

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; July 16, 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 June 18, 2022](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. [Consider, discuss and possible vote to amend, revise, approve or deny Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 1 for \\$16,000.00, or take any other appropriate action.](#)  
Exhibit: [Amendment No 1](#)
7. [Consider, discuss and possible vote to amend, revise, approve or deny Master Professional Services Agreement with Freese and Nichols for Community Center Concept Plan in the amount of \\$19,500.00, or take any other appropriate action.](#)  
Exhibit: [Task Authorization - Community Center Concept Plan](#)
8. Reports
  - a. Financial Reports [Statement of Revenue and Expenditures CLEDT June 2022; Bank Register - CLEDT 2022](#)
  - b. Town Administrator Report
  - c. Legal Reports, Comments, and Recommendations to the Governing Body
9. 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.
10. Comments and questions by Governing Body members regarding items for future consideration.

11. 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 4:00 PM on the \_\_\_\_th day of July 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  
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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, June 18, 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  
Kris Brule'  
Mary Myrick  
Chuck Mai

ABSENT: Clay Chapman

Consent Items

3. Approval of Minutes:  
a. Regular Meeting of the CL Economic Development Trust on May 21, 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  
Kris Brule'  
Mary Myrick  
Chuck Mai

NAY: None

5. Items Removed from Consent Agenda.
6. Reports
- a. Financial Reports (See attachments)  
Amanda Harjo, Director of Finance, reported that in addition to regular financial management, she's preparing for the annual audit.
  - b. Town Administrator Report (See attachment)
  - c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall, Town Attorney reported reviewing the attachments to the agenda

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 8:03 a.m., June 18, 2022.

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Mayor

Attest:

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Town Clerk

DRAFT

**CLEDT**  
**Bank Register**  
**5/1/2022 to 5/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1040 BOK 3649 TIF Increment</b>							
		Beginning Balance			0.00	0.00	1,039,468.35
5/20/2022	R-00067	Pittsburg County Clerk			26,402.50	0.00	1,065,870.85
5/27/2022	0145	Town of Carlton Landing			0.00	10,133.07	1,055,737.78
<b>1040 BOK 3649 TIF Increment Totals</b>					<b>\$26,402.50</b>	<b>\$10,133.07</b>	<b>\$1,055,737.78</b>
<b>1050 BOK 6147 - Rev Bond 2018</b>							
		Beginning Balance			0.00	0.00	7,723.40
5/2/2022	R-00076	BOK Financial			0.11	0.00	7,723.51
<b>1050 BOK 6147 - Rev Bond 2018 Totals</b>					<b>\$0.11</b>	<b>\$0.00</b>	<b>\$7,723.51</b>
<b>1060 BOK 4042 - Rev Bond 2018B</b>							
		Beginning Balance			0.00	0.00	146.32
<b>1060 BOK 4042 - Rev Bond 2018B Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$146.32</b>
<b>1070 BOK - Rev Bond 2019</b>							
		Beginning Balance			0.00	0.00	36,577.08
<b>1070 BOK - Rev Bond 2019 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,577.08</b>
<b>1080 BOK 3045 Rev Bond 2020</b>							
		Beginning Balance			0.00	0.00	2,282.43
5/12/2022	0032	Mr Printer			0.00	150.00	2,132.43
5/13/2022	0033	New Town Development			0.00	5,543.63	(3,411.20)
<b>1080 BOK 3045 Rev Bond 2020 Totals</b>					<b>\$0.00</b>	<b>\$5,693.63</b>	<b>(\$3,411.20)</b>
<b>Report Totals</b>					<b>\$26,402.61</b>	<b>\$15,826.70</b>	<b>\$1,096,773.49</b>
<b>Records included in total = 10</b>							

Report Options  
Trans Date: 5/1/2022 to 5/31/2022  
Fund: CLEDT  
Display Notation: No

