

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; September 17, 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 August 20, 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 Stephens Road Design Amendment No. 1, adding Environmental Permitting services for \$37,000.00 and Authorization of \$5,000.00 in contingency, or take any other appropriate action.
Exhibit:
7. Reports
 - a. Financial Reports [Statement of Revenue and Expenditures - CLEDT Aug 2022](#); [Payments Journal - CLEDT Aug 2022](#); [Bank Register - CLEDT Aug 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 4:00 PM on the ___th day of September 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; August 20, 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
Clay Chapman

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on July 16, 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
Kris Brule'
Mary Myrick
Chuck Mai
Clay Chapman

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 Stephens Road Design Amendment No. 1, adding Environmental Permitting services for \$37,000.00 and Authorization of \$5,000.00 in contingency, or take any other appropriate action.

Exhibit:

July 28, 2022, representatives from the Town and Freese and Nichols met with the Corp of Engineers to review the 30% draft plans of Stephens Road and discuss the Environmental Permitting that would or may be required from the Corp. The original

Engineering Authorization did not include Environmental Permitting because we weren't sure about the road alignment and potential impact until surveying and a draft plan was developed.

The meeting with the Corp was productive and helped with the alignment to reduce possible impact and permitting requirements. The proposed amendment provides for the Environmental work needed based on our meeting. We are also requesting a \$5,000.00 authorization for contingency if something arises that was not foreseen.

MOTION: A motion was made by Mai and seconded by Chapman to approve Freese and Nichols Task Authorization for Stephens Road Design Amendment No. 1, adding Environmental Permitting services for \$37,000.00 and Authorization of \$5,000.00 in contingency.

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

NAY: None

7. Reports

- a. Financial Reports (See attachments)
- b. Town Administrator Report (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body
Attended OML Banquet, along with Greg Buckley, Mayor Chinnici and Clerk-Treasurer, Dr. Summers, in McAlester.

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

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 8:08 a.m., August 20, 2022.

