

**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; December 17, 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
Mary Myrick
Kris Brule'
Chuck Mai

ABSENT: Clay Chapman

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on November 19, 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 possibly vote to amend, revise, approve or deny a Resolution accepting the Responsibilities as Designated to the Carlton Landing Economic Development Trust (The "Authority") by the Town of Carlton Landing, Oklahoma (The "Town") Pursuant to the Carlton Landing Economic Development Project Plan adopted by the Town; Authorizing the Authority to issue its Tax Increment Revenue Note, Taxable Series 2022

(The “Note”) in the Aggregate Principal Amount of not to exceed \$1,385,000.00; Waiving Competitive Bidding and Authorizing The Note to be sold on a Negotiated Basis; Approving and Authorizing the Execution of a Series 2022 Supplemental Note Indenture, as it amends that certain General Bond Indenture, As previously Supplemented and Amended (Collectively, The “Indenture”) Authorizing the Issuance and Securing the Payment of the Note; Ratifying and Confirming a Security Agreement by and between The Town and The Authority pertaining to a Pledge of Certain Ad Valorem Tax Increment Revenue; Providing that the Organizational Document Creating the Authority is subject to the Provisions of the Indenture; Approving the use of assistance in Development Financing; Authorizing and Directing the Execution of the Note and other documents relating to the Transaction; and containing other provisions relating thereto, or take any other appropriate action.

Exhibits:

The TIF Committee met on November 3, 2022, to discuss recommending a 2022 TIF Revenue Note. Part of the meeting included review of existing TIF Notes, previously identified projects and additional projects. The Committee discussed revising their process and desire to establish a three (3) to five (5) year project priority list. The projects and funding could then be adjusted based on project timing and readiness. Currently, with approving projects on a one (1) year basis funds are allocated to those projects so if a project has parts or is not fully ready to proceed those funds are waiting to be spent. A multiyear approach would allow flexibility to move projects and re-appropriate funds to projects that are ready to go if another approved project is not going to be able to spend all of its appropriated funds within the funding year.

At this time the TIF Committee does not have a project priority list but does support the issuance of the TIF Revenue Note for 2022. This will provide funds are available for ready to go projects when a full plan has been established. Projects for funding would still be brought to the Board of Trustees for approval and funding.

Staff is working on a possible model for TIF Requests and approval process for consideration by the TIF Committee.

MOTION: A motion was made by Mai and seconded by Chinnici to Approve a Resolution accepting the Responsibilities as Designated to the Carlton Landing Economic Development Trust (The “Authority”) by the Town of Carlton Landing, Oklahoma (The “Town”) Pursuant to the Carlton Landing Economic Development Project Plan adopted by the Town; Authorizing the Authority to issue its Tax Increment Revenue Note, Taxable Series 2022 (The “Note”) in the Aggregate Principal Amount of not to exceed \$1,385,000.00; Waiving Competitive Bidding and Authorizing The Note to be sold on a Negotiated Basis; Approving and Authorizing the Execution of a Series 2022 Supplemental Note Indenture, as it amends that certain General Bond Indenture, As previously Supplemented and Amended (Collectively, The “Indenture”) Authorizing the Issuance and Securing the Payment of the Note; Ratifying and Confirming a Security Agreement by and between The Town and The Authority pertaining to a Pledge of Certain Ad Valorem Tax Increment Revenue; Providing that the Organizational Document Creating the Authority is subject to the Provisions of the Indenture; Approving the use of assistance in Development Financing; Authorizing and

Directing the Execution of the Note and other documents relating to the Transaction; and containing other provisions relating thereto.

AYE: Joanne Chinnici
Kris Brule'
Mary Myrick
Chuck Mai

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

Kay Wall reported she received and reviewed all documents for the resolution under consideration from the bank.

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., December 17, 2022.

