

**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; August 15, 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#

Participant ID #: 236541

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 July 18, 2020](#)

4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda.
6. Consider, discuss and provide direction to Staff on Economic Development Trust engaging an Engineering Firm on a Contractual Basis verse per project, or take any other appropriate action.
7. Consider, discuss and provide direction to Staff on Post Office Building/Facility and continuing to purchase mailboxes, or take any other appropriate action
8. Reports
  - a. Financial Reports
  - b. Town Administrator Report
  - c. Legal Reports, Comments, and Recommendations to the Governing Body
9. 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.
10. Comments and questions by Governing Body members regarding items for future consideration.
11. 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 August 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; July 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

Mary Myrick (video/teleconference)  
Chuck Mai (video/teleconference)  
Kris Brule (video/teleconference)  
Joanne Chinnici (video/teleconference)

Absent: Clay Chapman

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Economic Development Trust of June 20, 2020

MOTION: A Motion was made by Mai and seconded by Chinnici to accept the consent agenda as presented.

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

4. Acknowledge receipt of Claims and Purchase Orders Report

5. Items Removed from Consent Agenda.

6. Consider, discuss and approve awarding Alley Improvement Project Phase 1A to the lowest and best proposal, SHW Construction, Goldsby, OK for \$138,225.36, removing 2" Type B Asphalt Paving from proposal, or take any other appropriate action.

After several attempts to obtain bids and visit with contractors for submitting a proposal, we received a proposal for all phases of the Alley Improvement project. The total construction cost for the Alley Improvement project is estimated at \$570,113.34. There will be no additional engineering costs and the projected project management costs will be \$39,908.00. The 2008 TIF Note provided \$180,000 for Alley Improvements. SWH Construction, Goldsby OK worked with us on overall phasing and of

the Phase 1 project to get the scope to be within the Town's available funds. The proposal for Phase 1 A is \$172,625.36, however; by removing the last 2" asphalt overlay we can reduce the cost by \$34,400.00. This puts the Phase 1A project award at \$138,225.36. The project budget outlines the other costs associated with the project which includes engineering, surveying, permits, management fee and contingency.

MOTION: A Motion was made by Chinnici and seconded by Mai to award the Alley Improvement Project to SWH Construction, Goldsby OK.

AYE: Chinnici, Myrick, Brule, Mai

NAY: None

7. Reports

- a. Financial Reports (See attached)
- b. Town Administrator Report (See in Board of Trustees Minutes)
- c. Legal Reports, Comments, and Recommendations to the Governing Body. None

