

**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, January 18, 2020: 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: A roll call reflected that Trustees Chinnici, Myrick, Mai, Brule, Chapman, Clerk-Treasurer, Summers, Town Attorney, Kay Wall and Town Administrator, Greg Buckley were present.

ABSENT: Renee Norman, Chief Financial Officer

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust of November 16, 2019
- b. Regular Meeting of the CL Economic Development Trust of December 21, 2019 - Canceled

MOTION was made by Mai and seconded by Chapman to approve the consent items as presented.

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda.

6. Consider, discuss and approve a Joint Project Agreement by and between Carlton Landing Economic Development Trust and the Carlton Landing Association Inc. for improvements to Firefly Lane (Block 13 and 15), Boulevard Lane (Block 11), Park Lane (Block 10,) and Water Lane (Block 10 and 11) in the Town of Carlton Landing, Pittsburg County, Oklahoma, or take any other appropriate action.

The Carlton Landing Economic Development Trust allocated funds for alley beautification/improvements as part of the 2018 TIF Revenue Bond. The Carlton Landing Association owns the roads and alleys within the Town of Carlton Landing, excluding the entrance road. The Agreement outlines the roles of each party, as well as, give permission to the Economic Development Trust to make improvements to Association property. The property and maintenance responsibilities remain with the Association prior to, during and after any improvements. The alley/street improvements include engineering, construction to an impervious surface and drainage. The improvements will need to work around the preexisting conditions of properties adjacent to the alleys/streets and may not fully address all drainage issues.

**MOTION: A motion was made by Mai and approved by Brule to approve the Joint Project Agreement by and between Carlton Landing Economic Development Trust and the Carlton Landing Association Inc. for improvements to Firefly Lane (Block 13 and 15), Boulevard Lane (Block 11), Park Lane (Block 10,) and Water Lane (Block 10 and 11) in the Town of Carlton Landing, Pittsburg County, Oklahoma.**

7. Consider convening into executive session, pursuant to 25 O.S. Section 307 B.3 for the purpose of purchasing real property for the benefit of the Town from the Developer.

MOTION: A motion was made by Chapman and seconded by Brule to enter into executive session.

AYE: All  
NAY: None

MOTION: A motion was made by Mai and seconded by Chapman to exit executive session.

AYE: ALL  
NAY None

8. Discuss and take possible action in open meeting, on executive session item 7, if necessary.

MOTION: After discussion in executive session, a motion was made by Myrick and seconded by Chinnici to have the town administrator continue negotiations with the developer for purchase of the schools that is consistent with the long term resources of the town.

AYE: All  
NAY: None

9. Reports  
a. Financial Reports  
b. Town Administrator Report

Town Administrator's Report – January 18, 2020

- Use Tax – went into effect January 1, 2020. We really won't start to see impact until March Tax Report. If you make an online purchase, please check to see if it has Town sales tax. If you find it doesn't please let me know so I can follow-up with the State
- Trustee Workshop/Retreat February 1, 2020, 8::30 – 1:00
- Ridgeline Road Extension – Working on updated Quote from Engineer
- Alley Improvements – Engineering Plans were due this week.
- Renee and I met with BOK representatives on banking options, setup online access.
- Met with OML Director Mike Fina – Legislation, training for small cities.

- Audit is under way – Crawford finishing up year-end information and sending to Elfrink.
- Corp Annual Report - Worked on Year-End Report and updating Development Plan
- Municipal Software – Selected CSA Software Solution – Center Point Fund Accounting for Town software system. We are targeting to be switched and live March 2020.
- 2019 TIF Revenue Note – Closed January 27, 2019. Final available proceeds after issuance cost is \$1,409,0000. I had projected about \$1,389,000.

c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall reported she had visited with the town administrator and the mayor and clerk during the week in preparation for this meeting.

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.

None

11. Comments and questions by Governing Body members regarding items for future consideration.

Trustee Myrick acknowledged that all members of the board are supportive of the school and need an agreement that reflects the best interests of both.

12. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:38 a.m., January 18, 2019

\_\_\_\_\_  
 Mayor

Attest:

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 Town Clerk