

**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, April 20, 2024; 8:00 a.m.

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 on March 16, 2024](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. Consider, discuss, and possibly vote to, amend, revise, approve or deny Architectural Agreement with Sommer Proposal to the lowest and best firm for Architectural Design Services for the Nature Center Building(s), or take any other appropriate action.
Exhibit:
7. [Consider, discuss, and possibly vote to, amend, revise, approve or deny, recommendation of the TIF Committee for Recreation & Marina Center Infrastructure Project with TIF funding in the amount of \\$581,409, or take any other appropriate action.](#)
Exhibit: [TIF Presentation Recreation Marina Complex Infrastructure- March 11, 2024](#)
8. [Consider, discuss, and possibly vote to, amend, revise, approve or deny, recommendation of the TIF Committee for Marina Expansion Project with TIF funding in the amount of \\$105,244, or take any other appropriate action.](#)
Exhibit: [TIF Presentation Marina Expansion- March 11, 2024; Marina Plans 4 15 24](#)
9. Reports
 - a. [Financial Reports Statement of Revenue and Expenditures - CLEDT March](#)

2024; Payments Journal - CLEDT March 2024; Income Statement - CLEDT March 2024

- b. Town Administrator Report
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
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.
11. Adjournment

I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as “the High School Classroom”.

At 4:00 PM on the ___th day of April 2024, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda

Susan Kimmel
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, March 16, 2024; 8:00 a.m.

MINUTES

1. Call to Order: The meeting was called to order at 8:00 a.m. by Mayor Joanne Chinnici
2. Roll Call

Present: Joanne Chinnici
Mary Myrick
Chuck Mai
Kris Brule'
Clay Chapman
3. Approval of Minutes:
 - a. Regular Meeting of the CL Economic Development Trust on February 17, 2024
4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A motion was made by Chuck Mai and seconded by Clay Chapman to accept the Consent Agenda as present

AYE: Joanne Chinnici
Mary Myrick
Chuck Mai
Kris Brule'
Clay Chapman

Nay: None

5. Items Removed from Consent Agenda.
6. Consider, discuss, and possibly vote to amend, revise, approve or deny CLEDT Budget Fiscal Year 23-24 Amendment #1 allocating funding of \$16,000.00 for additional mailboxes, or take any other appropriate action.
7. Exhibit / Discussion:
 - a. Add additional rows and locations of mailboxes.
8. MOTION: A motion was made by Chuck Mai and seconded by Joanne Chinnici to allocate funding of \$16,000.00 for additional mailboxes.

AYE: Joanne Chinnici
Mary Myrick

Chuck Mai
Chris Brule'
Clay Chapman

NAY: None

9. Consider, discuss, and possibly vote to, amend, revise, approve or deny Awarding Architectural Proposal) or the lowest and best firm for Architectural Design Services for the Nature Center Building(s), or take any other appropriate action.

Exhibit:

MOTION: A motion was made by Chuck Mai and seconded by Clay Chapman to Award Architectural Proposal to Sommer Design Studios for Architectural Design Services for the Nature Center building(s).

AYE: Joanne Chinnici
Mary Myrick
Chuck Mai
Kris Brule'
Clay Chapman

Nay: None

10. Presentation on Nature Center infrastructure and consider, discuss, and possibly vote to provide direction to staff and project manager on developing plans and cost estimates for bringing off site infrastructure to the property, or take any other appropriate action.

Exhibit:

Discussion: Jim Boohacker explained the infrastructure plan for the Nature Center. The infrastructure tasks include preparation for building. The tasks include water, sewer, drainage, paving, utilities, etc. These actions must be taken before any building can take place.

MOTION: A motion was made by Joanne Chinnici and seconded by Chuck Mai to approve providing direction to staff and project manager on developing plans and cost estimates for bringing off site infrastructure to the property.