8. Recognize Citizens wishing to comment on non-Agenda Items.

None

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

None

10. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:11 a.m., July 18, 2020

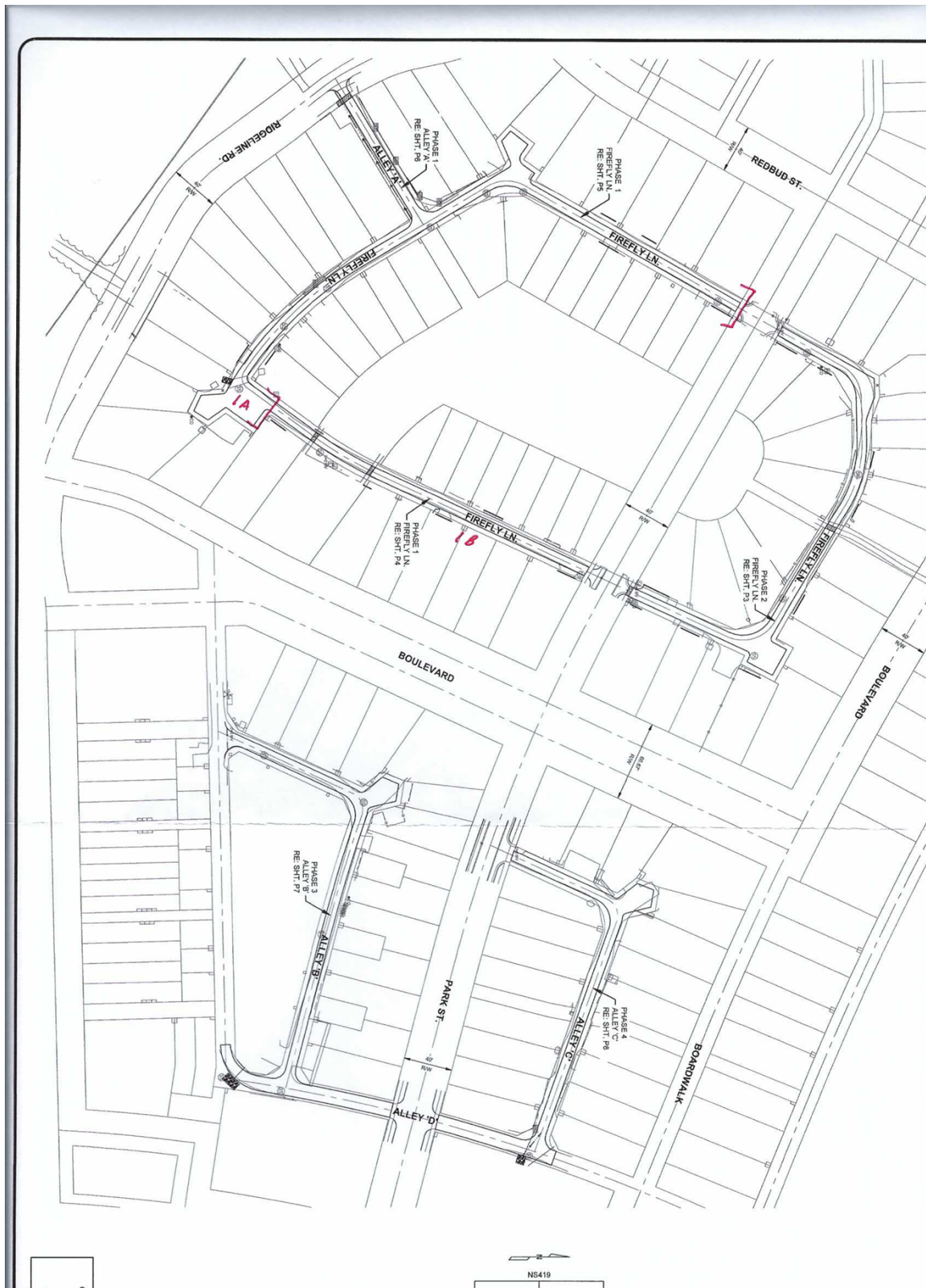
\_\_\_\_\_  
Mayor

Attest:

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

Town of Carlton Landing  
Alley Renovations  
Phase I  
7/10/2020

Title		Contract Budget	Previously Invoiced	Current Period	Cost to Date	Balance to Finish	Projected Costs	Budget Variance
1000	Soft Costs							
1001	Permits	607.71				607.71	607.71	0.00
1002	Blueprint Costs	142.62				142.62	142.62	0.00
1003	Soils Engineering					0.00	0.00	0.00
1004	Civil Engineering	13,000.00				13,000.00	13,000.00	0.00
1005	Surveying	3,200.00				3,200.00	3,200.00	0.00
1006	Portable Toilet					0.00	0.00	0.00
2000	Site Improvements - Rough							
2001	Alley Improvements	138,225.36				138,225.36	138,225.36	0.00
2002						0.00	0.00	0.00
Change Orders								
6001						0.00	0.00	0.00
6002						0.00	0.00	0.00
BUDGET SUMMARY		Contract Budget	Previously Invoiced	Current Period	Cost to Date	Balance to Finish	Projected Costs	Budget Variance
1000	Soft Costs	16,950.33	0.00	0.00	0.00	16,950.33	16,950.33	0.00
2000	Site Improvements - Rough	138,225.36	0.00	0.00	0.00	138,225.36	138,225.36	0.00
6000	Change Orders	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	SUBTOTAL:	155,175.69	0.00	0.00	0.00	155,175.69	155,175.69	0.00
	Contingency	10%	15,517.57	0.00	0.00	15,517.57	15,517.57	0.00
	SUBTOTAL:	170,693.26	0.00	0.00	0.00	170,693.26	170,693.26	0.00
7001	Project Management	7%	11,948.53	0.00	0.00	11,948.53	11,948.53	0.00
	Original Contract Amount	182,641.79	0.00	0.00	0.00	182,641.79	182,641.79	0.00
							180,000.00	
							-2,641.79	



Item No. \_\_\_\_\_

Date: August 15, 2020

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss, and provide direction to Staff on Economic Development Trust engaging an Engineering Firm on a Contractual Basis verse per project, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The Economic Development Trust is beginning to initiate and fund projects on it own without the assistance of the Developer for advancement of funding and project management. While the CLEDT and Developer have worked together in partnership to achieve some community projects, the Town has relied on the Engineering services also used by the Developer. Using the same Engineering firm has its advantages and helps with project coordination. The Developer has used a couple different firms for different projects.