6/14/2022  
4:40 PM

**CLEDT**  
**Payments Journal (Summary)**  
**5/1/2022 to 5/31/2022**

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
<b>1040 BOK 3649 TIF Increment</b>			
5/27/2022	0145	Town of Carlton Landing	10,133.07
<b>1040 BOK 3649 TIF Increment Totals</b>			<b>\$10,133.07</b>
<b>1080 BOK 3045 Rev Bond 2020</b>			
5/12/2022	0032	Mr Printer	150.00
5/13/2022	0033	New Town Development	5,543.63
<b>1080 BOK 3045 Rev Bond 2020 Totals</b>			<b>\$5,693.63</b>

*Report Options*

Check Date: 5/1/2022 to 5/31/2022  
Display Notation: No  
Fund: CLEDT

**CLEDT**  
**Statement of Revenue and Expenditures**

Acct	Current Period May 2022 May 2022 Actual	Year-To-Date Jul 2021 May 2022 Actual	Annual Budget Jul 2021 Jun 2022	Annual Budget Jul 2021 Jun 2022 Variance	Jul 2021 Jun 2022 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Non-Departmental Revenues</b>					
3999 Fund Balance Carryover	0.00	0.00	644,885.00	644,885.00	0.0%
4050 Tax Increment from County	26,402.50	863,686.76	868,289.00	4,602.24	99.5%
4350 Revenue Bond (TIF)	0.00	0.00	1,319,999.55	1,319,999.55	0.0%
4400 Interest Income	0.11	9.41	0.00	(9.41)	0.0%
<b>Non-Departmental Revenues Totals</b>	<b>\$26,402.61</b>	<b>\$863,696.17</b>	<b>\$2,833,173.55</b>	<b>\$1,969,477.38</b>	
<b>Revenue</b>	<b>\$26,402.61</b>	<b>\$863,696.17</b>	<b>\$2,833,173.55</b>	<b>\$1,969,477.38</b>	
<b>Gross Profit</b>	<b>\$26,402.61</b>	<b>\$863,696.17</b>	<b>\$2,833,173.55</b>	<b>\$0.00</b>	
<b>Expenses</b>					
<b>Non-Departmental Revenues</b>					
8101 2018B Revenue Bond	0.00	1,500.00	0.00	(1,500.00)	0.0%
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%
<b>Non-Departmental Revenues Totals</b>	<b>\$0.00</b>	<b>\$121,332.50</b>	<b>\$0.00</b>	<b>(\$121,332.50)</b>	
<b>General Government</b>					
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	10,133.07	83,663.36	101,989.00	18,325.64	82.0%
<b>General Government Totals</b>	<b>\$10,133.07</b>	<b>\$85,163.36</b>	<b>\$923,286.71</b>	<b>\$838,123.35</b>	
<b>TIF Projects</b>					
7101 2018 Rev Bond - Playground	0.00	0.00	10,000.00	10,000.00	0.0%
7121 2018B Rev Bond-Camp Bus	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	0.00	0.00	67,305.84	67,305.84	0.0%
7150 2020 Bond - Pavilion	5,693.63	48,869.46	91,060.00	42,190.54	53.7%
7151 2020 Rev Bond- Rdgline Trail	0.00	130,311.00	101,700.00	(28,611.00)	128.1%
7152 2020 Rev Bond- Camp Bus	0.00	0.00	6,532.18	6,532.18	0.0%
7153 2020 Rev Bond- Alley Improv	0.00	27,499.09	0.00	(27,499.09)	0.0%
7155 2020 Rev Bond- Future Projects	0.00	0.00	17,146.81	17,146.81	0.0%

## Town Administrator's Report – June 18, 2022

- ☐ Entrance Road – Contacted Pittsburgh County about filling potholes and road repair. Pittsburgh County began repairs to the Entrance Road by digging out a few soft spots, adding stabilization material and filling some potholes.
- ☐ Park and Redbud Alley Improvement – Mike and met with Freese and Nichols to review the 30% plans for Alley projects. Outlined suggest changes and next steps.
- ☐ Stephens Road – Mike and met with Freese and Nichols to review the 30% plans for Stephens Road. Outlined suggest changes and next steps.
- ☐ Fire House – Attended and participated in the Fire House group meeting. Participated in other conversations and discussion related to Fire Services.
- ☐ Code Red – Participated in training on Code Red – setting up message, establishing groups, sending message, user management, etc.
- ☐ Builders Guild Meeting– Attended Builders Guild meeting,
- ☐ Phase 8 and Carlton Landing Estates Plats – Developer submitted preliminary Plats for Phase 8 and Carlton Landing Estates. Performed a preliminary review and provided suggestions to Developer and visited with Chairman of Planning Commission.
- ☐ Planning Commission Meeting and Training – Working with Planning Commission Chairman on rescheduling July 2 Planning Commission Meeting to July 16 and scheduling training for the Commission and Board of Adjustments.
- ☐ FY 21-22 Budget Amendment– Reviewed account categories and prepared a Budget Amendment to ensure we remain in compliance with Statues prior to Year-end.



