

**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 18, 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 April 20, 2024](#)
 - b. [Special Meeting of the CL Economic Development Trust on May 3, 2024](#)
4. [Acknowledge receipt of Claims and Purchase Orders Report](#)
5. Items Removed from Consent Agenda.
6. Reports
 - a. Financial Reports [Statement of Revenue and Expenditures - CLEDT April 2024; Bank Register - CLEDT April 2024; Income Statement - CLEDT April 2024](#)
 - 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. 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 May 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 MINUTES 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.

MINUTES

1. Call to Order: The meeting was called to order by 8:04 a.m., by Mayor Mary Myrick
2. Roll Call

PRESENT:

Mary Myrick
Joanne Chinnici
Chuck Mai
Kris Brule'
Clay Chapman

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

MOTION: A motion was made by Chuck Mai and seconded by Joanne Chinnici to accept the Consent Agenda as present.

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

NAY:

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:

DISCUSS:

- Sommer proposal has a few additional changes. A special call was made to approve the finalized dollar amount on the final infrastructure (engineering). The minor changes will be completed quickly. A meeting is planned for next week.
- TIF committee met yesterday – will adjust when we meet. Schedule/typing issues, Engineering 19,500. Both to happen so we can make decisions to proceed in May and June.
- Fully disclosed cost to keep the process going.
- Making sure the town owns the drawings/renderings – proposal to engineering is to get good drawing.

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:

DISCUSS:

- Infrastructure cost – don't confuse it with the marina. Infrastructure by the marina is Stephens Road. The marina is a directional statement.
- Grant: master plan and where Carlton Landing is building out. Water street residential mostly with some businesses. Will present the engineering next month. Marina center is the other side of Water Street. It will include shops, businesses etc. Trying to activate the water center.
- Stephens Road: someone added some rock to try and block it. We don't know the exact date the road will be open to traffic.
- Security around the marina center – each business owner has some responsibility and HOA has responsibility for common areas. On the Marina Dock within the slips the Carlton Landing Association and owners responsible for security.

MOTION: A motion was made by Joanne Chinnici and seconded by Chuck Mai to accept recommendation of the TIF committee for Recreation and Marina Center Infrastructure Project with TIP funding in the amount of \$581,409 or take any other appropriate action.

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

NAY:

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:

DISCUSS:

- one insurance and one utility policy: this doesn't change when the owners change.
- The funds represents the extension of the gangway. Each dock 32 slips, 160 feet extension. Taking marina to 300 slips.
- Master development agreement, the infrastructure reimbursement program helped grow the lot development. 25 percent reimbursement related to lot development and expansion.
- TIF: 80M allocated but no guarantee of getting that much; however, that is the plan. We are on track for receiving 50M. Reminder: the TIF funds are presumptive. The TIF funds run until 2040.

MOTION: A motion was made by Joanne Chinnici and seconded by Chuck Mai to accept the recommendation of the TIF Committee for Marina Expansion Project with TIF funding in the amount of \$105,244 or take any other appropriate action.

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

NAY:

9. Reports

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

COMMENTS:

Greg: will report in next meeting.

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

Grant Humphries: there to answer any questions and give more details, if needed.

11. Adjournment

MOTION: There being no further business, a motion was made by Joanne Chinnici and seconded by Clay Chapman to adjourn the meeting at 8:29 a.m., April 20, 2024.

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

NAY:

Mayor

ATTEST

Town Clerk

**TOWN OF CARLTON LANDING
SPECIAL MEETING OF THE CARLTON LANDING ECONOMIC DEVELOPMENT
TRUST**

Location: 10G Boulevard, Carlton Landing, Oklahoma, also known as
the Carlton Landing Town Office
Friday, May 3, 2024; 10:30 a.m.

