

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; March 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 February 19, 2022](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. [Consider, discuss, and approve a Joint Project Agreement by and between Carlton Landing Economic Development Trust and the Carlton Landing Association Inc. for improvements to Redbud Lane \(Block 17\) in the Town of Carlton Landing, Pittsburg County, Oklahoma, or take any other appropriate action.](#)
[Exhibit:HOA - Joint Project Agreement -RedBud 2-22-22](#)
7. Reports
 - a. [Financial Reports:Statement of Revenue and Expenditures - CLEDT Feb 2022: Bank Register CLEDT Feb 2022](#)
 - 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 March 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; February 19, 2022; 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
Chuck Mai
Kris Brule'
Clay Chapman
ABSENT: Mary Myrick

Consent Items

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

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

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

NAY: None

5. Items Removed from Consent Agenda.

6. Reports

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

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

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

9. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:01a.m., February 19, 2022.

Mayor

Attest:

Town Clerk

DRAFT

CLEDT
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			\$51,758.86

Report Options

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

Display Notation: No

Fund: CLEDT

DRAFT

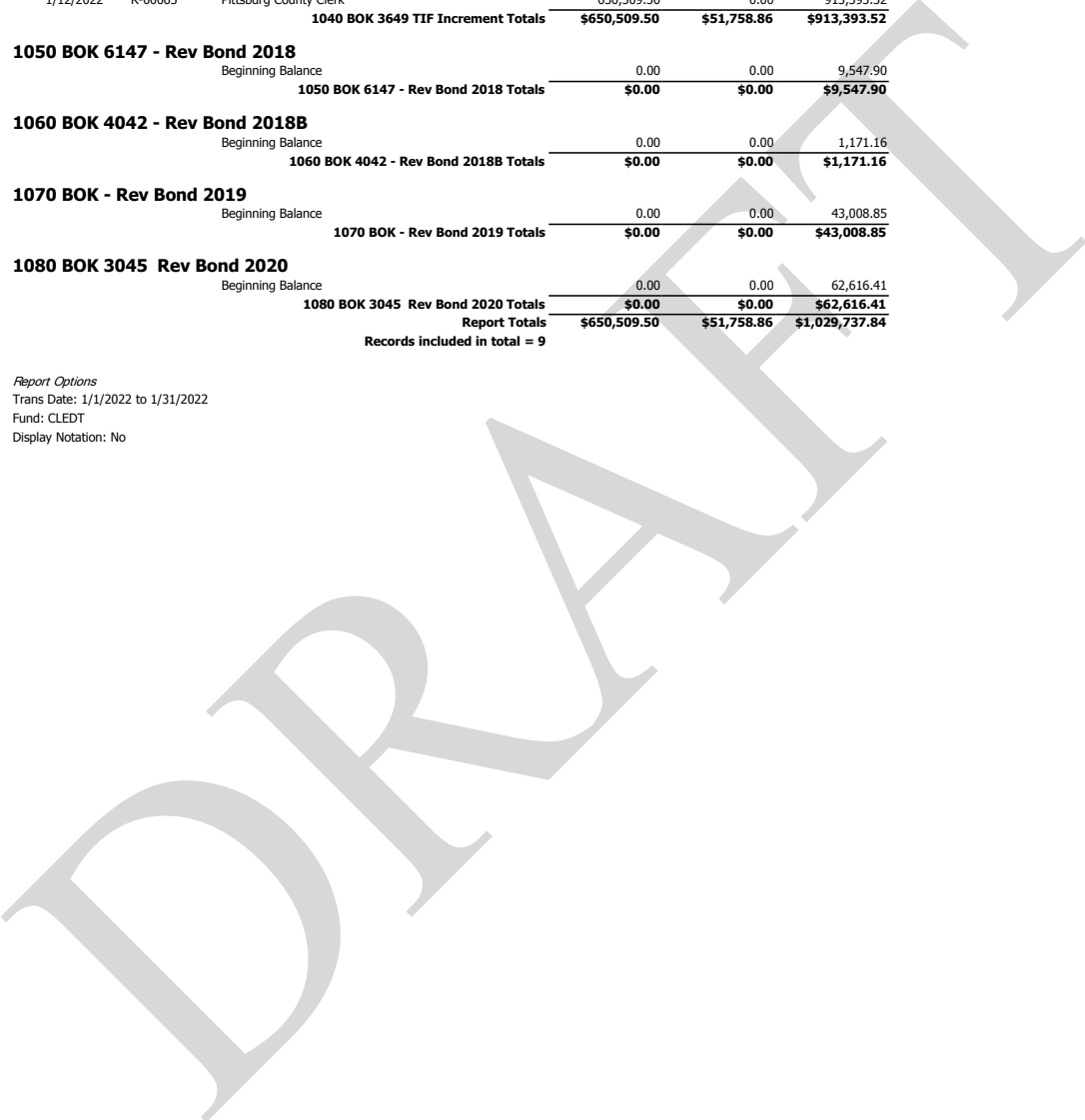
Statement of Revenue and Expenditures

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%

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					\$650,509.50	\$51,758.86	\$913,393.52
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	62,616.41
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$0.00	\$62,616.41
Report Totals					\$650,509.50	\$51,758.86	\$1,029,737.84
Records included in total = 9							

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



Town Administrator's Report – February 19, 2022

- Entrance Road Striping – We have had a few concerns and requests related to difficulty of seeing the entrance to Carlton Landing from Hwy 9A. I obtained a quote to have the entrance area striped with white reflective paint. The contractor was authorized to proceed and will stripe the outer edge of the entrance from Hwy 9A to the split of the inbound and outbound traffic.

- Pavilion – The Pavilion is nearing completion. The principal structure is complete along with extension of the sidewalk and stone entrance way. Mike and I have attempted twice to schedule a walk through and create a punch list. The winter storm delayed our first attempt and the cold front on Thursday, February 17 stopped our second try. We will work on scheduling the punch list walk through in the near future. There is still some landscaping that needs to be completed, which Mike will begin.

- Washington Post – I provided a tour of Carlton Landing to the Town Administrator of Tallahassee and a report for the Washington Post.

Thank you.

Payments Journal (Summary)

2/1/2022 to 2/28/2022

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
2/18/2022	0142	Town of Carlton Landing	7,381.09
		1040 BOK 3649 TIF Increment Totals	<u>\$7,381.09</u>
1080 BOK 3045 Rev Bond 2020			
2/9/2022	0026	New Town Development	6,668.46
		1080 BOK 3045 Rev Bond 2020 Totals	<u>\$6,668.46</u>

Report Options

Check Date: 2/1/2022 to 2/28/2022

Display Notation: No

Fund: CLEDT

Item No. _____

Date: March 19, 2022

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and approve a Joint Project Agreement by and between Carlton Landing Economic Development Trust and the Carlton Landing Association Inc. for improvements to Redbud Lane (Block 17) in the Town of Carlton Landing, Pittsburg County, Oklahoma, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The Carlton Landing Economic Development Trust allocated funds for alley beautification/improvements as part of the 2021 TIF Revenue Bond. The Carlton Landing Association owns the roads and alleys within the Town of Carlton Landing, excluding the entrance road. The Agreement outlines the roles of each party, as well as, give permission to the Economic Development Trust to make improvements to Association property. The property and maintenance responsibilities remain with the Association prior to, during and after any improvements. The alley/street improvements include engineering, construction to an impervious surface and drainage. The improvements will need to work around the preexisting conditions of properties adjacent to the alleys/streets and may not fully address all drainage issues.

FUNDING: TIF

EXHIBITS: Joint Project Agreement

RECOMMENDED ACTION: Approve the Joint Project Agreement by and between Carlton Landing Economic Development Trust and the Carlton Landing Association Inc. for improvements to Redbud Lane (Block 17) in the Town of Carlton Landing, Pittsburg County, Oklahoma.

Joint Project Agreement
By and Between
Carlton Landing Economic Development Trust and the Carlton Landing Association Inc.
for improvements to
Redbud Lane (Block 17) in the Town of Carlton Landing, Pittsburg County, Oklahoma

The Carlton Landing Economic Development Trust (the "Trust") and Carlton Landing Association Inc. (the "Association") have a mutual vested interest in the development and improvements within the Town of Carlton Landing, Pittsburg County, Oklahoma. Herein, the Association and the Trust shall be referred to collectively as the "Parties".

Whereas, the Association has the primary responsibility for maintenance, repairs, upkeep and improvements of assets owned and controlled by the Association; and,

Whereas, the Association owns all streets, alleys, sidewalks, public spaces within the Town of Carlton Landing, Oklahoma, excluding the Entrance Road; and,

Whereas, the Association desires to have Redbud Lane (Block 17) improved with drainage and pavement; and,

Whereas, the Trust is supportive of the efforts to improve Redbud Lane (Block 17) with drainage and pavement; and,

Whereas, the Trust can support such improvements through project management and funding.

Whereas, the Parties understand and agree drainage and pavement improvements shall consist of providing storm drainage within the street/alley easement and paving streets/alleys with asphalt or chip and seal; and,

Whereas, the Parties understand and agree the project is addressing existing issues and will provide best solution(s) but will have to deal with items such as, but not limited to, existing ground conditions. Ground conditions may include, but not limited to; structures, driveways, culverts, manholes, water/sewer lines and sidewalks.

Now therefore, the Parties agree as follows:

1. The Association grants permission to Carlton Landing Economic Development Trust rights of access to Redbud Lane (Block 17) for the purpose of drainage and pavement improvements; and,
2. The Association allows such access for the duration of such improvements and such ownership of land remains the property of the Association; and,
3. The Association will assist the Trust in granting and or obtaining any easements necessary for the improvements; and,
4. The Association shall continue to keep, repair and maintain said streets prior to improvements being completed and shall be responsible for maintenance, repairs, upkeep and future improvements of said streets after completion of improvements; and,

5. The Association may make contribution(s) to the Trust to assist in funding improvements and any funds contributed shall be used solely for the drainage and paving improvements of designated streets; and,
6. The Trust agrees to provide project management and oversight to the drainage and pavement improvements to Redbud Lane (Block 17); and,
7. The Trust will provide funding for drainage and pavement improvements to Redbud Lane (Block 17); and,
8. The Parties understand and agree drainage and pavement improvements consist of providing storm drainage within the street/alley easement and paving streets/alleys with asphalt or chip and seal; and,
9. The Parties understand and agree said improvements will be completed in phases, as funds are available; and,
10. The Parties understand and agree the Joint Project Agreement shall cease upon completion of improvements on streets/alleys listed herein.

The Carlton Landing Economic Development Trust and Carlton Landing Association Inc. agree to enter into this Joint Project Agreement, effective upon signing of both parties.

Carlton Landing Association Inc.

Carlton Landing Economic Development Trust

President

Chairperson

Date

Date

Attested:

City Clerk

Statement of Revenue and Expenditures

Acct	Current Period Feb 2022 Feb 2022 Actual	Year-To-Date Jul 2021 Feb 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	85,512.50	770,746.76	868,289.00	97,542.24	88.8%
4350	Revenue Bond (TIF)	0.00	0.00	1,319,999.55	1,319,999.55	0.0%
Non-Departmental Revenues Totals		\$85,512.50	\$770,746.76	\$2,833,173.55	\$2,062,426.79	
Revenue		\$85,512.50	\$770,746.76	\$2,833,173.55	\$2,062,426.79	
Gross Profit		\$85,512.50	\$770,746.76	\$2,833,173.55	\$0.00	
Expenses						
Non-Departmental Revenues						
8102	2019 Revenue Bond	0.00	1,500.00	0.00	(1,500.00)	0.0%
8105	2020 Revenue Bond	0.00	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		\$0.00	\$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	7,381.09	56,139.95	101,989.00	45,849.05	55.0%
General Government Totals		\$7,381.09	\$57,639.95	\$923,286.71	\$865,646.76	
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	6,668.46	37,018.92	91,060.00	54,041.08	40.7%
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		\$6,668.46	\$177,625.33	\$1,719,915.81	\$1,542,290.48	
Expenses		\$14,049.55	\$355,097.78	\$2,643,202.52	\$2,288,104.74	
Revenue Less Expenditures		\$71,462.95	\$415,648.98	\$189,971.03	\$0.00	
Net Change in Fund Balance		\$71,462.95	\$415,648.98	\$189,971.03	\$0.00	
Fund Balances						
Beginning Fund Balance		(2,119,515.31)	(2,463,701.34)	0.00	0.00	0.0%
Net Change in Fund Balance		71,462.95	415,648.98	189,971.03	0.00	0.0%
Ending Fund Balance		(2,048,052.36)	(2,048,052.36)	0.00	0.00	0.0%

CLEDT
Bank Register
2/1/2022 to 2/28/2022

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	913,689.78
2/18/2022	0142	Town of Carlton Landing			0.00	7,381.09	906,308.69
2/22/2022	R-00064	Pittsburg County Clerk			85,512.50	0.00	991,821.19
1040 BOK 3649 TIF Increment Totals					\$85,512.50	\$7,381.09	\$991,821.19
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	62,320.15
2/9/2022	0026	New Town Development			0.00	6,668.46	55,651.69
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$6,668.46	\$55,651.69
Report Totals					\$85,512.50	\$14,049.55	\$1,101,200.79
Records included in total = 8							

Report Options
Trans Date: 2/1/2022 to 2/28/2022
Fund: CLEDT
Display Notation: No