DRAFT

7/14/2022  
8:10 AM

CLEDT

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**Payments Journal (Summary)**  
**6/1/2022 to 6/30/2022**

Check Date	Check / Reference #	Payee	Amount
<b>1040 BOK 3649 TIF Increment</b>			
6/1/2022	EFT	BOK Financial	581,135.83
6/3/2022	EFT	BOK Financial	1,500.00
6/22/2022	EFT	Town of Carlton Landing	8,340.07
<b>1040 BOK 3649 TIF Increment Totals</b>			<b>\$590,975.90</b>
<b>1080 BOK 3045 Rev Bond 2020</b>			
6/24/2022	0035	Freese and Nichols	9,219.43
<b>1080 BOK 3045 Rev Bond 2020 Totals</b>			<b>\$9,219.43</b>

*Report Options*

Check Date: 6/1/2022 to 6/30/2022

Display Notation: No

Fund: CLEDT

Item No. \_\_\_\_\_

Date: July 16, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss, and possibly vote to amend, revise, approve or deny Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 1 for \$16,000.00, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** At the January 15, 2022, Trustee meeting the Board approved the Task Authorization with Freese and Nichols to perform the engineering for 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. At the 30% plan review meeting with Staff, Project Manager, Mike Kerney, and Freese and Nichols we identified additional drainage that needed to be addressed and Alley extensions on Redbud Lane, which were not part of the plans submitted to Freese and Nichols. This Amendment incorporates additional engineering services related to the Alley project. The original Task Authorization was for \$43,906.00 and the Amendment is for \$16,000.00 increasing the project fee to \$59,906.00.

**FUNDING:** TIF 2021 Revenue Note

**EXHIBITS:** Amendment No. 1 Task Authorization Letter

**RECOMMENDED ACTION:** Approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 1 for \$16,000.00.



MASTER PROFESSIONAL SERVICES AGREEMENT  
TASK AUTHORIZATION  
AMENDMENT NO. 1

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

FNI REFERENCE NO. 20-2072-006

DATE: 07/11/2022

**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 Fifty-Nine Thousand Nine Hundred Six Dollars and as described in Exhibit "B"

**Task Authorization Amount:** \$59,906.00

*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: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT A  
SCOPE OF WORK  
2022 ALLEY PAVING**

The scope set forth herein defines the work to be performed by the ENGINEER in completing the project. Both the TOWN OF CARLTON LANDING and the ENGINEER have attempted to clearly define the work to be performed and address the needs of the Project.

**OBJECTIVE**

The project objective is the design and grading of two alleys with the Town of Carlton Landing. The first alley lies between Park Street and the Boardwalk east of Boulevard. The second alley is listed as Redbud Lane west of Redbud Circle, east of Lakeview Drive, and north of Ridgeline Road. The alley will be designed to invert the crown allowing stormwater to flow in the center of the travelled way.

**AMENDMENT –**

**A. Stormwater Services**

- a. East of Park Street and Water Lane at alley entrance and the Saturday Market**
- b. Redbud Land and Redbud Street**

**B. Additional Alley Design**

- a. Two alley areas north of Redbud Lane**

These scopes of services include topographic survey and the alley design. The design will not include hydraulics and hydrology to determine the extent of potential impacts, nor will R/W documentation be completed. Geotechnical investigations will not be performed

**WORK TO BE PERFORMED**

**Basic Services**

- A. Preliminary Plan Services (30%) – Task 1**
- B. Final Plan Services (95%, & PS&E) – Task 2**
- C. Bidding Services – Task 3**
- D. Construction Administration Services – Task 4**
- E. As-Built Drawing Services – Task 5**

**BASIC SERVICES**

**A. PRELIMINARY PLAN SERVICES – 30% (TASK 1).**

The Preliminary Plan Services shall be submitted to the TOWN OF CARLTON LANDING per the approved Project Schedule.