AYE: Joanne Chinnici
Mary Myrick
Chuck Mai
Kris Brule'
Clay Chapman

Nay: None

11. Reports

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

Comments: None

12. Recognize Citizens wishing to comment on non-Agenda Items
 - a. Jim Boohacker

13. Adjournment

MOTION: There being no further business, a motion was made by Joanne Chinnici and seconded by Chuck Mai to adjourn the meeting at 8:22 a.m., March 16, 2024.

AYE: Chinnici
Myrick
Mai
Brule'
Chapman

Nay: None

Mayor

Attest:

Town Clerk

CLEDT
Bank Register
3/1/2024 to 3/31/2024

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1040 BOK 3649 TIF Increment							
		Beginning Balance			0.00	0.00	1,225,494.17
3/7/2024	R-00169	Pittsburg County Clerk			171,452.50	0.00	1,396,946.67
3/11/2024	EFT	BOK Financial			0.00	1,500.00	1,395,446.67
3/19/2024	R-00170	Pittsburg County Clerk			63,279.50	0.00	1,458,726.17
3/29/2024	0154	Town of Carlton Landing			0.00	13,739.85	1,444,986.32
3/31/2024					0.00	2.00	1,444,984.32
1040 BOK 3649 TIF Increment Totals					\$234,732.00	\$15,241.85	\$1,444,984.32
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	1,607.59
3/31/2024	R-00171	BOK Financial			0.29	0.00	1,607.88
1070 BOK - Rev Bond 2019 Totals					\$0.29	\$0.00	\$1,607.88
1071 BOK-Rev Bond 2019-Interest							
		Beginning Balance			0.00	0.00	1,627.86
1071 BOK-Rev Bond 2019-Interest Totals					\$0.00	\$0.00	\$1,627.86
1080 BOK 3045 Rev Bond 2020							
		Beginning Balance			0.00	0.00	277,265.80
3/31/2024	R-00172	BOK Financial			0.68	0.00	277,266.48
1080 BOK 3045 Rev Bond 2020 Totals					\$0.68	\$0.00	\$277,266.48
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	1,606.04
3/11/2024	0042	New Town Development			0.00	1,695.68	(89.64)
3/11/2024	0041	Glover & Associates Inc			0.00	51,834.96	(51,924.60)
3/31/2024	R-00173	BOK Financial			216.53	0.00	(51,708.07)
1090 BOK 4044 Rev Bond 2021 Totals					\$216.53	\$53,530.64	(\$51,708.07)
1091 BOK Rev Bond Rev Acct 2020							
		Beginning Balance			0.00	0.00	(226,975.25)
1091 BOK Rev Bond Rev Acct 2020 Totals					\$0.00	\$0.00	(\$226,975.25)
1092 BOK Rev Bond Proceeds Acct 202							
		Beginning Balance			0.00	0.00	(4.21)
1092 BOK Rev Bond Proceeds Acct 202 Totals					\$0.00	\$0.00	(\$4.21)

CLEDT
Bank Register
3/1/2024 to 3/31/2024

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
1095 BOK 2039 Rev Bond 2022							
		Beginning Balance			0.00	0.00	981,812.90
3/11/2024	0018	New Town Development			0.00	3,714.94	978,097.96
3/11/2024	0017	Whisenhunt Construction			0.00	720.00	977,377.96
3/22/2024	0019	National Mail Boxes			0.00	11,678.00	965,699.96
3/31/2024	R-00174	BOK Financial			4,057.68	0.00	969,757.64
1095 BOK 2039 Rev Bond 2022 Totals					\$4,057.68	\$16,112.94	\$969,757.64
Report Totals					\$239,007.18	\$84,885.43	\$2,416,556.65
Records included in total = 22							

Report Options

Trans Date: 3/1/2024 to 3/31/2024

Fund: CLEDT

Display Notation: No

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to, amend, revise, approve or deny, recommendation of the TIF Committee for Recreation & Marina Center Infrastructure Project with TIF funding in the amount of \$581,409, or take any other appropriate action

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the April 6, 2021 Board of Trustees and Economic Development Trust meeting(s) the respective Boards authorized entering into a Marina Development Agreement with the Developer for Phase 1 of the Marina. Phase 1 included relocating the existing Boat Docks, constructing the gangway, and developing some of the initial infrastructure for the Recreation and Marina Complex. The infrastructure included extending the road for Water Street to the Marina along with electrical lines. Phase 1 work has basically been completed.