Mayor

Attest:

Town Clerk

CLEDT
Bank Register
11/1/2022 to 11/30/2022

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	473,457.46
11/29/2022	EFT	BOK Financial			0.00	34,650.00	438,807.46
11/29/2022	EFT	BOK Financial			0.00	16,225.00	422,582.46
11/29/2022	EFT	BOK Financial			0.00	31,999.28	390,583.18
11/29/2022	EFT	BOK Financial			0.00	19,262.50	371,320.68
11/29/2022	EFT	BOK Financial			0.00	30,187.50	341,133.18
11/29/2022	EFT	Town of Carlton Landing			0.00	8,810.22	332,322.96
11/30/2022					0.00	2.00	332,320.96
1040 BOK 3649 TIF Increment Totals					\$0.00	\$141,136.50	\$332,320.96
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	29,370.25
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$29,370.25
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	37,657.44
11/30/2022	R-00109	BOK Financial			77.70	0.00	37,735.14
1080 BOK 3045 Rev Bond 2020 Totals					\$77.70	\$0.00	\$37,735.14
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,180,189.22
11/30/2022	R-00110	BOK Financial			2,461.60	0.00	1,182,650.82
1090 BOK 4044 Rev Bond 2021 Totals					\$2,461.60	\$0.00	\$1,182,650.82
Report Totals					\$2,539.30	\$141,136.50	\$1,582,077.17
Records included in total = 13							

Report Options
Trans Date: 11/1/2022 to 11/30/2022
Fund: CLEDT
Display Notation: No

CLEDT
Income Statement
11/1/2022 to 11/30/2022

Nov 2022
Nov 2022
Actual

Revenue

Other Revenue

Interest Income	2,539.30
Revenue	\$2,539.30
Gross Profit	\$2,539.30

Expenses

Debt Service

Interest Expense	132,326.28
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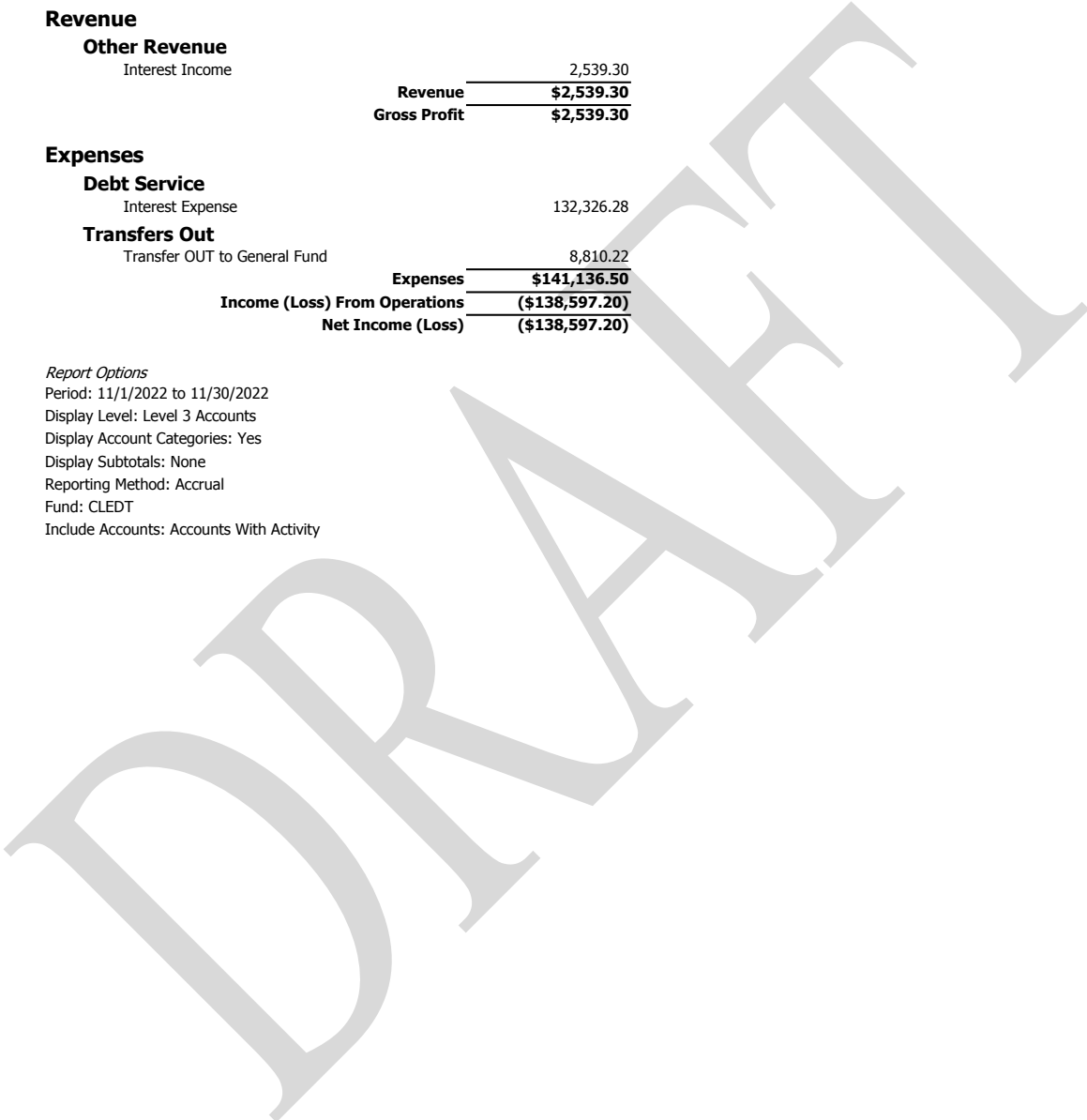
Transfers Out

