

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT INDUSTRIAL AUTHORITY

4:00 PM

**Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma
AGENDA**

May 3, 2022

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. 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 Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Meeting Minutes of April 5, 2022
- b. Consider Approval of Financial Report

2. Consider Items Removed from Consent

3. Information Items

- a. Executive Director Report

4. Administration

- a. Discussion, Consider and Possible Action on Implementing a Technology Grant Program for Small Businesses
- b. Discussion, Consideration and Possible Action on Implementing a Grant Program for Small Businesses.
- c. Discussion, Consideration and Possible Action of Budget to Fund Small Business Grant Programs
- d. Discussion, Consideration and Possible Action on Entering a Contract for Services with Amy Meadows, Windows Matter, in the amount of \$5,000.
- e. Discussion, Consideration and Possible Action on Entering a Contract for

Services with Heather Lisle in the amount of \$2,500

- f. Discussion, Consideration, and Possible Action on Requesting a Forensic Audit by the Oklahoma State Auditor and Inspector.
- g. Discussion, Consideration and Possible Action on a Resolution in Support of an Application to the USDA for a Rural Business Development Grant.

5. Executive Session

- a. Consider Entering into Executive Session to confer on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business. This Executive Session Authorized by Title 25, Section 307 (C)(11) of the Oklahoma State Statutes.
- b. Consider Action Pursuant to Item 5 a

6. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 17th day of November, 2021 and that an agenda of said meeting was posted at the place of such meeting at 4:00 p.m. on the 28th day of April, 2022.

Tamme Collins

Tamme Collins, City of Durant



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Consider Approval of Meeting Minutes of April 5, 2022

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. DIA 04.05.22 Minutes

MINUTES OF THE MEETING OF DURANT INDUSTRIAL AUTHORITY
April 5, 2022 AT 4:00 PM,
Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma

CALL TO ORDER

Chairman Hammock called the meeting to order at 4:00 pm.

INVOCATION/FLAG SALUTE

Trustee Shattuck provided the invocation.

ROLL CALL

Present:

Trustee Steve Brittingham
Trustee Grace Rudolf
Trustee Jeff Shattuck
Vice Chairman Brett Rogers
Chairman Jeff Hammock

Absent:

Trustee Edwin Boothe
Trustee Mike Davis

ORDER OF BUSINESS

1. 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 Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

Motion was made by Trustee Shattuck and seconded by Vice Chairman Rogers to approve consent items.

Motion Passed with the following vote:

Ayes: Rudolf, Shattuck, Rogers, Hammock
Nays: None
Abstain: None

- a. Consider Approval of Meeting Minutes of March 1, 2022
- b. Consider Approval of Meeting Minutes of Special Meeting March 14, 2022
- c. Consider Approval of Financial Report

Trustee Brittingham entered at 4:01 pm.

2. Consider Items Removed from Consent

3. Information Items

- a. Director's Report

4. Administration

- a. Discussion, Consideration, and Possible Action on Extending the Contract with New Growth Group until October 31, 2022

Motion was made by Vice Chairman Rogers and seconded by Trustee Brittingham to approve extending the contract with New Growth Group until October 31, 2022.

Motion Passed with the following vote:

Ayes: Brittingham, Rudolf, Shattuck, Rogers, Hammock
Nays: None
Abstain: None

- b. Discussion, Consideration, and Possible Action on Easement Request Submitted by Oklahoma Gas & Electric for property located at Country Club and South McLean

Motion was made by Trustee Shattuck and seconded by Trustee Brittingham to approve Easement Request Submitted by Oklahoma Gas & Electric for property located at Country Club and South McLean.

Motion Passed with the following vote:

Ayes: Brittingham, Rudolf, Shattuck, Rogers, Hammock
Nays: None
Abstain: None

- c. Discussion, Consideration and Possible Action on Adopting the 2022-23 Annual Budget

Motion was made by Chairman Hammock and seconded by Trustee Shattuck to approve Adopting the 2022-23 Annual Budget.

Motion Passed with the following vote:

Ayes: Brittingham, Rudolf, Shattuck, Rogers, Hammock

Nays: None

Abstain: None

5. Executive Session

- a. Consider Entering into Executive Session to confer on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business. This Executive Session Authorized by Title 25, Section 307 (C)(11) of the Oklahoma State Statutes.

No Action.

- b. Consider Action Pursuant to Item 5 a.

No Action.

6. New Business

No New Business.

ADJOURNMENT

Motion was made by Vice Chairman Rogers and seconded by Trustee Shattuck to Adjourn.

Motion Passed with the following vote:

Ayes: Brittingham, Rudolf, Shattuck, Rogers, Hammock

Nays: None

Abstain: None



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Consider Approval of Financial Report

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. March 2022 DIA & ED Reports

Durant Industrial Authority

Cash Balance:	3/31/2022	3/31/2022
Fund 110	\$2,414,729.38	
Fund 020	\$2,294,255.57	

FUND 110		
Income Statement	3/31/2022	21/22 Budget
BEGINNING BAL.		\$2,188,662.00
Total Revenue	\$934,552.52	\$1,075,980.00
Total Expenses	\$1,082,087.47	\$1,109,450.00
FUTURE PROJECTS		\$2,155,192.00
Change in Net Position	(\$147,534.95)	

FUND 020		
Income Statement	3/31/2022	21/22 Budget
BAL FORWARD		\$1,200,573.00
Total Revenue	\$2,360,455.92	\$1,534,555.00
Total Expenses	\$1,648,604.57	\$2,443,998.00
Contingency Reserve		\$291,130.00
Change in Net Position	\$711,851.35	

DURANT INDUSTRIAL AUTHORITY - FUND 020

INCOME & EXPENSE STATEMENT

75% of Fiscal Year

March 31, 2022

REVENUES:	Current Month		Fiscal Year To Date			
	March-22	% of Total Revenue	YTD		2021-2022	
			Amount	% of Total Revenue	Budget	% of Budget
BEGINNING BALANCE					1,200,573	43.89%
Interest	88.09	0.03%	399	0.02%	1,000	0.04%
DIA Property Lease Revenue	0.00	0.00%	4,091	0.17%	2,000	0.07%
Proceeds From Sale Of Property	0.00		861,776	36.51%	-	0.00%
Misc. Revenue	0.00	0.00%	0	0.00%	-	0.00%
Transfer from Economic Development-DEBT PYMNT	9,120.83	3.47%	832,087	35.25%	859,450	31.42%
Transfer from Economic Development- REIMB	250,000.00	95.22%	250,000	10.59%	250,000	9.14%
CDBG Loan Pmt. Reimb - CG	1,666.67	0.63%	15,000	0.64%	20,000	0.73%
CDBG Loan Pmt. Reimb - CG	0.00	0.00%			-	0.00%
CDBG Loan Pmt. Reimb - ES	1,666.48	0.63%	14,998	0.64%	20,000	0.73%
TIF#3-19 TUBACEX TAX REFUND REV		0.00%	378,284	16.03%	378,284	13.83%
TIF#3-DIA 1% TAX REFND REV.	0.00	0.00%	3,821	0.16%	3,821	0.14%
PROJECT ENERGY						0.00%
TOTAL REVENUES	262,542.07	9.60%	2,360,456	86.30%	2,735,128	100.00%

EXPENSES:	Current Month		Fiscal Year To Date			
	March-22	% of Total Revenue	YTD		2021-2022	
			Amount	% of Total Revenue	Budget	% of Budget
Economic Development:						
Legal Fees				0.00%	-	0.00%
Audit Fees (Prorated)	2,060.72	12.97%	6,343	8.96%	7,260	5.89%
Office Space Rent		0.00%		0.00%	-	0.00%
Phone & Communications		0.00%	-	0.00%	-	0.00%
Postage & Telecommunications		0.00%	20	0.03%	100	0.08%
Consulting Fees	12,500.00	78.68%	17,000	24.02%	55,000	44.66%
Publications & Advertising	390.00	2.45%	26,992	38.14%	34,417	27.94%
Contract Labor		0.00%	1,450	2.05%	2,000	1.62%
Comp. Software & Accessories	0.00	0.00%	-	0.00%	2,800	2.27%
Photo Copies		0.00%	-	0.00%	400	0.32%
Office Supplies		0.00%	318	0.45%	1,200	0.97%
Meeting Expenses		0.00%	466	0.66%	1,000	0.81%
Membership/Licenses/Certifications	400.00	2.52%	8,814	12.45%	3,755	3.05%
Janitorial Services		0.00%	-	0.00%	-	0.00%
Misc. Expenditures	0.00	0.00%	25	0.04%		0.00%
Training & Travel	101.25	0.64%	5,418	7.66%	10,000	8.12%
I. T. Service Fees	435.98	2.74%	3,924	5.54%	5,232	4.25%
Transfer to Capital Impr. Fund		0.00%		0.00%		0.00%
Total Economic Development Expenses	15,887.95	100.00%	70,770	100.00%	123,164	100.00%

Industrial Projects:						
CMP CDBG \$300K Loan Pmt.	1,250.00	9.51%	11,250	0.91%	15,000	0.96%
Big Lots CDBG \$500K Loan Pmt.	2,083.34	15.84%	18,750	1.51%	25,000	1.59%
CFG CDBG \$400K Loan Pmt.	1,666.67	12.68%	15,000	1.21%	20,000	1.27%
EB - CDBG \$400K Loan Pmt.	1,666.67	12.68%	8,438	0.68%	11,667	0.74%
ES - CDBG Loan Pmt.	1,666.48	12.67%	14,998	1.21%	20,000	1.27%
CG Land Acquisition Costs	4,815.21	36.62%	43,337	3.49%	57,783	3.68%
E.D. PROMOTION ACTIVITIES						0.00%
TIF#3 19 Tubacex Reimb Payment		0.00%	378,283.95	30.51%	378,284	24.11%
SG ECHO,LLC LOAN		0.00%	750,000.00	60.48%	750,000	47.81%
CONTINGENCY RESERVE		0.00%		0.00%	291,130	18.56%
Total Industrial Projects Expenses	13,148.37	100.00%	1,240,057	100.00%	1,568,864	100.00%

Capital Expenditures:						
DIA Land Purchas		0.00%	337,778	100.00%	1,043,100	100.00%
Total Industrial Expenditures	0.00	0.00%	337,778	100.00%	1,043,100	100.00%
TOTAL EXPENSES	29,036.32	1.06%	1,648,605	60.28%	2,735,128	

CHANGE IN NET POSITION	233,505.75		711,851		0	
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Funding for loan provided by Economic Development 1/4% Sales Tax transferred in from Fund 110.