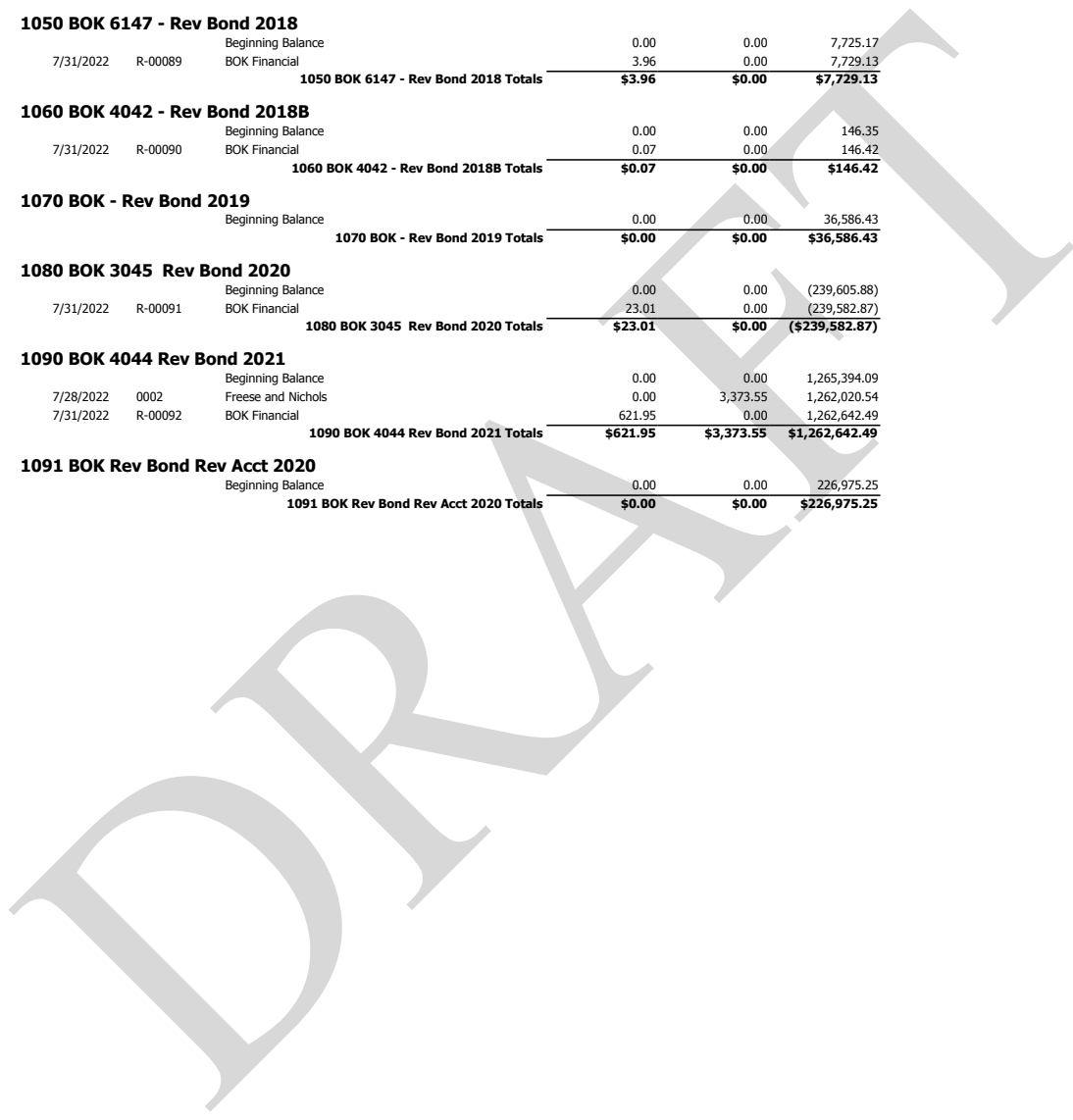
Mayor

Attest:

Town Clerk

CLEDT
Bank Register
7/1/2022 to 7/31/2022

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	485,516.36
7/19/2022	EFT	Town of Carlton Landing			0.00	8,142.71	477,373.65
7/22/2022	R-00083	Pittsburg County Clerk			971.00	0.00	478,344.65
1040 BOK 3649 TIF Increment Totals					\$971.00	\$8,142.71	\$478,344.65
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	7,725.17
7/31/2022	R-00089	BOK Financial			3.96	0.00	7,729.13
1050 BOK 6147 - Rev Bond 2018 Totals					\$3.96	\$0.00	\$7,729.13
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	146.35
7/31/2022	R-00090	BOK Financial			0.07	0.00	146.42
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.07	\$0.00	\$146.42
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	36,586.43
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$36,586.43
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	(239,605.88)
7/31/2022	R-00091	BOK Financial			23.01	0.00	(239,582.87)
1080 BOK 3045 Rev Bond 2020 Totals					\$23.01	\$0.00	(\$239,582.87)
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,265,394.09
7/28/2022	0002	Freese and Nichols			0.00	3,373.55	1,262,020.54
7/31/2022	R-00092	BOK Financial			621.95	0.00	1,262,642.49
1090 BOK 4044 Rev Bond 2021 Totals					\$621.95	\$3,373.55	\$1,262,642.49
1091 BOK Rev Bond Rev Acct 2020							
		Beginning Balance			0.00	0.00	226,975.25
1091 BOK Rev Bond Rev Acct 2020 Totals					\$0.00	\$0.00	\$226,975.25



8/18/2022
3:43 PM

CLEDT
Payments Journal (Summary)
7/1/2022 to 7/31/2022

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
7/19/2022	EFT	Town of Carlton Landing	8,142.71
1040 BOK 3649 TIF Increment Totals			\$8,142.71
1090 BOK 4044 Rev Bond 2021			
7/28/2022	0002	Freese and Nichols	3,373.55
1090 BOK 4044 Rev Bond 2021 Totals			\$3,373.55

Report Options
Check Date: 7/1/2022 to 7/31/2022
Display Notation: No
Fund: CLEDT

DRAFT

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period Jul 2022 Jul 2022 Actual	Year-To-Date Jul 2022 Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Annual Budget Jul 2022 Jun 2023 Variance	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Non-Departmental Revenues					
3999 Fund Balance Carryover	0.00	0.00	1,135,000.00	1,135,000.00	0.0%
4050 Tax Increment from County	971.00	971.00	800,000.00	799,029.00	0.1%
4400 Interest Income	648.99	648.99	0.00	(648.99)	0.0%
Non-Departmental Revenues Totals	\$1,619.99	\$1,619.99	\$1,935,000.00	\$1,933,380.01	
Revenue	\$1,619.99	\$1,619.99	\$1,935,000.00	\$1,933,380.01	
Gross Profit	\$1,619.99	\$1,619.99	\$1,935,000.00	\$0.00	
Expenses					
General Government					
9500 Transfer OUT to General Fund	8,142.71	8,142.71	0.00	(8,142.71)	0.0%
General Government Totals	\$8,142.71	\$8,142.71	\$0.00	(\$8,142.71)	
TIF Projects					
7133 2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	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	3,373.55	3,373.55	750,000.00	746,626.45	0.4%
7163 2021 Rev Bond-Alley Imp	0.00	0.00	225,000.00	225,000.00	0.0%
TIF Projects Totals	\$3,373.55	\$3,373.55	\$1,035,000.00	\$1,031,626.45	
Expenses	\$11,516.26	\$11,516.26	\$1,035,000.00	\$1,023,483.74	
Revenue Less Expenditures	(\$9,896.27)	(\$9,896.27)	\$900,000.00	\$0.00	
Net Change in Fund Balance	(\$9,896.27)	(\$9,896.27)	\$900,000.00	\$0.00	
Fund Balances					
Beginning Fund Balance	(824,044.70)	(824,044.70)	0.00	0.00	0.0%
Net Change in Fund Balance	(9,896.27)	(9,896.27)	900,000.00	0.00	0.0%
Ending Fund Balance	(833,940.97)	(833,940.97)	0.00	0.00	0.0%

DRAFT

Town Administrator's Report – August 20, 2022

- Estimate of Needs – Obtained the Pittsburgh County Assessor's report on Assessed Valuation and provided to Anne Elfrink to prepare Estimate of Needs. Started reviewing TIF Revenue estimate based on Assessed Valuation.
- Planning Commission – Worked with Planning Commission on Agenda and scheduling a Special Meeting to review Phase 8 Final Plat. Reviewed Phase 8 Plat, made suggestions related to compliance to Code. Attended Planning Commission meeting on Aug 13.
- Stephens Road – Meet with Corp July 28 to review 30% plans and discussed what environmental permits we will need to get. Met with Freese and Nichols on Amendment #1 to provide Environmental Permitting Services.
- Community Center – Visited with Freese and Nichols on planning for process and coordination with the Architect.
- OML Dinner – Attended OML Regional Dinner with the Mayor, Town Clerk and Town Attorney.
- Outdoor/Street Light Ordinance – Uploaded Ordinance to Municode so it was on website and part of Codified Code. Since it was prepared as outside document had to manually put in system and create the tables.
- TIF Revenue Note 2022 – Started updating Project list and tables for discussion with TIF Committee. Visited with Chris Gander about Assessed Valuation and possible Revenue Note Amount.
- Attended CMAO Summer Conference July 20 – 23.

Thank you.

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CLEDT

Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022	
	Aug 2022	Jul 2022	Jul 2022	Jul 2022	Jun 2023	
	Aug 2022	Aug 2022	Jun 2023	Jun 2023	Percent of	
	Actual	Actual		Variance	Budget	
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	1,135,000.00	1,135,000.00	0.0%
4050	Tax Increment from County	8,250.00	9,221.00	800,000.00	790,779.00	1.2%
4400	Interest Income	0.00	648.99	0.00	(648.99)	0.0%
Non-Departmental Revenues Totals		\$8,250.00	\$9,869.99	\$1,935,000.00	\$1,925,130.01	
Revenue		\$8,250.00	\$9,869.99	\$1,935,000.00	\$1,925,130.01	
Gross Profit		\$8,250.00	\$9,869.99	\$1,935,000.00	\$0.00	
Expenses						
General Government						
9500	Transfer OUT to General Fund	7,941.71	16,084.42	0.00	(16,084.42)	0.0%
General Government Totals		\$7,941.71	\$16,084.42	\$0.00	(\$16,084.42)	
TIF Projects						
7133	2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	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	3,373.55	750,000.00	746,626.45	0.4%
7163	2021 Rev Bond-Alley Imp	0.00	0.00	225,000.00	225,000.00	0.0%
TIF Projects Totals		\$0.00	\$3,373.55	\$1,035,000.00	\$1,031,626.45	
Expenses		\$7,941.71	\$19,457.97	\$1,035,000.00	\$1,015,542.03	
Revenue Less Expenditures		\$308.29	(\$9,587.98)	\$900,000.00	\$0.00	
Net Change in Fund Balance		\$308.29	(\$9,587.98)	\$900,000.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	(833,902.43)	(824,006.16)	0.00	0.00	0.0%
	Net Change in Fund Balance	308.29	(9,587.98)	900,000.00	0.00	0.0%
	Ending Fund Balance	(833,594.14)	(833,594.14)	0.00	0.00	0.0%

CLEDT
Payments Journal (Summary)
8/1/2022 to 8/31/2022

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
8/19/2022	0146	Town of Carlton Landing	7,941.71
1040 BOK 3649 TIF Increment Totals			<u>\$7,941.71</u>

Report Options

Check Date: 8/1/2022 to 8/31/2022

Display Notation: No

Fund: CLEDT

CLEDT
Bank Register
8/1/2022 to 8/31/2022

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	478,344.65
8/8/2022	R-00088	Pittsburg County Clerk			8,250.00	0.00	486,594.65
8/19/2022	0146	Town of Carlton Landing			0.00	7,941.71	478,652.94
8/24/2022	GJ-00023				6,795.00	0.00	485,447.94
1040 BOK 3649 TIF Increment Totals					\$15,045.00	\$7,941.71	\$485,447.94
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	7,729.13
1050 BOK 6147 - Rev Bond 2018 Totals					\$0.00	\$0.00	\$7,729.13
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	146.42
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.00	\$0.00	\$146.42
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	38,214.29
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$38,214.29
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	37,515.34
1080 BOK 3045 Rev Bond 2020 Totals					\$0.00	\$0.00	\$37,515.34
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,210,934.42
1090 BOK 4044 Rev Bond 2021 Totals					\$0.00	\$0.00	\$1,210,934.42
Report Totals					\$15,045.00	\$7,941.71	\$1,779,987.54
Records included in total = 9							

Report Options

Trans Date: 8/1/2022 to 8/31/2022

Fund: CLEDT

Display Notation: No