The purpose of the preliminary plan services is for the ENGINEER to identify, develop, communicate through the defined deliverables, and recommend the design concept that successfully addresses the design problem, and to obtain the TOWN OF CARLTON LANDING's endorsement of this concept.

The ENGINEER will develop the preliminary plans (30%) as follows.

1. Data Collection

- In addition to data obtained from the TOWN OF CARLTON LANDING, the ENGINEER will research and make efforts to obtain pertinent information to aid in coordination of the proposed improvements with any planned future improvements that may influence the project.
- The ENGINEER will also identify and seek to obtain data for existing conditions that may impact the project including; drainage and utility information.
- Topographic Survey – Topographic survey will include the following existing surface features: alleys, roads, bridges, curbs, drives, sidewalks, ditches, creeks, signs, fences, walls, decorative trees, flowerbeds, all visible drainage structures, and visible and/or marked utilities. The following additional elements will be:
  - Utilize provided alignment to complete topographic surveying support:
  - Locate all improvements observed within the limits of topographic surveying support
  - Approximately 500 linear feet for Area 1 and 880 linear feet for Area 2
  - OKIE ticket will be submitted to aid in the location of underground utilities
  - Right of way data will be shown according to existing plats and any provided instruments
  - A minimum of 7 benchmarks/control points will be established between both areas
  - Utilize benchmarks as available and referenced to the Oklahoma State Plane Coordinate System South
  - Zone (3501) and North American Vertical Datum (NAVD 88)
  - Review by Professional Land Surveyor
  - Items not included in the scope of work include: survey data sheets, utility easements, utility potholing, ALTA/NSPS survey, right-of-way acquisition, plat of survey, locating private utility lines, SUE, and construction staking.

- Design Team Site Visit – The ENGINEER will perform site visits and field reconnaissance of the project area to determine the general layout for the improvements and other related appurtenances potentially impacted the planned improvements.
2. Development of the Preliminary Plan Submittal (30%) shall include the following:
    - Generate horizontal and vertical geometry of the proposed alley alignment.
    - Generate typical sections showing the pavement section. The alley section will be asphalt with an inverted crown and a concrete flume in the center.
    - Generate initial grading plan.
  3. 30% Preliminary Plan submittal to include:
    - Title Sheet
    - Typical Section
    - Alley Plan and Profile Sheets
    - Grading Plan
  4. Generate a Construction Cost Estimate to summarize the proposed cost of the planned improvements.
  5. Include digital PDF half-size (11x17) and three (3) hard copies of the Preliminary Plan submittal (30%) to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.
  6. Attend one (1) plan review meeting to discuss the Preliminary Plan submittal (30%) plans. (Assumed through Virtual Meeting)
  7. The ENGINEER will address the TOWN OF CARLTON LANDING plan review comments moving to the 95% Plan submittal.

### **ASSUMPTIONS**

- Attend meeting with the TOWN OF CARLTON LANDING to review Conceptual Plan comments. Meeting is assumed to be virtual (1 meeting).
- Right-of-way and property owner information (if included) will be approximated from County appraisal information as-needed, if not collected with site survey

### **DELIVERABLES**

- A. Preliminary Plans (30%) submittal
- B. Construction Cost Estimate

## **B. FINAL PLAN SERVICES (TASK 2).**

The Final Plan Services shall be submitted to the TOWN OF CARLTON LANDING per the approved Project Schedule.