MINUTES

1. Call to Order: The meeting was called to Order at 10:30 am by Vice Mayor Kris Brule.

2. Roll Call
PRESENT:
Kris Brule
Chuck Mai
Clay Chapman

ABSENT:
Mary Myrick

3. Consider, discuss, and possibly vote to, amend, revise, approve or deny Architectural Services Agreement with Sommer Design Studios for Architectural Design Services for the Nature Center Building(s) and authorize Town Administrator to sign, or take any other appropriate action.
Exhibit:

MOTION: A motion was made by Chuck Mai and seconded by Clay Chapman to approve Sommer Design Studios Agreement.

AYE:
Kris Brule
Chuck Mai
Clay Chapman
NAY:

4. Consider, discuss, and possibly vote to, amend, revise, approve or deny, recommendation of the TIF Committee for Town Center Infrastructure Project with TIF funding in the amount of \$19,500, or take any other appropriate action.
Exhibit:

MOTION: A motion by Kris Brule and seconded by Chuck Mai to approve TIF Committee recommendation of funding the Town Center Infrastructure Project with TIF Funds in the amount of \$19,500

AYE:
Kris Brule

Chuck Mai
Clay Chapman
NAY:

5. Consider, discuss, and possibly vote to, amend, revise, approve or deny, Fiscal Year 2023 – 2024 Budget Amendment #1 appropriating \$19,500.00 of funds from 2023 TIF Revenue Note and allocating \$19,500.00 for Engineering Services for Town Center Infrastructure, or take any other appropriate action.
Exhibit:

MOTION: A motion by Chuck Mai and seconded by Clay Chapman to approve Fiscal Year 2023-2024 Budget Amendment #2 appropriating \$19,500.00 of 2023 TIF Revenue Note and allocating \$19,500 for Engineering Services for Town Center Infrastructure.

AYE:
Kris Brule
Chuck Mai
Clay Chapman
NAY:

6. Consider, discuss, and possibly vote to, amend, revise, approve or deny, Engineering Services Agreement with Johnson and Associates in the amount of \$19,500.00 for finalizing Town Center Infrastructure utilities, or take any other appropriate action.
Exhibit:

MOTION: A motion was made by Chuck Mai and seconded by Clay Chapman to approve a Engineering Services Agreement with Johnson and Associates in the amount of \$19,500.00 for finalizing Town Center Infrastructure utilities.

AYE:
Kris Brule
Chuck Mai
Clay Chapman
NAY:

7. Adjournment : There being no further business the meeting was adjourned at 10:40 am

Mayor

ATTEST

Town Clerk

CLEDT
Payments Journal (Summary)
4/1/2024 to 4/30/2024

Check Date	Check / Reference #	Payee	Amount
1040 BOK 3649 TIF Increment			
4/18/2024	EFT	BOK Financial	1,500.00
4/26/2024	0155	Town of Carlton Landing	15,939.25
4/30/2024			2.00
1040 BOK 3649 TIF Increment Totals			<u>\$17,441.25</u>

Report Options

Check Date: 4/1/2024 to 4/30/2024

Display Notation: No

Fund: CLEDT

Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2023
	Apr 2024 Actual	Jul 2023 Apr 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	98,035.50	1,308,865.06	1,000,000.00	(308,865.06) 130.9%
4350	Revenue Bond (TIF)	0.00	0.00	19,500.00	19,500.00 0.0%
4400	Interest Income	4,326.21	67,501.06	0.00	(67,501.06) 0.0%
Non-Departmental Revenues Totals		\$102,361.71	\$1,376,366.12	\$2,735,500.00	\$1,359,133.88
Revenue		\$102,361.71	\$1,376,366.12	\$2,735,500.00	\$1,359,133.88
Gross Profit		\$102,361.71	\$1,376,366.12	\$2,735,500.00	\$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	1,500.00	1,500.00	119,500.00	118,000.00 1.3%
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	0.00	1,500.00	183,888.00	182,388.00 0.8%
8500	Interest Expense	2.00	169,673.49	0.00	(169,673.49) 0.0%
9500	Transfer OUT to General Fund	15,939.25	148,688.71	120,146.00	(28,542.71) 123.8%
General Government Totals		\$17,441.25	\$325,862.20	\$1,045,534.00	\$719,671.80
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	0.00	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%
7165	Rev Note-Town Center Infrast	0.00	0.00	19,500.00	19,500.00 0.0%
TIF Projects Totals		\$0.00	\$1,182,697.88	\$1,660,500.00	\$477,802.12
Expenses		\$17,441.25	\$1,508,560.08	\$2,706,034.00	\$1,197,473.92
Revenue Less Expenditures		\$84,920.46	(\$132,193.96)	\$29,466.00	\$0.00
Net Change in Fund Balance		\$84,920.46	(\$132,193.96)	\$29,466.00	\$0.00
Fund Balances					
Beginning Fund Balance		(930,023.03)	(712,908.61)	0.00	0.00 0.0%

CLEDT
Statement of Revenue and Expenditures

Acct	Current Period Apr 2024 Apr 2024 Actual	Year-To-Date Jul 2023 Apr 2024 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Fund Balances					
Net Change in Fund Balance	84,920.46	(132,193.96)	29,466.00	0.00	0.0%
Ending Fund Balance	(845,102.57)	(845,102.57)	0.00	0.00	0.0%

CLEDT
Bank Register
4/1/2024 to 4/30/2024

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	1,444,984.32
4/18/2024	EFT	BOK Financial			0.00	1,500.00	1,443,484.32
4/22/2024	R-00175	Pittsburg County Clerk			98,035.50	0.00	1,541,519.82
4/26/2024	0155	Town of Carlton Landing			0.00	15,939.25	1,525,580.57
4/30/2024					0.00	2.00	1,525,578.57
1040 BOK 3649 TIF Increment Totals					\$98,035.50	\$17,441.25	\$1,525,578.57
1070 BOK - Rev Bond 2019							
		Beginning Balance			0.00	0.00	1,607.88
1070 BOK - Rev Bond 2019 Totals					\$0.00	\$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	277,266.48
4/30/2024	R-00176	BOK Financial			0.73	0.00	277,267.21
1080 BOK 3045 Rev Bond 2020 Totals					\$0.73	\$0.00	\$277,267.21
1090 BOK 4044 Rev Bond 2021							
		Beginning Balance			0.00	0.00	(51,708.07)
4/30/2024	R-00177	BOK Financial			82.15	0.00	(51,625.92)
1090 BOK 4044 Rev Bond 2021 Totals					\$82.15	\$0.00	(\$51,625.92)
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
4/1/2024 to 4/30/2024

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	969,757.64
4/30/2024	R-00178	BOK Financial			4,243.33	0.00	974,000.97
1095 BOK 2039 Rev Bond 2022 Totals					\$4,243.33	\$0.00	\$974,000.97
Report Totals					\$102,361.71	\$17,441.25	\$2,501,477.11
Records included in total = 15							

Report Options

Trans Date: 4/1/2024 to 4/30/2024

Fund: CLEDT

Display Notation: No

Income Statement
4/1/2024 to 4/30/2024

Apr 2024
Apr 2024
Actual

Revenue

Other Revenue

Tax Increment from County 98,035.50
Interest Income 4,326.21

Revenue \$102,361.71
Gross Profit \$102,361.71

Expenses

Debt Service

2018B Revenue Bond 1,500.00
Interest Expense 2.00

Transfers Out

Transfer OUT to General Fund 15,939.25

Expenses \$17,441.25
Income (Loss) From Operations \$84,920.46
Net Income (Loss) \$84,920.46

Report Options

Period: 4/1/2024 to 4/30/2024
Display Level: Level 3 Accounts
Display Account Categories: Yes
Display Subtotals: None
Reporting Method: Accrual
Fund: CLEDT
Include Accounts: Accounts With Activity