The Economic Development Trust, with recommended support from TIF Committee, approved extending Stephens Road into Carlton Landing and connecting to the Marina Road. Stephens Road project is currently underway.

The next piece for the Recreation and Marina Complex is Phase II, which consists of two parts. The first part is the next piece of the Recreation and Marina Complex Infrastructure that will complete the Marina Road loop and provide additional electrical work. The second part is an extension of the Marina spine. Both Parts have been reviewed and recommended by the TIF Committee for approval. If the parts are approved by the Board, then Staff will work with the Developer to amend the Marina Development Agreement to include these additional projects. It is anticipated an amended Agreement would be presented at the May Regular meeting.

FUNDING: TIF

EXHIBITS: TIF Presentation Recreation Marina Complex Infrastructure

RECOMMENDED ACTION: Approve recommendation of the TIF Committee for Recreation & Marina Center Infrastructure Project with TIF funding in the amount of \$581,409

RECREATION & MARINA CENTER INFRASTRUCTURE PROJECT

Project Sponsor: Town of Carlton Landing
Location: USACE Leased Premises
Project Budget: \$735,409
Projected Start Date: September 2024
Projected Completion Date: February 2025

Uses of Funds:

Project Costs	\$ 656,615	90%
Contingency	32,831	5%
Project Management	45,963	7%
Total Uses of Funds	\$ 735,409	100%

Sources of Funds:

Private Investment	\$154,000	21%
TIF Funding	581,409	79%
Total Sources of Funds	\$ 735,409	100%

Project Narrative and Public Benefit:

The Carlton Landing Recreation & Marina Center Infrastructure Project will prepare the Recreation & Marina Center for future growth, finish Water Street in its entirety, and link Water Street to Stephens Road. Future projects like sports complexes, retail spaces, and food & beverage venues will improve local life, attract new residents and businesses, stimulate the economy & create a hub for social life in this part of Town. Additionally, this project will expand recreation, enhance social interaction, draw investments, boost tourism, create jobs, and ensure ongoing economic vitality for Carlton Landing. This project is crucial to Carlton Landing's vision as outlined in the DPZ masterplan (2008) and the Corps EIS (2013), delivering significant community and public benefits.



AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss, and possibly vote to, amend, revise, approve or deny, recommendation of the TIF Committee for Marina Expansion Project with TIF funding in the amount of \$105,244, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator,

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: At the April 6, 2021 Board of Trustees and Economic Development Trust meeting(s) the respective Boards authorized entering into a Marina Development Agreement with the Developer for Phase 1 of the Marina. Phase 1 included relocating the existing Boat Docks, constructing the gangway, and developing some of the initial infrastructure for the Recreation and Marina Complex. The infrastructure included extending the road for Water Street to the Marina along with electrical lines. Phase 1 work has basically been completed.

The Economic Development Trust, with recommended support from TIF Committee, approved extending Stephens Road into Carlton Landing and connecting to the Marina Road. Stephens Road project is currently underway.

The next piece for the Recreation and Marina Complex is Phase II, which consists of two parts. The first part is the next piece of the Recreation and Marina Complex Infrastructure that will complete the Marina Road loop and provide additional electrical work. The second part is an extension of the Marina spine. Both Parts have been reviewed and recommended by the TIF Committee for approval. If the parts are approved by the Board, then Staff will work with the Developer to amend the Marina Development Agreement to include these additional projects. It is anticipated an amended Agreement would be presented at the May Regular meeting.

FUNDING: TIF

EXHIBITS: TIF Presentation Marina Expansion; Marina Plans

RECOMMENDED ACTION: Approve recommendation of the TIF Committee for Marina Expansion Project with TIF funding in the amount of \$105,244.

