

**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 16, 2023; 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 November 18, 2023](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. Consider, discuss, and possibly vote to amend, revise, approve or deny removing Dr. Jan Summers as an authorized signatory and authorize Town Clerk Treasurer to be an authorized signatory on the Carlton Landing Economic Development Trust Bank Account(s), or take any other appropriate action.
7. Reports
 - a. Financial Reports [Statement of Revenue and Expenditures - CLEDT Nov 2023; Income Statement - CLEDT Nov 2023; Bank Register - CLEDT Nov 2023](#)
 - 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. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as “the High School Classroom”.

At 4:00 PM on the ___th day of December 2023, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Dr. 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, November 18, 2023; 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
Chuck Mai
Kris Brule'

ABSENT: Clay Chapman

Consent Items

3. Approval of Minutes:

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

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda.

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

NAY: None

6. Consider, discuss, and possibly vote to amend, revise, approve or deny authorizing Amanda Hajo, Administrative Clerk, and one Trustee to be signatories on the Economic

Development Trust Bank Account(s), or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Brule' to ADD Amanda Harjo and Chuck Mai to be signatories on the Economic Development Trust Bank Account(s).

AYE: Mary Myrick
Joanne Chinnici
Kris Brule'
Chuck Mai

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 wanted the trustees to be aware that the Pittsburg Co. has proposed a resolution regarding rural hotel/motel taxes, and assured the Board that the resolution will have no effect on Carlton Landing.

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

9. Adjournment

There being no further business, the meeting was adjourned at 8:11 a.m., November 18, 2023.

Mayor

Attest:

Town Clerk

CLEDT
Bank Register
10/1/2023 to 10/31/2023

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	507,389.97
10/30/2023	R-00150	Pittsburg County Clerk			5.00	0.00	507,394.97
10/31/2023					0.00	2.00	507,392.97
10/31/2023	0151	Town of Carlton Landing			0.00	13,971.34	493,421.63
		1040 BOK 3649 TIF Increment Totals			\$5.00	\$13,973.34	\$493,421.63
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	1,607.29
		1070 BOK - Rev Bond 2019 Totals			\$0.00	\$0.00	\$1,607.29
1071 BOK-Rev Bond 2019-Interest							
		Beginning Balance			0.00	0.00	1,627.86
		1071 BOK-Rev Bond 2019-Interest Totals			\$0.00	\$0.00	\$1,627.86
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	277,262.25
10/31/2023	R-00151	BOK Financial			0.69	0.00	277,262.94
		1080 BOK 3045 Rev Bond 2020 Totals			\$0.69	\$0.00	\$277,262.94
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	476,752.17
10/17/2023	0030	New Town Development			0.00	6,723.50	470,028.67
10/17/2023	0029	L & Z Enterprises Inc			0.00	96,050.00	373,978.67
10/26/2023	0031	Freese and Nichols			0.00	3,631.80	370,346.87
10/31/2023	R-00152	BOK Financial			2,804.84	0.00	373,151.71
		1090 BOK 4044 Rev Bond 2021 Totals			\$2,804.84	\$106,405.30	\$373,151.71
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)
1092 BOK Rev Bond Proceeds Acct 202							
		Beginning Balance			0.00	0.00	(4.21)
		1092 BOK Rev Bond Proceeds Acct 202 Totals			\$0.00	\$0.00	(\$4.21)

DRAFT

CLEDT
Income Statement
10/1/2023 to 10/31/2023

	Oct 2023
	Oct 2023
	Actual
Revenue	
Other Revenue	
Tax Increment from County	5.00
Interest Income	7,980.18
Revenue	\$7,985.18
Gross Profit	\$7,985.18
Expenses	
Capital Outlay	
2021 Rev Bond- Stephens Road	106,405.30
Debt Service	
Interest Expense	2.00
Transfers Out	
Transfer OUT to General Fund	13,971.34
Expenses	\$120,378.64
Income (Loss) From Operations	(\$112,393.46)
Net Income (Loss)	(\$112,393.46)