Transfer OUT to General Fund	8,810.22
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Expenses	\$141,136.50
Income (Loss) From Operations	(\$138,597.20)
Net Income (Loss)	(\$138,597.20)

Report Options

Period: 11/1/2022 to 11/30/2022
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)
11/1/2022 to 11/30/2022

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
11/29/2022	EFT	BOK Financial	34,650.00
11/29/2022	EFT	BOK Financial	16,225.00
11/29/2022	EFT	BOK Financial	31,999.28
11/29/2022	EFT	BOK Financial	19,262.50
11/29/2022	EFT	BOK Financial	30,187.50
11/29/2022	EFT	Town of Carlton Landing	8,810.22
11/30/2022			2.00
		1040 BOK 3649 TIF Increment Totals	\$141,136.50

Report Options
Check Date: 11/1/2022 to 11/30/2022
Display Notation: No
Fund: CLEDT

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CLEDT
Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022	
	Nov 2022 Nov 2022 Actual	Jul 2022 Nov 2022 Actual	Jul 2022 Jun 2023	Jul 2022 Jun 2023 Variance	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	0.00	16,880.00	800,000.00	783,120.00	2.1%
4400	Interest Income	2,539.30	7,996.69	0.00	(7,996.69)	0.0%
Non-Departmental Revenues Totals		\$2,539.30	\$24,876.69	\$1,935,000.00	\$1,910,123.31	
Revenue		\$2,539.30	\$24,876.69	\$1,935,000.00	\$1,910,123.31	
Gross Profit		\$2,539.30	\$24,876.69	\$1,935,000.00	\$0.00	
Expenses						
General Government						
8500	Interest Expense	132,326.28	132,326.28	0.00	(132,326.28)	0.0%
9500	Transfer OUT to General Fund	8,810.22	44,544.12	0.00	(44,544.12)	0.0%
General Government Totals		\$141,136.50	\$176,870.40	\$0.00	(\$176,870.40)	
TIF Projects						
7133	2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	0.0%
7153	2020 Rev Bond- Alley Improv	0.00	6,062.19	0.00	(6,062.19)	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	49,442.45	750,000.00	700,557.55	6.6%
7163	2021 Rev Bond-Alley Imp	0.00	0.00	225,000.00	225,000.00	0.0%
TIF Projects Totals		\$0.00	\$55,504.64	\$1,035,000.00	\$979,495.36	
Expenses		\$141,136.50	\$232,375.04	\$1,035,000.00	\$802,624.96	
Revenue Less Expenditures		(\$138,597.20)	(\$207,498.35)	\$900,000.00	\$0.00	
Net Change in Fund Balance		(\$138,597.20)	(\$207,498.35)	\$900,000.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	(892,907.31)	(824,006.16)	0.00	0.00	0.0%
	Net Change in Fund Balance	(138,597.20)	(207,498.35)	900,000.00	0.00	0.0%
	Ending Fund Balance	(1,031,504.51)	(1,031,504.51)	0.00	0.00	0.0%