Over the past year, the CLEDT and Town have needed Engineering services and defaulted to getting quotes/bids from the two primary Engineering firms that have worked with the Developer and on other Town projects. CLEDT and Town will continue to need Engineering services for Town projects. Is now the time to look for a Engineering Services Agreement which places an Engineering firm on Contract for engineering services vs seeking quotes and bids for each project that requires or needs engineering services? The concept would be similar to what the Town did for Project Planning and Management Services with New Town Development.

The process would be to send out a Request for Qualifications and then develop an Agreement with costs/pricing with the selected firm.

**FUNDING:** None

**EXHIBITS:** None

**RECOMMENDED ACTION:** Direction to Staff.

Item No. \_\_\_\_\_

Date: August 15, 2020

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss, and provide direction to Staff on Post Office Building/Facility and continuing to purchase mailboxes, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The Town in October 2019 entered into a Funding Eligibility Agreement (FEA) with Humphreys Partners 2009, LLC related to Post Office. The FEA was to reimburse the Developer for sitework and mailboxes related to a Post Office. The Post Office FEA was paid with funds from 2018 TIF Revenue Note, which listed Post Office as a project. The Developer submitted a request for payment in fall of 2020, and the Board approved payment of the request at the October 2020 Trust meeting. The Post Office was listed as a Public Amenity, with these initial mailboxes starting the process of acquiring mailboxes for use until such time as a building is needed and or can be built. A Post Office is shown on the Master Development Plan.

At the July 2020 Board of Trustees meeting the Trustees approved entering into a Permission of Use Agreement with Mr. and Mrs. Fuller (The Meeting House) for a mailbox station on a portion of their property. The purpose of the Agreement was to protect both parties for the mailboxes to be located on the Fuller's property.

The existing bank of mailboxes is full. There are several current residents requesting and in need of a designated mailbox. This year has seen several lots sold and new homes being built. The Developer is getting ready to begin Phase 6, which will provide new lots for houses and a continued demand for mailboxes.

During the July discussion related to the Permission of Use Agreement, there was discussion on whether the Town should be responsible for the purchase and installation of additional mailboxes. The Board asked me to follow-up with the Developer on his thoughts related to who should be purchasing mailboxes. In my conversation with the Developer he indicated he felt the mailboxes were a part of the Post Office and a Public Amenity which is covered by TIF. Adding mailboxes today and expanding the number of mailboxes will spread out the cost of the Post Office as the mailboxes can be relocated to the Post Office Building/Facility once it has been built. Given the previous actions regarding the Post Office FEA and payment of mailboxes, staff is requesting guidance and clarification from the Board.

**FUNDING:** 2018 TIF

**EXHIBITS:** None

**RECOMMENDED ACTION:** Direction to Staff.

8/12/2020  
12:55 PM

**CLEDT**  
**Bank Register**  
**7/1/2020 to 7/31/2020**

Page 1 of 1

Trans. Date	Trans. Number	Dep #	Name / Description	Receipts & Credits	Checks & Payments	Balance
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**CLEDT**

**BOK - Rev Bond 2019**

Beginning Balance		497,159.99
<b>BOK - Rev Bond 2019 Totals</b>		<b>\$497,159.99</b>

**BOK 3649 TIF Increment**

Beginning Balance		383,352.84
<b>BOK 3649 TIF Increment Totals</b>		<b>\$383,352.84</b>

**BOK 4042 - Rev Bond 2018B**

	Beginning Balance		124,770.98	
7/23/2020	EFT	Humphreys Partners 2009	123,600.00	1,170.98
	<b>BOK 4042 - Rev Bond 2018B Totals</b>		<b>\$123,600.00</b>	<b>\$1,170.98</b>

**BOK 6147 - Rev Bond 2018**

	Beginning Balance		417,305.84
	<b>BOK 6147 - Rev Bond 2018 Totals</b>		<b>\$417,305.84</b>
	<b>CLEDT Totals</b>	<b>\$123,600.00</b>	<b>\$1,298,989.65</b>
	<b>Report Totals</b>	<b>\$123,600.00</b>	<b>\$1,298,989.65</b>
	Records included in total = 5		