MARINA EXPANSION PROJECT

Project Sponsor: Carlton Landing Enterprises, LLC
Location: USACE Leased Premises
Project Budget: \$2,416,711
Projected Start Date: September 2024
Projected Completion Date: February 2025

Uses of Funds:

Project Costs	\$ 2,227,383	92%
Contingency	111,369	5%
Project Management	77,958	3%
Total Uses of Funds	\$ 2,416,711	100%

Sources of Funds:

Private Investment	\$2,311,467	96%
TIF Funding	105,244	4%
Total Sources of Funds	\$ 2,416,711	100%

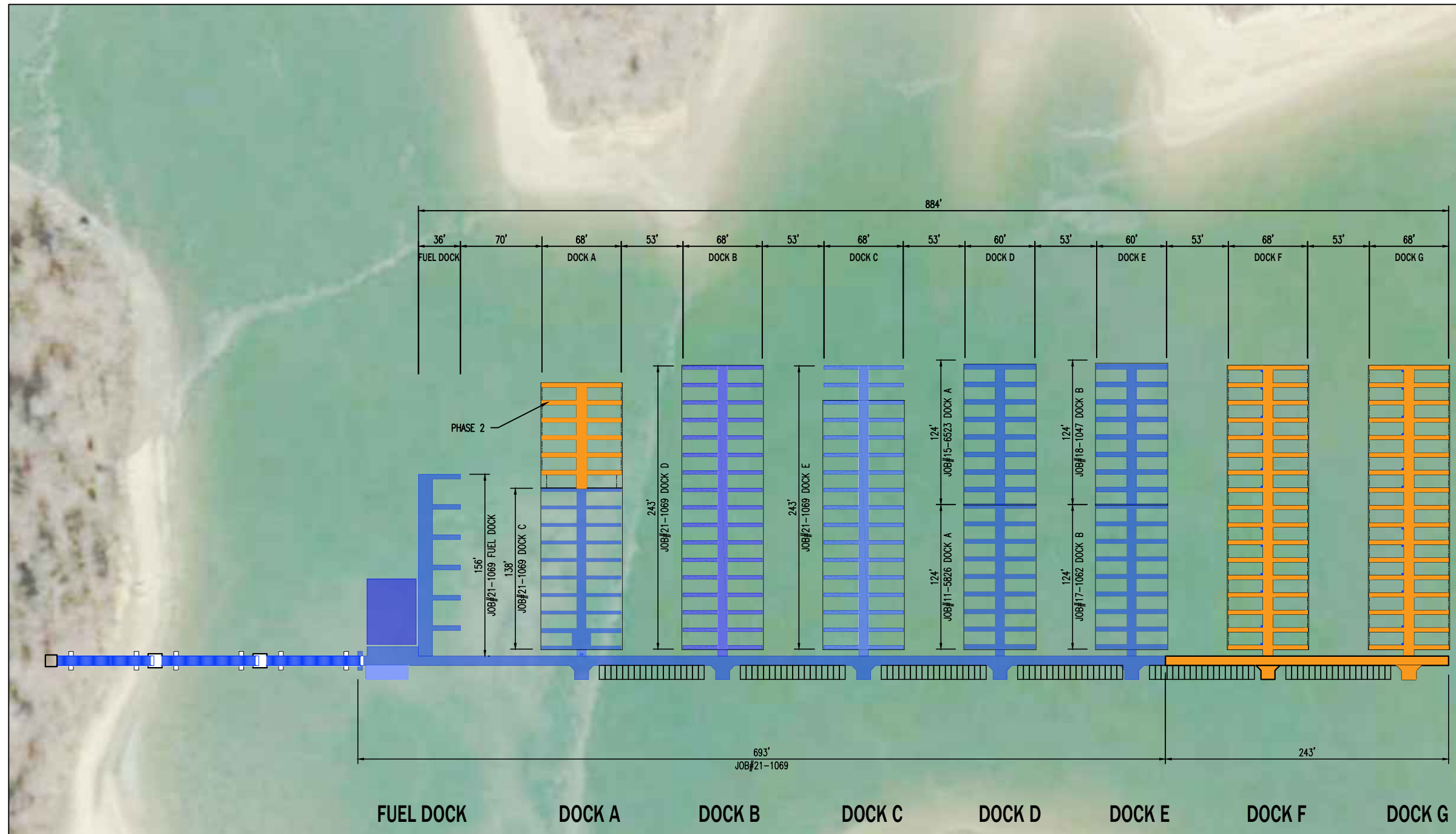
Project Narrative and Public Benefit:

The Marina Expansion Project will provide many benefits to the Town of Carlton Landing including increased convenience for boating residents & visitors, enhanced access to the area for residents & visitors, fulfill the Corps EIS vision (2013), attract new residents & new businesses driving economic growth. The Marina Expansion Project long term will continue to increase tourism, enhance the appeal of the Town, and be a stable source of economic growth energy.

This project plays a critical role in realizing the vision for Carlton Landing as defined in the DPZ masterplan (2008) and the Corps EIS (2013), offering substantial benefit to the community and to the general public.



\\lamis\Drafting_files\AM\contracts\23-1078-Carlton Landing - Phase 2\ShopOrder\7711W-1.dwg, SITE-1, 3/18/2024 3:19:37 PM, ANSI full bleed B (11.00 x 17.00 inches)



SLIP LEGEND

PHASE 1
 DOCK A - (18) 12' x 30' COVERED
 DOCK B - (32) 12' x 30' COVERED
 DOCK C - (28) 12' x 30' COVERED
 DOCK C - (4) 12' x 30' OPEN
 DOCK D - (32) 11' x 26' COVERED
 DOCK E - (32) 11' x 26' COVERED
TOTAL - (146) RENTABLE SLIPS

PHASE 2
 DOCK A - ADD (12) 12' x 30' COVERED
 DOCK F - (32) 12' x 30' COVERED
 DOCK G - (32) 12' x 30' COVERED
PHASE 2 - ADD (76) RENTABLE SLIPS

TOTAL - (222) RENTABLE SLIPS

EXHIBIT A-1

MEECO SULLIVAN
 THE MARINA COMPANY

CONTRACT DOCUMENT

- APPROVED, NO EXCEPTIONS OBSERVED
- APPROVED AS NOTED
- REVISED AS NOTED AND RESUBMIT

DATE _____ BY _____

NO.	REVISION DESCRIPTION	BY	DATE
1	REMOVED FUEL SLIPS AND BUILDING PLATFORM	DPW	3-18-24

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MEECO SULLIVAN
 THE MARINA COMPANY

1501 E. ELECTRIC AVE.
 McALESTER, OKLAHOMA, USA 74501

Phone: (918) 423-6833
 Fax: (918) 423-3215

DRAWN BY: DPW	FILE NAME: 7711W-1	
CHECKED BY:	JOB #	PLAN # 7711V
SCALE: 1"=100'-0"	DATE: 9/11/23	SHEET SITE-1

CARLTON LANDING
PHASE 2
 CARLTON LANDING, OK

Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2023	
	Mar 2024 Actual	Jul 2023 Mar 2024 Actual	Jul 2023 Jun 2024	Jul 2023 Jun 2024 Variance	Jun 2024 Percent of Budget	
Revenue & Expenditures						
Revenue						
Non-Departmental Revenues						
3999	Fund Balance Carryover	0.00	0.00	1,716,000.00	1,716,000.00	0.0%
4050	Tax Increment from County	234,732.00	1,210,829.56	1,000,000.00	(210,829.56)	121.1%
4400	Interest Income	4,275.18	63,174.85	0.00	(63,174.85)	0.0%
Non-Departmental Revenues Totals		\$239,007.18	\$1,274,004.41	\$2,716,000.00	\$1,441,995.59	
Revenue		\$239,007.18	\$1,274,004.41	\$2,716,000.00	\$1,441,995.59	
Gross Profit		\$239,007.18	\$1,274,004.41	\$2,716,000.00	\$0.00	
Expenses						
General Government						
8100	2018 Revenue Bond	0.00	0.00	211,750.00	211,750.00	0.0%
8101	2018B Revenue Bond	0.00	0.00	119,500.00	119,500.00	0.0%
8102	2019 Revenue Bond	0.00	1,500.00	185,375.00	183,875.00	0.8%
8103	2020 Revenue Bond	0.00	1,500.00	79,700.00	78,200.00	1.9%
8104	2021 Revenue Bond	0.00	1,500.00	145,175.00	143,675.00	1.0%
8105	2022 Revenue Bond	1,500.00	1,500.00	183,888.00	182,388.00	0.8%
8500	Interest Expense	2.00	169,671.49	0.00	(169,671.49)	0.0%
9500	Transfer OUT to General Fund	13,739.85	132,749.46	120,146.00	(12,603.46)	110.5%
General Government Totals		\$15,241.85	\$308,420.95	\$1,045,534.00	\$737,113.05	
TIF Projects						
7103	2018 Rev Bond - Mailboxes	0.00	0.00	16,000.00	16,000.00	0.0%
7133	2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	0.0%
7153	2020 Rev Bond- Alley Improv	0.00	304,799.06	0.00	(304,799.06)	0.0%
7160	2021 Rev Bond-Nature Center	0.00	19,932.32	200,000.00	180,067.68	10.0%
7161	2021 Rev Bond- Stephens Road	57,965.58	837,519.40	1,400,000.00	562,480.60	59.8%
7163	2021 Rev Bond-Alley Imp	0.00	20,447.10	0.00	(20,447.10)	0.0%
TIF Projects Totals		\$57,965.58	\$1,182,697.88	\$1,641,000.00	\$458,302.12	
Expenses		\$73,207.43	\$1,491,118.83	\$2,686,534.00	\$1,195,415.17	
Revenue Less Expenditures		\$165,799.75	(\$217,114.42)	\$29,466.00	\$0.00	
Net Change in Fund Balance		\$165,799.75	(\$217,114.42)	\$29,466.00	\$0.00	
Fund Balances						
Beginning Fund Balance		(1,095,822.78)	(712,908.61)	0.00	0.00	0.0%
Net Change in Fund Balance		165,799.75	(217,114.42)	29,466.00	0.00	0.0%
Ending Fund Balance		(930,023.03)	(930,023.03)	0.00	0.00	0.0%

Payments Journal (Summary)
3/1/2024 to 3/31/2024

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
3/11/2024	EFT	BOK Financial	1,500.00
3/29/2024	0154	Town of Carlton Landing	13,739.85
3/31/2024			2.00
1040 BOK 3649 TIF Increment Totals			\$15,241.85
1090 BOK 4044 Rev Bond 2021			
3/11/2024	0042	New Town Development	1,695.68
3/11/2024	0041	Glover & Associates Inc	51,834.96
1090 BOK 4044 Rev Bond 2021 Totals			\$53,530.64
1095 BOK 2039 Rev Bond 2022			
3/11/2024	0018	New Town Development	3,714.94
3/11/2024	0017	Whisenhunt Construction	720.00
3/22/2024	0019	National Mail Boxes	11,678.00
1095 BOK 2039 Rev Bond 2022 Totals			\$16,112.94

Report Options

Check Date: 3/1/2024 to 3/31/2024

Display Notation: No

Fund: CLEDT

CLEDT
Income Statement
3/1/2024 to 3/31/2024

Mar 2024
Mar 2024
Actual

Revenue

Other Revenue

Tax Increment from County	234,732.00
Interest Income	4,275.18

Revenue	\$239,007.18
Gross Profit	\$239,007.18

Expenses

Capital Outlay

2021 Rev Bond- Stephens Road	57,965.58
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Debt Service

2022 Revenue Bond	1,500.00
Interest Expense	2.00

Transfers Out

Transfer OUT to General Fund	13,739.85
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Expenses	\$73,207.43
Income (Loss) From Operations	\$165,799.75
Net Income (Loss)	\$165,799.75

Report Options

Period: 3/1/2024 to 3/31/2024
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity