

**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; September 21, 2019; 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: A roll call reflected that Trustees Chinnici, Myrick, Brule, Mai, Chapman, Clerk-Treasurer, Summers, Town Financial Manager, Norman, town attorney, Kay Wall and Town Administrator, Greg Buckley were present.

ABSENT: None

Consent Items

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust of 08.17.19
- b. Special Meeting of the CL Economic Development Trust of 08.17.19

MOTION: A motion was made by Mai and seconded by Chapman to approve the consent agenda as presented, with the removal of items 4 & 5 so they could be discussed.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Acknowledge payment of Claims and Purchase Orders as described. Trustees discussed payment of claims and agreed we want to understand our debt. We need debt oversight before we pay.

MOTION: A motion was made by Mai and seconded by Chinnici to approve the payment of HP09 TIF Invoices.

AYE: Chinnici, Myrick, Brule, Mai, Chapman
NAY: None

5. Discuss, consider, and approve a request from Grant Humphreys of Carlton Landing Enterprises, LLC to terminate the construction management contract between the Town of Carlton Landing (project costs to be paid with TIF funds) and Carlton Landing Enterprises, LLC for the purpose of Alley Paving and Drainage Improvements, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Myrick to terminate the construction management contract between the Town of Carlton Landing and Carlton Landing Enterprises, LLC for the purpose of Alley Paving and Drainage Improvements.

AYE: Chinnici, Myrick, Brule, Mai, Chapman
NAY: None

6. Items Removed from Consent Agenda. (Items 4 & 5 were removed for further discussion,
7. Discuss, consider, and approve authorizing Town Administrator authority to negotiate and enter into an agreement with the Home Owners Association of the Town of Carlton Landing to allow the Carlton Landing Economic Development Trust access and permission to make improvements for paving and drainage on Firefly Lane, Block 13 and 15, and Boulevard Lane, Blocks 10 and 11, to be paid totally or partially with TIF funds, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chapman to approve authorizing Town Administrator authority to negotiate and enter into an agreement with the Home Owners Association of the Town of Carlton Landing to allow the Carlton Landing Economic Development Trust access and permission to make improvements on the aforementioned lanes.

AYE: Chinnici, Myrick, Brule, Mai, Chapman
NAY: None

8. Discuss consider, and approve a contract between the Carlton Landing Economic Development Trust and New Town Development, LLC (Mike Kerney) to provide general project management and oversight related to improvements on the Firefly Lane, Block 13 and 15, and Boulevard Lane, Block 10 and 11, including paving and drainage improvements, or take any other appropriate action.

MOTION: A motion was made by Chinnici and seconded by Mai

to approve a contract between the Carlton Landing Economic Development Trust and New Town Development, LLC (Mike Kerney) to provide general project management and oversight related to improvements on the Firefly Lane and Boulevard Lane.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

9.. Reports

a. Financial Reports

Renee Norman reported the CLEDT Financials, outstanding invoices, HP09 TIF Invoices and old Infrastructure Solutions Invoices (see attached).

b. Town Administrator Report

Greg Buckley reported we've received one engineering estimate for our Firefly and Boulevard lane improvements and he will pursue full estimates.

c. Legal Reports, Comments, and Recommendations to the Governing Body. None

10. 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.

Renee Norman reported her additional hours spent on TOCL work and requested an increase in contract payment.

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

12. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:51a.m , September 21, 2019.

Mayor

Attest:

Town Clerk

DRAFT

**Carlton Landing EDT, Series 2018 Closing
 Balance Sheet
 As of September 17, 2019**

	Sep 17, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - 3649 - TIF Increment Acct	575,104.55
BOK - 6147 - Rev Bond 2018	534,302.75
BOK - 4042 - Rev Bond 2018B	500,261.04
Total Checking/Savings	1,609,668.34
Total Current Assets	1,609,668.34
Fixed Assets	
Projects - 2018 Revenue Bond	
School Support - Rev Bond 2018	459,796.00
Infra Reimb - Rev Bond 2018	337,614.00
Dev Reimb - Rev Bond 2018	36,238.00
Marina Center - Clearing	68,963.71
Marina Center - Fencing	10,400.00
Nature Center - Playground	61,027.59
Total Projects - 2018 Revenue Bond	974,041.30
Projects Not in Bond	
Nature Trails	83,375.99
Block 10 Parking	35,380.67
Total Projects Not in Bond	118,756.66
Projects - 2018B Revenue Bond	
Infra Reimb - Rev Bond 2018B	206,000.00
Dev Reimb - Rev Bond 2018B	144,241.14
Total Projects - 2018B Revenue Bond	350,241.14
Total Fixed Assets	1,443,039.10
TOTAL ASSETS	3,052,707.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rev Bonds Sold - Offering 2018	1,570,000.00
Rev Bonds Sold - Offering 2018B	905,000.00
Reimbursements Due	
To Cnty Proceeds from Rev Bond	-7,487.71
To Town of Carlton Landing	12,200.00
Total Reimbursements Due	4,712.29
Total Other Current Liabilities	2,479,712.29
Total Current Liabilities	2,479,712.29
Total Liabilities	2,479,712.29
Equity	
Retained Earnings	351,076.47
Opening Balance Equity	215,687.68
Net Income	6,231.00
Total Equity	572,995.15
TOTAL LIABILITIES & EQUITY	3,052,707.44

