

**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; February 18, 2023; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:02 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

ABSENT: Mary Myrick

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on January 21, 2023

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'
Chuck Mai
Clay Chapman

NAY: None

5. Items Removed from Consent Agenda.

6. Consider, discuss and possibly vote to amend revise, approve or deny CLEDT Budget Fiscal Year 22-23 Amendment #1, or take any other appropriate action n.
Exhibits:

The Budget Amendment, FY 22-23 CLEDT Amendment #1, is to recognize the proceeds of the 2022 Revenue Note of \$1,385,000.00 and provide for the expense of insurance. The FY 22-23 Budget allocated \$225,000.00 for the current Alley Improvement project, knowing we would need to allocate additional funds when we received the Revenue Note Funds. The scope of project expanded to include Block 10 Parking Lot and the connecting roadway around the parking lot, and Redbud Lane. Based on estimates we allocated \$605,500 for TIF Project. The low bidder for construction is \$723,090.50. Mike Kerney has provided an updated overall project estimate of \$780,340.84.

The approved budget amount of \$225,000 and with this Amendment of \$556,000.00 will provide a project budget of \$781,000.00.

MOTION: A motion was made by Mai and seconded by Chinnici to approve CLEDT Budget Fiscal Year 22-23 Amendment.

AYE: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

7. Consider, discuss and possibly vote to amend revise, approve or deny awarding Alley Paving - Phase II to H&G Paving Contractors, Inc. for \$723,090.50, or take any other appropriate action.

Exhibits:

On the second round of bid solicitation, we received two bids. Both bids are above the Engineers estimate of \$651,236.00, apparent low bid is from H&G Paving Contractors, Inc. for \$723,090.50 and the other bid was from SWH Construction, LLC for \$848,469.68. Freese and Nichols have reviewed the Bids for accuracy and compliance with the bid requirements. Based upon their review, they are recommending awarding the Alley Paving Phase III project to H&G Paving Contractors, Inc. for \$729,090.50.

MOTION: A motion was made by Mai and seconded by Brule' to award the Alley Paving Phase II project to H&G Paving Contractors, Inc. for \$729,090.50.

AYE: Joanne Chinnici
Kris Brule'
Chuck Mai
Clay Chapman

NAY: None

8. 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 conferred with Mr. Buckley regarding the agenda items and Has sent questions to OMG.

9. Recognize Citizens wishing to comment on non-Agenda Items

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 8:08 a.m., February 18, 2023.

Mayor

Attest:

Town Clerk

**Town of Carlton Landing
Alley Renovations
Phase II
2/14/2023**

Project Budget

H&G Paving

Title

	Contract Budget	Previously Invoiced	Current Period	Cost to Date	Balance to Finish	Projected Costs	Budget Variance
0000 Pre-Development Costs							
0001 Permits	500.00			0.00	500.00	500.00	0.00
0002 Blueprint Costs	300.00			0.00	300.00	300.00	0.00
0003 Civil Engineering	90,176.00	84,856.00		84,856.00	5,320.00	90,176.00	0.00
1000 Soft Costs							
1001 Surveying	5,000.00			0.00	5,000.00	5,000.00	0.00
1002 Portable Toilet	1,200.00			0.00	1,200.00	1,200.00	0.00
2000 Site Improvements - Rough							
2001 Unclassified Excavation	32,007.36			0.00	32,007.36	32,007.36	0.00
2002 Unclassified Borrow	13,398.88			0.00	13,398.88	13,398.88	0.00
Temporary Silt Dike	1,451.38			0.00	1,451.38	1,451.38	0.00
Solid Slab Sodding	21,393.40			0.00	21,393.40	21,393.40	0.00
6001 Subgrade, Method B	39,319.48			0.00	39,319.48	39,319.48	0.00
6002 Traffic Bound Surface Course Type E	27,426.91			0.00	27,426.91	27,426.91	0.00
6003 Tack Coat	5,642.63			0.00	5,642.63	5,642.63	0.00
Superpave, Type S3	183,773.12			0.00	183,773.12	183,773.12	0.00
Superpave, Type S4	130,720.20			0.00	130,720.20	130,720.20	0.00
P.C. Concrete Pavement (placement)	83,993.92			0.00	83,993.92	83,993.92	0.00
P.C Concrete Pavement	28,495.21			0.00	28,495.21	28,495.21	0.00
1000 5" Concrete Sidewalk	15,052.18			0.00	15,052.18	15,052.18	0.00
2000 6" Concrete Driveway	19,943.01			0.00	19,943.01	19,943.01	0.00
6000 Manholes Adjust to Grade	18,278.70			0.00	18,278.70	18,278.70	0.00
Water Valve Riser Adjust to Grade	2,306.46			0.00	2,306.46	2,306.46	0.00
12" HDPE Pipe	12,860.90			0.00	12,860.90	12,860.90	0.00
Standard Box Type Inlet Design 6	6,175.20			0.00	6,175.20	6,175.20	0.00
Removal of Concrete Driveway	23,503.05			0.00	23,503.05	23,503.05	0.00
Removal of Existing Pipe	3,417.00			0.00	3,417.00	3,417.00	0.00
(PL) Remove and Reset Existing Signs	568.12			0.00	568.12	568.12	0.00
7001 Traffic Stripe (paint)(4" wide)	2,670.00			0.00	2,670.00	2,670.00	0.00
Traffic Stripe (paint)(symbols)	3,834.84			0.00	3,834.84	3,834.84	0.00
Construction Traffic Control	6,380.00			0.00	6,380.00	6,380.00	0.00
SWPP Documentation and Management	3,550.75			0.00	3,550.75	3,550.75	0.00
Mobilization	36,927.80			0.00	36,927.80	36,927.80	0.00
Change Orders				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00

BUDGET SUMMARY

	Contract Budget	Previously Invoiced	Current Period	Cost to Date	Balance to Finish	Projected Costs	Budget Variance
Pre-Development Cost	90,976.00	84,856.00	0.00	84,856.00	6,120.00	90,976.00	0.00
Soft Costs	6,200.00	0.00	0.00	0.00	6,200.00	6,200.00	0.00
Site Improvements - Rough	723,090.50	0.00	0.00	0.00	723,090.50	723,090.50	0.00
Change Orders	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL:	729,290.50	0.00	0.00	0.00	729,290.50	729,290.50	0.00
Retainage							
SUBTOTAL:	729,290.50	0.00	0.00	0.00	729,290.50	729,290.50	0.00
Project Management	51,050.34	0.00	0.00	0.00	51,050.34	51,050.34	0.00
Project Management- Change Orders	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Project Cost	780,340.84	0.00	0.00	0.00	780,340.84	780,340.84	0.00

CLEDT
Bank Register
1/1/2023 to 1/31/2023

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	332,318.96
1/4/2023	R-00111	Pittsburg County Clerk			32,953.87	0.00	365,272.83
1/13/2023	EFT	Town of Carlton Landing			0.00	10,736.22	354,536.61
1/13/2023	EFT	Town of Carlton Landing			0.00	7,706.10	346,830.51
1/18/2023	R-00115	Pittsburg County Clerk			718,226.50	0.00	1,065,057.01
1/31/2023					0.00	2.00	1,065,055.01
1/31/2023	0149	BOK Financial			0.00	4,500.00	1,060,555.01
1040 BOK 3649 TIF Increment Totals					\$751,180.37	\$22,944.32	\$1,060,555.01
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	5,569.04
1/26/2023	0007	Freese and Nichols			0.00	366.75	5,202.29
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$366.75	\$5,202.29
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	32,732.30
1/20/2023	0036	Freese and Nichols			0.00	7,131.76	25,600.54
1/31/2023	R-00116	BOK Financial			107.71	0.00	25,708.25
1080 BOK 3045 Rev Bond 2020 Totals					\$107.71	\$7,131.76	\$25,708.25
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,185,632.13
1/26/2023	0005	Freese and Nichols			0.00	40,288.19	1,145,343.94
1/31/2023	R-00117	BOK Financial			3,439.34	0.00	1,148,783.28
1090 BOK 4044 Rev Bond 2021 Totals					\$3,439.34	\$40,288.19	\$1,148,783.28
1095 BOK 2039 Rev Bond 2022							
1/1/2023	R-00118	BOK Financial			1,330,000.00	0.00	1,330,000.00
1/31/2023	R-00119	BOK Financial			1,318.90	0.00	1,331,318.90
1095 BOK 2039 Rev Bond 2022 Totals					\$1,331,318.90	\$0.00	\$1,331,318.90
Report Totals					\$2,086,046.32	\$70,731.02	\$3,571,567.73
Records included in total = 17							

Report Options
Trans Date: 1/1/2023 to 1/31/2023
Fund: CLEDT
Display Notation: No

CLEDT
Income Statement
1/1/2023 to 1/31/2023

	Jan 2023
	Jan 2023
	Actual
Revenue	
Other Revenue	
Tax Increment from County	751,180.37
Revenue Bond (TIF)	1,330,000.00
Interest Income	4,865.95
Revenue	\$2,086,046.32
Gross Profit	\$2,086,046.32
Expenses	
Capital Outlay	
2019 Rev Bond- Comm Cntr	366.75
2021 Rev Bond- Stephens Road	7,131.76
2021 Rev Bond-Alley Imp Phase4	40,288.19
Debt Service	
2019 Revenue Bond	1,500.00
2020 Revenue Bond	1,500.00
2021 Revenue Bond	1,500.00
Interest Expense	2.00
Transfers Out	
Transfer OUT to General Fund	18,442.32
Expenses	\$70,731.02
Income (Loss) From Operations	\$2,015,315.30
Net Income (Loss)	\$2,015,315.30

Report Options
Period: 1/1/2023 to 1/31/2023
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)
1/1/2023 to 1/31/2023

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
1/13/2023	EFT	Town of Carlton Landing	10,736.22
1/13/2023	EFT	Town of Carlton Landing	7,706.10
1/31/2023			2.00
1/31/2023	0149	BOK Financial	4,500.00
1040 BOK 3649 TIF Increment Totals			\$22,944.32
1070 BOK - Rev Bond 2019			
1/26/2023	0007	Freese and Nichols	366.75
1070 BOK - Rev Bond 2019 Totals			\$366.75
1080 BOK 3045 Rev Bond 2020			
1/20/2023	0036	Freese and Nichols	7,131.76
1080 BOK 3045 Rev Bond 2020 Totals			\$7,131.76
1090 BOK 4044 Rev Bond 2021			
1/26/2023	0005	Freese and Nichols	40,288.19
1090 BOK 4044 Rev Bond 2021 Totals			\$40,288.19

Report Options
Check Date: 1/1/2023 to 1/31/2023
Display Notation: No
Fund: CLEDT

