

**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; October 15, 2022; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Mary Myrick
Kris Brule'

ABSENT: Chuck Mai
Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on September 17, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

A motion was made by Brule' and seconded by Chinnici to accept the consent Agenda as presented.

AYE: Joanne Chinnici
Mary Myrick
Kris Brule'

NAY: None
ABSTAIN: Mary Myrick

5. Items Removed from Consent Agenda.

6. Consider, discuss and possible vote to amend, revise, approve or deny Freese and Nichols Task Authorization 2022 Alley Improvement Paving Amendment No. 2, adding Block 10 Parking Paving - asphalt parking lot and lanes around parking lot for lump sum of \$30,270.00, or take any other appropriate action.

Exhibit(s):

The Town Board of Trustees requested Staff move forward with coordinating paving of Block 10 Parking Lot at the August 20, 2022 meeting. Phase 3 of our previously approved Alley Improvement plan included paving Park Lane which borders the west and north of Block 10 parking lot. Phase 3 is planned as part of 2022 TIF. In reviewing the project for both Phase 3 Alley Paving and Block 10 Parking Lot there would be section of road which borders the south and part of east sides of Block 10 Parking lot that would be gravel. Staff has incorporated that area into the proposed engineering to maintain consistency for the improvement. If not done as part of this project, we would have an interior section of road bordered by asphalt.

By incorporating and adding this to the existing Alley Improvement project will speed up the design process, be a bigger project for a contractor, and allow completion in the timeframe desired by the Board. As outlined with Freese and Nichols, design plans would be complete and submitted to the Town in December 2022. Project timetable will be as follows:

December 2022 – Engineering Plans for all Alleys and Block 10 Parking Lot

December 2022 – Go out to Bid

January 2023 – Award Bid to Contractor

End April/Early May – completion of Block 10 Parking and surrounding area. Desired to have all areas paved by this time but will stage this area first.

Funds are available within the TIF Revenue Note 2021 to cover the engineering, but TIF Revenue Note 2022 will need to fund the construction of Block 10 paving improvements.

Jim Boohacker shared the developer has done some engineering on block 10

Craig Ireland stated he's concerned about drainage in the block 10 engineering scope

MOTION: A motion was made by Chinnici and seconded by Brule to approve Freese and Nichols Task Authorization for 2022 Alley Improvement Paving Amendment No. 2, adding Block 10 Parking Paving - asphalt parking lot and lanes around parking lot for lump sum of \$30,270.00.

AYE: Joanne Chinnici
Mary Myrick
Kris Brule'

NAY: None

7. Reports

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

Kay Wall, Town Attorney, reported she had met with Mayor Chinnici,

Dr. Summers and Greg Buckley to discuss a complaint about a carport being built next to a citizen's home. After reviewing the building permit, it was determined it was not a town issue. Kay will send a response letter to the complaining citizen.

- 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 8:40 a.m., October 15, 2022.

Mayor

Attest:

Town Clerk

DRAFT

10/13/2022
2:51 PM

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**CLEDT
Bank Register
9/1/2022 to 9/30/2022**

