

**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; April 15, 2023; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:07 a.m. with Mayor Chinnici presiding.

2. Roll Call

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

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust on March 18, 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: Mary Myrick
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 changes to the Community Center Project and location, partnership with Carlton Landing Academy, and provide direction to staff or take any other appropriate action.
Exhibit:

Vice Mayor, Mary Myrick presented the partnership between the town, the school and the developer. The Town, School and Developer discussed working together to partner on developing the Town Center, using the Nature Center site for community use facility, administrative offices, and school multi-use/cafeteria. The change in location of the Community Center from Water Street to the Nature Center site would address the parking concern. The Nature Center Facility would allow for a better partnership with Carlton Landing Academy on helping them meet their need for a commercial kitchen to feed the students.

The Nature Center Facility will be on Corp property and development of this area is part of the Master Lease Agreement with the Corp. In addition, these buildings will serve as the anchor for the Town Center. Another piece of the Town Center and across the Street for the Nature Center Facility is designated for commercial and retail buildings.

DISCUSSION: Dr. Cole Feix spoke about the tax credit availability for donations to the school. Grant praised the collaborative relationship, and Heather Scott requested an operational plan for TIF projects to include a person/entity to operate and maintain.

MOTION: A Motion was made by Chinnici and seconded by Myrick to recognize changes to the Community Center/ Nature Center Project and location, partnership with Carlton Landing Academy, and provide direction to staff.

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

NAY: None

7. Consider, discuss, and possibly vote to amend, revise, approve or deny recommendation of TIF Committee for project funding for Nature Center Facility Site Preparation and Engineering for \$200,000.00 or take any other appropriate action.
Exhibit:

The TIF Committee met April 7 to discuss projects, priorities, and funding. The proposed Budget Amendment is recommended by the TIF Committee to provide Funding to clear the Nature Center Site and Engineering. Clearing the Nature Center site supports developing the Nature Center for use and cooperation with the school, Town Administrative offices, and community use facility.

MOTION: A Motion was made by Mai and seconded by Brule' to approve recommendation of TIF Committee for project funding for Nature Center Facility Site Preparation and Engineering for \$200,000.00

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

NAY: None

8. Consider, discuss, and possibly vote to amend, revise, approve, or deny a Resolution concerning Extension Stephens Road Project, authorizing award of contracts, payments and the signature of all related documents or take any other appropriate action.

Exhibit:

With recent changes to the Competitive Bidding Act, Kay suggested we obtain an updated opinion from Center for Economic Development Law. They are the Law firm that drafted the original 2017 opinion letter regarding exemption to the Competitive Bidding Act. There is no fundamental change in the law which changed the Competitive Bidding Act exemption, but they did clarify the limitations for use of the exemption. The exemption is not a blanket exemption for all TIF projects if they fall within the qualifying dollar threshold. In addition, there needs to be an agreement with the Developer that outlines a financial benefit need for the project that supports the overall investment by the Developer within the TIF.

Jeff Sabin indicated an agreement was done for the Nature Center Playground. To not further delay Stephens Road by creating an Agreement and having it approved, Kay and Mr. Buckley discussed using a Resolution that pre-authorizes awarding a contract, making payments, signing necessary documents, etc. Another City Attorney had provided our town administrator examples of resolutions other Oklahoma cities have used on projects. In essence, making the process an administrative one provided everything falls within the approved project budget, thus allowing basic decisions to be made without having to wait for a Board or Council meeting.

We believe the use of the authorization model accomplishes our desire to keep projects moving forward while still complying with Statutory requirements. Bids and quotes are obtained within a reasonable time period and provided they meet the requirements and are within funding limits can be awarded. If a change in the project occurs a decision can be made at that time to keep the project moving and not having to wait until a Board or Council Meeting.

MOTION: A Motion was made by Mai and seconded by Brule' to approve Resolution #2023-04-01-T concerning Extension Stephens Road Project, authorizing award of contracts, payments and the signature of all related documents.