Report Options
Period: 10/1/2023 to 10/31/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2023	
	Oct 2023	Jul 2023	Jul 2023	Jun 2024	Jun 2024	
	Actual	Actual	Jun 2024	Variance	Percent of Budget	
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	1,716,000.00	1,716,000.00	0.0%
4050	Tax Increment from County	5.00	10,081.00	1,000,000.00	989,919.00	1.0%
4400	Interest Income	7,980.18	33,889.32	0.00	(33,889.32)	0.0%
Non-Departmental Revenues Totals		\$7,985.18	\$43,970.32	\$2,716,000.00	\$2,672,029.68	
Revenue		\$7,985.18	\$43,970.32	\$2,716,000.00	\$2,672,029.68	
Gross Profit		\$7,985.18	\$43,970.32	\$2,716,000.00	\$0.00	
Expenses						
General Government						
8100	2018 Revenue Bond	0.00	0.00	211,750.00	211,750.00	0.0%
8101	2018B Revenue Bond	0.00	0.00	119,500.00	119,500.00	0.0%
8102	2019 Revenue Bond	0.00	0.00	185,375.00	185,375.00	0.0%
8103	2020 Revenue Bond	0.00	0.00	79,700.00	79,700.00	0.0%
8104	2021 Revenue Bond	0.00	0.00	145,175.00	145,175.00	0.0%
8105	2022 Revenue Bond	0.00	0.00	183,888.00	183,888.00	0.0%
8500	Interest Expense	2.00	8.00	0.00	(8.00)	0.0%
9500	Transfer OUT to General Fund	13,971.34	59,227.08	120,146.00	60,918.92	49.3%
General Government Totals		\$13,973.34	\$59,235.08	\$1,045,534.00	\$986,298.92	
TIF Projects						
7131	2019 Rev Bond- Comm Cntr	0.00	12,232.32	0.00	(12,232.32)	0.0%
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	304,799.06	0.00	(304,799.06)	0.0%
7160	2021 Rev Bond-Nature Center	0.00	6,100.00	200,000.00	193,900.00	3.1%
7161	2021 Rev Bond- Stephens Road	106,405.30	131,539.01	1,400,000.00	1,268,460.99	9.4%
7163	2021 Rev Bond-Alley Imp	0.00	20,447.10	0.00	(20,447.10)	0.0%
TIF Projects Totals		\$106,405.30	\$475,117.49	\$1,625,000.00	\$1,149,882.51	
Expenses		\$120,378.64	\$534,352.57	\$2,670,534.00	\$2,136,181.43	
Revenue Less Expenditures		(\$112,393.46)	(\$490,382.25)	\$45,466.00	\$0.00	
Net Change in Fund Balance		(\$112,393.46)	(\$490,382.25)	\$45,466.00	\$0.00	
Fund Balances						
	Beginning Fund Balance	(1,090,897.40)	(712,908.61)	0.00	0.00	0.0%
	Net Change in Fund Balance	(112,393.46)	(490,382.25)	45,466.00	0.00	0.0%
	Ending Fund Balance	(1,203,290.86)	(1,203,290.86)	0.00	0.00	0.0%

11/14/2023
10:43 AM

CLEDT
Payments Journal (Summary)
10/1/2023 to 10/31/2023

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
10/31/2023			2.00
10/31/2023	0151	Town of Carlton Landing	13,971.34
1040 BOK 3649 TIF Increment Totals			\$13,973.34
1090 BOK 4044 Rev Bond 2021			
10/17/2023	0030	New Town Development	6,723.50
10/17/2023	0029	L & Z Enterprises Inc	96,050.00
10/26/2023	0031	Freese and Nichols	3,631.80
1090 BOK 4044 Rev Bond 2021 Totals			\$106,405.30

Report Options
Check Date: 10/1/2023 to 10/31/2023
Display Notation: No
Fund: CLEDT

DRAFT

Town Administrator's Report November 18, 2023

- Alley Phase II and Block 10 Parking Lot – We are working through final payment request. We have received calls from some of the subcontractors stating they have not been paid. H&G has requested a change order for additional asphalt but has been unable to support or prove the plans and specifications are wrong. Kay and I have been discussing the best approach regarding non-payment to subcontractors. One next step is to provide notice to the Bonding Company of the Payment Bond. We are still holding the retainage.
- Stephens Road Extension – The contractor has mobilized and is making good progress on the road. They have run into some shale rock in one area. They are still on pace to complete on time.
- Adopt a Bench – The plaques for the benches have been submitted. Last update benches should arrive in early January. The Bench subcommittee of the Planning Commission has met and updated the proposed bench locations. The Planning Commission will review and if they approve, planned bench locations will go to design review, and once approved by design review the plan will come to the Town Board for review and approval. Design review has already approved the bench itself, they will just be looking at the locations.
- Nature Center Facilities – Attended a meeting with the Corp and we discussed the request submitted for the additional clearing and trail extension. They said the trail portion was OK, but they are not going to approve the additional clearing at this time. They said once we receive the denial for this request, we can resubmit with just the trail extension and that would be approved. Project Management Agreement details were finalized and has been signed.
- Trail Expansion – Same as the Nature Center Facility, Corp denying the clearing of trees, but trail is fine. After I get the formal denial from the Corp will resubmit just the trails.
- 2024 Meeting Dates – The McAlester newspaper crossed the information related to the Town Board meeting and the RWD. They have corrected and republished the Notices. The Town Board and CLEDT meeting notices have been filed with the County.
- Employee Handbook and Policies – Ann Elfrink, auditor, suggested the Town approve a formal travel policy. We have been following the travel and training provision in the Town Administrator Agreement, which Ann said was OK, but would be better if the Town had a Policy. While we are developing the new policy I thought it would be good to include some other Employee Policies that should be in place and formalized. I plan to have the Employee Handbook on the December Agenda.

