

**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; October 17, 2020; 8:00 a.m.

MINUTES

1. Call to Order

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

2. Roll Call

Present:

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 September 19, 2020

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A Motion was made by Mai and seconded by Brule to accept the Consent Agenda as presented.

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

5. Consider, discuss and approve Carlton Landing Economic Development Trust meeting schedule for the year 2021 and set the meeting start time at 8:00 a.m., or take any other appropriate action.
Exhibit: Notice of Meeting Schedule

The meeting schedule maintains the Carlton Landing Economic Development Trust meeting on the third Saturday of each month with a starting time of 8:00 a.m. Location of the meeting will be: 10B Boulevard, Carlton Landing, OK 74432, Carlton Landing Academy – Cafeteria. 2021 Meeting dates are:

January 16
February 20
March 20

July 17
August 21
September 18

April 17
May 15
June 19

October 16
November 20
December 18

MOTION: A motion was made by Mai and seconded by Brule to approve Carlton Landing Economic Development Trust meeting schedule for the year 2021, and set the meeting start time at 8:00 a.m..

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

6. Items Removed from Consent Agenda.
7. Consider, discuss and award Pavilion proposal to Kerney Homes with final design and construction contract to be approved after approval of Design Review and setting a total construction project cost not to exceed \$500,000.00, or take any other appropriate action.
Exhibit: Pavilion Proposal

The Town had sent out Request for Qualifications and Proposals (RFQ/P) for a Community Pavilion with proposals due by October 2, 2020. Approximately eight companies were sent the RFQ/P and only received one proposal from Kerney Homes. The requirements for the Pavilion called for an open-air structure to be 35 feet by 70 feet with a floor to ceiling height of 17.5 feet. Potential contractors were provided the opportunity to submit one to three designs. Specific construction plans were not required. The intent was to allow potential contractors the ability to conceptualize designs that the Town could then evaluate and select based on style, character, and architectural fit.

Kerney Homes provided one design for consideration. The design generally meets the desired elements of an open wood structure with electric, ceiling fans, water bibs and water fountain, and safety requirements. The proposed design was preliminarily reviewed with the Design Review Committee. As conceptualized the Pavilion plan has a cost of \$488,645.46.

If the Pavilion proposal is accepted and award to Kerney Homes, final design/construction plans will need to be prepared and approved by the Design Review Committee. In addition, once final construction plans are prepared a formal contract will be developed to include the final, not to exceed, cost and brought back to the Trustees for approval.

MOTION: A motion was made by Chinnici and seconded by Mai to award Pavilion proposal to Kerney Homes with final design and construction contract to be approved after approval of Design Review and setting a total construction project cost not to exceed \$500,000.00.

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

8. Consider, discuss and accept TIF Committee Recommendation for possible 2020 TIF Revenue Note with proposed projects and appropriating 2018, 2018B and 2019 unallocated TIF fund balances to proposed projects, or take any other appropriate

action.

Exhibit: TIF Recommendation, Project Worksheet

The TIF Committee met on October 9, 2020 to discuss recommending a 2020 TIF Revenue Note. Part of the meeting included review existing TIF Notes, previously identified projects and additional projects. The Committee recognized two current projects from previous Revenue Notes were still a high priority for the community – Alley Beautification and Pavilion. The Pavilion was a reallocated project from the Nature Center Facility by the Trustees. Another top priority project is the Community Center. The Committee also prioritized the project list to establish a funding priority related to availability of funding. The number one priority should be funded first with the lowest priority only spending funds if funds are available and higher priorities have been funded.

In addition, the TIF Committee recommends pursuing issuing a 2020 TIF Revenue Note. It has been estimated the issuance of a TIF Revenue Note will generate approximately \$585,120.00, after issuance cost for allocation toward projects. Utilizing the unallocated funds from 2018, 2018B and 2019 Revenue Notes along with the anticipated revenue for a 2020 Revenue Note will provided approximately \$1,151,653.00 for the identified projects. The proposed recommendation recognizes the top priorities for the Town and residents of the community and provides a small future project plan budget, which can be used to help with preliminary engineering and or plans for a new project.

DISCUSSION: Trustee Myrick suggested that since the developer gave the town the land for the community center, it would be prudent for him to be involved in the creation of the building. Relative to the marina project, Trustee Myrick wanted to make sure the store for the marina not be on Corp land so the town could realize sales tax income. Trustee Mai wanted to include the Stephens Road expansion.