Following approval of the 30% Concept Design Plan submittal, the ENGINEER will develop the design of the 95% Design Plan submittal infrastructure as follows:

1. Development of the 95% Design Plan Submittal shall include the following:
  - Prepare final horizontal and vertical design based on comments received in the 30% design phase.
  - Prepare final alley plan sheets
  - Prepare final grading plan
  - Prepare quantity summary and notes
  - Prepare final cross sections of the alley. Cross sections will include the horizontal location of existing /proposed right-of-way.
  - Prepare final miscellaneous construction details
  - Develop project manual (specifications) for the project using either the TOWN OF CARLTON LANDING front end documents or those supplied by the ENGINEER.
2. 95% Design Plan Submittal, plan sheets to include:
  - Title Sheet
  - Pay Quantity Summary and notes
  - Horizontal Control
  - Typical Section and General Notes
  - Removal Sheets (combined onto the alley layout sheets as-needed)
  - Alley Plan and Profile Sheets
  - Grading Plan
  - Erosion Control Plan
  - Cross sections
  - Miscellaneous details
3. Provide an updated Construction Cost estimate reflecting the 95% design.
4. Submit digital PDF half-size (11x17) and four (4) hard copies of the 95% plans and



specifications to the TOWN OF CARLTON LANDING for review. Additional copies can be provided at the actual cost thereof.

5. Attend one (1) plan review meeting to discuss the findings of the 95% design plan submittal. (Assumed through Virtual Meeting)

### **ASSUMPTIONS**

- Attend meeting with the TOWN OF CARLTON LANDING to review 95% Design Plan comments. Meeting is assumed to be virtual. (1 meeting)

### **DELIVERABLES**

- A. 95% Design Plans
- B. Construction Cost Estimate
- C. Specifications

Following approval of the 95% Design Plan submittal, the ENGINEER will revise the plans based on the TOWN OF CARLTON LANDING provided plan comments and produce the Final plan submittal for delivery to the TOWN OF CARLTON LANDING.

1. Revise the 95% plans based on the comments received and produce the final signed/sealed plans and specifications.
2. Submit digital PDF half-size (11x17) and four (4) hard copies of the Final plans and specifications to the TOWN OF CARLTON LANDING for bidding purposes. Additional copies can be provided at the actual cost thereof.
3. Prepare and furnish the TOWN OF CARLTON LANDING an electronic copy of all final plans and specifications, all necessary forms for Electronic Bidding and advertisements for bids employing standard TOWN OF CARLTON LANDING forms.
4. Furnish seven (7) hard copies of the final plans (three of which are half-size), seven (7) copies of the final specifications, and one (1) electronic copy of the final plans and specifications. The cost of additional copies of plans and specifications can be added at the actual cost thereof.

### **C. BIDDING SERVICES (TASK 3).**

The ENGINEER will support the bid phase of the project as follows:

1. The ENGINEER shall make available digital copies (PDF) of the bid documents to prospective bidders.
2. The ENGINEER will develop and implement procedures for receiving and answering

bidders' questions and requests for additional information. The procedures shall include a log of all significant bidders questions and requests and the response thereto. The ENGINEER will assist the TOWN OF CARLTON LANDING in responding to Requests for Information during the procurement process.

3. The ENGINEER will prepare addenda to make revisions to the bid documents prior to the bid opening.
4. Attend the pre-bid conference in support of the TOWN OF CARLTON LANDING.
5. Attend the bid opening in support of the TOWN OF CARLTON LANDING.
6. The ENGINEER will assist the TOWN OF CARLTON LANDING in reviewing, tabulating, and analyzing the contract totals and recommend award of the contract.

#### **D. CONSTRUCTION ADMINISTRATION SERVICES (TASK 4).**

Upon completion of the bidding services, the ENGINEER will proceed with the performance of construction phase services as described below. The ENGINEER will endeavor to protect the TOWN OF CARLTON LANDING in providing these services however, it is understood that the ENGINEER does not guarantee the Contractor's performance, nor is the ENGINEER responsible for supervision of the Contractor's operation and employees. ENGINEER shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. ENGINEER shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.