Town Administrator's Report December 17, 2022

- Alley Phase II and Block 10 Parking Lot –Mike K and I have several meetings with Freese and Nichols to review plans, discuss layout and drainage. Plans have been complete to submit for Bidding. Notice to Bid was in December 14 McAlester newspaper. Pre-Bid Conference is scheduled for Wednesday December 21 and Bid Opening is scheduled for Thursday January 12 at 2:00 pm. Award of Bid is planned for January 21 CLEDT Meeting.
- Community Center – We had a meeting and site visit on November 18 with Method Group, Architect, Freese and Nichols, Engineer, Committee Chair Mary Myrick, Mayor Joann Chinnici, Planning Commission Chair Jim Hasenbeck, Mike Kerney and myself. The committee had discussion related to building purpose, general design and features. We have a follow-up meeting with Method Group on December 19 to review the initial design scheme.
- Entrance Road – Snow Plowing and Road Treatment. Bids for one-year service contract were sent out to about six vendors, including last years contractor. We received no bids. I reached out to last years contractor to inquire about them submitting a bid. He indicated he would, after several attempts to follow up and contact, I never received a bid. I reached out to L&Z Enterprises to see if they would put in a bid. They indicated they would but not as a one year contract. They submitted a five (5) year proposal. The five (5) year proposal is upfront \$5,000.00 for Road Treatment Service and upfront \$3,000.00 for Snow Plowing Services, both include the first year's treatment then a price per treatment after the first treatment. I checked with Kay on ability to pre-pay for service and she indicated it is, although we will need to provide that future years will still be subject to funding. While this is not ideal and we are risking the payment for future performance, it has been the only option which will ensure we will receive road treatment when it snows.
- Stephens Road – Plan are substantially complete. Freese and Nichols is preparing the application request for the Corp of Engineers approval and related permits. The request for approval should be turned into the Corp by Christmas. Mike and I have a couple meetings with Freese and Nichols to refine the plans. Once the Corp approves the plans we will start the Bid process.
- Rural Water District – Amanda and I have been reviewing the files and accounts for the RWD #20. We have updated the Bank accounts with new signature cards for access. We have set it on some initial

training with their Billing Software and Water Meter System. I met with representatives of the meter company Badger, who is working to update the automated meters to new platform, which will allow the meters to be read electronically. Meters have been read manually for about the last year.

- Marina Center Expansion - Attended a meeting with Corps of Engineers, Jim Boohaker and Bob Buckner about future expansion plans for the Marina.
- TIF Revenue Note 2022 –Visited with Chris Gander a few times to review Note amount, and financing impact related to increased Federal Reserve Rates. We did get a higher rate from last year’s 5.5% to 7.25%, which did lower our projected amount for projects.
- TIF Committee - Coordinated and participated in TIF Committee meeting. I updated the funding projections and project list. TIF Committee reviewed projects and discussed need to develop multi year project funding plan. I have worked on model for putting projects and establishing project priorities for presentation to the Committee. TIF Committee is continuing to review process for prioritizing projects and is not ready to make project recommendation to the Board as this time.
- Future Alley Projects – Discussed the status of Proposal for Engineering of the remainder of the Alleys for asphalt improvement. They are working on the proposal but at my request focused on getting currently Alley Phase II and Block 10 Parking lot and Stephens Road engineering plans completed. Once I receive their proposal will review with the TIF Committee for recommendation to the Board.
- Permit Software – I set in on a couple of demos for Building Permit software. I would like to see if we could better manage and streamline the permit process and management. Customers can submit an permit application on line, but it is cumbersome on Staff end to pull the information from the web site and then we have a paper process. I would like to see if we can better automate the whole process and have an online record of issued permits. One system I reviewed would also allow for inspections to be done online and

attached to the building permit record.

Thank you and I wish everyone a safe and Merry Christmas.

DRAFT