Greg Buckley shared the TIF Committee prioritization of projects:

1. Ally way paving
2. Pavilion
3. Community Center
4. Ridgeline walking path
5. Campsites
6. Parking Lot renovation
7. Future projects
8. Playground expansion

MOTION: A motion was made by Mai and seconded by Chinnici to accept the TIF committee recommendation for possible 2020 TIF revenue note with proposed projects and appropriating 2018, 2018B and 2019 unallocated TIF fund balances to proposed projects.

AYE: Myrick, Mai, Brule, Chinnici

NAY: None

9. Consider, discuss and approve accepting a transfer of the Property Lease Agreement and all associated Amendments between Humphreys Partners 2009, LLC and Carlton Landing Academy, Inc. to Carlton Landing Economic Development Trust, or take any other appropriate action.
Exhibit: Property Lease Agreement

The Economic Development Trust has purchased the School property from Humphreys Partners 2009, LLC, part of the Agreement for the Sale of the property was for Humphreys Partners to update or amend the Lease Agreement. The updated or amendment was to incorporate language which provided Carlton Landing Academy, Inc. would be responsible for day-to day maintenance and upkeep of the structures under the lease.

MOTION: A motion was made by Chinnici and seconded by Mai to accept a transfer of the Property Lease Agreement and all associated Amendments between Humphreys Partners 2009, LLC and Carlton Landing Academy, Inc. to Carlton Landing Economic Development Trust, pending approval by the school board.

AYE: Myrick, Mai, Brule, Chinnici

NAY: None

10. Reports

- a. Financial Reports (See Attached)
- b. Town Administrator Report (See Attached)
- c. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall, Town Attorney recognized the Town Administrator for providing information in a timely manner and for maintaining good communication.

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

Heather Scott praised the Town Administrator for doing an outstanding job, and asked what will be necessary to respond to the April election.

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

None

13. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:43 a.m., October 17, 2020

Mayor

Attest:

Town Clerk

**NOTICE OF MEETING SCHEDULE
CARLTON LANDING ECONOMIC DEVELOPMENT TRUST
for 2021**

On October 17, 2020, the Carlton Landing Economic Development Trustees set the following dates for their regularly scheduled monthly meeting. The time of the meeting is set at 8:00 am. The location of the regular scheduled meeting is:

10B Boulevard, Carlton Landing, OK 74432
Carlton Landing Academy - Cafeteria

Regular Meeting Dates:

January 16
February 20
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July 17
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2020/21 TIF Revenue Note - TIF COMMITTEE RECOMMENDATION

TIF Balances (8-30-20)			<u>Commitments</u>	<u>Mail Boxes</u>		<u>Pavilion</u>	<u>Ally Phase 1A</u>	<u>Avail. Balance</u>
2018	\$	497,159.99		\$ 9,103.80		\$ 160,000.00	\$ 180,000.00	\$ 148,056.19
2018B	\$	1,170.98						\$ 1,170.98
2019	\$	417,305.84						\$ 417,305.84
Proposed TIF				<u>Issuance Cost</u>				
2020	\$	636,000.00		\$ 50,880.00				\$ 585,120.00
Total Avail Funds								\$ 1,151,653.01

Projects	<u>Projected Budget</u>	<u>Previous TIF</u>	<u>2020 TIF</u>	<u>Approved</u>	<u>Priority</u>	<u>2021 TIF</u>	<u>2022 TIF</u>	<u>Total</u>
			\$ 1,151,653.01	\$ 1,151,653.01		\$ 1,263,982.27	\$ 1,341,561.06	\$ 3,757,196.34
Pavilion	\$ 500,000.00	\$ 160,000.00	\$ 340,000.00	\$ 340,000.00	2			\$ 500,000.00
Community Center	\$ 900,000.00		\$ 400,000.00	\$ 350,000.00	3	\$ 550,000.00		\$ 900,000.00
Marina	\$ 950,000.00					\$ 250,000.00	\$ 250,000.00	\$ 500,000.00
Stephens Road	\$ 756,000.00					\$ 275,000.00	\$ 481,000.00	\$ 756,000.00
Alley Improvement Phase 1A/B,2	\$ 213,000.00		\$ 213,000.00	\$ 213,000.00	1			\$ 213,000.00
Alley Improvement Phase 3	\$ 138,029.39					\$ 138,100.00		\$ 138,100.00
Alley Improvement Phase 4	\$ 111,225.26						\$ 111,500.00	\$ 111,500.00
Ridgeline Road Path/Trail	\$ 125,000.00		\$ 125,000.00	\$ 125,000.00	4			\$ 125,000.00
Parking Lot 10 - Trees	\$ 10,000.00		\$ 10,000.00	\$ 20,000.00	6			\$ 20,000.00
Camping Sites - Business Incentive				\$ 75,000.00	5			\$ 75,000.00
Expand Nature Center Playground	\$ 10,000.00		\$ 10,000.00	\$ 10,000.00	8			\$ 10,000.00
Trail Development/Expansion	\$ 25,000.00		\$ 25,000.00					\$ -
Future Project Plan/Costs				\$ 18,653.01	7			\$ 18,653.01
Developer Reimbursement	\$ 1,000,000.00					\$ 200,000.00	\$ 300,000.00	\$ 500,000.00
Total	\$ 4,738,254.65		\$ 1,123,000.00	\$ 1,151,653.01		\$ 1,413,100.00	\$ 1,142,500.00	\$ 3,707,253.01
Unallocate/Contingency			\$ 28,653.01	\$ -		\$ (149,117.73)	\$ 199,061.06	\$ 49,943.33

