

**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; May 16, 2020; 8:00 a.m.

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

Mary Myrick (video/teleconference)  
Clay Chapman (video/teleconference)  
Chuck Mai (video/teleconference)  
Kris Brule (video/teleconference)  
Joanne Chinnici (video/teleconference)  
Members attending physically shall be:

Members of the Public who would like to participate via video/teleconference:

Join Zoom Meeting

<https://voiply.zoom.us/j/7712678360>

**Password - Carlton**

or

1 346-248-7799 or 1 669-900-6833

Meeting ID#: 771 267 8360#

There is no Participant ID so just hit #

To sign up to speak on an agenda item or “Citizens wishing to comment,” or ask questions about the meeting, email City Clerk at [jansummers@me.com](mailto:jansummers@me.com) or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and agenda item or topic to discuss.

Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak.

Citizens will be limited to three (3) minutes to speak.

You may also use the “Raise Hand” feature during the item you wish to comment on.

**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 April 18, 2020](#)

4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda.
6. Reports
  - a. Financial Reports
  - 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, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board may email City Clerk at jansummers@me.com or call (918)707-5005 at least thirty (30) minutes prior to beginning of the meeting. Request to speak shall include speakers name, address, phone number and topic to discuss. Participants who wish to speak will be placed on mute until the Mayor recognizes the caller to speak. You may also use the "Raise Hand" feature and speak when recognized by the Mayor. Citizens will be limited to three (3) minutes to speak.
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 May 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

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Clay Chapman (video/teleconference)  
Chuck Mai (video/teleconference)  
Kris Brule (video/teleconference)  
Joanne Chinnici (video/teleconference)  
Members attending physically shall be:  
Greg Buckley, Town Administrator

**MINUTES**

1. Call to Order

The meeting was called to order at 8:00 a.m. with Mayor Chinnici presiding.

2. Roll Call

Mary Myrick (teleconference)  
Chuck Mai (teleconference)  
Kris Brule (teleconference)  
Clay Chapman (teleconference)  
Joanne Chinnici (teleconference)  
Jan Summers (teleconference)  
Renee Norman (teleconference)  
Kay Wall (teleconference)  
Greg Buckley, present

ABSENT: None

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust of March 21, 2020

MOTION: A motion was made by Chapman and seconded by Brule to accept the consent agenda 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 (See attached)
  - b. Town Administrator Report (See attached)
  - c. Legal Reports, Comments, and Recommendations to the Governing Body.  
None
7. Recognize Citizens wishing to comment on non-Agenda Items.  
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 8:02 a.m., April 18, 2020

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Town Clerk

# CL Economic Development Trust

## BALANCE SHEET

As of April 13, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BOK - 3649 - TIF Increment Acct	756,982.16
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	\$1,817,017.67
Total Current Assets	\$1,817,017.67
Fixed Assets	
Projects - 2018 Revenue Bond	
Alley Beautification Projects	447.71
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	1,100,833.03
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

# CL Economic Development Trust

## PROFIT AND LOSS

July 1, 2019 - April 13, 2020

	TOTAL
Income	
Investment Income	24,962.03
Tax Increment from County	473,036.24
Total Income	\$497,998.27
GROSS PROFIT	\$497,998.27
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	\$334,727.39
NET INCOME	\$334,727.39

Town Administrator's Report – April 18, 2020

- Alley Improvements – Bids were due April 13, but we received no Bids. We had two contractors attend the pre-bid conference for the walk through. We have re-bid the project and one of the contractors indicated he is planning to bid but could not get everything together by bid time. We will be reaching out to see if we can get better exposure and hopefully more interested contractors.
- Entrance Road – The County is planning on starting the week of April 20 for demo. The plan is for them to grind up the bad sections, let the road set for 30-45 days to address soft spots and then come in to address drainage and asphalt. We have put out Notice and will continue to keep residents apprised. Thank you Chuck for assistance on Notices.
- Project Signs – I am working with Grant on getting project signs up for the Marina and Nature Center Facility. Grant will also be putting up a few other project signs for Developer projects. I am hoping we can have the signs up within the next few weeks, before season starts.
- New Software System – New software system has been set-up and being implemented. Renee and I have begun training and have some more training to complete as we learn the new system. We should be transitioning to new system over the next couple weeks.
- Budget FY 20-21 – I am beginning to work on next year's budget. Will see how it goes with learning the new software system. One primary issue facing many Cities and Towns throughout the State is impact COVID on economy. Many Cities are starting to project a 20% to 35% reduction in revenue next year. While we are limited on number of businesses, those businesses should be less impacted once full summer season kicks in. Our big impact will be whether people will take summer vacations, which will impact rentals.