DURANT INDUSTRIAL AUTHORITY - FUND 020
CLAIM ON POOLED CASH STATEMENT

March 31, 2022

RECEIVE:	CURRENT MONTH	TOTAL
PRIOR MONTH BALANCE		\$1,407,283.54
DIA ED Loan Repayment-Eagle Suspension	\$1,666.48	\$1,666.48
DIA ED Loan Repayment-Earth Biofuel	\$1,312.50	\$1,312.50
DIA ED Loan Repayment-	\$1,666.67	\$1,666.67
Sale of Property		\$0.00
Misc. Revenue		\$0.00
TIF#3 19 TUBACEX TAX REVENUE	\$0.00	\$0.00
Transfer from ED for Land & Project	\$250,000.00	\$250,000.00
Transfer from ED for Debt Service Payment	\$9,120.83	\$9,120.83
TOTAL RECEIVE	\$263,766.48	\$1,671,050.02

PAYMENT:	CURRENT MONTH	TOTAL
A/P REIMBUSE	\$2,419.41	\$2,419.41
Reverse Earth Biofuel	\$1,312.50	\$1,312.50
IT Service Fees	\$435.98	\$435.98
Transfer to DIA checking account		\$0.00
Transfer to DIA checking account	\$10,307.91	\$10,307.91
		\$0.00
TOTAL EXPENSES	\$14,475.80	\$14,475.80

ACCOUN BALANCE	\$249,290.68	\$1,656,574.22
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TRANSFER FROM CLAIM ON POOLED TO DIA CHECKING ACCOUNT	TRSF DATE
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7/01/2021-7/31/2021	Claim on Pooled	\$11,968.27	8/25/2021	#4375152
8/05/2021	Claim on Pooled	\$286,301.62	8/5/2021	#4279123 property
8/01/2021-8/31/2021	Claim on Pooled	(\$146.81)	9/21/2021-wrong trsfr	#4511262
8/01/2021-8/31/2021	Claim on Pooled-correct	\$11,968.27	10/6/2021	#4591064
9/01/2021-9/30/2021	Claim on Pooled	\$10,666.04	10/22/2021	#4671301
10/01/2021-10/31/2021	Claim on Pooled	\$8,836.95	11/24/2021	#4838654
11/01/2021-11/30/2021	Claim on Pooled	\$11,435.19	12/28/2021	#5010203
12/01/2021-12/31/2021	Claim on Pooled	\$9,286.44	1/24/2022	#5146197
1/01/2022-1/31/2022	Claim on Pooled	\$13,537.88	2/22/2022	#5294865
2/01/2022-2/28/2022	Claim on Pooled	\$10,307.91	3/24/2022	#5465298
3/01/2022-3/31/2022	Claim on Pooled	\$9,598.59	4/25/2022	#
4/01/2022-4/30/2022	Claim on Pooled			
5/01/2022-5/31/2022	Claim on Pooled			
6/01/2022-6/30/2022	Claim on Pooled			

YTD Transfer	\$383,760.35
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PO Box 130
Durant OK 74702
RETURN SERVICE REQUESTED

www.firstunitedbank.com
First United - 20
1400 W Main, PO Box 130
Durant OK 74702-0130

Customer Service (800) 924-4427

Account [REDACTED]

Page 1 of 3

*0005774 S2
CITY OF DURANT
DURANT INDUSTRIAL AUTHORITY DIA
PO BOX 578
DURANT OK 74702-0578



CHECKING ACCOUNTS

Advantage Business Free PF

Account Number	[REDACTED]
Previous Balance	\$288,802.06
2 Deposits/Credits	\$363,707.66
10 Checks/Debits	\$14,678.37
Service Charge	\$0.00
Interest Paid	\$0.00
Current Balance	\$637,831.35

Number of Enclosures	11
Statement Dates	3/01/22 thru 3/31/22
Days in Statement Period	31
Average Ledger	\$408,516.58
Average Collected	\$408,516.58

Credit Transactions

Date	Description	Amount
3/21	Deposit	\$353,399.75
3/24	Transfer from [REDACTED] FEB 22 CLAIM ON POOLED TRSF Conf	\$10,307.91

Checks

Date	Check Number	Amount	Date	Check Number	Amount
3/18	187772	\$500.00	3/16	188847	\$1,666.67
3/11	188843*	\$30.00	3/16	188848	\$1,666.48
3/08	188844	\$2,407.60	3/16	188849	\$1,250.00
3/10	188845	\$2,407.61	3/16	188850	\$1,666.67
3/16	188846	\$2,083.34	3/25	189010*	\$1,000.00

(*) Denotes skip in check numbers

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
3/01	\$288,802.06	3/11	\$283,956.85	3/21	\$628,523.44
3/08	\$286,394.46	3/16	\$275,623.69	3/24	\$638,831.35
3/10	\$283,986.85	3/18	\$275,123.69	3/25	\$637,831.35

0005774

6302FUBT

8159B00X.002



Account: XXXXXX9243

Credit		DDA Deposit	
Bank:	FIRST UNITED BANK & TRUST CO	Date/Time:	3/21/2022 1 49 PM
Branch #:	1	Workstation:	DB01975
Branch Name:	FIRST UNITED BANK & TRUST CO	HIN #:	81151360000113
Teller ID:	USICLAIR	Owner:	City Of Durant
Drawer #:	03		
Trans #:	01		
Misc:	Trn DDA/SAV Deposit, inst. durant		

SUBSTITUTE IMAGE / VIRTUAL DOCUMENT

AUXILIARY	R/T	ACCOUNT	PG/TC	AMOUNT
	5000-3050		20	\$353,399.75

Deposit: 0 Date: 3/21/2022 Amount: \$353399.75

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-00519	03/04/2022	188843	\$*****30.00	
VOD AFTER 90 DAYS					
THIRTY & 00/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** A & H ENGRAVING & TROPHIES ** PO BOX 706 DURANT, OK 74702-0706					

188843

Number: 188843 Date: 3/11/2022 Amount: \$30.00

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-005279	03/04/2022	188844	\$*****2,497.61	
VOD AFTER 90 DAYS					
TWO THOUSAND FOUR HUNDRED SEVEN & 61/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** JOHN JACKSON ** PO BOX 1076 DURANT, OK 74702					

188844

Number: 188844 Date: 3/8/2022 Amount: \$2407.60

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-001602	03/04/2022	188845	\$*****2,407.61	
VOD AFTER 90 DAYS					
ONE THOUSAND SIX HUNDRED SIXTY SIX & 67/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** OKLAHOMA DEPARTMENT OF COMMERCE ** ATTN: ADMINISTRATIVE SERVICES 900 NORTH STILES OKLAHOMA CITY, OK 73104-2204					

188845

Number: 188845 Date: 3/10/2022 Amount: \$2407.61

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-001602	03/04/2022	188846	\$*****1,666.67	
VOD AFTER 90 DAYS					
ONE THOUSAND SIX HUNDRED SIXTY SIX & 67/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** OKLAHOMA DEPARTMENT OF COMMERCE ** ATTN: ADMINISTRATIVE SERVICES 900 NORTH STILES OKLAHOMA CITY, OK 73104-2204					

188846

Number: 188846 Date: 3/16/2022 Amount: \$2083.34

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-001602	03/04/2022	188847	\$*****1,666.67	
VOD AFTER 90 DAYS					
ONE THOUSAND SIX HUNDRED SIXTY SIX & 67/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** OKLAHOMA DEPARTMENT OF COMMERCE ** ATTN: ADMINISTRATIVE SERVICES 900 NORTH STILES OKLAHOMA CITY, OK 73104-2204					

188847

Number: 188847 Date: 3/16/2022 Amount: \$1666.67

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-003731	03/16/2022	189010	\$*****1,000.00	
VOD AFTER 90 DAYS					
ONE THOUSAND & 00/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** BRYAN COUNTY ABSTRACT CO. ** PO BOX 557 DURANT, OK 74702-0557					

189010

Number: 189010 Date: 3/25/2022 Amount: \$1000.00

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-005433	12/10/2021	187772	\$*****500.00	
VOD AFTER 90 DAYS					
FIVE HUNDRED & 00/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** SOUTHERN WORKFORCE BOARD, INC ** PO BOX 744 DURANT, OK 74702-0744					

187772

Number: 187772 Date: 3/18/2022 Amount: \$500.00

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-005269	03/04/2022	188844	\$*****2,407.60	
VOD AFTER 90 DAYS					
TWO THOUSAND FOUR HUNDRED SEVEN & 60/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** CHERYL JACKSON ** 2219 GERSHWIN DR DURANT, OK 74701					

188844

Number: 188844 Date: 3/8/2022 Amount: \$2407.60

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-001602	03/04/2022	188846	\$*****2,083.34	
VOD AFTER 90 DAYS					
TWO THOUSAND EIGHTY THREE & 34/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** OKLAHOMA DEPARTMENT OF COMMERCE ** ATTN: ADMINISTRATIVE SERVICES 900 NORTH STILES OKLAHOMA CITY, OK 73104-2204					

188846

Number: 188846 Date: 3/16/2022 Amount: \$2083.34

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-001602	03/04/2022	188848	\$*****1,666.48	
VOD AFTER 90 DAYS					
ONE THOUSAND SIX HUNDRED SIXTY SIX & 48/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** OKLAHOMA DEPARTMENT OF COMMERCE ** ATTN: ADMINISTRATIVE SERVICES 900 NORTH STILES OKLAHOMA CITY, OK 73104-2204					

188848

Number: 188848 Date: 3/16/2022 Amount: \$1666.48

CITY OF DURANT DURANT INDUSTRIAL AUTH		300 WEST EVERGREEN P. O. BOX 878 DURANT, OKLAHOMA 74712-0578		FIRST UNITED 1400 W MAIN DURANT, OK 74703	
BANK	VENDOR NUMBER	DATE	CHECK NUMBER	NET AMOUNT	
DIA	01-001602	03/04/2022	188850	\$*****1,666.67	
VOD AFTER 90 DAYS					
ONE THOUSAND SIX HUNDRED SIXTY SIX & 67/100 DOLLARS					
VOD AFTER 90 DAYS					
PAY TO THE ORDER OF ** OKLAHOMA DEPARTMENT OF COMMERCE ** ATTN: ADMINISTRATIVE SERVICES 900 NORTH STILES OKLAHOMA CITY, OK 73104-2204					