Statement of Revenue and Expenditures

Acct	Current	Year-To-Date	Annual Budget	Annual Budget	Jul 2020	
	Period	Jul 2020	Jul 2020	Jul 2020	Jun 2021	
	Sep 2020	Sep 2020	Jul 2020	Jun 2021	Percent of	
	Actual	Actual	Jun 2021	Variance	Budget	
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	1,058,942.83	1,058,942.83	0.0%
4015	Pittsburgh County Sinking Fund	0.00	0.00	793,000.00	793,000.00	0.0%
4350	Revenue Bond (TIF)	0.00	0.00	1,275,000.00	1,275,000.00	0.0%
Non-Departmental Revenues Totals		\$0.00	\$0.00	\$3,126,942.83	\$3,126,942.83	
Revenue		\$0.00	\$0.00	\$3,126,942.83	\$3,126,942.83	
Gross Profit		\$0.00	\$0.00	\$3,126,942.83	\$0.00	
Expenses						
Non-Departmental Revenues						
9500	Transfer OUT to General Fund	8,268.57	27,536.16	0.00	(27,536.16)	0.0%
Non-Departmental Revenues Totals		\$8,268.57	\$27,536.16	\$0.00	(\$27,536.16)	
General Government						
7100	2018 Rev Bond	0.00	0.00	211,187.50	211,187.50	0.0%
7101	2018B Rev Bond	0.00	0.00	123,012.50	123,012.50	0.0%
8101	2018B Revenue Bond	0.00	0.00	184,925.00	184,925.00	0.0%
9500	Transfer OUT to General Fund	0.00	0.00	105,364.55	105,364.55	0.0%
General Government Totals		\$0.00	\$0.00	\$624,489.55	\$624,489.55	
Expenses		\$8,268.57	\$27,536.16	\$624,489.55	\$596,953.39	
Revenue Less Expenditures		(\$8,268.57)	(\$27,536.16)	\$2,502,453.28	\$0.00	
Net Change in Fund Balance		(\$8,268.57)	(\$27,536.16)	\$2,502,453.28	\$0.00	
Fund Balances						
	Beginning Fund Balance	559,566.97	578,834.56	0.00	0.00	0.0%
	Net Change in Fund Balance	(8,268.57)	(27,536.16)	2,502,453.28	0.00	0.0%
	Ending Fund Balance	551,298.40	551,298.40	0.00	0.00	0.0%

Town Administrator's Report – October 17, 2020

- Alley Improvement – The Contractor is continuing work on Phase 1A. The Contractor's foreman for this job got sick which has created some of a delay. The project is planned to be completed in two weeks, weather permitting.
- Engineering Services – We received four proposals and upon reviewing them, I plan on interviewing two possibly three. I have asked the Mayor to participate in interviewing the firms.
- Mailboxes – The postal parcel units and the Mailbox units have been installed. The keys have been taken to the Post Office. The Post Office needs to install their master key system and then they will be available.
- Virtual Public Meetings – Unless there is an extension, SB 661, the Bill that provided the ability for Public Meetings to be held by tele and or video conferencing expires November 15.
- Ridgeline Path – Clay Chuck and I have met a couple times to discuss and had a zoom call with Grant. We are scheduling a full-up meeting with Grant.
- RWD Waster Plant Public Meeting – The Public Hearing for the Waster Treatment Plant with Oklahoma Department of Environmental Quality is scheduled for Monday October 19, 2020 at 5:00 PM, McAlester Expo Center. The address for the Expo Center is 4500 West US-270, McAlester OK 74501.

Thank you.