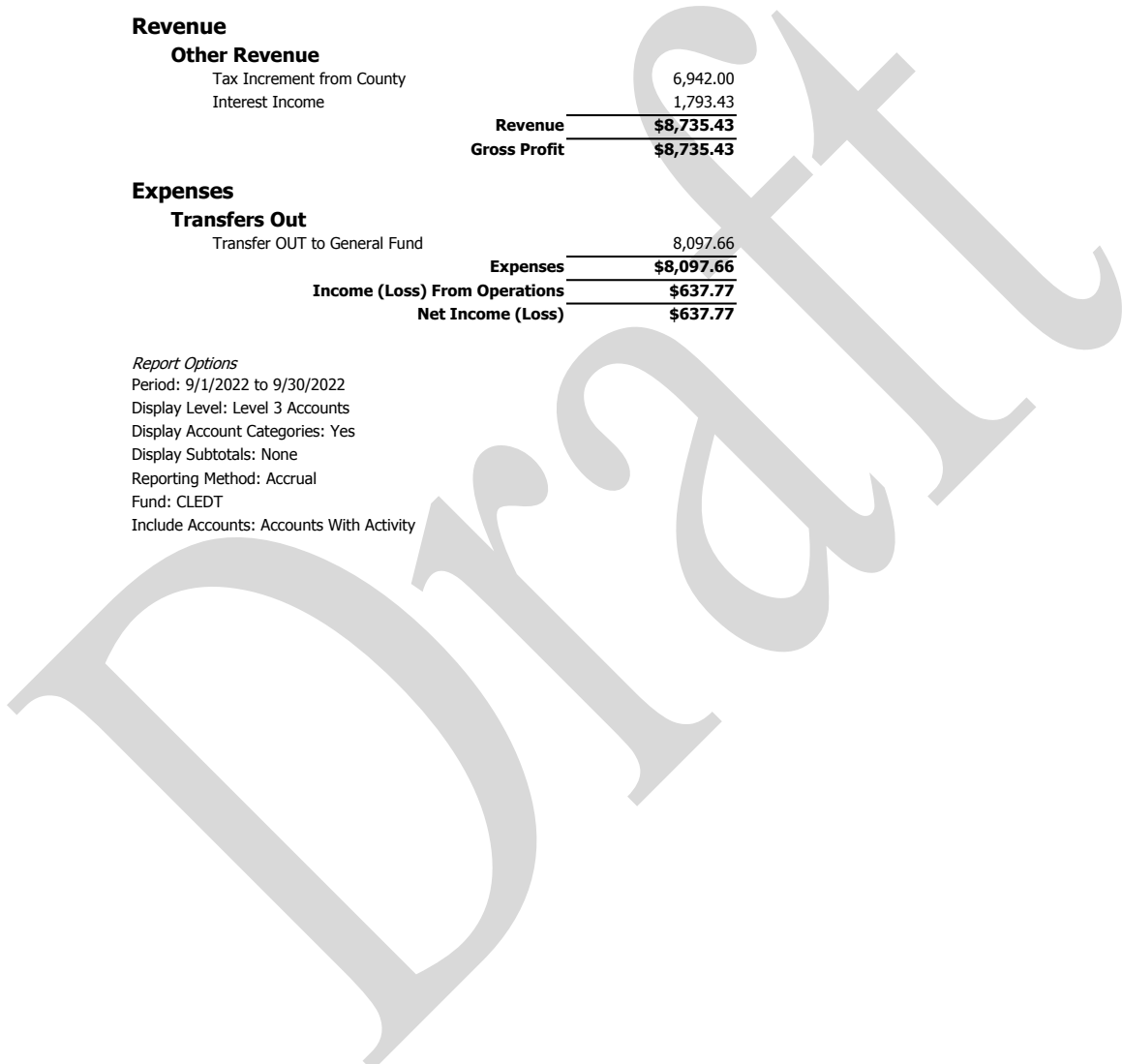
Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	485,447.94
9/13/2022	R-00093	Pittsburg County Clerk			6,942.00	0.00	492,389.94
9/16/2022	0147	Town of Carlton Landing			0.00	8,097.66	484,292.28
1040 BOK 3649 TIF Increment Totals					\$6,942.00	\$8,097.66	\$484,292.28
1050 BOK 6147 - Rev Bond 2018							
		Beginning Balance			0.00	0.00	7,736.03
9/30/2022	R-00098	BOK Financial			10.54	0.00	7,746.57
1050 BOK 6147 - Rev Bond 2018 Totals					\$10.54	\$0.00	\$7,746.57
1060 BOK 4042 - Rev Bond 2018B							
		Beginning Balance			0.00	0.00	146.55
9/30/2022	R-00099	BOK Financial			0.20	0.00	146.75
1060 BOK 4042 - Rev Bond 2018B Totals					\$0.20	\$0.00	\$146.75
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	38,214.29
9/30/2022	R-00101	BOK Financial			101.35	0.00	38,315.64
9/30/2022	R-00100	BOK Financial			4.50	0.00	38,320.14
1070 BOK - Rev Bond 2019 Totals					\$105.85	\$0.00	\$38,320.14
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	37,548.82
9/30/2022	R-00102	BOK Financial			51.18	0.00	37,600.00
1080 BOK 3045 Rev Bond 2020 Totals					\$51.18	\$0.00	\$37,600.00
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,192,782.57
9/30/2022	R-00103	BOK Financial			1,625.66	0.00	1,194,408.23
1090 BOK 4044 Rev Bond 2021 Totals					\$1,625.66	\$0.00	\$1,194,408.23
Report Totals					\$8,735.43	\$8,097.66	\$1,762,513.97
Records included in total = 14							

Report Options
Trans Date: 9/1/2022 to 9/30/2022
Fund: CLEDT
Display Notation: No

CLEDT
Income Statement
9/1/2022 to 9/30/2022

	Sep 2022
	Sep 2022
	Actual
<hr/>	
Revenue	
Other Revenue	
Tax Increment from County	6,942.00
Interest Income	1,793.43
	<hr/>
Revenue	\$8,735.43
Gross Profit	\$8,735.43
<hr/>	
Expenses	
Transfers Out	
Transfer OUT to General Fund	8,097.66
	<hr/>
Expenses	\$8,097.66
Income (Loss) From Operations	\$637.77
Net Income (Loss)	\$637.77

Report Options
Period: 9/1/2022 to 9/30/2022
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity



CLEDT
Payments Journal (Summary)
9/1/2022 to 9/30/2022

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
9/16/2022	0147	Town of Carlton Landing	8,097.66
1040 BOK 3649 TIF Increment Totals			\$8,097.66

Report Options
Check Date: 9/1/2022 to 9/30/2022
Display Notation: No
Fund: CLEDT

Draft

Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022	
	Sep 2022 Actual	Jul 2022 Actual	Jul 2022 Jun 2023	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	6,942.00	16,163.00	800,000.00	783,837.00	2.0%
4400	Interest Income	1,793.43	3,554.52	0.00	(3,554.52)	0.0%
Non-Departmental Revenues Totals		\$8,735.43	\$19,717.52	\$1,935,000.00	\$1,915,282.48	
Revenue		\$8,735.43	\$19,717.52	\$1,935,000.00	\$1,915,282.48	
Gross Profit		\$8,735.43	\$19,717.52	\$1,935,000.00	\$0.00	
Expenses						
General Government						
9500	Transfer OUT to General Fund	8,097.66	24,182.08	0.00	(24,182.08)	0.0%
General Government Totals		\$8,097.66	\$24,182.08	\$0.00	(\$24,182.08)	
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	22,596.99	750,000.00	727,403.01	3.0%
7163	2021 Rev Bond-Alley Imp	0.00	0.00	225,000.00	225,000.00	0.0%
TIF Projects Totals		\$0.00	\$22,596.99	\$1,035,000.00	\$1,012,403.01	
Expenses		\$8,097.66	\$46,779.07	\$1,035,000.00	\$988,220.93	
Revenue Less Expenditures		\$637.77	(\$27,061.55)	\$900,000.00	\$0.00	
Net Change in Fund Balance		\$637.77	(\$27,061.55)	\$900,000.00	\$0.00	
Fund Balances						
Beginning Fund Balance		(851,705.48)	(824,006.16)	0.00	0.00	0.0%
Net Change in Fund Balance		637.77	(27,061.55)	900,000.00	0.00	0.0%
Ending Fund Balance		(851,067.71)	(851,067.71)	0.00	0.00	0.0%

Town Administrator's Report October 15, 2022

- Block 10 Parking Lot –Met with Freese and Nichols to get Engineering proposal and clarify a timeframe for the work and completion of the Parking Lot. To help expedite this project will be combined with the Park Lane and Redbud Lane Alley Improvement project. If Alley Improvement Amendment is approved at October meeting, the Surveyor is scheduled to be out the week of October 17 to do the surveying. The timetable for the project is: Receive Engineering Plans by early December; Go out to Bid mid-December; award Bid in January; Parking Lot completion end of April/first part of May. To help with Parking Lot completion we will prioritize the Parking Lot with the Contractor.
- Community Center – We have scheduled a site visit with the Engineer and Architect for November 18. This will provide opportunity to Architect to better understand the conditions of the land and experience the character of Carlton Landing.
- Rural Water District – I prepared a possible scope of work and attended a Special Meeting with the RWD to discuss the concept of the Town contracting to perform administrative and managerial services. We had good discussion about the needs for the RWD and what the Town could provide. Basically, the Town would provide billing services, financial management and reporting, and general administrative/management duties. The Board approved a concept plan for the Town to perform administrative and managerial services for a one-year term at \$60,000.00 per year. Kay and I have been working on a draft Agreement for approval by each of the Boards.
- TIF Revenue Note 2022 - From the Estimate of Needs, updated the projected amount for the TIF Revenue Note 2022. Have discussed with Chris Gander his projection and it appears the Note will be about \$1.25 Million. We have received several projects to be included on the project list. I am working on putting the information together so the TIF Committee can meet, have discussion, and make a recommendation. I plan on having the TIF Note approval and recommendation from the TIF Committee on the November

Agenda.

- Builders Guild Meeting – I attended the September 30 Builders Guild meeting. In preparing to have discussion with the Builders about getting permits I found there was not a specific requirement to get a Building Permit. There was approval of the building codes and permit fee, but not a specific requirement to obtain. Worked on a proposed Ordinance providing the requirement that a building permit must be obtained, establishing how long a permit is valid, and creating a penalty for not getting a permit prior to construction.
- Crossings Building Complaint – Late on September 15, the Town received a complaint regarding possible violation of covenants and the building of a carport next to a house. Mr. and Mrs. Ellsworth sent the complaint for their property at 56 Center Lane. I reviewed with Jim Hasenbeck the Building Code and zoning code. Jim provided the design review for both the House and the Carport. The design review was approved as meeting building code requirements. There is no indication both structures were not properly reviewed and approved. The Town was not part of the convenience of the property. Kay and I are coordinating a response to Mr. and Mrs. Ellsworth.
- FY 22-23 Audit – Elfrink and Associates performed their field work on October 4. They anticipate having a draft and internal review completed by October 21. If all is in order, we should get the Audit and be able to approve at the November Board meeting. Thank you to Amanda for assisting with year-end financials and Auditor requests.

Thank you.