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022	
	Jan 2023	Jul 2022	Jul 2022	Jul 2022	Jun 2023	
	Jan 2023	Jan 2023	Jun 2023	Jun 2023	Percent of Budget	
	Actual	Actual		Variance		
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	751,180.37	768,060.37	800,000.00	31,939.63	96.0%
4350	Revenue Bond (TIF)	1,330,000.00	1,330,000.00	0.00	(1,330,000.00)	0.0%
4400	Interest Income	4,865.95	16,135.97	0.00	(16,135.97)	0.0%
Non-Departmental Revenues Totals		\$2,086,046.32	\$2,114,196.34	\$1,935,000.00	(\$179,196.34)	
Revenue		\$2,086,046.32	\$2,114,196.34	\$1,935,000.00	(\$179,196.34)	
Gross Profit		\$2,086,046.32	\$2,114,196.34	\$1,935,000.00	\$0.00	
Expenses						
General Government						
8102	2019 Revenue Bond	1,500.00	1,500.00	0.00	(1,500.00)	0.0%
8103	2020 Revenue Bond	1,500.00	1,500.00	0.00	(1,500.00)	0.0%
8104	2021 Revenue Bond	1,500.00	1,500.00	0.00	(1,500.00)	0.0%
8500	Interest Expense	2.00	132,330.28	0.00	(132,330.28)	0.0%
9500	Transfer OUT to General Fund	18,442.32	62,986.44	0.00	(62,986.44)	0.0%
General Government Totals		\$22,944.32	\$199,816.72	\$0.00	(\$199,816.72)	
TIF Projects						
7131	2019 Rev Bond- Comm Cntr	366.75	1,768.25	0.00	(1,768.25)	0.0%
7133	2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	0.0%
7150	2020 Bond - Pavilion	0.00	825.00	0.00	(825.00)	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	7,131.76	83,443.78	750,000.00	666,556.22	11.1%
7163	2021 Rev Bond-Alley Imp	40,288.19	40,288.19	225,000.00	184,711.81	17.9%
TIF Projects Totals		\$47,786.70	\$132,387.41	\$1,035,000.00	\$902,612.59	
Expenses		\$70,731.02	\$332,204.13	\$1,035,000.00	\$702,795.87	
Revenue Less Expenditures		\$2,015,315.30	\$1,781,992.21	\$900,000.00	\$0.00	
Net Change in Fund Balance		\$2,015,315.30	\$1,781,992.21	\$900,000.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	(1,057,329.25)	(824,006.16)	0.00	0.00	0.0%
	Net Change in Fund Balance	2,015,315.30	1,781,992.21	900,000.00	0.00	0.0%
	Ending Fund Balance	957,986.05	957,986.05	0.00	0.00	0.0%

Town Administrator's Report February 18, 2023

- Alley Phase II and Block 10 Parking Lot –Work with the Engineer and Mike Kerney on second round of bids. We received two bids, the low bid was \$723,090.50, second bid was \$848,464.68. The Engineer's estimate was \$651,236.00. TIF Funds were approved for approximately \$605,000.00 There are available TIF Funds to allocate to the Alley and Block 10 Parking lot project. There are two items on the agenda related to the Alley project.
- Community Center – The Community Center Task Force has informally met to review and discuss the proposed building schemes provided by the Architect. The members of the group worked up an alternative building layout. Once we have an updated sketch the Task Force will meet to discuss next steps.
- Stephens Road – I received an email from the Corp of Engineers Tulsa Office they have been reviewing the plans and asked about projected project cost. I responded that the estimated project is approximately \$1.2 Million. They indicated they should complete their review and anticipate we will get approval the week of February 20.
- TIF Committee – Based on the new process model approved by the TIF Committee, I developed a new project report worksheet which outlines current and project revenue, funded projects, approved but unfunded projects and proposed projects. The TIF Committee met on Thursday, February 16, 2023 to review the new report. Our next meeting is scheduled for March 9 to begin reviewing proposed projects and developing a recommendation for the Board.
- Marina Phase 2 expansion – I attended a meeting with Jim Boohaker, Bob Buckner, representative from Mecos Sullivan and the Corp of Engineers to discuss the concessionaires plans to add to more dock sections. Current Corp approval included the additional dock section, so no new permit request is necessary; however, in reviewing the plans it was identified the current dock construction deviated slight from the approved slips. The concessionaire is preparing a request for modification. The approved plans identified a long slip and it was constructed as two short slips.
- RWD #20 – Amanda and I have been working on cleaning up billing accounts and getting financial statements current. The Chairman, a Trustee, Plant operator and I had a meeting with DEQ to discuss current status of the consent order, system operations, Lagoon closure plan, the new equalization