4:15 PM
09/17/19
Accrual Basis

Carlton Landing EDT, Series 2018 Closing
Balance Sheet Budget vs. Actual
As of September 14, 2019

	Sep 14, 19	Budget	\$ Over Budget
ASSETS			
Current Assets			
Checking/Savings			
BOK - 3649 - TIF Increment Acct	575,104.55		
BOK - 6147 - Rev Bond 2018	534,302.75		
BOK - 4042 - Rev Bond 2018B	500,261.04		
Total Checking/Savings	<u>1,609,668.34</u>		
Total Current Assets	1,609,668.34	0.00	1,609,668.34
Fixed Assets			
Projects - 2018 Revenue Bond			
School Support - Rev Bond 2018	459,798.00	280,000.00	179,798.00
Infra Reimb - Rev Bond 2018	337,614.00	320,000.00	17,614.00
County Support - Rev Bond 2018B	0.00	17,400.00	-17,400.00
Dev Reimb - Rev Bond 2018	36,238.00	125,000.00	-88,762.00
Ally Beautification	0.00	176,700.00	-176,700.00
Marina Center - Clearing	68,963.71	40,300.00	28,663.71
Marina Center - Fencing	10,400.00	15,000.00	-4,600.00
Marina Center - Courtesy Dock	0.00	28,000.00	-28,000.00
Marina Center - Road Access	0.00	81,300.00	-81,300.00
Nature Center - Playground	61,027.59	60,000.00	1,027.59
Town Hall - Lincoln Park	0.00	160,300.00	-160,300.00
Project Soft Costs	0.00	136,000.00	-136,000.00
Contingency	0.00	160,000.00	-160,000.00
Total Projects - 2018 Revenue Bond	<u>974,041.30</u>	<u>1,600,000.00</u>	<u>-625,958.70</u>
Projects Not in Bond			
Nature Trails	83,375.99		83,375.99
Block 10 Parking	35,380.67		35,380.67
Total Projects Not in Bond	<u>118,756.66</u>		<u>118,756.66</u>
Projects - 2018B Revenue Bond			
School Support - Rev Bond 2018B	0.00	123,600.00	-123,600.00
Infra Reimb - Rev Bond 2018B	206,000.00	206,000.00	0.00
County Support - Rev Bond 2018B	0.00	9,000.00	-9,000.00
Dev Reimb - Rev Bond 2018B	144,241.14	128,800.00	15,441.14
Nature Center - Soft Costs	0.00	69,000.00	-69,000.00
TIF Project Contingency		103,000.00	
Town Green - Public Amenity	0.00	29,400.00	-29,400.00
Town Hall - Phase 1 Funding	0.00	281,200.00	-281,200.00
Total Projects - 2018B Revenue Bond	<u>350,241.14</u>	<u>950,000.00</u>	<u>-599,758.86</u>
Total Fixed Assets	<u>1,443,039.10</u>	<u>2,550,000.00</u>	<u>-1,106,960.90</u>
TOTAL ASSETS	<u><u>3,052,707.44</u></u>	<u><u>2,550,000.00</u></u>	<u><u>502,707.44</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			

4:15 PM
 09/17/19
 Accrual Basis

Carlton Landing EDT, Series 2018 Closing
Balance Sheet Budget vs. Actual
 As of September 14, 2019

	Sep 14, 19	Budget	\$ Over Budget
Accounts Payable	0.00		
Total Accounts Payable	0.00		
Other Current Liabilities			
Rev Bonds Sold - Offering 2018	1,570,000.00		
Rev Bonds Sold - Offering 2018B	905,000.00		
Reimbursements Due			
To Cnty Proceeds from Rev Bond	-7,487.71		
To Town of Carlton Landing	12,200.00		
Total Reimbursements Due	4,712.29		
Total Other Current Liabilities	2,479,712.29		
Total Current Liabilities	2,479,712.29	0.00	2,479,712.29
Total Liabilities	2,479,712.29	0.00	2,479,712.29
Equity			
Retained Earnings	351,076.47		
Opening Balance Equity	215,687.68		
Net Income	6,231.00	0.00	6,231.00
Total Equity	572,995.15	0.00	572,995.15
TOTAL LIABILITIES & EQUITY	3,052,707.44	0.00	3,052,707.44

Humphreys Partners 2009, LLC
 29 Water Street
 Carlton Landing, OK 74432

Invoice

Date	Invoice #
8/22/2019	HP334

Bill To
Town of Carlton Landing 29 Water Street Carlton Landing, OK 74432

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Developer Reimbursement Revenue Bond 2018A	88,762.00	88,762.00
		Total	\$88,762.00

