

**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; March 21, 2020; 8:00 a.m.

This meeting shall include teleconference/videoconference participation.
Members attending remotely (videoconference/teleconference) shall be:

Mary Myrick (teleconference)
Chuck Mai (teleconference)
Clay Chapman (teleconference)

Members attending physically shall be:

Joanne Chinnici
Kris Brule

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 of February 15, 2020](#)
4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda.
6. Reports
 - a. [Financial Reports](#)
[ProfitandLoss 3 18 2020](#)
 - b. Town Administrator Report
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
7. 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.

8. Comments and questions by Governing Body members regarding items for future consideration.
9. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10B Boulevard, Carlton Landing, Oklahoma, also known as “Academy Cafeteria” at _____ M on the ___th day of March 2020, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

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; February 15, 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, Renee Norman, Chief Financial Officer, 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 January 18, 2020

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

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda.

6. Reports

- a. Financial Reports

CL Economic Development Trust

BALANCE SHEET

As of February 12, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BOK - 3649 - TIF Increment Acct	584,774.87
BOK - 4042 - Rev Bond 2018B	124,499.48
BOK - 6147 - Rev Bond 2018	430,972.03
BOK - Rev Bond 2019	504,564.00
Total Bank Accounts	\$1,644,810.38
Total Current Assets	\$1,644,810.38
Fixed Assets	
Projects - 2018 Revenue Bond	
Dev Reimb - Rev Bond 2018	36,238.00
Infra Reimb - Rev Bond 2018	337,614.00
Marina - Courtesy Dock	28,000.00
Marina Center - Clearing	67,345.71
Marina Center - Fencing	10,400.00
Nature Center - Playground	69,470.59
Post Office	13,519.02
School Support - Rev Bond 2018	459,798.00
Water Street ROW	78,000.00
Total Projects - 2018 Revenue Bond	1,100,385.32
Projects - 2018B Revenue Bond	
Dev Reimb - Rev Bond 2018B	144,241.14
Future Courtesy Dock	111,419.09
Infra Reimb - Rev Bond 2018B	206,000.00
Nature Center - Soft Costs	80,233.20
Town Green - Public Amenity	131,622.00
Town Square	30,621.00
Water Street ROW	30,640.00
Total Projects - 2018B Revenue Bond	734,776.43
Projects - 2019 Revenue Bond	
Dev Infrastructure - Phase 5	706,829.00
Park Street Lake Approach	161,469.00
Water Street ROW Improvements	36,138.00
Total Projects - 2019 Revenue Bond	904,436.00
Projects Not in Bond	
Block 10 Parking	35,380.67
Nature Trails	83,375.99
Total Projects Not in Bond	118,756.66
Total Fixed Assets	\$2,858,354.41
TOTAL ASSETS	\$4,503,164.79
LIABILITIES AND EQUITY	

Accrual Basis Wednesday, February 12, 2020 12:27 PM GMT-06:00

1/2

b. Town Administrator Report

Town Administrator's Report – February 15, 2020

- Trustee Workshop/Retreat February 1, 2020
- Alley Improvements – Engineering Plans were received, Mike and I reviewed and sent comments to Engineer, revised plans should be returned by end of next.
- Corp Annual Report - Worked on Year-End Report and updating Development Plan. Met with the Corp on Thursday, February 12 to review Development Plan, waiving construction restriction and they performed the annual inspection.
- Visited with Jim Hasenbeck on Plan Review process of Planning Commission and Phase 6 plans.
- Met with Grant – We have set-up an ongoing meeting time every two weeks to review projects and have general communication. Current project discussion – Entrance Road deed of property, School property, Extend Ridgeline Road, Marina relocation, Stephens Road.
- Nature Center Facility – Have had communication with TKWA, original Architects on proposal for revising building plans and preparing construction ready plans, have had discussion with Mike Kerney on alternate plans that had been developed, reviewed new process for using construction management or design build option under new Statute, went into effect January 1, 2020.
- Working with County on setting up draw account for Entrance Road project.

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

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None

8. Comments and questions by Governing Body members regarding items for future consideration. None
9. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:04 a.m., February 15, 2019

Mayor

Attest:

Town Clerk

Draft

CL Economic Development Trust

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CL Economic Development Trust

BALANCE SHEET

As of March 18, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Reimbursements Due	
To Town of Carlton Landing	60,015.93
Total Reimbursements Due	60,015.93
Rev Bonds Sold - Offering 2018	1,450,001.04
Rev Bonds Sold - Offering 2018B	890,000.00
Rev Bonds Sold - Offering 2019	1,455,000.00
Total Other Current Liabilities	\$3,855,016.97
Total Current Liabilities	\$3,855,016.97
Total Liabilities	\$3,855,016.97
Equity	
Retained Earnings	486,075.43
Net Income	162,072.39
Total Equity	\$648,147.82
TOTAL LIABILITIES AND EQUITY	\$4,503,164.79

CL Economic Development Trust

PROFIT AND LOSS

July 1, 2019 - March 18, 2020

	TOTAL
Income	
Investment Income	24,962.03
Tax Increment from County	300,381.24
Total Income	\$325,343.27
GROSS PROFIT	\$325,343.27
Expenses	
Bond Origination Fees	47,500.00
Interest Expense	67,259.53
Office/General Administrative Expenses	47,815.93
Permits	695.42
Total Expenses	\$163,270.88
NET OPERATING INCOME	\$162,072.39
NET INCOME	\$162,072.39