DRAFT

CLEDT
Payments Journal (Summary)
11/1/2023 to 11/30/2023

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
11/30/2023			2.00
11/30/2023	EFT	Town of Carlton Landing	15,151.15
11/30/2023	EFT	BOK Financial	46,937.71
11/30/2023	EFT	BOK Financial	32,576.53
11/30/2023	EFT	BOK Financial	14,844.56
11/30/2023	EFT	BOK Financial	30,172.86
11/30/2023	EFT	BOK Financial	19,256.40
11/30/2023	EFT	BOK Financial	25,865.43
1040 BOK 3649 TIF Increment Totals			\$184,806.64
1090 BOK 4044 Rev Bond 2021			
11/3/2023	0034	New Town Development	1,600.00
11/3/2023	0033	New Town Development	7,750.53
11/3/2023	0032	Glover & Associates Inc	105,185.77
11/20/2023	0035	Freese and Nichols	2,020.88
11/29/2023	0037	New Town Development	11,646.24
11/29/2023	0036	Glover & Associates Inc	158,056.07
1090 BOK 4044 Rev Bond 2021 Totals			\$286,259.49

Report Options

Check Date: 11/1/2023 to 11/30/2023

Display Notation: No

Fund: CLEDT

Statement of Revenue and Expenditures

		Current Period Nov 2023 Nov 2023 Actual	Year-To-Date Jul 2023 Nov 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
Other Revenue						
4400	Interest Income	7,480.85	41,370.17	0.00	(41,370.17)	0.00%
4050	Tax Increment from County	0.00	10,081.00	0.00	(10,081.00)	0.00%
Total Other Revenue		\$7,480.85	\$51,451.17	\$0.00	(\$51,451.17)	
Non-Departmental Revenues Totals		\$7,480.85	\$51,451.17	\$0.00	(\$51,451.17)	
Revenue		\$7,480.85	\$51,451.17	\$0.00	(\$51,451.17)	
Gross Profit		\$7,480.85	\$51,451.17	\$0.00	\$0.00	
Expenses						
General Government						
Debt Service						
8500	Interest Expense	169,655.49	169,663.49	0.00	(169,663.49)	0.00%
Total Debt Service		\$169,655.49	\$169,663.49	\$0.00	(\$169,663.49)	
Transfers Out						
9500	Transfer OUT to General Fund	15,151.15	74,378.23	0.00	(74,378.23)	0.00%
Total Transfers Out		\$15,151.15	\$74,378.23	\$0.00	(\$74,378.23)	
General Government Totals		\$184,806.64	\$244,041.72	\$0.00	(\$244,041.72)	
TIF Projects						
Capital Outlay						
7131	2019 Rev Bond- Comm Cntr	0.00	12,232.32	0.00	(12,232.32)	0.00%
7153	2020 Rev Bond- Alley Improv	0.00	304,799.06	0.00	(304,799.06)	0.00%
7161	2021 Rev Bond- Stephens Road	284,659.49	416,198.50	0.00	(416,198.50)	0.00%
7163	2021 Rev Bond-Alley Imp Phase4	0.00	20,447.10	0.00	(20,447.10)	0.00%
7160	2021 Rev Bond-Nature Center	1,600.00	7,700.00	0.00	(7,700.00)	0.00%
Total Capital Outlay		\$286,259.49	\$761,376.98	\$0.00	(\$761,376.98)	
TIF Projects Totals		\$286,259.49	\$761,376.98	\$0.00	(\$761,376.98)	
Expenses		\$471,066.13	\$1,005,418.70	\$0.00	(\$1,005,418.70)	
Revenue Less Expenditures		(\$463,585.28)	(\$953,967.53)	\$0.00	\$0.00	
Net Change in Fund Balance		(\$463,585.28)	(\$953,967.53)	\$0.00	\$0.00	
Fund Balances						
Beginning Fund Balance		(1,203,290.86)	(712,908.61)	0.00	0.00	0.00%
Net Change in Fund Balance		(463,585.28)	(953,967.53)	0.00	0.00	0.00%
Ending Fund Balance		(1,666,876.14)	(1,666,876.14)	0.00	0.00	0.00%