188850

Number: 188850 Date: 3/16/2022 Amount: \$1666.67

0005774

6302FUBT

8161BOOX.002

26EDP



Durant, OK

Income Statement

Account Summary

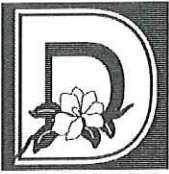
For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original	Current			YTD Activity +	Budget
		Total Budget	Total Budget	MTD Activity	YTD Activity	Encumbrances	Remaining
Fund: 020 - DURANT INDUSTRIAL AUTH.							
RevDepartment: 000 - 000							
020-000-301-1000	BEGINNING BALANCE	850,573.00	1,200,573.00	0.00	0.00	0.00	1,200,573.00
020-000-361-1000	INTEREST EARNINGS	1,000.00	1,000.00	88.09	398.59	398.59	601.41
020-000-361-3000	DIA PROPERTY LEASE REVENUE	2,000.00	2,000.00	0.00	4,090.60	4,090.60	-2,090.60
020-000-361-4020	PROCEEDS FROM SALE OF PROPERTY	0.00	0.00	0.00	861,775.91	861,775.91	-861,775.91
020-000-364-1101	TRSF FROM ECONOMIC (110) REIMB	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	0.00
020-000-364-2800	TRANSFER FROM ECONOMIC-DEBT	109,450.00	859,450.00	9,120.83	832,087.47	832,087.47	27,362.53
020-000-375-0501	CG - CDBG LOAN PMT. REIMB.	20,000.00	20,000.00	1,666.67	15,000.03	15,000.03	4,999.97
020-000-375-0505	ES - CDBG LOAN PMT. REIMB.	20,000.00	20,000.00	1,666.48	14,998.32	14,998.32	5,001.68
020-000-375-0602	TIF#3-19 TUBACEX TAX REFND REV	55,000.00	378,284.00	0.00	378,283.95	378,283.95	0.05
020-000-375-0605	TIF#3-DIA 1% TAX REFND REV	550.00	3,821.00	0.00	3,821.05	3,821.05	-0.05
RevDepartment: 000 - 000 Total:		1,308,573.00	2,735,128.00	262,542.07	2,360,455.92	2,360,455.92	374,672.08
Department: 017 - ECON. DEV. ADMINISTRATION							
ExpCategory: 520 - PROFESSIONAL SERVICES							
020-017-520-2130	PRORATED AUDIT FEES	5,947.00	7,260.00	2,060.72	6,342.51	13,094.11	-5,834.11
ExpCategory: 520 - PROFESSIONAL SERVICES Total:		5,947.00	7,260.00	2,060.72	6,342.51	13,094.11	-5,834.11
ExpCategory: 530 - CONTRACTUAL							
020-017-530-3032	POSTAGE	100.00	100.00	0.00	20.40	20.40	79.60
020-017-530-3036	CONSULTING FEES	55,000.00	50,000.00	12,500.00	17,000.00	49,990.98	9.02
020-017-530-3038	PUBLICATIONS & ADVERTISING	15,000.00	39,417.00	390.00	26,992.48	28,575.64	10,841.36
020-017-530-3051	CONTRACT LABOR	2,000.00	2,000.00	0.00	1,450.00	2,450.00	-450.00
ExpCategory: 530 - CONTRACTUAL Total:		72,100.00	91,517.00	12,890.00	45,462.88	81,037.02	10,479.98
ExpCategory: 550 - MATERIALS/SUPPLIES/MAINT/SM TOOLS							
020-017-550-5051	OFFICE SUPPLIES	1,200.00	1,200.00	0.00	317.77	360.76	839.24
020-017-550-5849	COMP. SOFTWARE & ACCESSORIES	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00
020-017-550-5857	MMBRSHIP/LCNSE/CRTFCATION/ECT	3,755.00	9,438.00	400.00	8,813.80	8,813.80	624.20
ExpCategory: 550 - MATERIALS/SUPPLIES/MAINT/SM TOOLS Total:		7,755.00	13,438.00	400.00	9,131.57	9,174.56	4,263.44
ExpCategory: 570 - MISCELLANEOUS							
020-017-570-7010	MEETING EXPENSES	1,000.00	1,000.00	0.00	466.20	466.20	533.80
020-017-570-7015	PHOTOCOPIES	400.00	400.00	0.00	0.00	0.00	400.00
020-017-570-7130	MISC. EXPENDITURES	0.00	0.00	0.00	25.00	25.00	-25.00
020-017-570-7200	TRAINING AND TRAVEL	10,000.00	10,000.00	0.00	5,417.79	5,417.79	4,582.21
020-017-570-7220	I.T. SERVICE FEES	5,232.00	5,232.00	435.98	3,923.82	3,923.82	1,308.18
ExpCategory: 570 - MISCELLANEOUS Total:		16,632.00	16,632.00	435.98	9,832.81	9,832.81	6,799.19
Department: 017 - ECON. DEV. ADMINISTRATION Total:		102,434.00	128,847.00	15,786.70	70,769.77	113,138.50	15,708.50
Department: 067 - INDUSTRIAL PROJECTS							
ExpCategory: 530 - CONTRACTUAL							
020-067-530-3502	TIF#3 19 TUBACEX REIMB PYMNT	55,000.00	378,284.00	0.00	378,283.95	378,283.95	0.05
ExpCategory: 530 - CONTRACTUAL Total:		55,000.00	378,284.00	0.00	378,283.95	378,283.95	0.05
ExpCategory: 560 - CAPITAL - GENERAL							
020-067-560-6003	DIA LANDS PURCHASE	250,000.00	1,043,100.00	0.00	337,778.02	337,778.02	705,321.98
ExpCategory: 560 - CAPITAL - GENERAL Total:		250,000.00	1,043,100.00	0.00	337,778.02	337,778.02	705,321.98
ExpCategory: 570 - MISCELLANEOUS							
020-067-570-7400	CONTINGENCY RESERVE	751,689.00	285,447.00	0.00	0.00	0.00	285,447.00
ExpCategory: 570 - MISCELLANEOUS Total:		751,689.00	285,447.00	0.00	0.00	0.00	285,447.00
ExpCategory: 580 - DEBT SERVICE							
020-067-580-8516	SG ECHO, LLC LOAN	0.00	750,000.00	0.00	750,000.00	750,000.00	0.00
020-067-580-8630	BL - CDBG LOAN PMT. EXP.	25,000.00	25,000.00	2,083.34	18,750.06	18,750.06	6,249.94
020-067-580-8631	CG - CDBG LOAN PMT. EXP.	20,000.00	20,000.00	1,666.67	15,000.03	15,000.03	4,999.97

Income Statement

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
020-067-580-8633	CMP - CDBG LOAN PMT. EXP.	15,000.00	15,000.00	1,250.00	11,250.00	11,250.00	3,750.00
020-067-580-8634	EB - CDBG LOAN PMT. EXP.	11,667.00	11,667.00	1,666.67	8,437.53	8,437.53	3,229.47
020-067-580-8635	ES - CDBG LOAN PMT. EXP.	20,000.00	20,000.00	1,666.48	14,998.32	14,998.32	5,001.68
020-067-580-8770	CG LAND ACQUISITION COSTS	57,783.00	57,783.00	4,815.21	43,336.89	43,336.89	14,446.11
ExpCategory: 580 - DEBT SERVICE Total:		149,450.00	899,450.00	13,148.37	861,772.83	861,772.83	37,677.17
Department: 067 - INDUSTRIAL PROJECTS Total:		1,206,139.00	2,606,281.00	13,148.37	1,577,834.80	1,577,834.80	1,028,446.20
Fund: 020 - DURANT INDUSTRIAL AUTH. Surplus (Deficit):		0.00	0.00	233,607.00	711,851.35	669,482.62	-669,482.62



Durant, OK

Balance Sheet

Account Summary

As Of 03/31/2022

DURANT
OKLAHOMA
Account

Name

Balance

Fund: 020 - DURANT INDUSTRIAL AUTH.

Assets

020-000-101-2000	FU DIA -20	637,681.35
020-000-102-0000	CLAIM ON POOLED CASH	1,656,574.22
020-000-122-3100	NOTE REVL - EAGLE SUSP #2	143,316.00
020-000-122-7000	NOTE RECEIVABLE - CFG CDBG	92,359.09
020-000-122-8100	NOTE RCBL - EARTH BIOFUEL #2	283,416.50
020-000-122-8101	NOTE RCBL-EARTH BIOFUEL#2ALLOW	-283,416.50
020-000-122-9500	NOTE RCVBL- TEXOMA MANUFACTURI	0.36
020-000-122-9600	NOTE RCBL-ABBOT/PHARMCAREOK	148,822.18
020-000-122-9700	NOTE RECEIVABLE - BRUCEPAC	700,000.00
020-000-151-1000	INVESTMENT IN DURANT TIF AUTHO	3,100,000.00
020-000-161-0000	CAPITAL ASSETS	17,663.97
020-000-161-0001	ACCUMULATED DEPRECIATION	-2,062.01
020-000-180-2000	DEFERRED OUTFLOW- OKMRF	13,924.00
020-000-191-0000	LAND AND OTHER NON DEPRECIABLE	1,673,856.00
Total Assets:		<u>8,182,135.16</u>

8,182,135.16

Liability

020-000-203-0000	ACCOUNTS PAYABLE	-4,407.48
020-000-205-0700	ACCRUED COMP. ABSENCES PYBL	1,267.00
020-000-206-1500	NOTE PAYABLE ODOC CDBG CMP	37,500.00
020-000-206-1600	NOTE PAYABLE ODOC CDBG BL	85,415.90
020-000-206-1700	NOTE PAYABLE ODOC CDBG CFG	88,332.98
020-000-206-1800	CDBG ED 05 NOTE PAYABLE	280,583.07
020-000-206-1900	CDBG ED 06 NOTE PAYABLE	143,317.68
020-000-207-1200	DUE TO EDC (F110)	2,850,000.00
020-000-207-1800	A/P PENDING	1,000.76
020-000-207-5000	ACCRUED INTEREST PAYABLE	218.75
020-000-210-1100	CAPITAL LEASE OBLIG. (C.GLASS)	143,015.72
020-000-219-0000	DEFERRED INFLOW- OKMRF	9,158.00
020-000-220-2000	NET PENSION LIABILITY-OMRF	2,188.00
020-000-243-0000	ENCUMBRANCES	-793,649.42
020-000-244-0000	RESERVE FOR ENCUMBRANCES	793,649.42
020-000-247-0000	PRIOR YEAR ENCUMBRANCES	2,728.79
020-000-249-0000	PRIOR YR. RES FOR ENCUMB.	-2,728.79
Total Liability:		<u>3,637,590.38</u>

Equity

020-000-271-0000	FUND BALANCE	2,286,251.29
020-000-271-0100	INVESTED IN CAPITAL ASSETS	1,546,442.14
Total Beginning Equity:		<u>3,832,693.43</u>
Total Revenue		2,360,455.92
Total Expense		<u>1,648,604.57</u>
Revenues Over/Under Expenses		711,851.35
Total Equity and Current Surplus (Deficit):		<u>4,544,544.78</u>

Total Liabilities, Equity and Current Surplus (Deficit): 8,182,135.16

ECONOMIC DEVELOPMENT FUND 110
INCOME & EXPENSE STATEMENT
75% of Fiscal Year

REVENUE:	CURRENT MONTH	Fiscal Year To Date	
	March 2022	YTD	% of
ACCOUNT GROUPS	Amount	Amount	Budget
Beginning Balance		2,188,662	0.00%
Interest Earnings	524.70	5,059.64	0.00%
Miscellaneous Revenue		-	0.00%
1/4% Sales Tax Revenue	87,736.83	1,018,980	87.39%
Loan Repymnt Interest Earned			0.00%
E.D. Loan Repaymnt (Texoma MFG)			0.00%
E.D. Loan Repayment (Eagle Suspensions)		-	0.00%
E.D. Loan Repaymnt (Pharmcare)	4,333.33	38,999.97	75.00%
TRANSFER IN	-	-	0.00%
TOTAL REVENUE	92,594.86	934,552.52	28.63%

EXPENSES:	CURRENT MONTH	Fiscal Year To Date	
	March 2022	YTD	% of
ACCOUNT GROUPS	Amount	Amount	Budget
TRSF TO DIA-DEBT PMNTS	9,120.83	832,087.47	0.00%
TRSF TO DIA (REIMB FOR EXPENSES)	50,000.00	250,000.00	0.00%
			0.00%
TOTAL EXPENSES	59,120.83	1,082,087.47	97.53%
FUTURE PROJECTS			
		2,155,192	0.00%
NET CHANGE IN FUND BALANCE	33,474.03	(147,534.95)	0.00%