1. Assist in the coordination and preparation of one (1) Pre-Work conference for the Construction Contractor.
2. Interpret the drawings and specifications for Client and Contractor(s). Investigations, analyses, and studies requested by the Contractor(s) and approved by Client, for substitutions of equipment and/or materials or deviations from the drawings and specifications is an additional service.
3. Prepare documentation for contract modifications required to implement modifications in the design of the project. Receive and evaluate notices of contractor claims and make recommendations to the Client on the merit and value of the claim on the basis of information submitted by the contractor or available in project documentation. Endeavor to negotiate a settlement value with the Contractor on behalf of the Client if appropriate. Providing these services to review or evaluate construction contractor(s) claim(s), supported by causes not within the control of FNI are an additional service.
4. The ENGINEER will make site visits appropriate to the stage of construction to become familiar with the progress and quality of work. In this effort the ENGINEER will endeavor to protect the TOWN OF CARLTON LANDING against defects and deficiencies in the work of Contractors and will report any observed deficiencies to the

TOWN OF CARLTON LANDING. The ENGINEER will perform two (2) site visits during the construction duration.

5. Conduct, in company with Client's representative, a final review of the Project for conformance with the design concept of the Project and general compliance with the Construction Contract Documents. Prepare a list of deficiencies to be corrected by the contractor before recommendation of final payment. Assist the City in obtaining legal releases, permits, warranties, spare parts, and keys from the contractor. Review and comment on the certificate of completion and the recommendation for final payment to the Contractor(s). Visiting the site to review completed work in excess of two (2) trips are an Additional Service.

#### **E. AS-BUILT DRAWING SERVICES (TASK 5).**

Upon completion of the Construction Administration Phase Services (Task 4) the ENGINEER shall provide the following:

1. Revise the construction drawings in accordance with the information furnished by construction Contractors(s) reflecting changes in the Project made during construction. One (1) digital copy (PDF) of "Record Drawings" shall be provided by ENGINEER to the TOWN OF CARLTON LANDING. All written comments, changes or other markings on the final drawings will be highlighted RED. It is assumed no hard copy plans will be provided but hard copies can be provided for the cost of production thereof.

## EXHIBIT B

## 2022 ALLEY PAVING ROAD

## BASIC SERVICES - LUMP SUM FEE REQUEST

For providing the services described in the scope of services under Basic Services.

TASK 1 - PRELIMINARY PLAN SERVICES AND SURVEY	\$ 22,797.00
TASK 2 - FINAL PLAN SERVICES	\$ 12,423.00
TASK 3 – BIDDING SERVICES	\$ 2,605.00
TASK 4 – CONSTRUCTION ADMINISTRATION	\$ 3,110.00
TASK 5 – AS-BUILT DRAWING SERVICES	\$ 1,504.00
SUBTOTAL FEE	\$ 43,906.00 (in figures)
<b>AMENDMENT NO.1</b>	<b>\$16,000.00</b>
<b>TOTAL PROJECT FEE</b>	<b>\$ 59,906.00</b>

Item No. \_\_\_\_\_

Date: July 16, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss, and possibly vote to amend, revise, approve or deny Freese and Nichols Task Authorization for Community Center Concept Plan in the amount of \$19,500.00, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:**

**FUNDING:** TIF 2021 Revenue Note

**EXHIBITS:** Amendment No. 1 Task Authorization Letter

**RECOMMENDED ACTION:** Approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 1 for \$16,000.00.



MASTER PROFESSIONAL SERVICES AGREEMENT  
TASK AUTHORIZATION

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

FNI REFERENCE NO. 20-2072

DATE: 07/11/2022

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**Project Name:** NEW COMMUNITY CENTER

**Project Understanding:** Carlton Landing, Oklahoma, desires a new Community Center. FNI proposes to lead town officials and citizens through a discovery phase to determine the community's goals for the new facility leading to a facility program, conceptual design, and cost.

**Scope of Services**

- 1.** Initial site visit
- 2.** Additional needs analysis (via Zoom or Teams)
- 3.** Initial building concept (two options)
  - a. Floor Plan
  - b. Basic Exterior Views (no renderings)
- 4.** Finalization of one concept from comments
- 5.** Public Meeting – with concept plan
- 6.** Incorporate comments from Public Meeting and Council
- 7.** Provide final deliverable in pdf format

Additional services may include:

1. Additional Site Visits
2. Renderings
3. Interior Elevations
4. Interior Design
5. Furniture, Fixtures, and Equipment
6. Construction Contract Administration
7. Anything Not Listed in Base Services

Client responsibilities

1. Any Plan or Topographic Data Available
2. Data Available for Adjacent Parcels
3. Contact information for all relevant team members
4. CC Method on all relevant communications throughout the duration of the project

5. Updated schedule and budget as project progresses

**Deliverables:** Concept Plan for the proposed Community Center which will include floor plans and basic exterior views. Approximate Cost Estimate for the stage of work.

**Schedule:** Final concept plan to be delivered 90 Calendar Days from NTP

**Compensation shall be as follows:** A lump sum amount of NINETEEN THOUSAND FIVE HUNDRED DOLLARS

**Task Authorization Amount:** \$19,500

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***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 Trust**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name

Print Name

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

CLEDT

Statement of Revenue and Expenditures

Acct		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2021
		Jun 2022	Jul 2021	Jul 2021	Jul 2021	Jun 2022
		Jun 2022	Jun 2022	Jun 2022	Jun 2022	Percent of
		Actual	Actual		Variance	Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Non-Departmental Revenues</b>						
3999	Fund Balance Carryover	0.00	0.00	644,885.00	644,885.00	0.0%
4050	Tax Increment from County	18,881.00	882,567.76	868,289.00	(14,278.76)	101.6%
4350	Revenue Bond (TIF)	0.00	1,265,000.00	1,319,999.55	54,999.55	95.8%
4400	Interest Income	0.00	138.32	0.00	(138.32)	0.0%
<b>Non-Departmental Revenues Totals</b>		<b>\$18,881.00</b>	<b>\$2,147,706.08</b>	<b>\$2,833,173.55</b>	<b>\$685,467.47</b>	
<b>Revenue</b>		<b>\$18,881.00</b>	<b>\$2,147,706.08</b>	<b>\$2,833,173.55</b>	<b>\$685,467.47</b>	
<b>Gross Profit</b>		<b>\$18,881.00</b>	<b>\$2,147,706.08</b>	<b>\$2,833,173.55</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>General Government</b>						
8100	2018 Revenue Bond	140,000.00	140,000.00	208,425.21	68,425.21	67.2%
8101	2018B Revenue Bond	75,000.00	76,500.00	123,700.00	47,200.00	61.8%
8102	2019 Revenue Bond	115,000.00	118,000.00	188,887.50	70,887.50	62.5%
8103	2020 Revenue Bond	0.00	0.00	79,925.00	79,925.00	0.0%
8104	2021 Revenue Bond	61,500.00	61,500.00	165,360.00	103,860.00	37.2%
8105	2020 Revenue Bond	45,000.00	46,500.00	0.00	(46,500.00)	0.0%
8400	Bond Origination Fees	0.00	0.00	55,000.00	55,000.00	0.0%
8500	Interest Expense	146,135.83	262,968.33	0.00	(262,968.33)	0.0%
9500	Transfer OUT to General Fund	8,340.07	92,003.43	101,989.00	9,985.57	90.2%
<b>General Government Totals</b>		<b>\$590,975.90</b>	<b>\$797,471.76</b>	<b>\$923,286.71</b>	<b>\$125,814.95</b>	
<b>TIF Projects</b>						
7101	2018 Rev Bond - Playground	0.00	0.00	10,000.00	10,000.00	0.0%
7121	2018B Rev Bond-Camp Bus	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	0.00	0.00	67,305.84	67,305.84	0.0%
7150	2020 Bond - Pavilion	0.00	48,869.46	91,060.00	42,190.54	53.7%
7151	2020 Rev Bond- Rdgline Trail	0.00	130,311.00	101,700.00	(28,611.00)	128.1%
7152	2020 Rev Bond- Camp Bus	0.00	0.00	6,532.18	6,532.18	0.0%
7153	2020 Rev Bond- Alley Improv	0.00	27,499.09	0.00	(27,499.09)	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	0.00	0.00	35,000.00	35,000.00	0.0%
7161	2021 Rev Bond- Stephens Road	0.00	37,548.98	800,000.00	762,451.02	4.7%
7163	2021 Rev Bond-Alley Imp	9,219.43	9,219.43	120,000.00	110,780.57	7.7%
7164	2021 RevBond Alley Redbud	0.00	0.00	120,000.00	120,000.00	0.0%



**CLEDT**

**Statement of Revenue and Expenditures**

		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2021
		Jun 2022	Jul 2021	Jul 2021	Jul 2021	Jun 2022
Acct		Jun 2022	Jun 2022	Jun 2022	Jun 2022	Percent of
Actual						
Actual						
Variance						
Budget						
Revenue & Expenditures						
Expenses						
TIF Projects						
8500	Interest Expense	0.00	152.40	0.00	(152.40)	0.0%
TIF Projects Totals		\$9,219.43	\$253,600.36	\$1,719,915.81	\$1,466,315.45	
Unallocated						
7100	2018 Rev Bond Alley Improv	0.00	1,598.79	0.00	(1,598.79)	0.0%
Unallocated Totals		\$0.00	\$1,598.79	\$0.00	(\$1,598.79)	
Expenses		\$600,195.33	\$1,052,670.91	\$2,643,202.52	\$1,590,531.61	
Revenue Less Expenditures		(\$581,314.33)	\$1,095,035.17	\$189,971.03	\$0.00	
Net Change in Fund Balance		(\$581,314.33)	\$1,095,035.17	\$189,971.03	\$0.00	
Fund Balances						
	Beginning Fund Balance	(787,350.75)	(2,463,700.25)	0.00	0.00	0.0%
	Net Change in Fund Balance	(581,314.33)	1,095,035.17	189,971.03	0.00	0.0%
	Ending Fund Balance	(1,368,665.08)	(1,368,665.08)	0.00	0.00	0.0%

7/14/2022  
8:13 AM

**CLEDT**  
**Bank Register**  
**6/1/2022 to 6/30/2022**

Page 1 of 1

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1040 BOK 3649 TIF Increment</b>							
		Beginning Balance			0.00	0.00	1,055,737.78
6/1/2022	EFT	BOK Financial			0.00	581,135.83	474,601.95
6/3/2022	EFT	BOK Financial			0.00	1,500.00	473,101.95
6/21/2022	R-00078	Pittsburg County Clerk			18,881.00	0.00	491,982.95
6/22/2022	EFT	Town of Carlton Landing			0.00	8,340.07	483,642.88
<b>1040 BOK 3649 TIF Increment Totals</b>					<b>\$18,881.00</b>	<b>\$590,975.90</b>	<b>\$483,642.88</b>
<b>1050 BOK 6147 - Rev Bond 2018</b>							
		Beginning Balance			0.00	0.00	7,723.51
<b>1050 BOK 6147 - Rev Bond 2018 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,723.51</b>
<b>1060 BOK 4042 - Rev Bond 2018B</b>							
		Beginning Balance			0.00	0.00	146.32
<b>1060 BOK 4042 - Rev Bond 2018B Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$146.32</b>
<b>1070 BOK - Rev Bond 2019</b>							
		Beginning Balance			0.00	0.00	36,577.08
<b>1070 BOK - Rev Bond 2019 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,577.08</b>
<b>1080 BOK 3045 Rev Bond 2020</b>							
		Beginning Balance			0.00	0.00	(3,411.20)
6/24/2022	0035	Freese and Nichols			0.00	9,219.43	(12,630.63)
<b>1080 BOK 3045 Rev Bond 2020 Totals</b>					<b>\$0.00</b>	<b>\$9,219.43</b>	<b>(\$12,630.63)</b>
<b>1090 BOK 4044 Rev Bond 2021</b>							
		Beginning Balance			0.00	0.00	1,265,128.91
<b>1090 BOK 4044 Rev Bond 2021 Totals</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,265,128.91</b>
<b>Report Totals</b>					<b>\$18,881.00</b>	<b>\$600,195.33</b>	<b>\$1,780,588.07</b>
<b>Records included in total = 11</b>							

*Report Options*

Trans Date: 6/1/2022 to 6/30/2022

Fund: CLEDT

Display Notation: No