76
12/8/2021	0024	Bumpers Construction & Trucki	3,025.52
12/15/2021	0025	Rigoberto Contreras	5,000.00
1080 BOK 3045 Rev Bond 2020 Totals			\$35,483.41

Report Options

Check Date: 12/1/2021 to 12/31/2021

Display Notation: No

Fund: CLEDT

Draft

Town Administrator's Report – January 15, 2022

- Marina Relocation – The Developer, Rural Water District and the Town had an onsite joint meeting, on Thursday January 6, with the Corps of Engineers to discuss the partial approval of the Marina Relocation request. We had positive discussion related to impact to the wastewater lagoons; progress of the Wastewater Treatment Plant; the timing of construction of the Marina docks and installation, and general timing of the other infrastructure needed. The Corps was open to the discussion and our position on the need to move forward now or we would lose another summer season. We also did a tour of the Wastewater Plant location and the Marina area. On Tuesday, January 11, we received informal approval of the full Marina Relocation application. We should receive the written approval shortly.

- CMAO Winter Conference – The City Manager's Winter Conference is January 19- 21 in Edmond. I plan on attending and will be out of the office Wednesday through Friday next week. I will be available by email or phone, 918-680-1599.

Thank you.

Payments Journal (Summary)

1/1/2022 to 1/31/2022

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
1/7/2022	0140	BOK Financial	1,500.00
1/7/2022	0139	BOK Financial	1,500.00
1/11/2022	0141	Town of Carlton Landing	48,758.86
1040 BOK 3649 TIF Increment Totals			<u>\$51,758.86</u>

Report Options

Check Date: 1/1/2022 to 1/31/2022

Display Notation: No

Fund: CLEDT

CLEDT
Bank Register
1/1/2022 to 1/31/2022

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	314,642.88
1/7/2022	0140	BOK Financial			0.00	1,500.00	313,142.88
1/7/2022	0139	BOK Financial			0.00	1,500.00	311,642.88
1/11/2022	0141	Town of Carlton Landing			0.00	48,758.86	262,884.02
1/12/2022	R-00063	Pittsburg County Clerk			650,509.50	0.00	913,393.52
1040 BOK 3649 TIF Increment Totals					<u>\$650,509.50</u>	<u>\$51,758.86</u>	<u>\$913,393.52</u>
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	9,547.90
1050 BOK 6147 - Rev Bond 2018 Totals					<u>\$0.00</u>	<u>\$0.00</u>	<u>\$9,547.90</u>
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	1,171.16
1060 BOK 4042 - Rev Bond 2018B Totals					<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,171.16</u>
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	43,008.85
1070 BOK - Rev Bond 2019 Totals					<u>\$0.00</u>	<u>\$0.00</u>	<u>\$43,008.85</u>
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	62,616.41
1080 BOK 3045 Rev Bond 2020 Totals					<u>\$0.00</u>	<u>\$0.00</u>	<u>\$62,616.41</u>
Report Totals					<u>\$650,509.50</u>	<u>\$51,758.86</u>	<u>\$1,029,737.84</u>
Records included in total = 9							

Report Options
 Trans Date: 1/1/2022 to 1/31/2022
 Fund: CLEDT
 Display Notation: No

Statement of Revenue and Expenditures

Acct	Current Period Jan 2022 Jan 2022 Actual	Year-To-Date Jul 2021 Jan 2022 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	650,509.50	685,234.26	868,289.00	183,054.74	78.9%
4350	Revenue Bond (TIF)	0.00	0.00	1,319,999.55	1,319,999.55	0.0%
Non-Departmental Revenues Totals		\$650,509.50	\$685,234.26	\$2,833,173.55	\$2,147,939.29	
Revenue		\$650,509.50	\$685,234.26	\$2,833,173.55	\$2,147,939.29	
Gross Profit		\$650,509.50	\$685,234.26	\$2,833,173.55	\$0.00	
Expenses						
Non-Departmental Revenues						
8102	2019 Revenue Bond	1,500.00	1,500.00	0.00	(1,500.00)	0.0%
8105	2020 Revenue Bond	1,500.00	1,500.00	0.00	(1,500.00)	0.0%
8500	Interest Expense	0.00	116,832.50	0.00	(116,832.50)	0.0%
Non-Departmental Revenues Totals		\$3,000.00	\$119,832.50	\$0.00	(\$119,832.50)	
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	48,758.86	48,758.86	101,989.00	53,230.14	47.8%
General Government Totals		\$48,758.86	\$50,258.86	\$923,286.71	\$873,027.85	
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	30,350.46	91,060.00	60,709.54	33.3%
7151	2020 Rev Bond- Rdgline Trail	0.00	127,266.41	101,700.00	(25,566.41)	125.1%
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	35,000.00	35,000.00	0.0%
7161	2021 Rev Bond- Stephens Road	0.00	0.00	800,000.00	800,000.00	0.0%
7163	2021 Rev Bond-Alley Imp Phase	0.00	0.00	120,000.00	120,000.00	0.0%
7164	2021 RevBond Alley Redbud	0.00	0.00	120,000.00	120,000.00	0.0%
TIF Projects Totals		\$0.00	\$170,956.87	\$1,719,915.81	\$1,548,958.94	
Expenses		\$51,758.86	\$341,048.23	\$2,643,202.52	\$2,302,154.29	
Revenue Less Expenditures		\$598,750.64	\$344,186.03	\$189,971.03	\$0.00	
Net Change in Fund Balance		\$598,750.64	\$344,186.03	\$189,971.03	\$0.00	
Fund Balances						
Beginning Fund Balance		(2,718,265.95)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance		598,750.64	344,186.03	189,971.03	0.00	0.0%
Ending Fund Balance		(2,119,515.31)	(2,119,515.31)	0.00	0.00	0.0%