CLEDT
Income Statement
11/1/2023 to 11/30/2023

Nov 2023
Nov 2023
Actual

Revenue

Other Revenue

Interest Income	7,480.85
Revenue	\$7,480.85
Gross Profit	\$7,480.85

Expenses

Capital Outlay

2021 Rev Bond-Nature Center	1,600.00
2021 Rev Bond- Stephens Road	284,659.49

Debt Service

Interest Expense	169,655.49
------------------	------------

Transfers Out

Transfer OUT to General Fund	15,151.15
------------------------------	-----------

Expenses	\$471,066.13
Income (Loss) From Operations	(\$463,585.28)
Net Income (Loss)	(\$463,585.28)

Report Options

Period: 11/1/2023 to 11/30/2023
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity

CLEDT
Bank Register
11/1/2023 to 11/30/2023

Transaction Date	Transaction Number	Transaction Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	493,421.63
11/30/2023					0.00	2.00	493,419.63
11/30/2023	EFT	Town of Carlton Landing			0.00	15,151.15	478,268.48
11/30/2023	EFT	BOK Financial			0.00	46,937.71	431,330.77
11/30/2023	EFT	BOK Financial			0.00	32,576.53	398,754.24
11/30/2023	EFT	BOK Financial			0.00	14,844.56	383,909.68
11/30/2023	EFT	BOK Financial			0.00	30,172.86	353,736.82
11/30/2023	EFT	BOK Financial			0.00	19,256.40	334,480.42
11/30/2023	EFT	BOK Financial			0.00	25,865.43	308,614.99
1040 BOK 3649 TIF Increment Totals					\$0.00	\$184,806.64	\$308,614.99
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	1,607.29
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$0.00	\$1,607.29
1071 BOK-Rev Bond 2019-Interest							
		Beginning Balance			0.00	0.00	1,627.86
1071 BOK-Rev Bond 2019-Interest Totals					\$0.00	\$0.00	\$1,627.86
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	277,262.94
11/30/2023	R-00154	BOK Financial			0.72	0.00	277,263.66
1080 BOK 3045 Rev Bond 2020 Totals					\$0.72	\$0.00	\$277,263.66
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	373,151.71
11/3/2023	0034	New Town Development			0.00	1,600.00	371,551.71
11/3/2023	0033	New Town Development			0.00	7,750.53	363,801.18
11/3/2023	0032	Glover & Associates Inc			0.00	105,185.77	258,615.41
11/20/2023	0035	Freese and Nichols			0.00	2,020.88	256,594.53
11/29/2023	0037	New Town Development			0.00	11,646.24	244,948.29
11/29/2023	0036	Glover & Associates Inc			0.00	158,056.07	86,892.22
11/30/2023	R-00155	BOK Financial			2,111.98	0.00	89,004.20
1090 BOK 4044 Rev Bond 2021 Totals					\$2,111.98	\$286,259.49	\$89,004.20

CLEDT
Bank Register
11/1/2023 to 11/30/2023

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
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)
1092 BOK Rev Bond Proceeds Acct 202							
		Beginning Balance			0.00	0.00	(4.21)
		1092 BOK Rev Bond Proceeds Acct 202 Totals			\$0.00	\$0.00	(\$4.21)
1095 BOK 2039 Rev Bond 2022							
		Beginning Balance			0.00	0.00	1,234,874.85
11/30/2023	R-00156	BOK Financial			5,368.15	0.00	1,240,243.00
		1095 BOK 2039 Rev Bond 2022 Totals			\$5,368.15	\$0.00	\$1,240,243.00
		Report Totals			\$7,480.85	\$471,066.13	\$1,691,381.54
		Records included in total = 25					

Report Options

Trans Date: 11/1/2023 to 11/30/2023

Fund: CLEDT

Display Notation: No