Humphreys Partners 2009, LLC

29 Water Street
 Carlton Landing, OK 74432

Invoice

Date	Invoice #
8/23/2019	HP335

Bill To
Town of Carlton Landing 29 Water Street Carlton Landing, OK 74432

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Developer Reimbursement Revenue Bond 2018B -2	206,000.00	206,000.00
	School Support Revenue Bond 2018B -1	123,600.00	123,600.00
	Developer Reimbursement Revenue Bond 2018B -4	128,000.00	128,000.00
	TIF - Soft Costs Revenue Bond 2018B <i>Nature Center 2018B-5</i>	69,000.00	69,000.00
		Total	\$526,600.00



INVOICE SUBMITTED TO:

October 31, 2018

Carlton Landing Economic Development Trust
29 Water Street
Eufaula, OK 74432

Invoice # CNL-18-04-03

In Reference To: Carlton Landing: Marina Site Layout and Drainage Plans

CIVIL ENGINEERING – Hourly, See Attached	
TOTAL SERVICES BILLED TO DATE	\$12,310.00
LESS PREVIOUSLY INVOICED	- <u>\$ 3,950.00</u>
TOTAL DUE THIS INVOICE	<u>\$ 8,360.00</u>

All invoices are payable within 15 days of receipt. Please send payments to

Infrastructure Solutions Group, LLC
719 S. George Nigh Expressway
McAlester, OK 74501



INVOICE SUBMITTED TO:

November 30, 2018

Carlton Landing Economic Trust Development
29 Water Street
Eufaula, OK 74432

Invoice # CNL-18-04-04

In Reference To: Carlton Landing: Marina Site Layout and Drainage Plans

CIVIL ENGINEERING – Hourly, See Attached	
TOTAL SERVICES BILLED TO DATE	\$16,022.50
LESS PREVIOUSLY INVOICED	- <u>\$12,310.00</u>
TOTAL DUE THIS INVOICE	<u>\$ 3,712.50</u>

All invoices are payable within 15 days of receipt. Please send payments to

Infrastructure Solutions Group, LLC
719 S. George Nigh Expressway
McAlester, OK 74501



INVOICE SUBMITTED TO:

December 31, 2018

Carlton Landing Economic Trust Development
29 Water Street
Eufaula, OK 74432

Invoice # CNL-18-04-05

In Reference To: Carlton Landing: Marina Site Layout and Drainage Plans

CIVIL ENGINEERING – Hourly, See Attached	
TOTAL SERVICES BILLED TO DATE	\$19,135.00
LESS PREVIOUSLY INVOICED	- <u>\$16,022.50</u>
TOTAL DUE THIS INVOICE	<u>\$ 3,112.50</u>

All invoices are payable within 15 days of receipt. Please send payments to

Infrastructure Solutions Group, LLC
719 S. George Nigh Expressway
McAlester, OK 74501

Humphreys Partners 2009, LLC

29 Water Street
Carlton Landing, OK 74432

Invoice

Date	Invoice #
8/23/2019	HP335

Bill To
Town of Carlton Landing 29 Water Street Carlton Landing, OK 74432

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Infrastructure Reimbursement - 2018B - 4	206,000.00	206,000.00
	Developer Reimbursement from TIF - 2018B - 4 (TIF Formation Costs)	144,241.14	144,241.14
		Total	\$350,241.14



Board of Trustees Meeting Public Comment Sign In Sheet

The Board of Trustees and the CLEDT Board are meetings of the boards. The public is invited and comments are encouraged and appreciated. In order to speak, citizens must have signed the **Public Comment** sign in sheet prior to the meeting. According to the Open Meetings Act, trustees will not be able to engage in dialogue with the audience or take action. The Board may choose to agenda an item for a future meeting. Any discussion on agenda items will be between members of the Board unless the Board has invited participation by others.

Complete the following information and submit to the Town Clerk prior to the meeting. When your name is called, proceed to state your name and limit your comments to 3 minutes.

PLEASE PRINT LEGIBLY

Name Renee Norman Phone 918-617-0068

1. Public comments sign in sheet must be completed before speaking.
2. Public comment limited to **three minutes** per speaker.
3. No speaker may convey or donate his or her time to another speaker.
4. Comments shall be courteous and respectful at all times.
5. No person may use public comment for the purpose of campaign or advertisement.
6. This is not a question and answer time and Board of Trustees cannot engage in conversation with the public.
7. Questions and concerns about operations should be addressed with Trustees throughout the month.
8. The presiding officer has the responsibility for enforcing these rules and may change the order of speakers so that testimony is heard in the most logical groupings.

I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue:

Duties of Finance Officer

IN LIEU OF SPEAKING I request the Town Clerk to include my written comments into the public record.

Signature Required E. Renee Norman Date 9/21/19

By signing, I acknowledge public comment period rules.