AL 4/20/22

ECONOMIC DEVELOPMENT FUND 110

BALANCE SHEET (unaudited)

as of 03/31/2022

ASSETS	Amount	% of Total Assets
Claim on Pooled Cash	2,414,729.38	44.71%
Sales Tax Receivable (.25%)	140,521.66	2.60%
Due From DIA	2,850,000.00	
Accounts Receivable	(4,333.04)	
Total Current Assets	5,400,918.00	100.00%
Capital Assets	-	-
Construction in progress	-	-
Gross Fixed Assets	-	-
Less Accumulated Depreciation	-	-
Net Fixed Assets	-	-
Due from other Governments	-	-
Total Other Assets	-	-
TOTAL ASSETS	5,400,918.00	100.00%
LIABILITIES	Amount	% of Total Assets
Accounts payable-pending	-	-
Other Current Liabilities	-	-
Total Current Liabilities	-	-
Capital lease obligations	-	-
Notes payable	-	-
Total Long Term Debt	-	-
Total Liabilities	-	-
Fund Balance	5,548,452.95	102.73%
Invested in Capital Assets	-	-
Surplus (Deficit)	(147,534.95)	-2.73%
Total Fund Balance	5,400,918.00	100.00%
		0.00%
TOTAL LIABILITIES & FUND BALANCE	5,400,918.00	100.00%

Sales Tax Receivable is the audited 6/30/20 balance - sales tax was received in July 20 & Aug 20

AL 4/20/2022

Balance Sheet

As Of 03/31/2022

Account	Name	Balance
Fund: 110 - 1/4 % ECONOMIC DEV. FUND		
Assets		
110-000-102-0000	CLAIM ON POOLED CASH	2,414,729.38
110-000-132-0000	DUE FROM DIA	2,850,000.00
110-000-171-1000	SALES TAX RECEIVABLE (.25%)	140,521.66
110-000-171-3000	ACCOUNTS RECEIVABLE	-4,333.04
Total Assets:		5,400,918.00
		<u>5,400,918.00</u>
Liability		
110-000-243-0000	ENCUMBRANCES	-13,070,741.32
110-000-244-0000	RESERVE FOR ENCUMBRANCES	13,070,741.32
110-000-247-0000	PRIOR YEAR ENCUMBRANCES	88,500.00
110-000-249-0000	PRIOR YR. RES. FOR ENCUMBRANCE	-88,500.00
Total Liability:		0.00
Equity		
110-000-271-0000	FUND BALANCE	5,548,452.95
Total Beginning Equity:		5,548,452.95
Total Revenue		934,552.52
Total Expense		1,082,087.47
Revenues Over/Under Expenses		-147,534.95
Total Equity and Current Surplus (Deficit):		5,400,918.00
Total Liabilities, Equity and Current Surplus (Deficit):		<u>5,400,918.00</u>

Income Statement

For Fiscal: 2021-2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - 1/4 % ECONOMIC DEV. FUND							
RevDepartment: 000 - 000							
110-000-301-1000	BEGINNING BALANCE	2,188,662.00	2,188,662.00	0.00	0.00	0.00	2,188,662.00
110-000-311-1000	SALES TAX REVENUE (.25%)	1,018,980.00	1,018,980.00	87,736.83	890,492.91	890,492.91	128,487.09
110-000-361-1000	INTEREST EARNINGS REVENUE	5,000.00	5,000.00	524.70	5,059.64	5,059.64	-59.64
110-000-361-1208	FY13 PHARMCARE LOAN REPAYMENT	52,000.00	52,000.00	4,333.33	38,999.97	38,999.97	13,000.03
RevDepartment: 000 - 000 Total:		3,264,642.00	3,264,642.00	92,594.86	934,552.52	934,552.52	2,330,089.48
Department: 017 - ECON. DEV. ADMINISTRATION							
ExpCategory: 560 - CAPITAL - GENERAL							
110-017-560-6021	FUTURE PROJECTS	2,905,192.00	2,155,192.00	0.00	0.00	0.00	2,155,192.00
ExpCategory: 560 - CAPITAL - GENERAL Total:		2,905,192.00	2,155,192.00	0.00	0.00	0.00	2,155,192.00
ExpCategory: 599 - TRANSFER							
110-017-599-0200	TRSF TO DIA (REIMB FOR EXPENSE	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	0.00
110-017-599-0201	TRANSFER TO DIA - DEBT PMTS	109,450.00	859,450.00	9,120.83	832,087.47	832,087.47	27,362.53
ExpCategory: 599 - TRANSFER Total:		359,450.00	1,109,450.00	259,120.83	1,082,087.47	1,082,087.47	27,362.53
Department: 017 - ECON. DEV. ADMINISTRATION Total:		3,264,642.00	3,264,642.00	259,120.83	1,082,087.47	1,082,087.47	2,182,554.53
Fund: 110 - 1/4 % ECONOMIC DEV. FUND Surplus (Deficit):		0.00	0.00	-166,525.97	-147,534.95	-147,534.95	147,534.95
Report Surplus (Deficit):		0.00	0.00	67,081.03	564,316.40	521,947.67	



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Executive Director Report

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. April 2022 Report

Monthly Economic Development Report

April 2022

To: Chairperson and Trustees

From: Lisa Taylor, Director

Date: April 27, 2022

DIA Property Updates

- East Industrial Park - Property sale closed on Friday, February 25. Proceeds in the amount of \$861,775.91 was deposited.
- Country Club 20 Acre Parcel - Wall engineering has started assessments of property for the development of an industrial road.
- Project Bison/ West Industrial Park - Information was provided to a prospect in December, and an ongoing discussion has since taken place. Oklahoma was one of three states being considered for the project. A formal proposal for the project was submitted through the Oklahoma Department of Commerce. Durant is still being considered for Project Bison, along with a community from Texas. A site visit will be scheduled soon.

Recruitment Activities

- Met virtually with representatives of Project Aussie. This company is interested in locating at the airport, and we are currently awaiting response from the FAA about whether the project will be allowed to locate at the airport.
- Met with representatives of a taxi cab company with plans to expand to Durant. The Durant City Council voted on an update Taxicab ordinance in January, and it has been shared with owners of the taxicab business interested in expanding to Durant. The taxicab company is still working through red tape on their end and will let me know when they are ready to proceed.
- Met with representatives of Retail Strategies. We currently have eleven national retail/ restaurant brands interested in Durant. Of note, I have been fielding calls/ discussions with seven development companies interested in developing in Durant for national brand tenants. Developers have been given local information and have been connected to representatives of Retail Strategies.

Retention Activities

- Met with the Durant Main Street Economic Vitality Committee to discuss BRE Interviews. Committee members were assigned individual businesses to interview by May 31, 2022.

Other

- Followed up on Waldron Road realignment easement information.
- Participated in the following meetings: Durant Industrial Authority, City Council, Select Oklahoma, Oklahoma Marketing Committee, Community Development Council Board, Southeast Oklahoma Regional Transportation Organization Board, Bluezones Places Committee.
- Made updates to the DIA website and social media pages.
- Continued gathering data for the TOP Grant Project.



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Discussion, Consider and Possible Action on Implementing a Technology Grant Program for Small Businesses

Consider Approval of Implementing a Technology Grant Program for Small Businesses

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. DIA Small Business Technology Grant Package



DURANT INDUSTRIAL AUTHORITY

PO Box 578 • Durant, OK 74701
(580) 924-7254 | (580) 916-1512
Email: ltaylor@durant.org
www.ok-durant.org



Durant Small Business Technology Grant Program Guidelines

Overview

The Durant Industrial Authority of the City of Durant, Oklahoma (the “DIA”) recognizes that the success of small businesses is essential to a diverse and successful economy. The Durant Small Business Grant Program was created to assist in the growth and retention of viable small businesses in the City of Durant, Oklahoma. The objective of this pilot program is to assist small business owners (for-profit business with fifteen (15) or fewer employees) in the acquisition of information technology hardware and/ or software to be used for their small business.

This grant is a one-time, monetary award given to a small business and shall not exceed \$2,000. The grants will be committed and funded on a first-come, first-served basis contingent upon availability of funds. There is a limit of one Durant Small Business Technology Grant per tax identification number. Grants are awarded to applicants who have provided a complete application package and have met all eligibility requirements.

Grant Eligibility

A business may qualify for consideration provided it meets all of the following:

- Must be a for-profit small business. For the purpose of this grant, a small business is defined as a business entity with fifteen (15) or fewer employees. Employees include the owner, part-time, and full-time employees. Not-for-profit businesses, organizations and entities are not eligible for this program.
- The business must be located in a Low to Moderate Income Area/ New Markets Tax Credit census tract at the time of application. To determine if your business is located in an eligible area, review our “Determining If a Business Is located in an Eligible Area” instructions.
- The business must pay every employee a minimum of 1.5 times federally mandated Minimum Wage.
- The business and business owner(s) must be current on all local taxes or fees (real estate, personal property, business license, stormwater etc.).
- The business owner must be enrolled in the Durant Small Business Bootcamp.

Members of the Durant Industrial Authority and/ or of the Durant City Council, and their immediate family members (Mother, Father, Spouse, Siblings and Children) are not eligible for participation in the Durant Small Business Grant Program.

Eligible Use of Funds

Funds must be used for an existing small business located within the designated area. Examples of eligible uses include:



DURANT INDUSTRIAL AUTHORITY

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- Computer Hardware such as a laptop/ desktop computer, Point of Sale equipment and printers.
- Software such as that used for point of sale, word processing, database, spreadsheet, application suites, cyber security, etc.
- Hardware used for establishing internet inside the business, such as a modem or router.
- Other Expenses as Approved by the DIA

Please note that expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement.

Ineligible Use of Funds

Examples of ineligible uses include but are not limited to the following:

- Purchase of Inventory
- Personal Expenses
- Purchase of Construction Equipment
- Salaries and/or Payroll
- Cellular devices, such as cell phones, tablets, etc.

Terms

The applicant must comply with all Federal, State and/or Local requirements for operating the business. Some requirements are:

- Business License Tax
- Codes Compliance Regulations
- Local, State and Federal taxes
- Health and Safety Regulations

The applicant must also:

- Sign a grant agreement and return within 30 days of the agreement date.
- Maintain a business location in the defined geographic area of Durant, OK for at least one (1) year after receiving Durant Small Business Technology Grant funds. Failure to do so may result in a requirement to repay grant funds.
- Submit a Grant Expenditure Report form and receipts for eligible expenses within thirty (30) days of purchase. Grant expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement. Failure to do so may result in a requirement to repay grant funds.

Grant Application Process

Completed applications and any required supporting documentation must be submitted to the DIA by mail, hand delivery or email. Applicant must submit a valid government issued identification (i.e. Passport, Drivers' License etc.) and a completed Request for Taxpayer



DURANT INDUSTRIAL AUTHORITY

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(580) 924-7254 | (580) 916-1512
Email: ltaylor@durant.org
www.ok-durant.org



Identification Number and Certification (IRS Form W-9) with the application.

Following review, the applicant will be sent a notification of decision by mail or email. If approved, the applicant will be provided the amount of the grant funding they are eligible to receive and advised of the next steps in the process (grant agreement, reporting requirements, etc.).

Grant payments will not be issued until the application has been approved by the DIA, and the signed grant agreement has been processed. The fully executed grant agreement must be returned within 30 days of the agreement date.

