

**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.

MINUTES

1. Call to Order

The meeting was called to order at 8:01 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

ABSENT: Clay Chapman

Consent Items

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

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

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

NAY: None

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.

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.

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

AYE: Joanne Chinnici
Chuck Mai
Kris Brule'
Mary Myrick

NAY: None

7. Reports
 - b. Financial Reports (See attachments)
 - c. Town Administrator Report (See attachment)
 - d. Legal Reports, Comments, and Recommendations to the Governing Body

Worked with Mr. Buckley on renewed Employment Agreement

8. Recognize Citizens wishing to comment on non-Agenda Items
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 8:06 a.m., March 19, 2022.

Mayor

Attest:

Town Clerk

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,

1. 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,
2. The Trust agrees to provide project management and oversight to the drainage and pavement improvements to Redbud Lane (Block 17); and,
3. The Trust will provide funding for drainage and pavement improvements to Redbud Lane (Block 17); and,
4. 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,
5. The Parties understand and agree said improvements will be completed in phases, as funds are available; and,
6. 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.
Trust

Carlton Landing Economic Development

President

Chairperson

Date

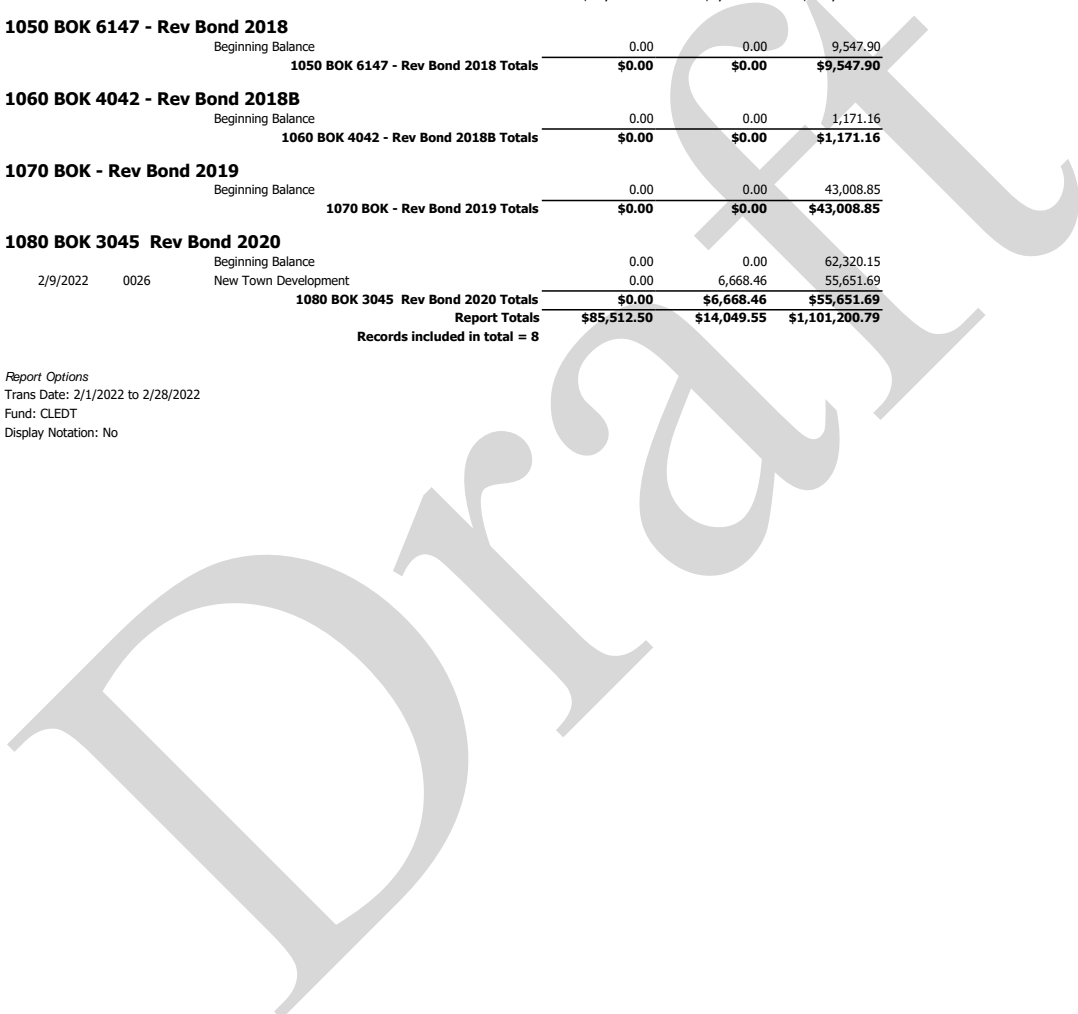
Date

Attested:

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

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	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



CLEDT
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			\$7,381.09
1080 BOK 3045 Rev Bond 2020			
2/9/2022	0026	New Town Development	6,668.46
1080 BOK 3045 Rev Bond 2020 Totals			\$6,668.46

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

Draft

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%

Town Administrator's Report – March 19, 2022

- Entrance Road – I contacted Pittsburgh County to address the potholes and drainage created over the winter. They have been out to fill some potholes and we will work on schedule to work on the drainage. We are also discussing another round of chip and seal this year.

- Pavilion – Mike and I completed the punch list walkthrough and identified a few items still to be completed or addressed. The fans all had their blades broken from the wind. We are going to remove all the fans now and then experiment with one fan on a different height(s) to see if raising the fan toward the roof will address the wind problem. The landscaper submitted a couple plans and we selected one of the plant selection and layout options. They have started installing the landscaping. We are targeting Saturday April 16, 2022 for the ribbon cutting ceremony.

- Stephens Road/ Alley Project – Freese and Nichols surveyor has been on site to do surveying for Stephens Road and the Alleys (Park and Redbud).

- Pooled Cash – I contacted Crawford and Associates discuss process or requirements for setting-up and using pooled cash system. Pooled Cash is the ability to use a common checking account but still provide a separation of funds/accounts within the accounting system. There is no special authorization needed, but will need to work with our accounting software on setting up in our system/operation. The benefit of Pooled Cash is we won't need to maintain a separate checking account for each separate account that is operational and not required by Statute/Law.

- GASB 87 – A new accounting regulation requires us to list and account for leases within the Audit. Amanda and I worked on filling out the worksheet, compiling our leases and sending copies to Crawford.

- Corps Project Moratorium – I contacted the Corps to see if the Town projects are still under a moratorium. The Corps indicated they are open to reviewing any submittals given the Wastewater Treatment Plant is on schedule. I have inquired about installing No Hunting signs, but have not heard back from them. I will work on a formal request for the signs, expanding the Nature Center Playground.

- Other activities – Ordered Picnic Table for Town Office; reviewed Building Permits – including Marina Phase 1; creating joint project agreement with HP09, LLC to include Water Lane with our Alley project; Grounds Management for trails and Marina Property – accepted proposals and awarded Contract.

Thank you.

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