

**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.

MINUTES

1. Call to Order

The meeting was called to order at 8:03 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None, Clay arrived 15 minutes late

Consent Items

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

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. 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:

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.

MOTION: A motion was made by Brule' and seconded by Mai to approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 1 for \$16,000.00.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

NAY: None

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:

MOTION: A motion was made by Mai and seconded by Myrick to Approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 1 for \$16,000.00.

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

NAY: None

8. Reports
 - a. Financial Reports (See Attachment)
 - b. Town Administrator Report (See Attachment)
 - c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall had no reports for the trust meeting.

9. Recognize Citizens wishing to comment on non-Agenda Item
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 8:16 a.m., July 16, 2022.

Mayor

Attest:

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
1040 BOK 3649 TIF Increment							
		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
1040 BOK 3649 TIF Increment Totals					\$26,402.50	\$10,133.07	\$1,055,737.78
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	7,723.40
5/2/2022	R-00076	BOK Financial			0.11	0.00	7,723.51
1050 BOK 6147 - Rev Bond 2018 Totals					\$0.11	\$0.00	\$7,723.51
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	146.32
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.00	\$0.00	\$146.32
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	36,577.08
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$36,577.08
1080 BOK 3045 Rev Bond 2020							
		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)
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$5,693.63	(\$3,411.20)
Report Totals					\$26,402.61	\$15,826.70	\$1,096,773.49
Records included in total = 10							

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

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

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

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

DRAFT

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2021	
	May 2022 May 2022 Actual	Jul 2021 May 2022 Actual	Jul 2021 Jun 2022	Jul 2021 Jun 2022 Variance	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	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%
Non-Departmental Revenues Totals		\$26,402.61	\$863,696.17	\$2,833,173.55	\$1,969,477.38	
Revenue		\$26,402.61	\$863,696.17	\$2,833,173.55	\$1,969,477.38	
Gross Profit		\$26,402.61	\$863,696.17	\$2,833,173.55	\$0.00	
Expenses						
Non-Departmental Revenues						
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%
Non-Departmental Revenues Totals		\$0.00	\$121,332.50	\$0.00	(\$121,332.50)	
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	10,133.07	83,663.36	101,989.00	18,325.64	82.0%
General Government Totals		\$10,133.07	\$85,163.36	\$923,286.71	\$838,123.35	
TIF Projects						
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 – July 16, 2022

- Entrance Road – Worked with Pittsburgh County to bring in and add chips in areas seeping oil to the surface from the hot temperatures. Pittsburgh County did bring in and put down chips, although the heat has continued to impact the road.
- Park and Redbud Alley Improvement – Worked with Freese and Nichols on Amendment No 1. for Alley Project related to review of 30% plans.
- Stephens Road – Freese and Nichols updated 30% plans based on our meeting. Worked to set-up meeting with the Corp to review plans, alignment, need for Environmental study. Meeting with Corp is scheduled for July 28.
- Community Center – Worked with Freese and Nichols on updating Community Center Conceptual Plan Task Authorization.
- Street Light Pilot Project – Discussed possible locations for streetlight installation with Project Manager Mike Kerney and Freese and Nichols.
- Outdoor/Street Light Ordinance – Finalized work with Freese and Nichols to revise and amend Outdoor/ Street Light Ordinance based on comments and feedback from the December Board meeting.
- Code Red – Code Red sign-up and logo is on Town's website, main page. Working to add text to the logo.
- Communication Plan – Worked with Mayor Chinnici and City Clerk Dr. Summers on Communication Plan and schedule.
- Planning Commission Meeting and Training – Prepared Planning Commission Agenda and coordinated training for Special Planning Commission meeting on July 16.