The DIA reserves the right to deny approval of any application for reasons including, but not limited to, using funds to meet an equity investment requirement of other available business assistance programs, competitiveness of applications received, modifications to grant criteria, etc.

Program Administration

Interested individuals should contact the Executive Director of the DIA (580) 924-7254 or econdev@durant.org regarding the application process or questions.

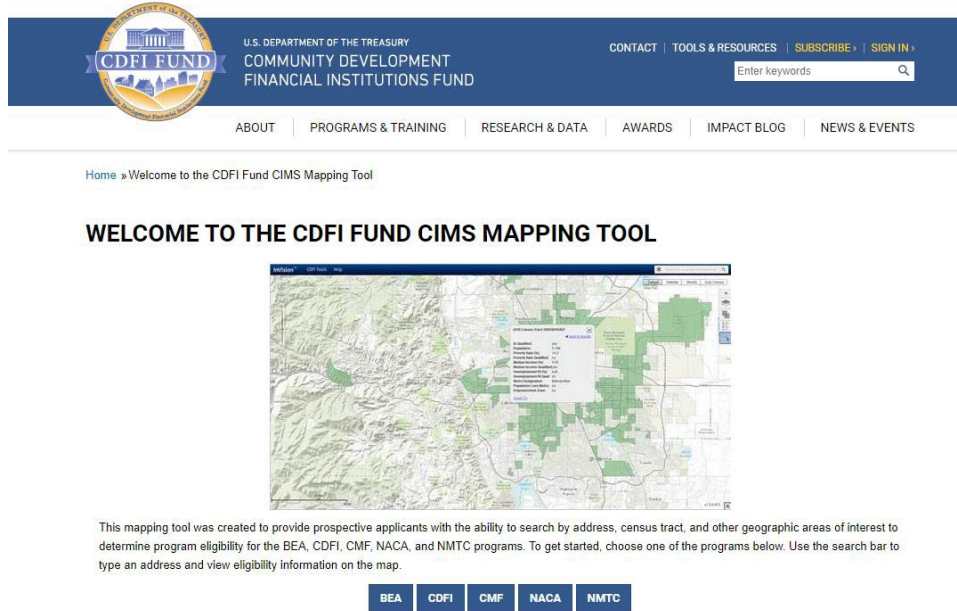
DIA staff will review all grant applications for eligibility and will make recommendations for funding to the DIA and the Durant City Council. To ensure that projected expenses are reasonable, each grant will be evaluated on the amount of funding requested and the identified use of the funds. Every effort will be made to maximize resources to support as many small businesses as possible.

If the application is not approved, the applicant may reapply for a Durant Small Business Grant after six (6) months. All issues identified by the staff must be addressed prior to resubmission. No more than two (2) resubmissions are permitted within a two (2) year period. There is no application fee. Lifetime limit of one grant per business and/or individual.

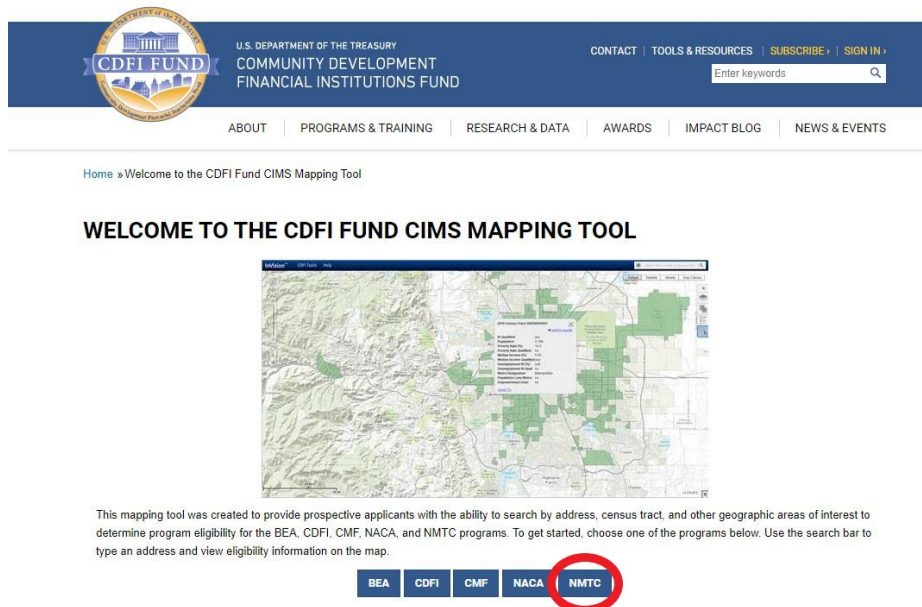
Durant Small Business Grant Program LMI Determination Procedures

In order to qualify for the Micro Enterprise Grant, the business must be located in a low to moderate income area at the time of application. To determine if your business is located in a low to moderate income/ NMTC area follow the instructions provided below.

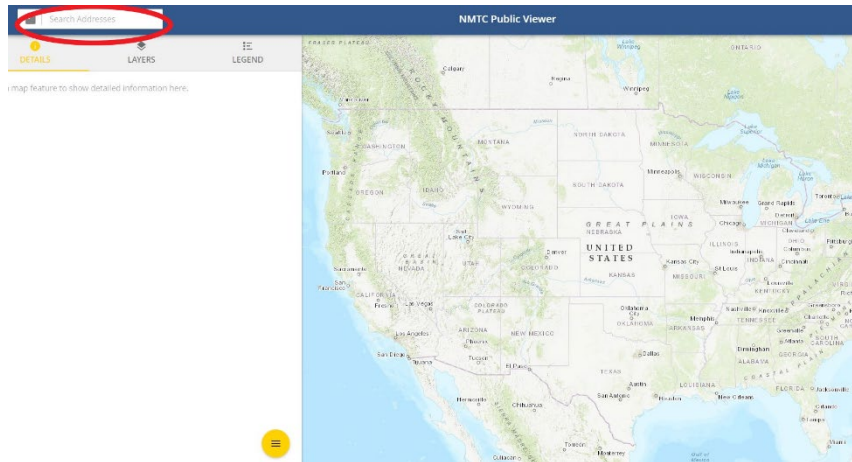
1. Go to the US Department of the Treasury CDFI Fund website at <https://www.cdfifund.gov/cims3>



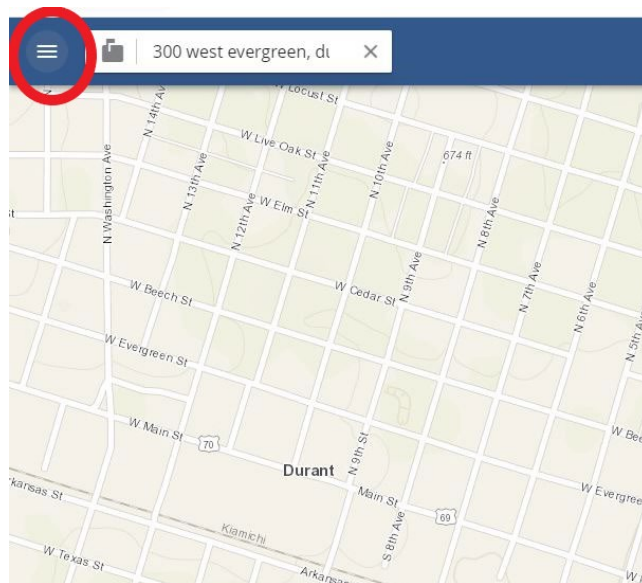
2. Click on “NMTC”



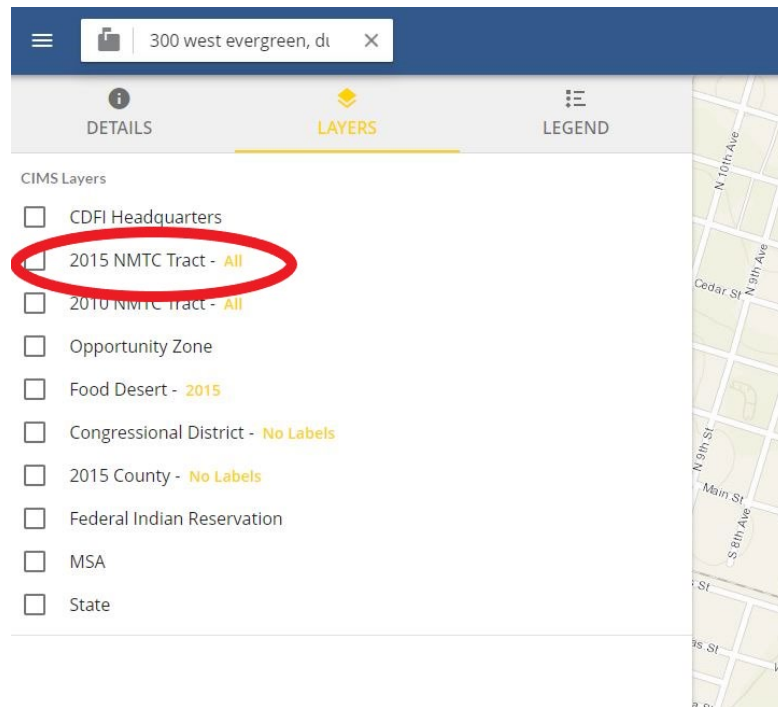
3. Enter the complete physical address of the applicant business (street address, city, state, and zip code).



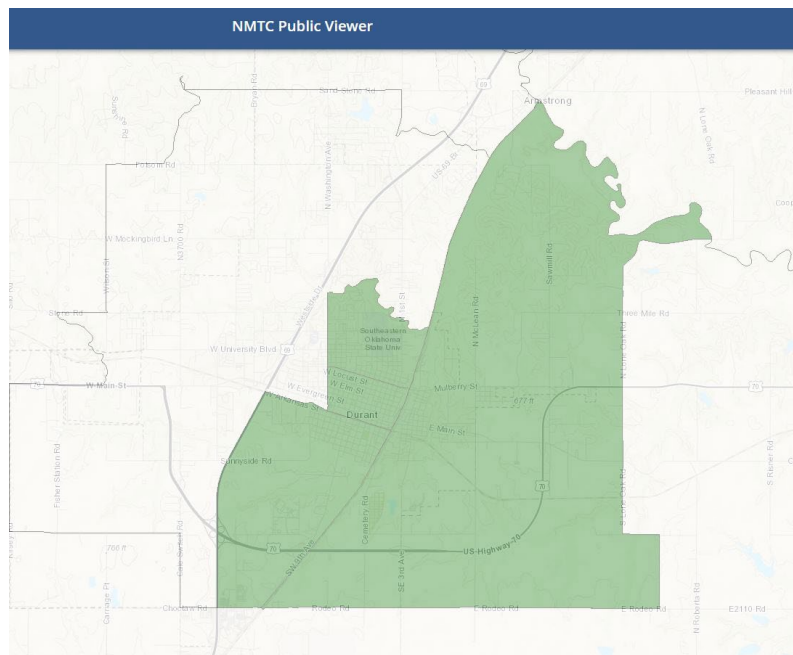
4. Click on the menu to reveal a list of available layers.



5. Select "2015 NMTC Tract".



6. If your business is located within the GREEN shaded area on the map, you are located within an eligible area for the Durant Small Business Grant Program.