AYE: Mary Myrick
Joanne Chinnici
Kris Brule'
Chuck Mai

Clay Chapman

NAY: None

9. Consider, discuss, and possibly vote to amend revise, approve or deny CLEDT Budget Fiscal Year 22-23 Amendment #2, or take any other appropriate action.

Exhibit:

Purpose is to allocate funds for Nature Center Facility site prep and engineering.

MOTION: A Motion was made by Chinnici and seconded by Mai to approve CLEDT Budget Fiscal Year 22-23 Amendment #2.

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

NAY: None

10. Reports

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

Kay Wall reported meeting with Greg Buckley regarding the Resolution for Stephens Road project, and had a working lunch with Mayor Chinnici, Dr. Summers and Greg Buckley to discuss the Nature Center project. She also answered a number of questions regarding the election.

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

Dr. Cole Feix, Jim Boohaker, Heather Scott, Craig Ireland and Grant Humphreys commented on various agenda items

12. Comments and questions by Governing Body members regarding items for future consideration. None

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:46 a.m., April 15, 2023.

Mayor

Attest:

Town Clerk

DRAFT

CLEDT
Bank Register
3/1/2023 to 3/31/2023

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
CLEDT						
BOK - Rev Bond 2019						
			Beginning Balance			5,202.29
			BOK - Rev Bond 2019 Totals			\$5,202.29
BOK 2039 Rev Bond 2022						
			Beginning Balance			1,335,453.38
3/31/2023	R-00125		BOK Financial	4,053.08		1,339,506.46
			BOK 2039 Rev Bond 2022 Totals	\$4,053.08		\$1,339,506.46
BOK 3045 Rev Bond 2020						
			Beginning Balance			25,808.79
3/31/2023	R-00123		BOK Financial	78.33		25,887.12
			BOK 3045 Rev Bond 2020 Totals	\$78.33		\$25,887.12
BOK 3649 TIF Increment						
			Beginning Balance			1,047,778.00
3/27/2023	EFT		Town of Carlton Landing	13,598.89		1,034,179.11
3/29/2023	EFT		BOK Financial	1,500.00		1,032,679.11
3/31/2023				2.00		1,032,677.11
			BOK 3649 TIF Increment Totals	\$15,100.89		\$1,032,677.11
BOK 4044 Rev Bond 2021						
			Beginning Balance			1,152,475.55
3/31/2023	R-00124		BOK Financial	3,518.91		1,155,994.46
			BOK 4044 Rev Bond 2021 Totals	\$3,518.91		\$1,155,994.46
			CLEDT Totals	\$7,650.32	\$15,100.89	\$3,559,267.44
			Report Totals	\$7,650.32	\$15,100.89	\$3,559,267.44
			Records included in total = 11			

CLEDT
Income Statement
3/1/2023 to 3/31/2023

		Mar 2023
		Mar 2023
		Actual
Revenue		
Other Revenue		
Interest Income		7,650.32
	Revenue	\$7,650.32
	Gross Profit	\$7,650.32
Expenses		
Debt Service		
2018B Revenue Bond		1,500.00
Interest Expense		2.00
Transfers Out		
Transfer OUT to General Fund		13,598.89
	Expenses	\$15,100.89
	Income (Loss) From Operations	(\$7,450.57)
	Net Income (Loss)	(\$7,450.57)

Report Options
Period: 3/1/2023 to 3/31/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity

4/13/2023
12:24 PM

CLEDT
Payments Journal (Summary)
3/1/2023 to 3/31/2023

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
3/27/2023	EFT	Town of Carlton Landing	13,598.89
3/29/2023	EFT	BOK Financial	1,500.00
3/31/2023			2.00
1040 BOK 3649 TIF Increment Totals			\$15,100.89

Report Options

Check Date: 3/1/2023 to 3/31/2023

Display Notation: No

Fund: CLEDT

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period Mar 2023 Mar 2023 Actual	Year-To-Date Jul 2022 Mar 2023 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	0.00	768,060.37	800,000.00	31,939.63	96.0%
4350 Revenue Bond (TIF)	0.00	1,330,000.00	1,385,000.00	55,000.00	96.0%
4400 Interest Income	7,650.32	31,713.58	0.00	(31,713.58)	0.0%
Non-Departmental Revenues Totals	\$7,650.32	\$2,129,773.95	\$3,320,000.00	\$1,190,226.05	
Revenue	\$7,650.32	\$2,129,773.95	\$3,320,000.00	\$1,190,226.05	
Gross Profit	\$7,650.32	\$2,129,773.95	\$3,320,000.00	\$0.00	
Expenses					
General Government					
8100 2018 Revenue Bond	0.00	0.00	210,375.00	210,375.00	0.0%
8101 2018B Revenue Bond	1,500.00	1,500.00	119,100.00	117,600.00	1.3%
8102 2019 Revenue Bond	0.00	1,500.00	187,275.00	185,775.00	0.8%
8103 2020 Revenue Bond	0.00	1,500.00	84,450.00	82,950.00	1.8%
8104 2021 Revenue Bond	0.00	1,500.00	165,360.36	163,860.36	0.9%
8400 Bond Origination Fees	0.00	0.00	54,000.00	54,000.00	0.0%
8500 Interest Expense	2.00	132,334.28	0.00	(132,334.28)	0.0%
9500 Transfer OUT to General Fund	13,598.89	89,360.34	0.00	(89,360.34)	0.0%
General Government Totals	\$15,100.89	\$227,694.62	\$820,560.36	\$592,865.74	
TIF Projects					
7131 2019 Rev Bond- Comm Cntr	0.00	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	0.00	83,443.78	750,000.00	666,556.22	11.1%
7163 2021 Rev Bond-Alley Imp	0.00	40,288.19	781,000.00	740,711.81	5.2%
TIF Projects Totals	\$0.00	\$132,387.41	\$1,591,000.00	\$1,458,612.59	
Expenses	\$15,100.89	\$360,082.03	\$2,411,560.36	\$2,051,478.33	
Revenue Less Expenditures	(\$7,450.57)	\$1,769,691.92	\$908,439.64	\$0.00	
Net Change in Fund Balance	(\$7,450.57)	\$1,769,691.92	\$908,439.64	\$0.00	
Fund Balances					
Beginning Fund Balance	953,136.33	(824,006.16)	0.00	0.00	0.0%

TIF Committee Project Report

<u>Funding Availability</u>	Actual					Projected				
Rev Note Year	2019	2020	2021	2022	Total Available Funds	2023	2024	2025	2026	
Note Amount	\$ 33,835.23	\$ 37,657.44	\$ 1,196,232.77	\$ 1,331,318.90	\$ 2,599,044.34	\$ 663,530.00	\$ 1,489,241.00	\$ 1,141,532.00	\$ 1,206,544.00	

<u>Funded Projects</u>	<u>Date Funded</u>	<u>Approved Project Budget</u>	<u>Projected Completion Date</u>	Projected Funding Year
Nature Center Facilities (Concept / Com Outreach)		\$ 35,000.00		
Nature Center Facility (Site Prep/ Engineering)		\$ 200,000.00		
Stephens Road (Partial)		\$ 1,281,000.00		
Alley Improvement Phase 3		\$ 138,100.00		
Alley Improvement Phase 4		\$ 120,000.00		
Alley Improvement Redbud		\$ 120,000.00		
Block 10 Parking Lot/Area Paving		\$ 402,400.00		
Trail Development/Expansion		\$ 25,000.00		
Expand Nature Center Playground		\$ 10,000.00		
Total Funded Projects		\$ 2,331,500.00		
Unallocated Funds		\$ 267,544.34		

<u>Approved Projects</u>	<u>Date Approved</u>	<u>Proposed Project Budget</u>	<u>Projected Funding Year</u>
Marina Road - Dock Relo		\$ 1,252,169.00	
Nature Center Facility(Architect Plans, Land Prep)			
Nature Center Facility(Bld Construction)			
Nature Center Facility(FFE)			

Developer Reimburse (25% Rev Note)

<u>Proposed Projects</u>	<u>Date Submitted</u>	<u>Requested Project Budget</u>
Bathroom/Bathhouse, Util Ext.		\$ 75,000.00
Fire Station		
School Building (Multipurpose/Storm Shelter)		\$ 365,000.00
Marina Road - Phase 2 (NW Loop)		
Alley Paving Engineering		
Water Lane Paving		
Amphitheater - Clearing, grubbing,		\$ 60,000.00
Marina Phase 2 Clearing		
Marina Phase 2 Dock Expansion		145,456 - 196,416
Marina/Sports Complex Development		
South Ridgeline Parking Lot		\$ 328,000.00
Post Office (Lincoln Square)		\$ 175,000.00
Library (Lincoln Square)		\$ 175,000.00

**Carlton Landing Economic Development Trust
CARLTON LANDING, OKLAHOMA**

RESOLUTION No. _____

**A RESOLUTION CONCERNING THE EXTENSION OF STEPHENS ROAD
PROJECT, AUTHORIZING THE AWARD OF CONTRACTS,
AUTHORIZING PAYMENTS AND THE SIGNATURE OF ALL RELATED
DOCUMENTS**

WHEREAS the Board approved a project for the expansion of Stephens Road.

WHEREAS, the Carlton Landing Economic Development Trust will be able to accept bids for the project and will be able to expedite the project.

WHEREAS, a budget has been approved for the project and necessary expenses;

WHEREAS, authorizing payments pursuant to the contracts is necessary to construct this project;

WHEREAS, approval of the documents associated with this project are in the best interest of the citizens of the Carlton Landing Economic Development Trust;

THEREFORE, BE IT RESOLVED by the Board of the Carlton Landing Economic Development Trust as follows:

1. The Board Chairman and/or Town Administrator are authorized to enter into contracts for the purchase of equipment and construction of the project for all amounts necessary within the budgeted funds.
2. All payments required pursuant to the contracts are authorized.
3. The Board Chairman and/or Town Administrator are authorized to sign all documents necessary to proceed with the work in a timely manner and to issue a notice to proceed upon receipt of all necessary bonds.
4. Town staff is authorized to execute any change orders necessary to complete the project within the budgeted amount.

Town Administrator's Report April 15, 2023

- Alley Phase II and Block 10 Parking Lot –H&G has mobilized and started work on Block 10 Parking Lot. They are waiting for the delivery of underground drainage pipes to begin work on Water Lane. The Contractor has indicated they can maintain our current schedule. The initial tentative schedule is subject to change as we move through the project.

Alley Phase II and Block 10 Parking Lot Improvement Tentative

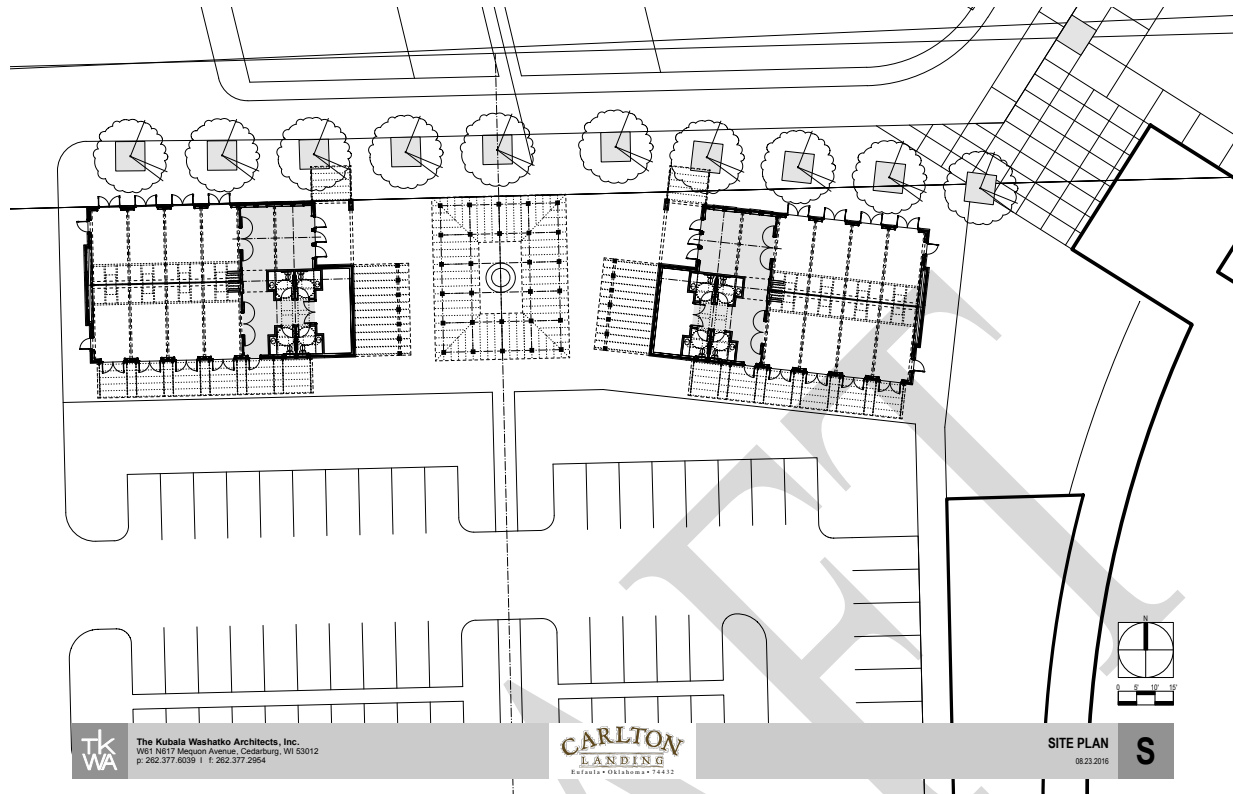
<u>Task</u>	<u>Projected Start</u>	<u>Projected Finish</u>
Mobilize	March 20, 2023	----
Parking Lot 10	March 20, 2023	April 21, 2023
Academy Lane	March 20, 2023	April 21, 2023
Park Lane - West	March 20, 2023	April 21, 2023
Park Lane -East and Part of		
Water Lane	March 27, 2023	April 28, 2023
Redbud Lane	April 3, 2023	May 5, 2023
Finalize	----	May 5, 2023

- Stephens Road – Freeze and Nichols is completing final documents and plans and we will start the bidding process April 17. Bid opening will be May 12, 2023 with projected start date end of May or first of June. Kay and I prepared a Resolution authorizing the Mayor or Town Administrator the ability to award, sign documents and make payments if within the project budget. If the Trustees approve it will speed-up the process and not have to wait until the May Trustee meeting to award the contract and get started.
- Short Term Rental Ordinance – Property Owners have started submitting their applications for Short Term Rental License. Amanda and I are working through the applications and answering questions.
- Corp Annual Inspection – The Corp completed their on-site annual inspection March 30. Stephen Covil joined me on the inspection of the Marina Docks. We did not get any immediate feedback and should be getting the inspection report in the near future. Thank you to Stephen for having the Marina Docks clear and fire extinguishers with updated inspection tags.
- RWD #20 – The ODEQ had requested a formal written request for partially lifting the new connection moratorium. We submitted the request and on April 11, 2023, we received informal notice they will

- be approving a partial lift of the new connection moratorium. DEQ will be sending us an amendment to the Consent Order that will outline the terms of the partial moratorium lift. If DEQ accepts our full request, it will basically cover all of Phase 6 and lots at the end of Lower Greenway.

Thank you.

DRAFT



Nature Center Draft Concept