Durant Industrial Authority Small Business Technology Grant Program Application Package

(Name of Applicant)

(Date Submitted)

(Signature of Applicant)

(Grant Amount Requested)

Application Submission:
The application must be signed by the business owner.

Mail to:
Durant Industrial Authority
ATTN: Lisa Taylor
PO Box 578
Durant, OK 74701

Or, Deliver to:
Durant Industrial Authority
10 Waldron Road
Durant, OK 74701

Please call (580) 924-7254 with questions.

Completed applications can also be submitted electronically as a PDF to econdev@durant.org.

Small Business Technology Grant Program Application

I. INFORMATION ABOUT THE BUSINESS

Have you previously received a Durant Small Business Grant? Yes ☐ No ☐

Legal Name of Business: _____

Trade Name/DBA _____

Legal Entity Structure (Sole Proprietor, LLC, Corporation etc.): _____

Is the Business a non-profit? Yes ☐ No ☐

Business Address: _____

City: _____ Zip Code: _____

Mailing Address (if different from physical address): _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____

Business Phone: _____ Mobile Number: _____

Year Business Established: _____

Current number of employees: Full-time _____ Part-time _____

Federal ID # _____ NAICS Code _____

Business Website: _____

Preferred Method of Contact (business, mobile or email): _____

Please provide a description of the business and services/products offered:

II. BUSINESS OWNER INFORMATION

Please list below business owner (s) information (Please attach additional sheet if more space is needed).

Owner's Name: _____ Title: _____

Percentage of Ownership: _____

Home Address: _____ City: _____ State: ____ Zip Code: _____

Telephone: _____ E-Mail: _____

Owner's Name: _____ Title: _____

Percentage of Ownership: _____

Home Address: _____ City: _____ State: ____ Zip Code: _____

Telephone: _____ E-Mail: _____

Please describe how this grant will help your business:

Please describe assets (hardware, software, technology infrastructure and upgrade, etc.) to be acquired with grant funding and why they are needed for the business:

IV. USE OF FUNDS

Please list how the funds will be utilized. All expenditures must be reasonable, allowable and necessary for the activities of the business requesting the funding. Due to limited funding, applicants are advised to prioritize grant requests to one or more related items that will significantly impact the business (Please attach additional sheet if more space is needed).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total \$ _____	

V. SIGNATURES

All property/business owners, partners, etc. must sign this application form. If there are any questions, please call Economic Development staff at (580) 924-7254.

I certify that I have read and understand the Durant Small Business Technology Grant program guidelines and that the information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this grant on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the Oklahoma Freedom of Information Act. In the event of grant approval, I grant permission to the Durant Industrial Authority and its designees to release publicity articles regarding the financing of the project. A personal credit check of the principal owner and/or key individuals, as well as a background check, may be made. By signing below, I agree that the grant will be used for business purposes only and not for household, personal or consumer usage. I understand that any willful misrepresentation on this application and any other grant related documents could result in a requirement to repay grant funds and/or a violation of Local, State and/or Federal code.

Name (Print) _____	Name (Print) _____
Signature _____	Signature _____
Date _____	Date _____
E-mail _____	E-mail _____

VI. REQUIRED ATTACHMENTS FOR ALL APPLICATIONS

- ☒ Copy of Certificate of Occupancy from the City of Durant
- ☒ Completed Current W-9
- ☒ Copy of Certificate of Good Standing from the Oklahoma Secretary of State
- ☒ Unexpired Government Issued Identification (Passport, Drivers' License etc.)
- ☒ Any Other Information That Will Assist Our Review Committee in Evaluating Your Grant Request.



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Discussion, Consideration and Possible Action on Implementing a Grant Program for Small Businesses.

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Durant Small Business Grant Package



DURANT INDUSTRIAL AUTHORITY

PO Box 578 • Durant, OK 74701
(580) 924-7254 | (580) 916-1512
Email: ltaylor@durant.org
www.ok-durant.org



Durant Small Business Grant Program Guidelines

Overview

The Durant Industrial Authority of the City of Durant, Oklahoma (the “DIA”) recognizes that the success of small businesses is essential to a diverse and successful economy. The Durant Small Business Grant Program was created to assist in the growth and retention of viable small businesses in the City of Durant, Oklahoma. The objective of this pilot program is to support small business owners (for-profit business with fifteen (15) or fewer employees) in the expansion and maintenance of their small business located in the designated area.

This grant is a one-time, monetary award given to a small business and shall not exceed \$5,000. The minimum grant award is \$500. The grants will be committed and funded on a first-come, first-served basis contingent upon availability of funds. There is a limit of one grant per tax identification number. Grants are awarded to applicants who have provided a complete application package and have met all eligibility requirements.

Grant Eligibility

A business may qualify for consideration provided it meets all of the following:

- Must be a for-profit small business. For the purpose of this grant, a small business is defined as a business entity with fifteen (15) or fewer employees. Employees include the owner, part-time, and full-time employees. Not-for-profit businesses, organizations and entities are not eligible for this program.
- The business must be located in a Low to Moderate Income Area/ New Markets Tax Credit census tract at the time of application. To determine if your business is located in an eligible area, review our “Determining If a Business Is located in an Eligible Area” instructions.
- The business must pay every employee a minimum of 1.5 times federally mandated Minimum Wage.
- The business and business owner(s) must be current on all local taxes or fees (real estate, personal property, business license, etc.).
- The business owner must submit an acceptable business plan. A sample business plan and list of components required to be included in the plan are included with the application packet.
- The business owner must complete **one** of the following:
 - Completion of 30 hours of small business training (combination of small business courses and one-on-one counseling, provided by the Oklahoma Small Business Development Center, REI Women’s Business Center or Choctaw Small Business Development.)
 - Successfully complete the Durant Small Business Bootcamp, as conducted by the Oklahoma Small Business Development Center. (Certificate of Completion is required).



DURANT INDUSTRIAL AUTHORITY

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Members of the Durant Industrial Authority and/ or of the Durant City Council, and their immediate family members (Mother, Father, Spouse, Siblings and Children) are not eligible for participation in the Durant Small Business Grant Program.

Eligible Use of Funds

Funds must be used to improve an existing small business. Examples of eligible uses include:

- Marketing and Advertising Expenses
- Equipment (New or Used)
- Computer Hardware or Software
- Development of Online or Mobile Presence
- Consultant Services
- Training and Certifications
- Other Expenses as Approved by the DIA

Please note that expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement.

Ineligible Use of Funds

Examples of ineligible uses include but are not limited to the following:

- Purchase of Inventory
- Personal Expenses
- Purchase of Construction Equipment
- Salaries and/or Payroll

Terms

The applicant must comply with all Federal, State and/or Local requirements for operating the business. Some requirements are:

- Business License Tax
- Codes Compliance Regulations
- Local, State and Federal taxes
- Health and Safety Regulations

The applicant must also:

- Provide a business plan, information on the target market, list of any other financial sources and an itemized list of the proposed use of funds to include the cost of each expense.
- Sign a grant agreement and return within 30 days of the agreement date.
- Maintain a business location in the defined geographic area of Durant, OK for at least one (1) year after receiving DIA Small Business Grant funds. Failure to do so may result in a requirement to repay grant funds.
- Submit a Grant Expenditure Report form and receipts for eligible expenses no later than the 20th of each month. Grant expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant



DURANT INDUSTRIAL AUTHORITY

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agreement. Failure to do so may result in a requirement to repay grant funds.

Grant Application Process

Completed applications and any required supporting documentation must be submitted to the DIA by mail, hand delivery or email. Applicant must submit a valid government issued identification (i.e. Passport, Drivers' License etc.) and a completed Request for Taxpayer Identification Number and Certification (IRS Form W-9) with the application.

Following review, the applicant will be sent a notification of decision by mail or email. If approved, the applicant will be provided the amount of the grant funding they are eligible to receive and advised of the next steps in the process (grant agreement, reporting requirements, etc.).

Grant payments will not be issued until the application has been approved by the DIA, and the signed grant agreement has been processed. The fully executed grant agreement must be returned within 30 days of the agreement date.

The DIA reserves the right to deny approval of any application for reasons including, but not limited to, using funds to meet an equity investment requirement of other available business assistance programs, competitiveness of applications received, modifications to grant criteria, etc.

Program Administration

Interested individuals should contact the Executive Director of the DIA (580) 924-7254 or econdev@durant.org regarding the application process or questions.

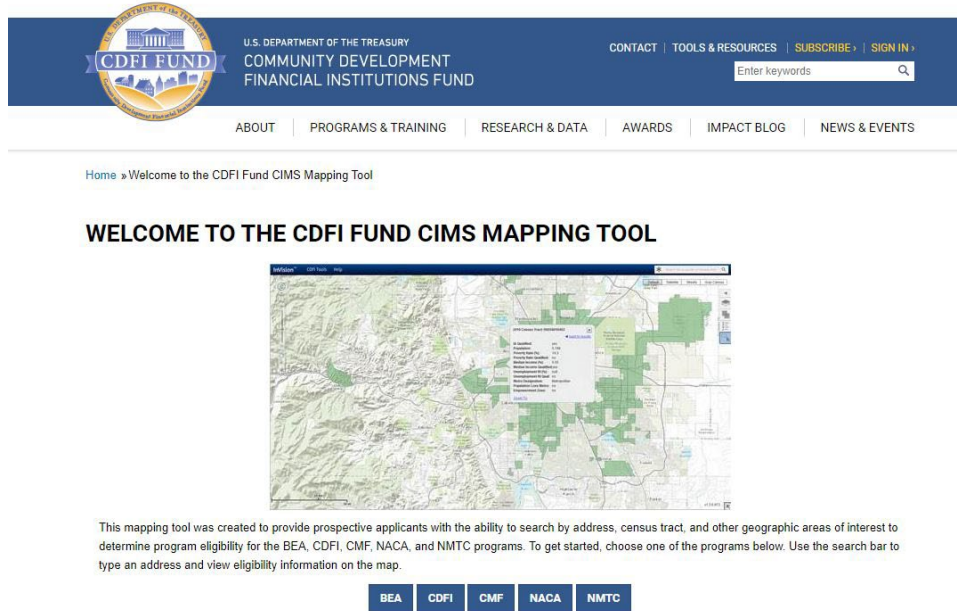
DIA staff will review all grant applications for eligibility and will make recommendations for funding to the DIA and the Durant City Council. To ensure that projected expenses are reasonable, each grant will be evaluated on the amount of funding requested and the identified use of the funds. Every effort will be made to maximize resources to support as many small businesses as possible.

If the application is not approved, the applicant may reapply for a Durant Small Business Grant after six (6) months. All issues identified by the staff must be addressed prior to resubmission. No more than two (2) resubmissions are permitted within a two (2) year period. There is no application fee. Lifetime limit of one grant per business and/or individual.

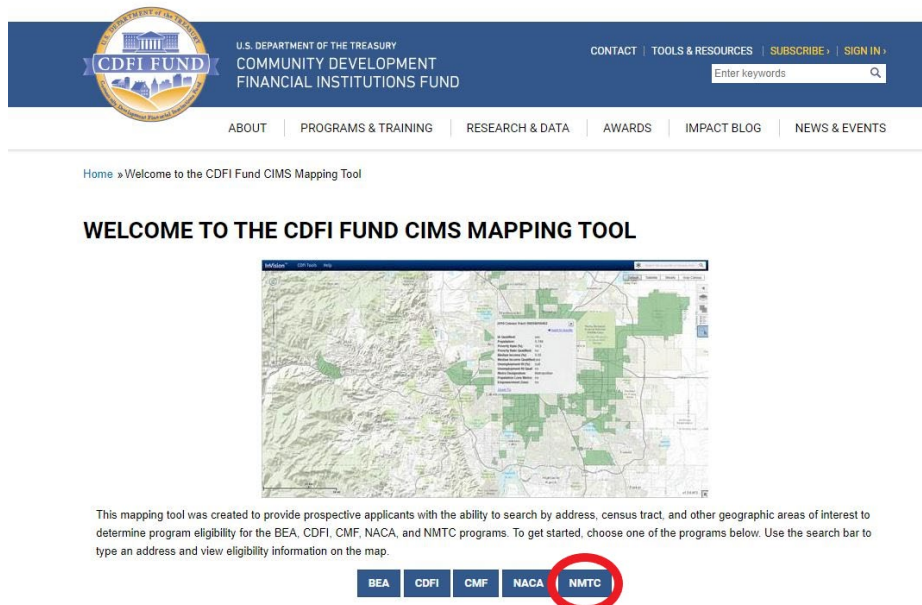
Durant Small Business Grant Program LMI Determination Procedures

In order to qualify for the Micro Enterprise Grant, the business must be located in a low to moderate income area at the time of application. To determine if your business is located in a low to moderate income/ NMTC area follow the instructions provided below.

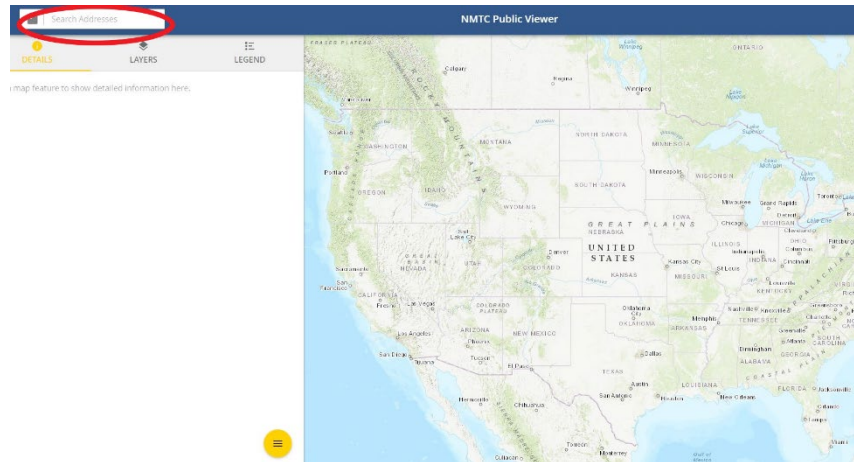
1. Go to the US Department of the Treasury CDFI Fund website at <https://www.cdfifund.gov/cims3>



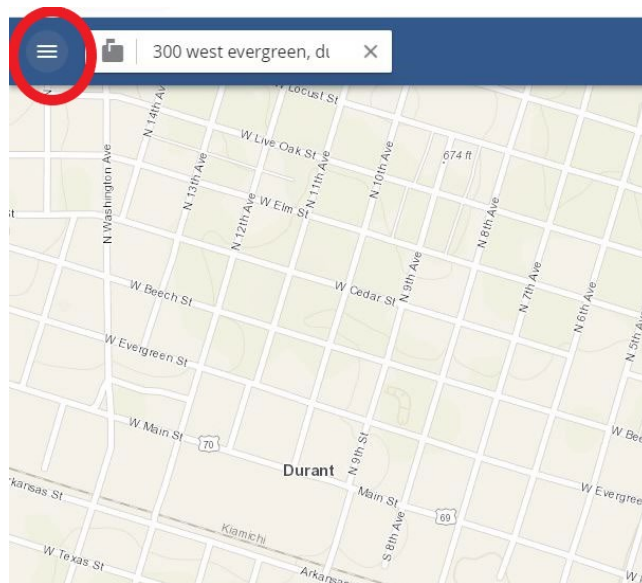
2. Click on “NMTC”



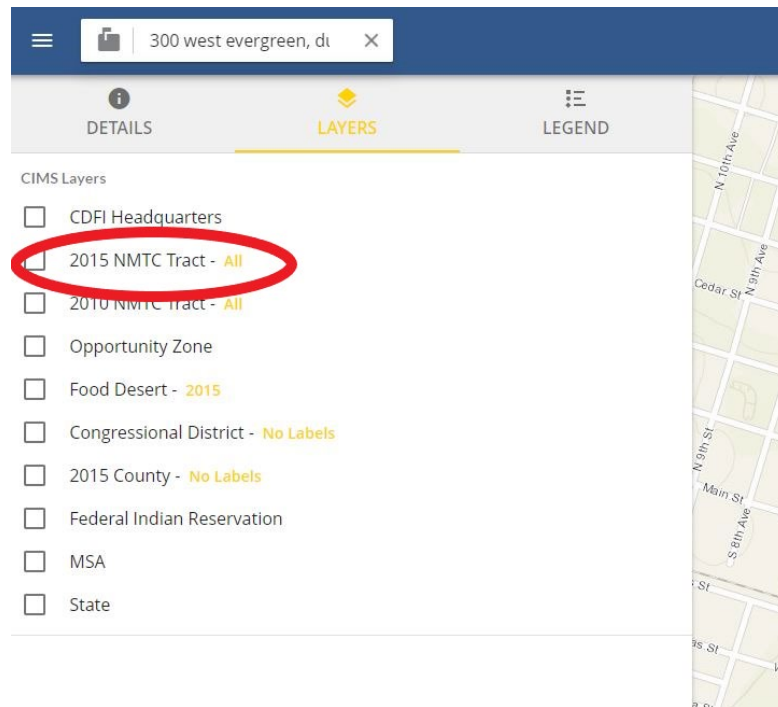
3. Enter the complete physical address of the applicant business (street address, city, state, and zip code).



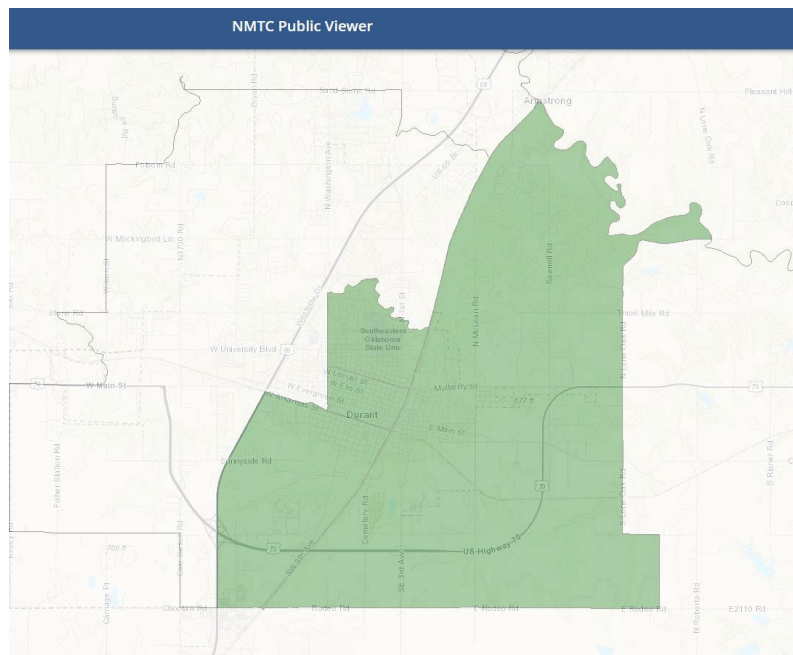
4. Click on the menu to reveal a list of available layers.



5. Select "2015 NMTC Tract".



6. If your business is located within the GREEN shaded area on the map, you are located within an eligible area for the Durant Small Business Grant Program.



Durant Industrial Authority Small Business Grant Program Application Package

(Name of Applicant)

(Date Submitted)

(Signature of Applicant)

(Grant Amount Requested)

Application Submission:
The application must be signed by the business owner.

Mail to:
Durant Industrial Authority
ATTN: Lisa Taylor
PO Box 578
Durant, OK 74701

Or, Deliver to:
Durant Industrial Authority
10 Waldron Road
Durant, OK 74701

Please call (580) 924-7254 with questions.

Completed applications can also be submitted electronically as a PDF to econdev@durant.org.

Small Business Grant Program Application

I. INFORMATION ABOUT THE BUSINESS

Have you previously received a Durant Small Business Grant? Yes ☐ No ☐

Legal Name of Business: _____

Trade Name/DBA _____

Legal Entity Structure (Sole Proprietor, LLC, Corporation etc.): _____

Is the Business a non-profit? Yes ☐ No ☐

Business Address: _____

City: _____ Zip Code: _____

Mailing Address (if different from physical address): _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____

Business Phone: _____ Mobile Number: _____

Year Business Established: _____

Current number of employees: Full-time _____ Part-time _____

Federal ID # _____ NAICS Code _____

Business Website: _____

Preferred Method of Contact (business, mobile or email): _____

Please provide a description of the business and services/products offered:

Use this space to add any other relevant information about you and/or your business:

II. BUSINESS OWNER INFORMATION

Please list below business owner (s) information (Please attach additional sheet if more space is needed).

Owner's Name: _____ Title: _____

Percentage of Ownership: _____

Home Address: _____ City: _____ State: ____ Zip Code: _____

Telephone: _____ E-Mail: _____

Owner's Name: _____ Title: _____

Percentage of Ownership: _____

Home Address: _____ City: _____ State: ____ Zip Code: _____

Telephone: _____ E-Mail: _____

III. GRANT INFORMATION

Amount of Grant Funding Request: \$ _____

List Other Funding Sources (if any) and Identify Amounts (Attach additional sheet if more space is needed).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Project Estimate: \$ _____

Please describe how this grant will help your business:

Please describe how the business will continue operating once the grant funds have been spent:

Please describe assets (equipment, tools, technology infrastructure and upgrade, professional services) to be acquired with grant funding (if applicable) and why they are needed for the business:

IV. USE OF FUNDS

Please list how the funds will be utilized. All expenditures must be reasonable, allowable and necessary for the activities of the business requesting the funding. Due to limited funding, applicants are advised to prioritize grant requests to one or more related items that will significantly impact the business (Please attach additional sheet if more space is needed).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

V. SIGNATURES

All property/business owners, partners, etc. must sign this application form. If there are any questions, please call Economic Development staff at (580) 924-7254.

I certify that I have read and understand the Durant Small Business Grant program guidelines and that the information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this grant on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the Oklahoma Freedom of Information Act. In the event of grant approval, I grant permission to the Durant Industrial Authority and its designees to release publicity articles regarding the financing of the project. A personal credit check of the principal owner and/or key individuals, as well as a background check, may be made. By signing below, I agree that the grant will be used for business purposes only and not for household, personal or consumer usage. I understand that any willful misrepresentation on this application and any other grant related documents could result in a requirement to repay grant funds and/or a violation of Local, State and/or Federal code.

Name (Print) _____

Name (Print) _____

Signature _____

Signature _____

Date _____

Date _____

E-mail _____

E-mail _____

Name (Print) _____

Name (Print) _____

Signature _____

Signature _____

Date _____

Date _____

E-mail _____

E-mail _____

VI. REQUIRED ATTACHMENTS FOR ALL APPLICATIONS

- ☒ Company's Business Plan
- ☒ Copy of Certificate of Occupancy from the City of Durant
- ☒ Completed Current W-9
- ☒ Copy of Certificate of Good Standing from the Oklahoma Secretary of State
- ☒ Certification of Completion from Business Training or Bootcamp, as listed in Guidelines
- ☒ Unexpired Government Issued Identification (Passport, Drivers' License etc.)
- ☒ Any Other Information That Will Assist Our Review Committee in Evaluating Your Grant Request.



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Discussion, Consideration and Possible Action of Budget to Fund Small Business Grant Programs

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Discussion, Consideration and Possible Action on Entering a Contract for Services with Amy Meadows, Windows Matter, in the amount of \$5,000.

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Amy Meadows Proposal

PROPOSAL FOR DURANT, OKLAHOMA

AUGUST 2022

GOAL: To provide area retailers with Visual Merchandising strategies and Best Practices to elevate storefront presentations and shoppers' first impressions. In addition to the sessions and offerings below, all prep, research and design services are included in the proposed fee:

- **"Made You Look: Eye-catching, Sales-driving Visual Merchandising Strategies"** This 45-60 min. presentation can be delivered virtually (prior to arrival) or onsite, evening of arrival. *I recommend that this be delivered—virtually—in advance.*
- **MODULE—morning**
"Diagnosing Your District—10 Tools for Keeping Your Business Fit" This 2 hr. workshop is conducted onsite, kicking off with a overview, in-person assessment and scoring of area businesses (these can be selected/notified in advance) There will be a team wrap-up/debrief after completion. Deliverables include completed assessments for individual businesses.
- **LUNCH BREAK**
- **MODULE—afternoon**
"Watch this Space" TWO 3-hr. workshops (up to 6 participants at each location) to execute VM enhancements—display window and/or floor layout, etc. as appropriate. Workshop planning includes: virtual meeting with participating business to discuss workshop options, marketing/SM opportunities, and retailer priorities. The design (and budget) will be approved in advance so that props, signage, and special materials as needed can be ordered. Participating businesses will receive newly designed and installed display window as well as props for future re-use, as needed.

COST: 5,000*

Includes: travel expenses and materials for workshops

Submitted for approval April 22, 2022

- + design and marketing consulting
- + window display strategies
- + educational workshops and seminars

Amy Meadows

Windows Matter

www.windowsmatter.com

Career:

Amy is a nationally recognized author, speaker, designer and instructor in the field of Visual Merchandising and Retail Design. After 25 years as the head of Window Display, Holiday and Marketing Events for Marshall Field's/Macy's, she now runs Windows Matter, a retail design consulting firm.

Windows Matter's mission is to serve independent businesses, revitalization efforts and training. Her clients include Phoenix's Musical Instrument Museum, the School of the Art Institute of Chicago, Chicago Loop Alliance's Pop-Up Art Loop as well as consulting for a variety of downtown/business district agencies on storefront improvement projects. She has made frequent local and national media appearances on HGTV, PBS, NBC, WGN, ABC, CBS, NPR and CNN as well as being featured in the Chicago Reader, Chicago Tribune, Sun-Times and Newsweek.

In addition, she serves on the faculty of Columbia College Chicago, creating the Visual Merchandising and Window Display coursework in the Fashion Studies Dept. Her engaging, no-nonsense approach for solving branding and marketing challenges by means of innovative presentation and experiential strategies makes her a sought-after consultant and speaker for arts organizations, educational seminars and historic business districts.



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Discussion, Consideration and Possible Action on Entering a Contract for Services with Heather Lisle in the amount of \$2,500

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Durant Speaker Agreement 042522

STATEMENT OF TERMS

ACKNOWLEDGEMENT. I acknowledge that I have read and understand the information contained in this Speaker Agreement.

REPRESENTATIONS. I acknowledge that Heather Lisle Co. LLC has made no representations or warranties other than those expressed herein; and Heather Lisle Co. LLC specifically disclaims any other representations or warranties.

SERVICES. The parties agree to engage in a Speakers Agreement including the following services/resources:

- 2-hour LIVE in-person “Money Making Marketing” training in Durant, Oklahoma (specific location TBD).
- Participants will also receive 2-week access to the Money Making Marketing online course where they can review what I’ve taught and have access to video “how-to” tutorials. With access to the online course, they’ll receive the following resources:
 - 3 BONUS Videos
 - How to Design a Landing Page in MailChimp
 - How to Set up Email Automations for Freebie/Optin
 - How to Use Canva to Set Up Your Brand Kit & Design a Social Media Post
 - Design Your Profitable Brand Workbook
 - Money Making Marketing Workbook
 - 3-Email Welcome Nurture Email Sequence - Email Samples (copy & paste and make your own)
 - 30-Day Content & Email Marketing Planning System
 - Social Media Template Swipe File

NO REFUNDS. Due to the nature of the work, knowledge, and strategy implementation exchanged in this program, we do not accept any refunds.

Schedule and Fees: This agreement is valid upon full-payment purchase of \$2,500 due the day of the speaking event.

LIMITATION OF LIABILITY. The Client agrees that how he/she uses the goods and services provided under this Agreement is at his/her own risk. Liability except as expressly provided in this Agreement, Heather Lisle Co. LLC makes no guarantees, representations or warranties of any kind or nature, express or implied with respect to the Program services negotiated, agreed upon and rendered. In no event shall Heather Lisle Co. LLC be liable to the Client for any indirect, consequential or special damages. Notwithstanding any damages that the Client may incur, Heather Lisle Co. LLC’s entire liability under this Agreement, and the Client’s exclusive remedy, shall be limited to the amount actually paid by the Client to Heather Lisle Co. LLC under this Agreement for all services rendered through and including the termination date.

DISPUTE RESOLUTION. Heather Lisle Co. LLC wants you to be a happy client, but if there's an issue that needs to be resolved the sections below outline what is expected of both of us.

GOOD FAITH NEGOTIATION. If there is any dispute, claim question or disagreement arising from this Agreement and your use of all or any part of the Speaking Agreement we both agree to use our best efforts to settle the dispute, claim question or disagreement by consulting and negotiating in good faith and, recognizing each other's interest, attempt to reach a just and equitable solution satisfactory to both parties. The consultation and negotiation may be face to face, by telephone or by a form of videoconference such as Zoom. If we do not reach a negotiated solution within 60 days, then any dispute or claim relating in any way to your use of all or any part of the Community will be resolved by binding arbitration, rather than in court, except that you may assert claims in small claims court if your claims qualify.

ARBITRATION. IF WE DO NOT RESOLVE ANY DISPUTE BY INFORMAL NEGOTIATION OR IN SMALL CLAIMS COURT, ANY OTHER EFFORT TO RESOLVE THE DISPUTE WILL BE CONDUCTED EXCLUSIVELY BY BINDING ARBITRATION.

ARBITRATION. If we do not reach a negotiated solution within 60 days then upon notice by either of us to the other all disputes, claim questions or differences shall be finally settled by arbitration administered by the American Arbitration Association in Accordance with its Consumer Arbitration Rules.

I understand that I am giving up the right to litigate (or participate in as a party or class member) all disputes in court before a judge or jury. Instead, all disputes will be resolved before a neutral arbitrator whose decision will be final except for a limited right of appeal under the Federal Arbitration Act. Any court with jurisdiction over the parties may enforce the arbitrator's award. However, an arbitrator can award on an individual basis the same damages and relief as a court (including injunctive and declaratory relief or statutory damages), and must follow the terms of this Agreement as a court would.

I understand that if negotiation has failed to reach a resolution and if I wish to begin an arbitration proceeding, I may either send a letter requesting arbitration and describing the claim to the American Arbitration Association, Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043, or file online using AAA Web File: www.adr.org, or file at any of the AAA's offices. I agree to send a copy of any such filing or letter to RESOLUTION DISPUTE at 3651 Lindell Road, Suite D / Las Vegas, NV 89103

The arbitration will be conducted by the **American Arbitration Association (AAA) under its Consumer Arbitration Rules**, which are available at adr.org or by calling 1-800-778-7879. Payment of all filing, administration and arbitrator fees will be governed by the AAA's rules. The prevailing party will be awarded attorneys' fees. The arbitration may be conducted by telephone, based on written submissions, or in person in the county where you live or at another mutually agreed location.

NO CLASS ACTIONS. We each agree that any dispute resolution proceedings will be conducted only on an individual basis and not in a class, consolidated or representative

action. If for any reason a claim proceeds in court rather than in arbitration we each waive any right to a jury trial. We also both agree that you or we may bring suit in court to enjoin infringement or other misuse of intellectual property rights.

APPLICABLE LAW. You agree that the Federal Arbitration Act, applicable federal law, and the laws of the state of Texas, without regard to principles of conflict of laws, will govern this agreement and any dispute of any sort that might arise between you and Heather Lisle Co. LLC or its affiliates.

ENTIRE AGREEMENT. This document reflects the entire agreement between Heather Lisle Co. LLC and the Client, and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered or supplemented except in writing signed by both Heather Lisle Co. LLC and the Client.



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: John Dean, City Manager
Re: Discussion, Consideration, and Possible Action on Requesting a Forensic Audit by the Oklahoma State Auditor and Inspector.

The City Council approved a request for a forensic audit to be conducted by the State Auditor and Inspector. I have been in contact with the State Auditor and Inspector's office and spoken with Rainer Stachowitz of the Forensic Audit Division. Mr. Stachowitz said that the governing body must request a forensic audit by the State Auditor and Inspector before a forensic audit can be considered. He also said that for the other Authorities (DCUA, DAA, DDA, DCFA, DIA, or DTEDA) to be part of the Audit, they must specifically request a forensic audit. He also said that all requests need to be submitted to the State Auditor's office at one time to be considered for a single audit. He said that the City bears 100% of the audit cost and they typically cost between \$30,000 and \$60,000. They only audit a specific 2-year period unless they find something in that period that leads them outside the 2-year period. He said that they are at least a year out from conducting an audit from the time they receive the audit request. He recommended that the 2-year period be selected after the audit has been scheduled because the period desired to be audited could change between the time of the request and the audit date.

Council Information / Action Requested

Act as the Authority deems appropriate on a Request for a Forensic Audit by the Oklahoma State Auditor and Inspector.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Discussion, Consideration and Possible Action on a Resolution in Support of an Application to the USDA for a Rural Business Development Grant.

The resolution will be made available.

Council Information / Action Requested

Staff recommends approval of a Resolution in Support of an Application to the USDA for a Rural Business Development Grant.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Consider Entering into Executive Session to confer on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business. This Executive Session Authorized by Title 25, Section 307 (C)(11) of the Oklahoma State Statutes.

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 5/3/2022
To: Mayor and City Council
From: Lisa Taylor, Director
Re: Consider Action Pursuant to Item 5 a

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS: