

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**

**October 3, 2023**

### **AGENDA**

#### **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. Consideration approval of minutes of the September 5 meeting
- b. Financial report for August 2023

##### **2. Consider Items Removed from Consent**

##### **3. Information Items**

- a. Sales tax report for September 2023
- b. Interim Director's report for September 2023

##### **4. Administration**

- a. Presentation by Matt Hunt of OmniCare 365 and plans for expansion
- b. Consideration appointment to Tourism Authority from Durant Industrial Authority
- c. Consideration appointment of Treasurer for the Durant Industrial Authority

- d. Consideration Status of Financing Agreement for AirEvac Hangar Project
- e. Consideration notifying Rural Development of completion of the Small Business grant program
- f. Consideration of Budget Transfer for Small Business Grant Program
- g. Consideration Requirement that any and all future Small Business Grants be made on a reimbursable basis only
- h. Consideration of the applications of local businesses for the Small Business Grant Program.

## **5. Executive Session**

- a. Consider Entering the Executive Session to discuss the purchase of an appraisal of real property (This executive session was authorized by Oklahoma Statutes, Title 25, Sections 307 B3 and C11)
- b. Consider Entering the Executive session to consider to discuss the Matters pertaining to economic development include the transfer of property, financing, or the creation of a proposal to entice an industry to locate in Durant. (This executive session authorized by Oklahoma Statutes, Title 25, Sections 307 B3 and C11)
- c. Consideration action pursuant to agenda items 4(a)
- d. Consideration action pursuant to agenda items 4(b)

## **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 7th day of December, 2023 and that an agenda of said meeting was posted at the place of such meeting at 3:00 p.m. on the 28th day of September, 2023.



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Melody Mealor, City of Durant



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Melody Meador, Assistant to City Manager  
**Re:** Consideration approval of minutes of the September 5 meeting

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### **Council Information / Action Requested**

Consideration approval of minutes of the September 5 meeting

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

### **ATTACHMENTS:**

1. DIA 09.05.2023 Minutes

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 7th day of December, 2023 and that an agenda of said meeting was posted at the place of such meeting at 3:45 p.m. on the 29th day of August, 2023.



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Tamme , City of Durant

**MINUTES OF THE MEETING OF DURANT INDUSTRIAL AUTHORITY**  
**September 5, 2023 AT 4:00 PM, Roscoe J. Hatfield**  
**Council Chambers,**  
**300 West Evergreen,**  
**Durant, Oklahoma**

**CALL TO ORDER**

Chairman Jeff Hammock called the meeting to order at 4:00

**INVOCATION/FLAG SALUTE**

Chairman Jeff Hammock provided the invocation.

**ROLL CALL**

Present:

Trustee Mona Campbell  
Trustee Mike Davis  
Trustee Grace Rudolf  
Trustee Martin Tucker  
Vice Chairman Rogers\*  
Chairman Jeff Hammock  
Advisory Member Tammye Gwin  
Advisory Member Thomas Newsom

\*Vice Chairman Rogers arrived at 4:07 p.m.

Absent: None

**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 August 10th 2023 Special Meeting

Motion was made by Trustee Mike Davis and seconded by Trustee Grace Rudolf to approve of August 10th 2023 Special Meeting.

Motion Passed with the following vote:

Ayes: Campbell, Davis, Rudolf, Tucker, Rogers, Hammock

Nays: None

Abstain: None

**2. Consider Items Removed from Consent**

**3. Information Items**

a. DIA Financial Report July 2023

**4. Administration**

a. Interim Economic Development Director's Monthly Report for August 2023.

Interim Economic Development Director Paul Buntz gave the monthly report for August 2023.

b. Consideration requesting an extension from Rural Development to complete the Small Business Grant Program.

Motion was made by Trustee Mike Davis and seconded by Trustee Grace Rudolf to Authorize the Interim Director to make a request for the extension of the Grant Program with Rural Development.

Motion Passed with the following vote:

Ayes: Campbell, Davis, Rudolf, Tucker, Rogers, Hammock

Nays: None

Abstain: None

c. Consideration release of Bruce Packing Company from the remaining one-third of forgivable loan obligations specified in a loan agreement in the amount of \$700,000 with the Durant Industrial Authority dated July 21, 2016.

Motion was made by Vice Chairman Brett Rogers and seconded by Trustee Martin Tucker to Approve the forgiveness of the last third.

Motion Passed with the following vote:

Ayes: Campbell, Davis, Rudolf, Tucker, Rogers, Hammock

Nays: None

Abstain: None

## **5. Executive Session**

This executive session authorized by Oklahoma Statutes, Title 25, Sections 307 B3 and C11.

Motion was made by Vice Chairman Brett Rogers and seconded by Trustee Martin Tucker to go into Executive Session.

Motion Passed with the following vote:

Ayes: Campbell, Davis, Rudolf, Tucker, Rogers, Hammock

Nays: None

Abstain: None

Motion was made by Trustee Martin Tucker and seconded by Vice Chairman Brett Rogers to resume to Regular Session.

Motion Passed with the following vote:

Ayes: Campbell, Davis, Rudolf, Tucker, Rogers, Hammock

Nays: None

Abstain: None

- a. The purchase of appraisal of real property

No Action

- b. Matters pertaining to economic development including the transfer of property, financing, or the creation of a proposal to entice an industry to locate in Durant.

No Action

- c. Consideration action pursuant to agenda items 6.a and 6.b.

No Action

## **6. New Business**

Trustee Grace Rudolf still has a place on the Tourism Board. Trustee Mike Davis volunteered to be on the Tourism Board.

Chairman Jeff Hammock is asking for volunteer for the Treasurer for the DIA Board. No Action.

## **ADJOURNMENT**

Motion was made by Vice Chairman Brett Rogers and seconded by Trustee Grace

Rudolf to Adjourn.

Motion Passed with the following vote:

Ayes: Campbell, Davis, Rudolf, Tucker, Rogers, Hammock

Nays: None

Abstain: None



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** An chen Lai, Finance Director/Treasurer  
**Re:** Financial report for August 2023

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Financial report for August 2023

### **Council Information / Action Requested**

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

### **ATTACHMENTS:**

1. Aug. 2023 DIA & DE Finance Stmtnt

# Durant Industrial Authority

|               |                |           |
|---------------|----------------|-----------|
| Cash Balance: | 8/31/2023      | 8/31/2023 |
| Fund 110      | \$2,737,883.50 |           |
| Fund 020      | \$2,804,502.93 |           |

|                        |              |                |
|------------------------|--------------|----------------|
| <b>FUND 110</b>        |              |                |
| Income Statement       | 8/31/2023    | 23/24 Budget   |
| BEGINNING BAL.         |              | \$2,614,000.00 |
| Total Revenue          | \$220,173.60 | \$1,150,455.41 |
| Total Expenses         | \$6,110.00   | \$30,415.16    |
| FUTURE PROJECTS        |              | \$3,734,040.31 |
| Change in Net Position | \$214,063.60 |                |

|                        |              |                |
|------------------------|--------------|----------------|
| <b>FUND 020</b>        |              |                |
| Income Statement       | 8/31/2023    | 23/24 Budget   |
| BAL FORWARD            |              | \$1,258,918.01 |
| Total Revenue          | \$551,811.33 | \$624,450.10   |
| Total Expenses         | \$535,414.96 | \$662,857.11   |
| Contingency Reserve    |              | \$1,220,511.00 |
| Change in Net Position | \$16,396.37  |                |

**DURANT INDUSTRIAL AUTHORITY - FUND 020**  
**CLAIM ON POOLED CASH STATEMENT**

August 31, 2023

| RECEIVE:                                  | CURRENT MONTH       | TOTAL                 |
|-------------------------------------------|---------------------|-----------------------|
| PRIOR MONTH BALANCE                       |                     | \$1,963,400.66        |
| DIA ED Loan Repayment-Eagle Suspension    | \$1,666.48          | \$1,666.48            |
| DIA ED Loan Repayment-Earth Biofuel       |                     | \$0.00                |
| DIA ED Loan Repayment-                    |                     | \$0.00                |
| DIA ED Loan Repayment- Abbott             |                     | \$0.00                |
| Property Rent                             | \$4,500.00          | \$4,500.00            |
| Misc. Revenue-CC CREDIT                   |                     | \$0.00                |
| TIF#3 19 TUBACEX TAX REVENUE              | \$511,732.75        | \$511,732.75          |
| Transfer from ED for (110) Reimb          |                     | \$0.00                |
| Transfer from ED for Debt Service Payment | \$3,055.00          | \$3,055.00            |
| <b>TOTAL RECEIVE</b>                      | <b>\$520,954.23</b> | <b>\$2,484,354.89</b> |

| PAYMENT:                         | CURRENT MONTH       | TOTAL               |
|----------------------------------|---------------------|---------------------|
| A/P REIMBUSE                     | \$577.50            | \$577.50            |
| GRANT AWARD-                     |                     | \$0.00              |
| Reverse Earth Biofuel            | \$1,312.50          | \$1,312.50          |
| IT Service Fees                  | \$577.67            | \$577.67            |
| Transfer to DIA checking account | \$530,674.68        | \$530,674.68        |
| Transfer to DIA checking account |                     | \$0.00              |
|                                  |                     | \$0.00              |
| <b>TOTAL EXPENSES</b>            | <b>\$533,142.35</b> | <b>\$533,142.35</b> |

ACCOUN BALANCE (\$12,188.12) \$1,951,212.54

TRANSFER FROM CLAIM ON POOLED TO DIA CHECKING ACCOUNT      TRSF DATE

|                                               |              |                    |
|-----------------------------------------------|--------------|--------------------|
| 6/01/2023-6/30/2023 Claim on Pooled           | \$158,613.86 | 7/20/2022 #8380200 |
| 7/23-8/4/23 Transfer TUBACEX TIF TO DIA CHECK | \$530,674.68 | 8/15/2023 #8539257 |
| 7/01/2023-7/31/2023 Claim on Pooled           | \$30,146.49  | 9/27/2023 #8824502 |
| 8/01/2023-8/31/2023 Claim on Pooled           | \$6,753.81   | 9/27/2023 #8824507 |
| 9/01/2023-9/30/2023 Claim on Pooled           |              |                    |
| 10/01/2023-10/31/2023 Claim on Pooled         |              |                    |
| 11/01/2023-11/30/2023 Claim on Pooled         |              |                    |
| 12/01/2023-12/31/2023 Claim on Pooled         |              |                    |
| 1/01/2024-1/31/2024 Claim on Pooled           |              |                    |
| 2/01/2024-2/29/2024 Claim on Pooled           |              |                    |
| 3/01/2024-3/31/2024 Claim on Pooled           |              |                    |
| 4/01/2024-4/30/2024 Claim on Pooled           |              |                    |
| 5/01/2024-5/31/2024 Claim on Pooled           |              |                    |
| 6/01/2024-6/30/2024 Claim on Pooled           |              |                    |

YTD Transfer \$726,188.84

# DURANT INDUSTRIAL AUTHORITY - FUND 020

## INCOME & EXPENSE STATEMENT

16.17% of Fiscal Year

August 31, 2023

|                                               | Current Month     |               | Fiscal Year To Date |               |                  |                |
|-----------------------------------------------|-------------------|---------------|---------------------|---------------|------------------|----------------|
|                                               | % of              |               | % of                |               | % of             |                |
|                                               | August-23         | Total Revenue | YTD Amount          | Total Revenue | 2023-2024 Budget | % of Budget    |
| <b>REVENUES:</b>                              |                   |               |                     |               |                  |                |
| BEGINNING BALANCE                             |                   |               |                     |               | 1,258,918        | 66.84%         |
| Interest                                      | 0.00              | 0.00%         |                     | 0.00%         | -                | 0.00%          |
| DIA Property Lease Revenue                    | 1,500.00          | 0.29%         | 3,000               | 0.54%         | 18,000           | 0.96%          |
| Proceeds From Sale Of Property                | 0.00              | 0.00%         |                     | 0.00%         | -                | 0.00%          |
| DIA Grant Revenue                             |                   | 0.00%         | 0                   | 0.00%         | ROLLOVER         | 0.00%          |
| Misc. Revenue                                 |                   | 0.00%         | 0                   | 0.00%         | -                | 0.00%          |
| Transfer from Economic Development-DEBT PYMNT | 3,055.00          | 0.59%         | 6,110               | 1.11%         | 30,415           | 1.61%          |
| Transfer from Economic Development- REIMB     |                   | 0.00%         | 0                   | 0.00%         | -                | 0.00%          |
| CDBG Loan Pmt. Reimb - CG                     | 1,666.67          | 0.32%         | 3,333               | 0.60%         | 20,000           | 1.06%          |
| CDBG Loan Pmt. Reimb - CG                     | 0.00              | 0.00%         |                     |               | -                | 0.00%          |
| CDBG Loan Pmt. Reimb - ES                     | 1,666.48          | 0.32%         | 3,333               | 0.60%         | 20,000           | 1.06%          |
| TIF#3-19 TUBACEX TAX REFUND REV               | 506,615.42        | 97.50%        | 530,675             | 96.17%        | 530,675          | 28.18%         |
| TIF#3-DIA 1% TAX REFND REV.                   | 5,117.33          | 0.98%         | 5,360               | 0.97%         | 5,360            | 0.28%          |
| PROJECT ENERGY                                |                   |               |                     |               |                  | 0.00%          |
| <b>TOTAL REVENUES</b>                         | <b>519,620.90</b> | <b>27.59%</b> | <b>551,811</b>      | <b>29.30%</b> | <b>1,883,368</b> | <b>100.00%</b> |

|                                            | Current Month   |                | Fiscal Year To Date |               |                  |               |
|--------------------------------------------|-----------------|----------------|---------------------|---------------|------------------|---------------|
|                                            | % of            |                | % of                |               | % of             |               |
|                                            | August-23       | Total Revenue  | YTD Amount          | Total Revenue | 2023-2024 Budget | % of Budget   |
| <b>EXPENSES:</b>                           |                 |                |                     |               |                  |               |
| <b>Economic Development:</b>               |                 |                |                     |               |                  |               |
| Legal Fees                                 | 577.50          | 43.10%         | 875.00              | 37.32%        | 10,000           | 16.19%        |
| Audit Fees (Prorated)                      | 71.85           | 5.36%          | 89                  | 3.78%         | 7,302            | 11.82%        |
| Utilities                                  | 113.01          | 8.43%          | 226                 | 9.62%         | -                | 0.00%         |
| Phone & Communications                     |                 | 0.00%          |                     | 0.00%         | -                | 0.00%         |
| Postage & Telecommunications               |                 | 0.00%          |                     | 0.00%         | -                | 0.00%         |
| Consulting Fees                            |                 | 0.00%          |                     | 0.00%         | 5,000            | 8.09%         |
| Publications & Advertising                 |                 | 0.00%          |                     | 0.00%         | 10,300           | 16.68%        |
| Contract Labor                             |                 | 0.00%          |                     | 0.00%         | 5,000            | 8.09%         |
| Comp. Software & Accessories               |                 | 0.00%          |                     | 0.00%         | 5,683            | 9.20%         |
| Photo Copies                               |                 | 0.00%          |                     | 0.00%         | 500              | 0.81%         |
| Office Supplies                            | 0.00            | 0.00%          |                     | 0.00%         | 600              | 0.97%         |
| Meeting Expenses                           |                 | 0.00%          |                     | 0.00%         | 1,500            | 2.43%         |
| Membership/Licenses/Certifications         | 0.00            | 0.00%          |                     | 0.00%         | 1,550            | 2.51%         |
| Janitorial Services                        |                 | 0.00%          |                     | 0.00%         | -                | 0.00%         |
| Misc. Expenditures                         |                 | 0.00%          |                     | 0.00%         | 500              | 0.81%         |
| Training & Travel                          | 0.00            | 0.00%          |                     | 0.00%         | 6,900            | 11.17%        |
| I. T. Service Fees                         | 577.67          | 43.11%         | 1,155               | 49.28%        | 6,932            | 11.22%        |
| Transfer to Capital Impr. Fund             |                 | 0.00%          |                     | 0.00%         |                  | 0.00%         |
| <b>Total Economic Development Expenses</b> | <b>1,340.03</b> | <b>100.00%</b> | <b>2,345</b>        | <b>62.68%</b> | <b>61,767</b>    | <b>83.81%</b> |

|                                           |                   |                |                |               |                  |                |
|-------------------------------------------|-------------------|----------------|----------------|---------------|------------------|----------------|
| <b>Industrial Projects:</b>               |                   |                |                |               |                  |                |
| CMP CDBG \$300K Loan Pmt.                 |                   | 0.00%          |                | 0.00%         | -                | 0.00%          |
| Big Lots CDBG \$500K Loan Pmt.            | 2,083.34          | 0.41%          | 4,167          | 0.78%         | 10,415           | 0.57%          |
| CFG CDBG \$400K Loan Pmt.                 | 1,666.67          | 0.33%          | 3,333          | 0.63%         | 20,000           | 1.10%          |
| EB - CDBG \$400K Loan Pmt.                | 1,666.67          | 0.33%          | 3,333          | 0.63%         | 20,000           | 1.10%          |
| ES - CDBG Loan Pmt.                       | 1,666.48          | 0.33%          | 3,333          | 0.63%         | 20,000           | 1.10%          |
| CG Land Acquisition Costs                 |                   | 0.00%          |                | 0.00%         |                  | 0.00%          |
| E.D. PROMOTION ACTIVITIES                 |                   |                |                |               |                  | 0.00%          |
| TIF#3 19 Tubacex Reimb Payment            | 503,904.06        | 98.61%         | 503,904.06     | 94.53%        | 530,675          | 29.13%         |
| Small Business Technology                 |                   | 0.00%          | 15,000.00      |               | ROLLOVER         | 0.00%          |
| Small Business Grant                      |                   | 0.00%          |                |               | ROLLOVER         | 0.00%          |
| ALLIED STONE INC.,- LOAN                  |                   | 0.00%          |                | 0.00%         | -                | 0.00%          |
| CONTINGENCY RESERVE                       |                   | 0.00%          |                | 0.00%         | 1,220,511        | 67.00%         |
| <b>Total Industrial Projects Expenses</b> | <b>510,987.22</b> | <b>100.00%</b> | <b>533,070</b> | <b>97.19%</b> | <b>1,821,601</b> | <b>100.00%</b> |

|                                      |             |              |          |              |          |              |
|--------------------------------------|-------------|--------------|----------|--------------|----------|--------------|
| <b>Capital Expenditures:</b>         |             |              |          |              |          |              |
| DIA Land Purchas                     |             | 0.00%        |          | 0.00%        | ROLLOVER | 0.00%        |
| <b>Total Industrial Expenditures</b> | <b>0.00</b> | <b>0.00%</b> | <b>0</b> | <b>0.00%</b> | <b>-</b> | <b>0.00%</b> |

|                       |                   |               |                |               |                  |  |
|-----------------------|-------------------|---------------|----------------|---------------|------------------|--|
| <b>TOTAL EXPENSES</b> | <b>512,327.25</b> | <b>27.20%</b> | <b>535,415</b> | <b>28.43%</b> | <b>1,883,368</b> |  |
|-----------------------|-------------------|---------------|----------------|---------------|------------------|--|

|                               |                 |  |               |  |          |  |
|-------------------------------|-----------------|--|---------------|--|----------|--|
| <b>CHANGE IN NET POSITION</b> | <b>7,293.65</b> |  | <b>16,396</b> |  | <b>0</b> |  |
|-------------------------------|-----------------|--|---------------|--|----------|--|

Funding for loan provided by Economic Development 1/4% Sales Tax transferred in from Fund 110.



# ECONOMIC DEVELOPMENT FUND 110

## BALANCE SHEET (unaudited)

as of 8/31/2023

| <b>ASSETS</b>                               | <b>Amount</b>       | <b>% of Total Assets</b> |
|---------------------------------------------|---------------------|--------------------------|
| Claim on Pooled Cash                        | 2,737,883.50        | 47.62%                   |
| Sales Tax Receivable (.25%)                 | 162,038.66          | 2.82%                    |
| Due From DIA                                | 2,850,000.00        |                          |
| Accounts Receivable                         | (958.52)            |                          |
| <b>Total Current Assets</b>                 | <b>5,748,963.64</b> | <b>100.00%</b>           |
| Capital Assets                              | -                   | -                        |
| Construction in progress                    | -                   | -                        |
| <b>Gross Fixed Assets</b>                   | <b>-</b>            | <b>-</b>                 |
| Less Accumulated Depreciation               | -                   | -                        |
| <b>Net Fixed Assets</b>                     | <b>-</b>            | <b>-</b>                 |
| Due from other Governments                  | -                   | -                        |
| <b>Total Other Assets</b>                   | <b>-</b>            | <b>-</b>                 |
| <b>TOTAL ASSETS</b>                         | <b>5,748,963.64</b> | <b>100.00%</b>           |
| <b>LIABILITIES</b>                          | <b>Amount</b>       | <b>% of Total Assets</b> |
| Accounts payable-pending                    | -                   | -                        |
| Other Current Liabilities                   | -                   | -                        |
| <b>Total Current Liabilities</b>            | <b>-</b>            | <b>-</b>                 |
| Capital lease obligations                   | -                   | -                        |
| Notes payable                               | -                   | -                        |
| <b>Total Long Term Debt</b>                 | <b>-</b>            | <b>-</b>                 |
| <b>Total Liabilities</b>                    | <b>-</b>            | <b>-</b>                 |
| Fund Balance                                | 5,534,900.04        | 96.28%                   |
| Invested in Capital Assets                  | -                   | -                        |
| Surplus (Deficit)                           | 214,063.60          | 3.72%                    |
| <b>Total Fund Balance</b>                   | <b>5,748,963.64</b> | <b>100.00%</b>           |
|                                             |                     | 0.00%                    |
| <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <b>5,748,963.64</b> | <b>100.00%</b>           |

Sales Tax Receivable is the audited 6/30/22 balance - sales tax was received in July 20 & Aug 20

AL 09/27/2023



**ECONOMIC DEVELOPMENT FUND 110**  
**INCOME & EXPENSE STATEMENT**  
16.67% of Fiscal Year

| REVENUE:                                | CURRENT MONTH     |                   | Fiscal Year To Date |              |
|-----------------------------------------|-------------------|-------------------|---------------------|--------------|
|                                         | Aug. 2023         | YTD               | 2023-2024           | % of         |
| ACCOUNT GROUPS                          | Amount            | Amount            | Budget              | Budget       |
| Beginning Balance                       |                   |                   | 2,614,000           | 0.00%        |
| Interest Earnings                       | 741.41            | 1,622.91          | 12,000              | 13.52%       |
| Miscellaneous Revenue                   |                   |                   | -                   | 0.00%        |
| 1/4% Sales Tax Revenue                  | 111,467.45        | 218,550.69        | 1,138,455           | 19.20%       |
| Loan Repymnt Interest Earned            |                   |                   |                     | 0.00%        |
| E.D. LoanRepaymnt (Texoma MFG)          |                   |                   |                     | 0.00%        |
| E.D. Loan Repayment (Eagle Suspensions) |                   |                   | -                   | 0.00%        |
| E.D. LoanRepaymnt (Pharmcare)           |                   |                   |                     | 0.00%        |
| TRANSFER IN                             | -                 | -                 |                     | 0.00%        |
| <b>TOTAL REVENUE</b>                    | <b>112,208.86</b> | <b>220,173.60</b> | <b>3,764,455</b>    | <b>5.85%</b> |

| EXPENSES:                         | CURRENT MONTH     |                   | Fiscal Year To Date |               |
|-----------------------------------|-------------------|-------------------|---------------------|---------------|
|                                   | Aug. 2023         | YTD               | 2023-2024           | % of          |
| ACCOUNT GROUPS                    | Amount            | Amount            | Budget              | Budget        |
| TRSF TO DIA-DEBT PMNTS            | 3,055.00          | 6,110.00          | 30,415              | 20.09%        |
| TRSF TO DIA ( REIMB FOR EXPENSES) |                   |                   | -                   | 0.00%         |
|                                   |                   |                   |                     | 0.00%         |
| <b>TOTAL EXPENSES</b>             | <b>3,055.00</b>   | <b>6,110.00</b>   | <b>30,415</b>       | <b>20.09%</b> |
| FUTURE PROJECTS                   |                   |                   |                     |               |
| <b>NET CHANGE IN FUND BALANCE</b> | <b>109,153.86</b> | <b>214,063.60</b> | <b>3,734,040</b>    | <b>0.00%</b>  |
|                                   |                   |                   | -                   | 0.00%         |

AL 09/27/23



Durant, OK

# Balance Sheet

## Account Summary

As Of 08/31/2023

| Account                                    | Name                                               | Balance                                                                             |
|--------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Fund: 020 - DURANT INDUSTRIAL AUTH.</b> |                                                    |                                                                                     |
| <b>Assets</b>                              |                                                    |                                                                                     |
| <u>020-000-101-2000</u>                    | FU DIA -20                                         | 853,290.39                                                                          |
| <u>020-000-102-0000</u>                    | CLAIM ON POOLED CASH                               | 1,951,212.54                                                                        |
| <u>020-000-122-3100</u>                    | NOTE REVBL - EAGLE SUSP #2                         | 103,320.00                                                                          |
| <u>020-000-122-7000</u>                    | NOTE RECEIVABLE - CFG CDBG                         | 52,359.09                                                                           |
| <u>020-000-122-8100</u>                    | NOTE RCBL - EARTH BIOFUEL #2                       | 283,416.50                                                                          |
| <u>020-000-122-8101</u>                    | NOTE RCBL-EARTH BIOFUEL#2ALLOW                     | -283,416.50                                                                         |
| <u>020-000-122-9500</u>                    | NOTE RCVBL- TEXOMA MANUFACTURI                     | 0.36                                                                                |
| <u>020-000-122-9600</u>                    | NOTE RCBL-ABBOT/PHARMCAREOK                        | 45,990.18                                                                           |
| <u>020-000-122-9700</u>                    | NOTE RECEIVABLE - BRUCEPAC                         | 466,667.00                                                                          |
| <u>020-000-122-9800</u>                    | SG ECHO ,LLC NOTE RECEIVABLE                       | 750,000.00                                                                          |
| <u>020-000-151-1000</u>                    | INVESTMENT IN DURANT TIF AUTHO                     | 3,100,000.00                                                                        |
| <u>020-000-161-0000</u>                    | CAPITAL ASSETS                                     | 17,663.97                                                                           |
| <u>020-000-161-0001</u>                    | ACCUMULATED DEPRECIATION                           | -2,529.01                                                                           |
| <u>020-000-171-3000</u>                    | ACCOUNTS RECEIVABLE                                | 12,791.33                                                                           |
| <u>020-000-172-0000</u>                    | REVENUES-CREDIT                                    | 407,050.00                                                                          |
| <u>020-000-180-2000</u>                    | DEFERRED OUTFLOW- OkMRF                            | 1,446.00                                                                            |
| <u>020-000-191-0000</u>                    | LAND AND OTHER NON DEPRECIABLE                     | 1,085,375.00                                                                        |
|                                            | <b>Total Assets:</b>                               | <b>8,844,636.85</b>                                                                 |
|                                            |                                                    | <b><u>8,844,636.85</u></b>                                                          |
| <b>Liability</b>                           |                                                    |                                                                                     |
| <u>020-000-203-0000</u>                    | ACCOUNTS PAYABLE                                   | 486,725.95                                                                          |
| <u>020-000-203-0002</u>                    | A/P AUDIT ADJ                                      | 20,028.00                                                                           |
| <u>020-000-205-0700</u>                    | ACCRUED COMP. ABSENCES PYBL                        | 4,838.00                                                                            |
| <u>020-000-206-1500</u>                    | NOTE PAYABLE ODOC CDBG CMP                         | 7,500.00                                                                            |
| <u>020-000-206-1600</u>                    | NOTE PAYABLE ODOC CDBG BL                          | 35,415.90                                                                           |
| <u>020-000-206-1700</u>                    | NOTE PAYABLE ODOC CDBG CFG                         | 48,332.98                                                                           |
| <u>020-000-206-1800</u>                    | CDBG ED 05 NOTE PAYABLE                            | 262,895.07                                                                          |
| <u>020-000-206-1900</u>                    | CDBG ED 06 NOTE PAYABLE                            | 103,321.68                                                                          |
| <u>020-000-207-1200</u>                    | DUE TO EDC (F110)                                  | 2,850,000.00                                                                        |
| <u>020-000-207-1800</u>                    | A/P PENDING                                        | 71.85                                                                               |
| <u>020-000-207-1801</u>                    | ACCRUED ACCOUNTS PAYABLE                           | 250,985.00                                                                          |
| <u>020-000-207-5000</u>                    | ACCRUED INTEREST PAYABLE                           | 57.75                                                                               |
| <u>020-000-210-1100</u>                    | CAPITAL LEASE OBLIG. (C.GLASS)                     | 37,739.72                                                                           |
| <u>020-000-219-0000</u>                    | DEFERRED INFLOW- OkMRF                             | 1,424.00                                                                            |
|                                            | <b>Total Liability:</b>                            | <b>4,109,335.90</b>                                                                 |
| <b>Equity</b>                              |                                                    |                                                                                     |
| <u>020-000-271-0000</u>                    | FUND BALANCE                                       | 3,656,134.44                                                                        |
| <u>020-000-271-0100</u>                    | INVESTED IN CAPITAL ASSETS                         | 1,062,770.14                                                                        |
|                                            | <b>Total Beginning Equity:</b>                     | <b>4,718,904.58</b>                                                                 |
| Total Revenue                              |                                                    | 551,811.33                                                                          |
| Total Expense                              |                                                    | 535,414.96                                                                          |
| Revenues Over/Under Expenses               |                                                    | 16,396.37                                                                           |
|                                            | <b>Total Equity and Current Surplus (Deficit):</b> | <b>4,735,300.95</b>                                                                 |
|                                            |                                                    | <b>Total Liabilities, Equity and Current Surplus (Deficit): <u>8,844,636.85</u></b> |

Balance Sheet

As Of 08/31/2023

| Account                              | Name                                                     | Balance      |                     |
|--------------------------------------|----------------------------------------------------------|--------------|---------------------|
| Fund: 110 - 1/4 % ECONOMIC DEV. FUND |                                                          |              |                     |
| Assets                               |                                                          |              |                     |
| <u>110-000-102-0000</u>              | CLAIM ON POOLED CASH                                     | 2,737,883.50 |                     |
| <u>110-000-132-0000</u>              | DUE FROM DIA                                             | 2,850,000.00 |                     |
| <u>110-000-171-1000</u>              | SALES TAX RECEIVABLE (.25%)                              | 162,038.66   |                     |
| <u>110-000-171-3000</u>              | ACCOUNTS RECEIVABLE                                      | -958.52      |                     |
|                                      | Total Assets:                                            | 5,748,963.64 | <u>5,748,963.64</u> |
| Liability                            |                                                          |              |                     |
|                                      | Total Liability:                                         | 0.00         |                     |
| Equity                               |                                                          |              |                     |
| <u>110-000-271-0000</u>              | FUND BALANCE                                             | 5,534,900.04 |                     |
|                                      | Total Beginning Equity:                                  | 5,534,900.04 |                     |
| Total Revenue                        |                                                          | 220,173.60   |                     |
| Total Expense                        |                                                          | 6,110.00     |                     |
| Revenues Over/Under Expenses         |                                                          | 214,063.60   |                     |
|                                      | Total Equity and Current Surplus (Deficit):              | 5,748,963.64 |                     |
|                                      | Total Liabilities, Equity and Current Surplus (Deficit): |              | <u>5,748,963.64</u> |





Durant, OK

# Income Statement

## Account Summary

For Fiscal: 2023-2024 Period Ending: 08/31/2023

|                                                             |                                | Original<br>Total Budget | Current<br>Total Budget | MTD Activity | YTD Activity | YTD Activity +<br>Encumbrances | Budget<br>Remaining |
|-------------------------------------------------------------|--------------------------------|--------------------------|-------------------------|--------------|--------------|--------------------------------|---------------------|
| Fund: 020 - DURANT INDUSTRIAL AUTH.                         |                                |                          |                         |              |              |                                |                     |
| RevDepartment: 000 - 000                                    |                                |                          |                         |              |              |                                |                     |
| 020-000-301-1000                                            | BEGINNING BALANCE              | 1,258,918.01             | 1,258,918.01            | 0.00         | 0.00         | 0.00                           | 1,258,918.01        |
| 020-000-361-2000                                            | INDUSTRIAL BLDG. LEASE REVENUE | 18,000.00                | 18,000.00               | 1,500.00     | 3,000.00     | 3,000.00                       | 15,000.00           |
| 020-000-364-1101                                            | TRSF FROM ECONOMIC (110) REIMB | 0.00                     | 0.00                    | 3,055.00     | 6,110.00     | 6,110.00                       | -6,110.00           |
| 020-000-364-2800                                            | TRANSFER FROM ECONOMIC-DEBT    | 36,665.10                | 30,415.10               | 0.00         | 0.00         | 0.00                           | 30,415.10           |
| 020-000-375-0501                                            | CG - CDBG LOAN PMT. REIMB.     | 20,000.00                | 20,000.00               | 1,666.67     | 3,333.34     | 3,333.34                       | 16,666.66           |
| 020-000-375-0505                                            | ES - CDBG LOAN PMT. REIMB.     | 20,000.00                | 20,000.00               | 1,666.48     | 3,332.96     | 3,332.96                       | 16,667.04           |
| 020-000-375-0602                                            | TIF#3-19 TUBACEX TAX REFND REV | 0.00                     | 530,675.00              | 506,615.42   | 530,674.68   | 530,674.68                     | 0.32                |
| 020-000-375-0605                                            | TIF#3-DIA 1% TAX REFND REV     | 0.00                     | 5,360.00                | 5,117.33     | 5,360.35     | 5,360.35                       | -0.35               |
| RevDepartment: 000 - 000 Total:                             |                                | 1,353,583.11             | 1,883,368.11            | 519,620.90   | 551,811.33   | 551,811.33                     | 1,331,556.78        |
| Department: 017 - ECON. DEV. ADMINISTRATION                 |                                |                          |                         |              |              |                                |                     |
| ExpCategory: 520 - PROFESSIONAL SERVICES                    |                                |                          |                         |              |              |                                |                     |
| 020-017-520-2130                                            | PRORATED AUDIT FEES            | 7,302.00                 | 7,302.00                | 71.85        | 88.70        | 7,301.97                       | 0.03                |
| ExpCategory: 520 - PROFESSIONAL SERVICES Total:             |                                | 7,302.00                 | 7,302.00                | 71.85        | 88.70        | 7,301.97                       | 0.03                |
| ExpCategory: 530 - CONTRACTUAL                              |                                |                          |                         |              |              |                                |                     |
| 020-017-530-3033                                            | UTILITIES                      | 0.00                     | 0.00                    | 113.01       | 225.54       | 225.54                         | -225.54             |
| 020-017-530-3036                                            | CONSULTING FEES                | 5,000.00                 | 5,000.00                | 0.00         | 0.00         | 13,490.98                      | -8,490.98           |
| 020-017-530-3038                                            | PUBLICATIONS & ADVERTISING     | 10,300.00                | 10,300.00               | 0.00         | 0.00         | 0.00                           | 10,300.00           |
| 020-017-530-3051                                            | CONTRACT LABOR                 | 5,000.00                 | 5,000.00                | 0.00         | 0.00         | 34,866.00                      | -29,866.00          |
| 020-017-530-3332                                            | LEGAL FEES                     | 10,000.00                | 10,000.00               | 577.50       | 875.00       | 875.00                         | 9,125.00            |
| ExpCategory: 530 - CONTRACTUAL Total:                       |                                | 30,300.00                | 30,300.00               | 690.51       | 1,100.54     | 49,457.52                      | -19,157.52          |
| ExpCategory: 550 - MATERIALS/SUPPLIES/MAINT/SM TOOLS        |                                |                          |                         |              |              |                                |                     |
| 020-017-550-5051                                            | OFFICE SUPPLIES                | 600.00                   | 600.00                  | 0.00         | 0.00         | 0.00                           | 600.00              |
| 020-017-550-5849                                            | COMP. SOFTWARE & ACCESSORIES   | 5,683.00                 | 5,683.00                | 0.00         | 0.00         | 0.00                           | 5,683.00            |
| 020-017-550-5857                                            | MMBRSHIP/LCNSE/CRTFCATION/ECT  | 1,550.00                 | 1,550.00                | 0.00         | 0.00         | 0.00                           | 1,550.00            |
| ExpCategory: 550 - MATERIALS/SUPPLIES/MAINT/SM TOOLS Total: |                                | 7,833.00                 | 7,833.00                | 0.00         | 0.00         | 0.00                           | 7,833.00            |
| ExpCategory: 570 - MISCELLANEOUS                            |                                |                          |                         |              |              |                                |                     |
| 020-017-570-7010                                            | MEETING EXPENSES               | 1,500.00                 | 1,500.00                | 0.00         | 0.00         | 0.00                           | 1,500.00            |
| 020-017-570-7015                                            | PHOTOCOPIES                    | 500.00                   | 500.00                  | 0.00         | 0.00         | 0.00                           | 500.00              |
| 020-017-570-7130                                            | MISC. EXPENDITURES             | 500.00                   | 500.00                  | 0.00         | 0.00         | 0.00                           | 500.00              |
| 020-017-570-7200                                            | TRAINING AND TRAVEL            | 6,900.00                 | 6,900.00                | 0.00         | 0.00         | 0.00                           | 6,900.00            |
| 020-017-570-7220                                            | I.T. SERVICE FEES              | 6,932.01                 | 6,932.01                | 577.67       | 1,155.34     | 1,155.34                       | 5,776.67            |
| ExpCategory: 570 - MISCELLANEOUS Total:                     |                                | 16,332.01                | 16,332.01               | 577.67       | 1,155.34     | 1,155.34                       | 15,176.67           |
| Department: 017 - ECON. DEV. ADMINISTRATION Total:          |                                | 61,767.01                | 61,767.01               | 1,340.03     | 2,344.58     | 57,914.83                      | 3,852.18            |
| Department: 067 - INDUSTRIAL PROJECTS                       |                                |                          |                         |              |              |                                |                     |
| ExpCategory: 530 - CONTRACTUAL                              |                                |                          |                         |              |              |                                |                     |
| 020-067-530-3502                                            | TIF#3 19 TUBACEX REIMB PYMNT   | 0.00                     | 530,675.00              | 503,904.06   | 503,904.06   | 503,904.06                     | 26,770.94           |
| ExpCategory: 530 - CONTRACTUAL Total:                       |                                | 0.00                     | 530,675.00              | 503,904.06   | 503,904.06   | 503,904.06                     | 26,770.94           |
| ExpCategory: 560 - CAPITAL - GENERAL                        |                                |                          |                         |              |              |                                |                     |
| 020-067-560-6003                                            | DIA LANDS PURCHASE             | 0.00                     | 0.00                    | 0.00         | 0.00         | 5,714.00                       | -5,714.00           |
| ExpCategory: 560 - CAPITAL - GENERAL Total:                 |                                | 0.00                     | 0.00                    | 0.00         | 0.00         | 5,714.00                       | -5,714.00           |
| ExpCategory: 570 - MISCELLANEOUS                            |                                |                          |                         |              |              |                                |                     |
| 020-067-570-7011                                            | SMALL BUSINESS GRANT           | 0.00                     | 0.00                    | 0.00         | 15,000.00    | 15,000.00                      | -15,000.00          |
| 020-067-570-7400                                            | CONTINGENCY RESERVE            | 1,215,151.00             | 1,220,511.00            | 0.00         | 0.00         | 0.00                           | 1,220,511.00        |
| ExpCategory: 570 - MISCELLANEOUS Total:                     |                                | 1,215,151.00             | 1,220,511.00            | 0.00         | 15,000.00    | 15,000.00                      | 1,205,511.00        |
| ExpCategory: 580 - DEBT SERVICE                             |                                |                          |                         |              |              |                                |                     |
| 020-067-580-8630                                            | BL - CDBG LOAN PMT. EXP.       | 10,415.10                | 10,415.10               | 2,083.34     | 4,166.68     | 4,166.68                       | 6,248.42            |
| 020-067-580-8631                                            | CG - CDBG LOAN PMT. EXP.       | 20,000.00                | 20,000.00               | 1,666.67     | 3,333.34     | 3,333.34                       | 16,666.66           |
| 020-067-580-8633                                            | CMP - CDBG LOAN PMT. EXP.      | 6,250.00                 | 0.00                    | 0.00         | 0.00         | 0.00                           | 0.00                |

Income Statement

For Fiscal: 2023-2024 Period Ending: 08/31/2023

|                                                        |                          | Original<br>Total Budget | Current<br>Total Budget | MTD Activity | YTD Activity | YTD Activity +<br>Encumbrances | Budget<br>Remaining |
|--------------------------------------------------------|--------------------------|--------------------------|-------------------------|--------------|--------------|--------------------------------|---------------------|
| 020-067-580-8634                                       | EB - CDBG LOAN PMT. EXP. | 20,000.00                | 20,000.00               | 1,666.67     | 3,333.34     | 3,333.34                       | 16,666.66           |
| 020-067-580-8635                                       | ES - CDBG LOAN PMT. EXP. | 20,000.00                | 20,000.00               | 1,666.48     | 3,332.96     | 3,332.96                       | 16,667.04           |
| ExpCategory: 580 - DEBT SERVICE Total:                 |                          | 76,665.10                | 70,415.10               | 7,083.16     | 14,166.32    | 14,166.32                      | 56,248.78           |
| Department: 067 - INDUSTRIAL PROJECTS Total:           |                          | 1,291,816.10             | 1,821,601.10            | 510,987.22   | 533,070.38   | 538,784.38                     | 1,282,816.72        |
| Fund: 020 - DURANT INDUSTRIAL AUTH. Surplus (Deficit): |                          | 0.00                     | 0.00                    | 7,293.65     | 16,396.37    | -44,887.88                     | 44,887.88           |

Income Statement

For Fiscal: 2023-2024 Period Ending: 08/31/2023

|                                                                |                             | Original<br>Total Budget | Current<br>Total Budget | MTD Activity      | YTD Activity      | YTD Activity +<br>Encumbrances | Budget<br>Remaining |
|----------------------------------------------------------------|-----------------------------|--------------------------|-------------------------|-------------------|-------------------|--------------------------------|---------------------|
| <b>Fund: 110 - 1/4 % ECONOMIC DEV. FUND</b>                    |                             |                          |                         |                   |                   |                                |                     |
| <b>RevDepartment: 000 - 000</b>                                |                             |                          |                         |                   |                   |                                |                     |
| <u>110-000-301-1000</u>                                        | BEGINNING BALANCE           | 3,243,900.00             | 2,614,000.00            | 0.00              | 0.00              | 0.00                           | 2,614,000.00        |
| <u>110-000-311-1000</u>                                        | SALES TAX REVENUE (.25%)    | 1,138,455.41             | 1,138,455.41            | 111,467.45        | 218,550.69        | 218,550.69                     | 919,904.72          |
| <u>110-000-361-1000</u>                                        | INTEREST EARNINGS REVENUE   | 12,000.00                | 12,000.00               | 741.41            | 1,622.91          | 1,622.91                       | 10,377.09           |
| <b>RevDepartment: 000 - 000 Total:</b>                         |                             | <b>4,394,355.41</b>      | <b>3,764,455.41</b>     | <b>112,208.86</b> | <b>220,173.60</b> | <b>220,173.60</b>              | <b>3,544,281.81</b> |
| <b>Department: 017 - ECON. DEV. ADMINISTRATION</b>             |                             |                          |                         |                   |                   |                                |                     |
| <b>ExpCategory: 560 - CAPITAL - GENERAL</b>                    |                             |                          |                         |                   |                   |                                |                     |
| <u>110-017-560-6021</u>                                        | FUTURE PROJECTS             | 4,315,912.13             | 3,686,012.13            | 0.00              | 0.00              | 0.00                           | 3,686,012.13        |
| <b>ExpCategory: 560 - CAPITAL - GENERAL Total:</b>             |                             | <b>4,315,912.13</b>      | <b>3,686,012.13</b>     | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                    | <b>3,686,012.13</b> |
| <b>ExpCategory: 570 - MISCELLANEOUS</b>                        |                             |                          |                         |                   |                   |                                |                     |
| <u>110-017-570-7800</u>                                        | FUND RESERVE                | 41,778.18                | 48,028.18               | 0.00              | 0.00              | 0.00                           | 48,028.18           |
| <b>ExpCategory: 570 - MISCELLANEOUS Total:</b>                 |                             | <b>41,778.18</b>         | <b>48,028.18</b>        | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>                    | <b>48,028.18</b>    |
| <b>ExpCategory: 599 - TRANSFER</b>                             |                             |                          |                         |                   |                   |                                |                     |
| <u>110-017-599-0201</u>                                        | TRANSFER TO DIA - DEBT PMTS | 36,665.10                | 30,415.10               | 3,055.00          | 6,110.00          | 6,110.00                       | 24,305.10           |
| <b>ExpCategory: 599 - TRANSFER Total:</b>                      |                             | <b>36,665.10</b>         | <b>30,415.10</b>        | <b>3,055.00</b>   | <b>6,110.00</b>   | <b>6,110.00</b>                | <b>24,305.10</b>    |
| <b>Department: 017 - ECON. DEV. ADMINISTRATION Total:</b>      |                             | <b>4,394,355.41</b>      | <b>3,764,455.41</b>     | <b>3,055.00</b>   | <b>6,110.00</b>   | <b>6,110.00</b>                | <b>3,758,345.41</b> |
| <b>Fund: 110 - 1/4 % ECONOMIC DEV. FUND Surplus (Deficit):</b> |                             | <b>0.00</b>              | <b>0.00</b>             | <b>109,153.86</b> | <b>214,063.60</b> | <b>214,063.60</b>              | <b>-214,063.60</b>  |





Durant, OK

# Detail Report

## Account Detail

Date Range: 07/01/2023 - 07/31/2023

| Account                                    | Name                 | Beginning Balance  | Total Activity                       | Total Debits                      | Total Credits | Ending Balance          |
|--------------------------------------------|----------------------|--------------------|--------------------------------------|-----------------------------------|---------------|-------------------------|
| Fund: 020 - DURANT INDUSTRIAL AUTH.        |                      |                    |                                      |                                   |               |                         |
| 020-000-102-0000                           | CLAIM ON POOLED CASH | 2,091,868.03       | -128,467.37                          | 32,357.10                         | 160,824.47    | 1,963,400.66            |
| Post Date                                  | Packet Number        | Source Transaction | Description                          | Vendor                            | Debits        | Credits Running Balance |
| 07/03/2023                                 | GLPKT04272           | 28105              | DAILY CASH POSTING 7/03/2023         |                                   | 1,666.67      | 2,093,534.70            |
| 07/07/2023                                 | GLPKT04307           | 28108              | DAILY CASH POSTING 7/07/2023         |                                   | 24,302.28     | 2,117,836.98            |
| 07/07/2023                                 | APPKT01008           | 195114             | MARCUM, THOMAS SEC REI PMT           | 004546 - MARCUM, THOMAS           |               | 2,117,539.48            |
| 07/21/2023                                 | APPKT01032           | 195210             | CRAWFORD & ASSOCIATES PC SEC REI PMT | 000944 - CRAWFORD & ASSOCIATES PC |               | 2,117,533.39            |
| 07/21/2023                                 | GLPKT04656           | 28383              | JUNE 2023 DIA CLAIM ON POOLED        |                                   | 158,613.86    | 1,958,919.53            |
| 07/24/2023                                 | GLPKT04454           | 28234              | ACCOUNTS RECEIVABLE                  |                                   | 1,960,586.01  | 1,960,586.01            |
| 07/28/2023                                 | APPKT01041           | 195323             | CRAWFORD & ASSOCIATES PC SEC REI PMT | 000944 - CRAWFORD & ASSOCIATES PC | 16.85         | 1,960,569.16            |
| 07/31/2023                                 | GLPKT04547           | 28263              | DAILY CASH POSTING 7/31/2023         |                                   | 1,666.67      | 1,962,235.83            |
| 07/31/2023                                 | GLPKT04656           | 28297              | REVERSE MONTHLY BIOFUEL PAYMENT      |                                   | 1,312.50      | 1,960,923.33            |
| 07/31/2023                                 | GLPKT04694           | 28400              | IT DEPT SERVICE FEES                 |                                   | 1,960,345.66  | 1,960,345.66            |
| 07/31/2023                                 | GLPKT04734           | 28410              | BUDGET TRANSFERS                     |                                   | 1,963,400.66  | 1,963,400.66            |
| Total Fund: 020 - DURANT INDUSTRIAL AUTH.: |                      | 2,091,868.03       | -128,467.37                          | 32,357.10                         | 160,824.47    | 1,963,400.66            |

0.00

1,666.67 +  
24,302.28 +  
1,666.48 +  
1,666.67 +  
3,055.00 +  
32,357.10 +  
32,357.10 +  
297.50 +  
297.50 -  
297.50 -  
6.09 -  
16.85 -  
1,312.50 -  
577.67 -  
30,146.49 +  
30,146.49 +

9/27/23  
H8824502



Durant, OK

# Detail Report

## Account Detail

Date Range: 08/01/2023 - 08/31/2023

| Account                             | Name                 | Beginning Balance  | Total Activity                  | Total Debits            | Total Credits | Ending Balance |
|-------------------------------------|----------------------|--------------------|---------------------------------|-------------------------|---------------|----------------|
| Fund: 020 - DURANT INDUSTRIAL AUTH. |                      |                    |                                 |                         |               |                |
| 020-000-102-0000                    | CLAIM ON POOLED CASH |                    |                                 |                         |               |                |
| Post Date                           | Packet Number        | Source Transaction | Description                     | Vendor                  |               |                |
| 08/03/2023                          | GLPKT04589           | 28275              | DAILY CASH POSTING 8/03/2023    |                         | 1,963,400.66  | -12,188.12     |
| 08/07/2023                          | GLPKT04612           | 28279              | DAILY CASH POSTING 8/07/2023    |                         | 520,954.23    | 533,142.35     |
| 08/14/2023                          | GLPKT05007           | 28707              | TO COVER TIF #3                 |                         | 2,738.75      | 1,951,212.54   |
| 08/18/2023                          | APPKT01102           | 195620             | MARCUM, THOMAS SEC REI PMT      | 004546 - MARCUM, THOMAS | 510,494.00    | 1,966,139.41   |
|                                     |                      |                    |                                 |                         | 508,994.71    | 2,476,633.41   |
|                                     |                      |                    |                                 |                         | 530,674.68    | 1,945,958.73   |
|                                     |                      |                    |                                 |                         | < 577.50 >    | 1,945,381.23   |
| 08/21/2023                          | GLPKT04736           | 28411              | DAILY CASH POSTING 8/21/2023    |                         | 1,500.00      | 1,946,881.23   |
| 08/22/2023                          | GLPKT04753           | 28413              | DAILY CASH POSTING 8/22/2023    |                         | 1,500.00      | 1,948,381.23   |
| 08/25/2023                          | GLPKT04788           | 28482              | ACCOUNTS RECEIVABLE             |                         | 1,666.48      | 1,950,047.71   |
| 08/31/2023                          | GLPKT05007           | 28602              | RESERVE MONTHLY BIOFUEL PAYMENT |                         | < 1,312.50 >  | 1,948,735.21   |
| 08/31/2023                          | GLPKT05007           | 28648              | IT DEPT SERVICE FEES            |                         | < 577.67 >    | 1,948,157.54   |
| 08/31/2023                          | GLPKT05007           | 28708              | BUDGET TRANSFERS                |                         | 3,055.00      | 1,951,212.54   |
|                                     |                      |                    |                                 |                         | 520,954.23    | 533,142.35     |
|                                     |                      |                    |                                 |                         | 520,954.23    | 1,951,212.54   |

Total Fund: 020 - DURANT INDUSTRIAL AUTH.:

Grand Totals:

|              |            |            |            |              |
|--------------|------------|------------|------------|--------------|
| 1,963,400.66 | -12,188.12 | 520,954.23 | 533,142.35 | 1,951,212.54 |
| 1,963,400.66 | -12,188.12 | 520,954.23 | 533,142.35 | 1,951,212.54 |

Activity for August, 2023:

|            |            |            |
|------------|------------|------------|
| 520,954.23 | 533,142.35 | -12,188.12 |
|------------|------------|------------|

0 • C

|          |   |  |
|----------|---|--|
| 1,500.00 | + |  |
| 1,500.00 | + |  |
| 1,500.00 | + |  |
| 1,666.48 | + |  |
| 3,055.00 | + |  |
| 9,221.48 | + |  |
| 9,221.48 | + |  |
| 577.50   | - |  |
| 1,312.50 | - |  |
| 577.67   | - |  |
| 6,753.81 | + |  |
| 6,753.81 | + |  |

9/27/23  
#882480





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 XXXXXX0213

Page 1 of 3

0005844

6302FUBT

9809B00X.002

DnpAndE P=EW,

\*0005844 S2  
CITY OF DURANT  
DURANT INDUSTRIAL AUTHORITY DIA  
PO BOX 578  
DURANT OK 74702-0578



### CHECKING ACCOUNTS

#### Advantage Business Free PF

|                    |              |                          |                      |
|--------------------|--------------|--------------------------|----------------------|
| Account Number     | XXXXXX0213   | Number of Enclosures     | 10                   |
| Previous Balance   | \$373,803.82 | Statement Dates          | 8/01/23 thru 8/31/23 |
| 1 Deposits/Credits | \$530,674.68 | Days in Statement Period | 31                   |
| 10 Checks/Debits   | \$38,338.11  | Average Ledger           | \$653,123.13         |
| Service Charge     | \$0.00       | Average Collected        | \$653,123.13         |
| Interest Paid      | \$0.00       |                          |                      |
| Current Balance    | \$866,140.39 |                          |                      |

### Credit Transactions

| Date | Description                                                   | Amount       |
|------|---------------------------------------------------------------|--------------|
| 8/14 | Transfer from 8/14 to 8/21 TUR BACEX 24059.26 2711.36 1465.20 | \$530,674.68 |

### Checks

| Date | Check Number | Amount      | Date | Check Number | Amount     |
|------|--------------|-------------|------|--------------|------------|
| 8/03 | 1168         | \$1,666.67  | 8/10 | 1177         | \$1,666.48 |
| 8/03 | 1169         | \$1,666.48  | 8/10 | 1178         | \$1,666.67 |
| 8/03 | 1170         | \$2,083.34  | 8/10 | 1179         | \$2,083.34 |
| 8/03 | 1171         | \$1,666.67  | 8/10 | 1180         | \$1,666.67 |
| 8/10 | 1176*        | \$24,059.26 | 8/08 | 1181         | \$112.53   |

(\*) Denotes skip in check numbers

### Daily Balance Summary

| Date | Balance      | Date | Balance      | Date | Balance      |
|------|--------------|------|--------------|------|--------------|
| 8/01 | \$373,803.82 | 8/08 | \$366,608.13 | 8/14 | \$866,140.39 |
| 8/03 | \$366,720.66 | 8/10 | \$335,465.71 |      |              |



**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1168  
DATE 07/10/2023  
AMOUNT \$1,666.67  
VOID AFTER 90 DAYS

PAY ---One Thousand Six Hundred Sixty Six Dollars and 67/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001168\* 166667 0000408444

Number: 1168 Date: 8/3/2023 Amount: \$1666.67

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1169  
DATE 07/10/2023  
AMOUNT \$1,666.48  
VOID AFTER 90 DAYS

PAY ---One Thousand Six Hundred Sixty Six Dollars and 48/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001169\* 166648 0000408444

Number: 1169 Date: 8/3/2023 Amount: \$1666.48

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1170  
DATE 07/10/2023  
AMOUNT \$2,083.34  
VOID AFTER 90 DAYS

PAY ---Two Thousand Eighty Three Dollars and 34/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001170\* 208334 0000408444

Number: 1170 Date: 8/3/2023 Amount: \$2083.34

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1171  
DATE 07/10/2023  
AMOUNT \$1,666.67  
VOID AFTER 90 DAYS

PAY ---One Thousand Six Hundred Sixty Six Dollars and 67/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001171\* 166667 0000408444

Number: 1171 Date: 8/3/2023 Amount: \$1666.67

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1176  
DATE 07/10/2023  
AMOUNT \$24,059.26  
VOID AFTER 90 DAYS

PAY ---Twenty Four Thousand Fifty Nine Dollars and 26/100 Cents---

TO THE ORDER OF TUBACEX DURANT  
362 COUNTRY CLUB RD  
DURANT, OK 74701

*Opethus J. Price*  
*Don Chilton*

\*001176\* 2405926 0000408444

Number: 1176 Date: 8/10/2023 Amount: \$24059.26

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1177  
DATE 08/04/2023  
AMOUNT \$1,666.48  
VOID AFTER 90 DAYS

PAY ---One Thousand Six Hundred Sixty Six Dollars and 48/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001177\* 166648 0000408444

Number: 1177 Date: 8/10/2023 Amount: \$1666.48

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1178  
DATE 08/04/2023  
AMOUNT \$1,666.67  
VOID AFTER 90 DAYS

PAY ---One Thousand Six Hundred Sixty Six Dollars and 67/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001178\* 166667 0000408444

Number: 1178 Date: 8/10/2023 Amount: \$1666.67

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1179  
DATE 08/04/2023  
AMOUNT \$2,083.34  
VOID AFTER 90 DAYS

PAY ---Two Thousand Eighty Three Dollars and 34/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001179\* 208334 0000408444

Number: 1179 Date: 8/10/2023 Amount: \$2083.34

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1180  
DATE 08/04/2023  
AMOUNT \$1,666.67  
VOID AFTER 90 DAYS

PAY ---One Thousand Six Hundred Sixty Six Dollars and 67/100 Cents---

TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE  
ATTN: ADMINISTRATIVE SERVICES  
900 NORTH STILES  
OKLAHOMA CITY, OK 73104-3234

*Opethus J. Price*  
*Don Chilton*

\*001180\* 166667 0000408444

Number: 1180 Date: 8/10/2023 Amount: \$1666.67

**CITY OF DURANT - DURANT INDUSTRIAL AUTH**  
300 WEST EVERGREEN  
P.O. BOX 578  
DURANT, OKLAHOMA 74702-0578

First United  
1400 W Main  
Durant, OK 74701

CHECK # 1181  
DATE 08/04/2023  
AMOUNT \$112.53  
VOID AFTER 90 DAYS

PAY ---One Hundred Twelve Dollars and 53/100 Cents---

TO THE ORDER OF OKLAHOMA GAS AND ELECTRIC  
PO BOX 24990  
OKLAHOMA CITY, OK 73124-0990

*Opethus J. Price*  
*Don Chilton*

\*001181\* 11253 0000408444

Number: 1181 Date: 8/8/2023 Amount: \$112.53

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# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** An chen Lai, Finance Director/Treasurer  
**Re:** Sales tax report for September 2023

---

**Council Information / Action Requested**

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

**ATTACHMENTS:**



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Interim Director's report for September 2023

---

### Council Information / Action Requested

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

### ATTACHMENTS:

1. Interim Director Report Sept 23

## Interim Director Report for September 2023

- Luncheon meeting with Industrial prospect regarding possible construction of new location in Durant
- Continued researching requirements of the Small Business Grant Program funded by USDA Rural Development and worked on strategy to bring program to completion with a plan to fund local businesses in the process of submitting applications. Visited with Main Street Director Amber Foster and Larry Adams of the SBDC.
- Visited with City Attorney about financing agreement for DIA to fund through the Airport Authority financing for expansion of AirEvac.
- Visited with engineer at Mead & Hunt regarding a plan to complete the 404 permit with the Corps of Engineers for site east of Cardinal Glass.
- Visited with Economic Development prospect regarding purchase of industrial land owned by the DIA. This would be a relocation from the company's current location in southeast Oklahoma.
- Reviewed the status of 2 forgivable loans outstanding financed by the DIA, Allied Stone with job creation (100 jobs) period beginning next year, and S and G Holdings with job creation (75 jobs) period at 101 Waldron Dr. location starting January 1 of this year.
- Toured the Omnicare 365 facility behind REI with Matt Hunt regarding expansion plans.
- Attended the monthly Chamber of Commerce Board meeting.
- Visited with the Interim City Manager about the renewal of the Retail Strategies contract.
- Researched possible industrial sites and visited with owner of industrial property.
- Visited with Oklahoma Department of Commerce representative about grants for industrial expansion.
- Visited with representative of the Oklahoma Department of Transportation about funding for industrial access roads.
- Visited with President of First Texoma National Bank regarding appointment to represent the bank on the DIA.



*Allied Stone Expansion in progress*



*New Starbucks at Main and 21st*





# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Presentation by Matt Hunt of OmniCare 365 and plans for expansion

---

See proposal

### Council Information / Action Requested

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

### ATTACHMENTS:

1. OmniCare365 DIA Proposal



## Proposal for Durant Industrial Authority

This proposal contains confidential details relevant to scope of work,  
pricing and terms as requested by

Prepared by: OmniCare365, Inc., September 21, 2023 [www.omnicare365.com](http://www.omnicare365.com)



## **Company Overview**

### **About OmniCare365**

**Private and Locally Owned Corporation  
Woman Owned Business located in HUBZone  
Founded in 2018**

OmniCare365 is the trusted partner for outsourced customer service solutions.

Leading Brands Trust OmniCare365 with their Valuable Customer Relationships.

Every Customer Experience is Critical, but the level of Expertise that OmniCare365 teams show during every Customer Interaction is what makes them shine.

Powered by the most sophisticated analytics systems on the market today, a management team unparalleled in experience and dedication, and a company culture where employees rarely leave, OmniCare365 is boasting consistently stellar results for clients across key industries.

This starts with why OmniCare365 was formed. After working for large BPO's, the founders identified the need for something clients needed: hands-on management that fosters free flowing ideas with the client for increased performance. This is driven by data-driven decisions and the flexibility needed to action them with urgency. Plus, continuous improvement naturally happens as these ideas fuel the innovative thinking that the founders dreamed of when OmniCare365 was formed.

In addition to full client goal alignment, the founders focused the company around 3 core values:

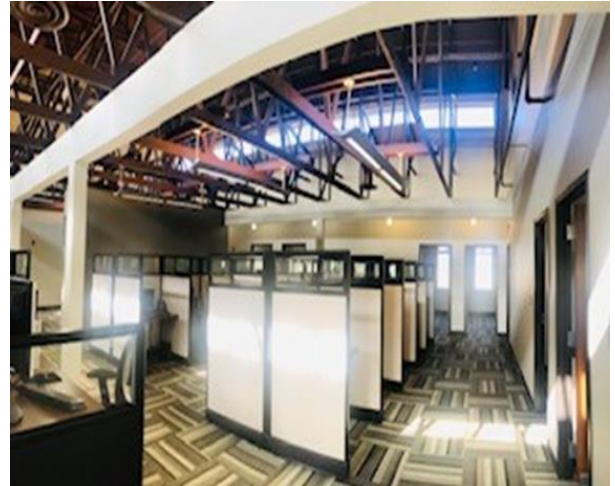
We are dedicated to supporting our clients' goals and objectives through full alignment.

We are People first.

We care about our community and serve it together as one team.



## Our Facilities



- 250 Agent Stations (350 Max)
- 3 Training Rooms (60 seats)
- Redundant Fiber Internet connections
- 24 / 7 / 365 Support Availability
- Work at Home in 31 states



## Opportunity

OmniCare365 has signed three new partnerships in the past 8 months that will increase our overall employee headcount locally.

- United Healthcare - 275 Total Agents
- The Home Depot - 300 to 500 Total Agents
- Old Glory Bank - 100 Total Agents

Of those additional 700 employees we are projecting 150 to 200 will be required to be onsite at our Durant, OK facility.

Local demographics benefitting from new jobs:

- Stay at home moms that take and pick kids up from school
- College Students
- Any qualified resident making less than a minimum \$15 hourly
- Residents not able to perform “manufacturing” job duties

## Positions Required

- Director of Operations - \$120,000 Annual Salary - Hired
- Director of Training - \$120,000 Annual Salary - Hired
- Senior HR Manager - \$80,000 Annual Salary - Hired
- Operations Manager - \$75,000 Annual Salary
- 18 Team Managers - \$45,000 Annual Salary - \$810,000 Annual Total Wages
- 6 Recruiters - \$24,000 Annual Wages - \$144,000 Annual Total Wages
- 4 Quality Assurance Representatives - \$30,000 Annual Wages - \$120,000 Annual Total Wages





- 150 Customer Service Representatives - \$18 Average Hourly Wage after monthly incentives - \$5,616,000 Annual Total Wages

**Total Annual Wages - \$7,085,000**

## **Additional Investments Needed**

**Owner investment of \$1,500,000 in 2022 to sign and start 3 new partnerships.**

- Facility Expansion - \$818,000 - Completed
  - 2 additional parking lots
  - Opened area for 125 additional agent workstations
  - Additional Restroom space
  - 2 New Training Rooms
- IT Infrastructure - \$550,000
- Application Software - \$360,000
- Facilities Build-out - \$187,000
- Additional Facility expenses annually - \$98,000
- 90 Days Payroll Advance - \$1,771,250

## **Proposal**

OmniCare365 to seek maximum financial assistance from Durant Industrial Authority to assist in creating approximately 200 local jobs and \$7,085,000 in wages to the local economy. We have signed MSA's and SOW's for all three new partners and expect to fill 100% of these new jobs in the next 6 to 12 months.

Matt Hunt  
President and Founder  
OmniCare365, Inc



Email: [mhunt@omnicare365.com](mailto:mhunt@omnicare365.com)  
Cell - 5803808681



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration appointment to Tourism Authority from Durant Industrial Authority

---

Consideration appointment to Tourism Authority from Durant Industrial Authority

### **Council Information / Action Requested**

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

**ATTACHMENTS:**



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration appointment of Treasurer for the Durant Industrial Authority

---

Consideration appointment of Treasurer for the Durant Industrial Authority

### **Council Information / Action Requested**

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

**ATTACHMENTS:**



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration Status of Financing Agreement for AirEvac Hangar Project

---

See Memo

**Council Information / Action Requested**

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

**ATTACHMENTS:**

1. Status of Financing Agreement for AirEvac



To: Chairman and Trustees of the DIA

From: Paul Buntz, Interim Director

Re: AirEvac Financing Agreement

September 28, 2023

I was able to visit with City Attorney Tom Marcum on Monday and he said he had some draft files to review. As of today, I have not received the draft files but hope to have them prior to the meeting next Tuesday.



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration notifying Rural Development of completion of the Small Business grant program

---

See Memo

**Council Information / Action Requested**

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

**ATTACHMENTS:**

1. Completion of Rural Development Project

To: Chairman and Trustees of the DIA

From: Paul Buntz, Interim Director

Re: Completion of Grant from Rural Development to fund Training for the Small Business Grant Program

Date: September 27, 2023

Only last month I requested that the DIA ask for a time extension on our grant for \$35,900 from Rural Development. That was based on the fact that the DIA has drawn down less than half of the grant funds, only \$15,606.79 of the grant amount of \$35,900, leaving a balance of \$20,293.21.

I asked Amy Cowley, Acting Director of Business and Cooperative Programs if we could draw down the remaining grant funds based on the DIA expenditures far exceeding the match commitment of \$108,358.56. As of today, the DIA match has been \$137,000 for grants awarded to small businesses. 26 grants of \$2,000 (\$52,000 total) and 17 grants of \$5,000. (\$85,000). Ms. Cowley informed me that the budget categories were fixed and only direct training fees were reimbursable. Since it is my understanding that no further training sessions are planned, we have no other option than to bring the Rural Development grant program to completion.



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration of Budget Transfer for Small Business Grant Program

---

See attached Memo

### **Council Information / Action Requested**

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

### **ATTACHMENTS:**

1. Recommendation to Transfer funds to Fund Small Business Grants in Process

To: Chairman and Trustees of the DIA

From: Paul Buntz, Interim Director

Date: September 27, 2023

The Small Business Grant Program was funded by the Durant Industrial Fund, Department 20, in the FY 2022-23 budget as follows:

| Grant Category                                   | FY 2022-23 Budget | Expended through 9/18/2023 |
|--------------------------------------------------|-------------------|----------------------------|
| Small Business Technology<br>GL 020-067-570-7009 | 60,000            | 55,000                     |
| Small Business Grant<br>GL 020-067-570-7011      | 200,000           | 89,765.79                  |
| Total                                            | 260,000           | 144,765.79                 |
| Budget Balance remaining <sup>1</sup>            | 115,234.21        |                            |

<sup>1</sup>Note: Budget balances do not carry forward unless appropriated, and the balance in both accounts for FY2023-24 is 0. The unexpended funds for the grant funds reverted to contingency reserve for Department 20, which is funded at \$1,215,151.

When I came to work in late July, I was informed that there were 3 \$5,000 grant applications that were in process but not submitted for approval: Main Street Chiropractic, Wrights Drive-In, and La Gruta Restaurant. I checked with Larry Adams with the SBDC who did the required training and confirmed that all 3 businesses have completed the required training. I would recommend that the budget transfer be approved in the amount of \$15,000 to fund these 3 remaining grants that were in process, subject to completing the grant agreement and all grant requirements including documentation of expenses. The \$15,000 would be transferred from Contingency Reserve to the Small Business Account number 020-067-570-7011.



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration Requirement that any and all future Small Business Grants be made on a reimbursable basis only

---

See memo

### Council Information / Action Requested

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

### ATTACHMENTS:

1. Requirement that Small Business Grants be Reimbursable Only



To: Chairman and Trustees of the Durant Industrial Authority

From: Interim Director

Re: Consideration requirement that Small Business Grants be reimbursable only.

The current grant agreement on Small Business Grants provides that grants may be awarded before any of the listed improvements or expenditure items are completed, and allows for up to 120 days for grantees to complete the expenditures and turn in receipts after the grant funds have been received. I believe this puts too much administrative burden on the city staff, and recommend that any future grant recipients provide proof of receipt and payment for any of the expenditure items listed in the grant before any grant payment from the DIA is made.



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Paul Buntz, Interim Director of Economic Development  
**Re:** Consideration of the applications of local businesses for the Small Business Grant Program.

---

See Memo and Applications

### Council Information / Action Requested

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

### ATTACHMENTS:

1. Consideration Approval of Small Business Grants
2. Small Business Grant Applications

To: Chairman and Trustees of the DIA

From: Paul Buntz, Interim Director

Re: Consideration Approval of Small Business Grants

Date: September 27, 2023

When I came to work in late July, I was informed that there were 3 \$5,000 grant applications that were in process but not submitted for approval: Main Street Chiropractic, Wrights Drive-In, and La Gruta Restaurant. I checked with Larry Adams with the SBDC who did the required training and confirmed that all 3 businesses have completed the required training. I would recommend that the budget transfer be approved in the amount of \$15,000 to fund these 3 remaining grants that were in process, subject to completing the grant agreement and all grant requirements including documentation of expenses.

Copies of the applications are attached. If the applications are approved, I will then forward them to the City Council to be ratified for approval.

**Durant Industrial Authority  
Small Business Grant Program  
Application Package**

Jay Hauptman  
(Name of Applicant)

7/24/23  
(Date Submitted)

Jay Hauptman  
(Signature of Applicant)

\$5,000.00  
(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](mailto: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: Main Street Chiropractic LLC

Trade Name/DBA Main Street Chiropractic

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

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

Business Address: 417 W. Main Street

City: Durant Zip Code: 74701

Mailing Address (if different from physical address): Son's

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Year Business Established: 2022

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

Federal ID # 88-3400993 NAICS Code 621310

Business Website: mainstreetchiropracticllc

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

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

Full Service Chiropractic Clinic



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

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## II. BUSINESS OWNER INFORMATION

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

Owner's Name: Jay Hauptman Title: President  
Percentage of Ownership: 100%  
Home Address: 5409 Broadview City: Durant State: OK Zip Code: 74701  
Telephone: 7197644996 E-Mail: jay.hauptman@ gmail.com  
Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## III. GRANT INFORMATION

Amount of Grant Funding Request: \$ 5000.00

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

SEE IV. USE of Funds next page \$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Total Project Estimate: \$ \_\_\_\_\_

Please describe how this grant will help your business:

Medical laser will expand my scope, increase my ability to serve and uniquely position myself in this market.

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

Main Street Chiropractic will continue to serve patients with patient centered affordable health care.

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:

Summus Class 4, multi wavelength medical laser

#### 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).

|                               |           |
|-------------------------------|-----------|
| Summus Class 4 Laser \$16,000 | \$ 5000 - |
|                               | \$        |
|                               | \$        |
|                               | \$        |
|                               | \$        |
|                               | 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) <u>by Hauptman</u>          | Name (Print) _____ |
| Signature <u>[Signature]</u>             | Signature _____    |
| Date <u>7/23/23</u>                      | Date _____         |
| E-mail <u>into@ministreetchicago.com</u> | 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.

# BUSINESS EDUCATION

| Module               | Hours | Completion Date | Organization (OKSBCD, REI, or CN Business Dev) | Advisor Signature | Notes |
|----------------------|-------|-----------------|------------------------------------------------|-------------------|-------|
| Business Plan*       |       |                 |                                                |                   |       |
| Financial Plan*      |       |                 |                                                |                   |       |
| Human Resources*     |       |                 |                                                |                   |       |
| Marketing*           |       |                 |                                                |                   |       |
| Business Continuity* |       |                 |                                                |                   |       |
| Ecommerce*           |       |                 |                                                |                   |       |
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|                      |       |                 |                                                |                   |       |
|                      |       |                 |                                                |                   |       |

\* Indicates a required module



# Main Street Chiropractic Business Plan

## Executive Summary

Dr. Hauptman has been serving the Durant area with quality Chiropractic care since 2019. In August of 2022 he opened his own office on Main Street – Main Street Chiropractic – 417 W. Main Street, Durant Oklahoma. Having his own business has allowed Dr. Hauptman to select the best elements of his years of experience to serve his patients with the highest level of care and commitment, all while being sensitive to the current economic climate. The focus at Main Street Chiropractic is the patient, and the patient's health and well-being.

Dr. Hauptman is trained in many Chiropractic techniques and with his diverse skill set he is able to tailor his care to the patient's needs. In addition to the traditional Chiropractic adjustment, Main Street Chiropractic provides soft tissue therapy, rehabilitation and exercise-based protocol as well as nutritional education for a holistic approach to patient health care.

Between managing overhead and providing a broad set of Chiropractic and wellness therapies, Main Street Chiropractic is uniquely positioned in Durant to offer concierge level services at a budget level of expense. Patients who experience Dr. Hauptman's care are routinely pleasantly surprised at his care and affordability.

## Mission

Dr. Hauptman returned to school to earn his doctorate in Chiropractic as a second career after personally witnessing the positive effects of Chiropractic. Previously he had never seen a doctor able to actually fix something, and after seeing how Chiropractic care can help the body heal, he was motivated to care for others the way he had experienced. Therefore, Main Street Chiropractic exists to support the health and well-being of the people of the Durant area through quality and affordable Chiropractic care, functional movement coaching and nutritional support and education.

## Demographics

Main Street Chiropractic serves the broader population of Southeastern Oklahoma from pre-natal care, infants only weeks old and all the way up to patients in their 90s. He treats both men and women, physically active or sedentary – everyone can benefit the care at Main Street Chiropractic.

## Startup summary

Dr. Hauptman's philosophy is to avoid debt whenever possible. As such, he self-funded his business start. This included the purchase of 3 Chiropractic tables, rehabilitation equipment, physical furnishings

and décor items, as well as all the necessary administrative expenses such as insurance and licensing fees.

#### **Financials**

- Rent **\$750.00** per month (Less \$300 per month massage therapist sub-lease)
- Utilities **\$250.00** per month
- Insurance **\$60.00** month
- Internet and phone **\$130.00** per month
- Advertising varies – not to exceed **\$100.00** per month
- Miscellaneous chiropractic and housekeeping supplies **\$100.00** per month

#### **Grant use**

Medical Laser therapy activates the tissues at the cellular level and stimulates the mitochondria of the cell, which increases cellular oxygenation, blood flow and reduces edema which all promote healing. Dr. Hauptman can personally testify to the effectiveness of Medical Laser therapy. During his Chiropractic education he dislocated his toe. He was treated with laser and the results were remarkable.

An investment in a Medical Laser would be an investment in his patients' health and would serve to treat any number of soft tissue injuries such as rotator cuff damage, sprained ankles, arthritic hips and the like. Further, Laser Therapy has been documented to successfully treat peripheral neuropathy.

Treatment of peripheral neuropathy would increase Main Street Chiropractic's reach and would serve a broader portion of the Durant area population. It would also uniquely position Dr. Hauptman as the sole Medical Laser provider in the area.

With the **\$5000** grant Main Street Chiropractic will use the finances as a down payment against the cost of a Summus Class 4 high energy, multi wavelength, laser.

- Summus H1 15 W Class 4 - **\$16,100.00**





# THE CITY OF DURANT

## CERTIFICATE OF OCCUPANCY

Application

|                                                       |                 |
|-------------------------------------------------------|-----------------|
| Project Address: 417 W. Main Street, Durant OK, 74701 | Date<br>2/20/23 |
| Legal Description:<br>Main Street Chiropractic LLC.   |                 |

**Property Owner's Information:**

|                                |                |             |              |
|--------------------------------|----------------|-------------|--------------|
| Name:<br>Martin Van Meter      | Home #         | Cell #      |              |
| Address:<br>419 W. Main Street | City<br>Durant | State<br>OK | Zip<br>74701 |

**Business Information:**

|                                            |                            |                                         |              |
|--------------------------------------------|----------------------------|-----------------------------------------|--------------|
| Business Name:<br>Main Street Chiropractic | Office #<br>(580) 205-7966 | Email<br>info@mainstreetchiropractic.lc |              |
| Contact Person:<br>Jay Hauptman            | Title<br>President         | Cell #<br>719-964-4996                  |              |
| Address:<br>417 W. Main Street             | City<br>Durant             | State<br>OK                             | Zip<br>74701 |

|                               |                             |
|-------------------------------|-----------------------------|
| Business type<br>Chiropractic | Size of building<br>850 +/- |
| # of Employees<br>1           | # of Customers<br>10/day    |

I understand that I am responsible for ensuring that all applicable sales and use taxes are paid for all materials purchased. I also understand that I will be required to submit documentation to the Community Development Department showing proof of payment, either to the vender or directly to the Oklahoma Tax Commission. Certificate of Occupancies will not be issued until such documentation has been received and verified.

I hereby certify that statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work done under this permit will conform to the attached plans, specifications and drawings and to the Code of Ordinances of the City of Durant and that all electrical, plumbing, mechanical, fence, sign and driveway construction shall be performed by contractors licensed by the state of Oklahoma and City of Durant (if applicable)

Owner or Agents Signature: Jay Hauptman

Community Development Director: D. O'Neal  
Signature certifies that the above address meets all zoning and other code requirements.

Inspector Shawn Jackson

Fire Marshal Brian Bratt

**FEE \$150**

Building Official: 580-931-6612

Fire Marshall: 580-924-2358

300 West Evergreen • P.O. Box 578 • Durant, Oklahoma 74702 • (580) 931-6610 • Fax (580) 924-3490  
www.durant.org





**Durant Industrial Authority  
Small Business Grant Program  
Application Package**

Jeannelle D. Powery

(Name of Applicant)

7/26/2023

(Date Submitted)



(Signature of Applicant)

\$5,000.00

(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](mailto: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: La Gruta

Trade Name/DBA: \_\_\_\_\_

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

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

Business Address: 119 S. 2nd Ave

City: Durant Zip Code: 74701

Mailing Address (if different from physical address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: la.gruta.food@gmail.com

Business Phone: \_\_\_\_\_ Mobile Number: 951 322 7059

Year Business Established: 2023

Current number of employees: Full-time 2 Part-time \_\_\_\_\_

Federal ID # \_\_\_\_\_ NAICS Code \_\_\_\_\_

Business Website: \_\_\_\_\_

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

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

La Gruta is a casual dining restaurant, that offers fresh, high quality food made from scratch. We have a rotating menu allowing us to offer seasonal products. We offer fresh made tortillas implementing organic non gmo products. We are also very conscientious about sustainability so our take out containers are compostable and we generate minimal waste.

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

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## II. BUSINESS OWNER INFORMATION

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

Owner's Name: Jeannette D. Powery Title: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Home Address: 1000 Bear Path City: Palera State: OK Zip Code: 74730

Telephone: 951 322 7059 E-Mail: ja.grita.food@gmail.com

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## III. GRANT INFORMATION

Amount of Grant Funding Request: \$ 5000

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

|                                      |                   |
|--------------------------------------|-------------------|
| <u>Small Business Start Up Frnds</u> | \$ <u>2000.00</u> |
| _____                                | \$ _____          |
| _____                                | \$ _____          |
| _____                                | \$ _____          |
| _____                                | \$ _____          |

Total Project Estimate: \$ 2000.00



Please describe how this grant will help your business:

This grant will help impulse the business allowing us to respond to the increase in demand by purchasing equipment and furnishings.

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

The business will continue to operate under its revenue but with a more profitable projection after investing with the grant funds.

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:

We plan on purchasing equipment to make tortillas allowing a faster more efficient service. Having a more efficient service we will be able to respond to demand and offer customers a more comfortable service.

#### 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).

|                          |          |         |
|--------------------------|----------|---------|
| Dining tables and chairs | \$       | 500.00  |
| Vertical Rotisserie      | \$       | 300.00  |
| Updated signage          | \$       | 1000.00 |
| Tortilla Machine         | \$       | 2500.00 |
| flat top comal           | \$       | 200.00  |
| Shelving                 | \$       | 500.00  |
|                          | Total \$ | 5000.00 |

## 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) <u>Jeannette D. Power</u>  | Name (Print) _____ |
| Signature <u>[Signature]</u>            | Signature _____    |
| Date _____                              | Date _____         |
| E-mail <u>jeannette.power@gmail.com</u> | 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.



# BUSINESS EDUCATION

| Module               | Hours | Completion Date | Organization (OKSBC, REI, or CN Business Dev) | Advisor Signature | Notes |
|----------------------|-------|-----------------|-----------------------------------------------|-------------------|-------|
| Business Plan*       |       |                 |                                               |                   |       |
| Financial Plan*      |       |                 |                                               |                   |       |
| Human Resources*     |       |                 |                                               |                   |       |
| Marketing*           |       |                 |                                               |                   |       |
| Business Continuity* |       |                 |                                               |                   |       |
| Ecommerce*           |       |                 |                                               |                   |       |
|                      |       |                 |                                               |                   |       |
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|                      |       |                 |                                               |                   |       |
|                      |       |                 |                                               |                   |       |

\* Indicates a required module



## **La Gruta: Signature Cuisine Business Plan**

### **Executive Summary**

La Gruta is a casual dining restaurant located in Historic downtown Durant. Our goal is to cater fresh, high-quality food to our customers, provide employment opportunities, and grow the brand to an extended larger market. The main characteristic that separates us from other restaurants is our authentic scratch cooking and the freshly made tortillas prepared with non-gmo heirloom corn masa. We also place an emphasis on sustainability and sourcing compostable take-out containers. Our aim is to source the highest quality product that is reflected in the flavor of the dishes we offer.

### **Mission**

We offer a high-quality fresh food option to foodies of all ages in the Texoma region, implementing processes that offer the freshest product possible.

We have been in the food and beverage business for over 20 years, providing us with a wide range of experience in the field.

To achieve this mission, La Gruta Signature Cuisine is seeking \$5000 dollars from the Durant Industrial Authority for business expansion, equipment additions, and tool upgrades.

La Gruta's competitive advantage lies in its location, ambience, convenience, and five-star reputation.

### **Demographic**

Frequent customers at La Gruta includes all genders, ethnic backgrounds and ages, but mainly those with purchasing power ranging from 18-65. Our unique hours offer locals a broader range of food options as well as tourists entering or leaving our area during those hours.

### **Startup summary**

Start-up funds went to POS system, Tablet set up for better administration of financials, surveillance Cameras, and Digital Menu.

## Financials

- Rent for the building is **\$1800.00** monthly
- Electricity has been running **\$330.00** monthly
- Water for the business is **\$85.00** monthly
- Internet and phone for the business is **\$130.00** monthly
- Gas services have been averaging **\$185.00** monthly with our current operating hours
- Running Food Cost of **33%**
- Insurance for the business is **\$60.00** monthly

## Grant use

With the **\$5000** La Gruta will be able to add equipment that will make for more efficient operations and comfort for our guests such as a tortilla machine, shelving, vertical rotisserie, dining tables, chairs, updated signage.

- New dining tables and chairs will allow for more comfortable seating increasing the number of customers we could serve per hour. **(\$500)**
- A vertical rotisserie to make specialized dishes **(\$300)**
- New signage for the store front and inside the venue **(\$1000.00)**
- Tortilla machine to meet tortilla demand and allow us to offer our unique heirloom corn tortillas in retail sale **(\$2500)**
- A flat top to extend our cooking space to be able to meet demand during peak hours **(\$200)**
- Shelving to optimize space in the kitchen **(\$500)**

**Durant Industrial Authority  
Small Business Grant Program  
Application Package**

Courtney Epps  
(Name of Applicant)

\_\_\_\_\_  
(Date Submitted)

Courtney Epps  
(Signature of Applicant)

\$5,000.00  
(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](mailto: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: Wright's Drive In LLC

Trade Name/DBA Wright's Drive In

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

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

Business Address: 319 S. 9<sup>th</sup> Ave

City: Durant Zip Code: 74701

Mailing Address (if different from physical address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: Wrightsdivein@gmail.com

Business Phone: 580 924-4793 Mobile Number: 580 931-6039

Year Business Established: 2015

Current number of employees: Full-time 8 Part-time 4

Federal ID # 47-5472648 NAICS Code 722511

Business Website: —

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

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

We are a full-service restaurant providing quality food + stellar service to the Durant community for decades. While known for burgers, we serve a varied menu from chicken fried steak + homemade meatloaf to delicious shakes + floats. We are truly an old-fashioned drive in, car hops + all! We offer dine in, drive in, or call in service.



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

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## II. BUSINESS OWNER INFORMATION

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

Owner's Name: Courtney Epps Title: Owner

Percentage of Ownership: 100%

Home Address: 827 S. 3rd Street City: Calera State: OK Zip Code: 74730

Telephone: 580 931-6039 E-Mail: wrightsdrivein@gmail.com

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## III. GRANT INFORMATION

Amount of Grant Funding Request: \$ 5000.<sup>00</sup>

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:

Equipment failures are difficult to deal with and costly. Repairs on commercial equipment lose time, energy, + funds that could go to other things. My walk-in freezer equipment needs to be covered + protected from weather to run more efficiently.

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

Once the walk-in freezer + cooler, along with the dry storage, are covered from the elements, the very expensive equipment will run more efficiently with less wear + tear. This will allow us to focus more on the business at hand, + not equipment failures.

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:

A carport of sorts will be built over the west side of the building, covering the walk in freezer/cooler as well as dry storage. This will be the building block of the ultimate goal of completely closing in that area + creating more temperature controlled prep/storage area.

#### 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).

|                                                  |                        |
|--------------------------------------------------|------------------------|
| Carport/metal covering for walk in + dry storage | \$ 6000. <sup>00</sup> |
| Cameras/Security Systems                         | \$ 2500. <sup>00</sup> |
|                                                  | \$                     |
|                                                  | \$                     |
| Total                                            | \$ 8500. <sup>00</sup> |





## 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) Courtney Epps

Signature Courtney Epps

Date \_\_\_\_\_

E-mail wrightsdreinc@gmail.com

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

E-mail \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

E-mail \_\_\_\_\_

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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.



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# ***BUSINESS PLAN***

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319 S. 9th Ave. • Durant, OK  
**FAMILY OWNED & OPERATED SINCE 1979**

August 2023

Courtney Epps  
wrightsdrivein@gmail.com





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## *Executive Summary*

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Our hometown drive-in & diner was established in the 1940s originally as Emrick's Dairy Mart. After years of success, it was purchased by the Wright family with continued prosperity. In 1979, my parents purchased Wright's, steadily continuing a long-standing reputation of great food and stellar service. After thirty-seven hard-working years, it was time for my parents to retire. Wishing to keep the restaurant family owned, I purchased Wright's and strive to continue the legacy of delicious food, welcoming service, and a hometown atmosphere that defines Wright's Drive In.

I purchased Wright's in November 2015. Even after almost eight years, I still learn things about this industry every day. The employees, the market, the technology, the building, the products all change over time. But what hasn't changed in the atmosphere of Wright's, and that's a huge part of what brings customers back.

Wright's is set up as an LLC, it's actually Wright's Drive In, LLC. The property is owned by Next Generation Holdings, LLC. Both are single-member LLCs with me being the only member. Wright's is a full-service restaurant specializing in burgers and fries; however, we have a full menu including chicken fried steaks, hamburger steak, steak sandwiches, chili dogs, chicken strips, and much more.

This business has had many years of success, and with the education and drive that I have, along with several committed long-term staff, Wright's has the potential to grow and succeed for many years to come.



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## *Products and Services*

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Wright's Drive In is a full-service restaurant, providing quality food and great service to the Durant community for decades. We offer dine-in, drive-in, or call-in service. Uniquely, we are truly a locally owned drive in, and our car hops truly come to your vehicle to take your order and answer any questions. Our dining room offers thirteen tables for dining with family, friends, or co-workers. The dining room hasn't changed much over the last thirty years or so, which makes the nostalgic décor even more fitting for the old-fashioned atmosphere that draws many to Wright's. We offer a full menu for call in service for customers who wish to take advantage of that service, as well as a full menu for dine-in customers.

The menu at Wright's has changed a bit over the many years of service, but not much! We are known for our burgers, there's no way to go wrong with an old-fashioned Wright's Drive In burger. It's a ¼ pound patty, served on a 5" bun, with all the fixings if you like. We will make it fresh when ordered and tailored to each customer. While some enjoy the classic mustard burger with all the vegetables, some prefer to change it up and we happily accommodate those requests.





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## Market Analysis & Strategy

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Wright's Drive In is located in the city limits of Durant, Bryan County, Oklahoma. It is in the southeastern part of the state, local to the Red River, Lake Texoma, and near several attractions in the area. Durant is home to about 19,000 people with the far majority being white (65.9%) and a large number of American Indian (13.1%) according to Data USA.

What Wright's offers is a unique, nostalgic experience. While there is competition in the restaurant industry, there are very few locally owned drive-in restaurants, and no others in Bryan County. There was a time years ago when you would see places like Wright's all over small-town America. Unfortunately, those days have passed, and now more and more franchise restaurants are prevalent.

Pricing is imperative to the success of any business, and Wright's is no different. Wright's pricing is tailored to this rule; 30% being spent on food costs, 30% being spent on overhead, 30% being spent on payroll, which leaves a profit of 10% (30/30/30/10). Therefore, pricing for a specific menu item is calculated based on this rule. If a plate costs \$5.00, the price charged to the customer for that exact plate is calculated as follows:

$$\$5.00 = .3x; \text{ therefore } x = \$16.67$$

|            |        |
|------------|--------|
| Food costs | \$5.00 |
| Overhead   | \$5.00 |
| Employees  | \$5.00 |
| Profit     | \$1.67 |

Now, while this seems cut and dry when it comes to pricing a menu item, there are other things to consider such as the physical location of the business, the income of the area, and what competitors are charging for similar items.

Depending on those other factors, this rule is adjusted a bit accordingly. As mentioned earlier, Wright's has similar competitors in the industry, sure. But not



any others exactly like it in our immediate area. So, pricing for Wright's has to be based on what the market will bear in our area. The plate prices are adjusted to suit that. For example, there are certain menu items that will be 35/30/30/5. And others may be 25/30/30/15. But when looking at the menu as a whole, the average for all menu items, with any adjustments made, generally follows the 30/30/30/10 rule.

Wright's is known for the burger, sure! But, also just as known for stellar service! This is where we add value to the customer experience, at no extra cost to the company. It's getting more and more rare where you walk into a business and they greet you at all, much less know your name and order! This is largely due to our staff. We have several employees who are the backbone of this company. These particular employees, not only welcome you, but they also make you feel like you're at grandma's house to eat a meal and serve you as such.

## Market Profile

Our customers range in age, come from all walks of life, are of different ethnic backgrounds, income levels, and locations. One thing that all of humanity has in common is the need for food, there is no getting around that.

Wright's customers are generally low to middle class folks, working people, families. We are in an area where there are many Caucasian folks as well as many American Indian people as we are located just down the road from the headquarters of the Choctaw Nation of Oklahoma. The Choctaw Nation is a huge employer in this county as well as the state, and Wright's is fortunate to have the reputation we do to the members of the Nation. Choctaw Nation employs more than 11,000 people and are the third largest nation in the United States. Wright's is lucky enough to be located so close to the headquarters, as it brings in substantial business.

People can expect to pay about \$11-\$15 for a meal at Wright's and they get hearty servings and great service. The median income for Durant in 2021 is \$41,009 according to U.S. Census data. That breaks down to about \$19.72 per hour. Our menu items range from relatively cheap, (\$2 for a hot dog) to a bit





more for a full dinner (\$11 for a chicken fried steak dinner). By far the biggest selling items are a cheeseburger, fries, and a soda and customers pay \$11.56 with tax included for that meal currently.

## Promotions

Wright's has been in business for decades. It began as Emerick's Dairy Mart, built in 1949. After years of success, the Wright family purchased the business and changed its name to Wright's Drive In. My parents purchased Wright's from them in 1979, and it's been in my family since. As a result, there are generations of families who love Wright's. Our long-standing history as an old-fashioned drive in has been years in the making, and we do not take that lightly. Our number one way of promoting is word of mouth. Folks who have grown up in Bryan county know Wright's, their children and their children's children do as well. Our long history and our unique drive-in experience are part of what attracts people here. However, we know that it's a strongly competitive market and we strive for longevity with our customers by providing great food and service that is unparalleled.

Looking for future growth and attractiveness, we are in the process of marketing to a younger audience. Younger audiences have different needs and wants. They like things simple, quick, and delivered, as our consumer society continues to grow. There are delivery services that we can take advantage of now, and to reach that younger generation, that's where Wright's will be headed in the future.

Advertising historically has been minimal. As mentioned previously, word of mouth is our friend. We have previously run radio ads, we advertise on Facebook, and we have specials or sales every now and then. However, we have identified advertising as one of our areas of concern. Our plan is to take advantage of social media platforms that are cheap or free such as Facebook, run specials (this is always proved well in the past) that are deeper discounts and for longer and advertise those specials more effectively, and continue with word-of-mouth advertising. In addition, merchandise and apparel seem to be very popular, and our goal is to add a line of merchandise for both employees and sale to the public.



## Sales

Whether the customer is ordering to go, or dining in, our sales pitch begins as soon as they arrive. Not just do we have great food; our service is second to none. Our customers are greeted, and the waitstaff continues to be attentive for the duration of their visit with us, making them feel welcome. Our waitstaff is trained to offer extras and upsell at every opportunity. The waitstaff is first contact and responsible for sales. However, the sales can't happen without a qualified kitchen crew. Once the kitchen prepares an order, the waitstaff deliver it to anticipating customers and we are rewarded with a smile upon delivery. Imagine it, a juicy, old-fashioned burger fresh from the grill, toasted bun to perfection and prepared just how you like it. Served with crispy french fries, all together in a red basket just like an old-style drive-in.

## COMPETITION

As with most industries, competition is fierce in the restaurant industry. There are many other restaurants in our area. Our top 3 direct competitors are Sonic Drive-In, Whataburger, and a locally owned place called Nick's Burgers. Sonic is the closest competitor as far as their business structure. They are truly a drive-in, which is directly related to us. However, most Sonic locations do not have dine-in service and do not offer a full-service experience. Both Sonic and Whataburger are fast food franchises, but are known for their burgers, like Wright's. Nick's Burgers is a relatively new restaurant that has a very similar menu to Wright's. Any other restaurant of course is a competitor, and even convenient stores. It's our unique combination of dine-in and car hop service that sets us apart from the others.

It's interesting to see how other restaurants function, and I've tried to pick up on what makes other restaurants successful. You can learn a lot just by studying a menu, observing the waitstaff, and the overall dynamic of a restaurant. I've learned some things that we need to work on such as functionality of space, and then there are things that I've seen at other restaurants that I would terminate an employee for doing at Wright's! I visit other restaurants in our area to keep apprised of the moves the competition makes and study how that will affect Wright's and if any changes are necessary. Our main advantage is our service. It's



difficult to put into words just how experienced and dedicated our staff is to Wright's Drive In. It's clear though when you visit Wright's, we are dedicated, local folks who love this place and its history.





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## LOCATION AND OPERATION

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### LOCATION

Wright's Drive In is located at 319 S 9<sup>th</sup> Ave, Durant, Bryan County, Oklahoma. We are located on old highway 69 through Durant, and although there's a newer highway, old highway 69 is still a very busy thoroughfare. The building is relatively small, at about 1600 square feet. Our parking is ample to accommodate the busy times, and the car hop service area is covered and lighted. This all functions very well, for the flow and amount of business currently. Even with our small space, we can put out A LOT of orders in a short amount of time.

Although the building is small, it has been recently remodeled, and about half the building is basically brand new. I opened the front lobby area to accommodate more seating, the kitchen is brand new with mostly new appliances, and the plumbing and electrical systems are updated. There are no other renovations expected as most of the systems were upgraded with this remodel. Wright's Drive In, LLC leases the property from Next Generation Holdings, LLC. There is no real lease agreement because I am the single member of both LLCs.

### OPERATIONS

Wright's is open Monday to Saturday from 11am to 9pm and closed on Sunday. We serve the full menu from open to close.

Typically, we have two cooks, two waitstaff, one car hop and then a manager on staff per shift. Our shifts are 11am-4pm for the day shift, and the night shift is 4pm-9pm. Currently, our waitstaff hand writes orders on a ticket pad, and then it is turned over to the kitchen on an old-style spindle hanging over a serving window. Everything about Wright's screams old-fashioned diner as not only a theme, but as what we are known for and our rich history.



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## MANAGEMENT AND STAFF

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### OWNER

I, Courtney Epps, am the sole owner/member of Wright's Drive In LLC. My parents purchased Wright's just before I was born in 1979 and had ownership until I purchased it from them in 2015. While My parents never let me work here growing up, I spent a lot of time here with them and during family gatherings. I have lived in Bryan County all my life and attended Calera schools. I went on to graduate with a bachelor's degree in business administration from Southeastern Oklahoma State University. My entrepreneurial career began back in December of 2002 when I purchased a local childcare center. That ultimately turned into investing in the real-estate rental business and the opportunity to work in other industries. My career has been in human resources, payroll, administration, logistics, and real-estate. Not the food industry! So, when my parents wanted to retire, they put Wright's up for sale. The thought of it not being owned by a close family member was just not acceptable to me, so I decided to purchase Wright's in 2015. Since then, Wright's has seen many changes, but still holds true to the old-fashioned diner as it's known. Sales have increased yearly, profit margins have increased, and overall business has improved along with the building improvements.

### KEY POSITIONS

As the owner, I am responsible for making sure the business runs as efficiently as it should. I depend on many others to make this happen as outlined below:

- Manager-Cathy Mayhue has been with Wright's for 16 years and shows her dedication daily. She has worked in the restaurant industry most of her life, and has the capacity to excel at any position she's placed in. She is proven, steadfast, and loyal to me, to Wright's, and to the customers.
- Daytime waitress-Schanan Hayes has been with Wright's for 19 years and customers know her by her smile and upbeat personality. She knows the customers well, knows their family, knows their history here, and knows their order! She is committed to our





patrons and is generally the first contact for a customer who is here for lunch. It's largely because of her that our patrons return again and again.

- Evening waitress-DeDe Sanders is a small package but can outrun and outwork anyone I've ever known. She knows this building inside and out, and will always be busy whether it's with customers, or cleaning any part of this place without hesitation. Customers here for dinner know her by name and know the service and care they get from her is sincere. She has been here almost eight years and is part of the backbone of Wright's.
- Car hop-Nature Presley has been with Wright's only about 4 years but has proven her commitment to the customers many times. She bears the heat, cold, and rain to wait on the car hop customers and handles it like a champ.
- Assistant Manager-Lisa Vandenburg has been with Wright's off and on for many years. She is well-rounded in all positions. There may be days when she's a cook, there are days where she steps in as manager, and days where she is just here to make sure things are taken care of.

It typically takes a staff of about 14 employees to make Wright's run smoothly. We make a schedule weekly on Wednesdays for the following week. The organizational structure is as follows:

Owner

Manager

Assistant Manager

All other staff

## EXTERNAL ADVISORS

However, it takes others also to cover everything needed for a small business. For example, I have an accountant, an insurance agent, and a human resource company to mention a few. Then there are contractors I use for whatever maintenance or equipment issues may arise.



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## *SUMMARY OF RISK*

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Competition is one of the biggest risks in the food industry and there are many, many options when it comes to where to eat. The risk is lessened a bit with a well-established business such as Wright's. However, without proper marketing and management, Wright's could be victim to declining sales or even closing. With our history, our well-trained staff, our remodeled facility, and long-time customers, Wright's has ample opportunity to be a successful business for decades longer.

Liability is a consideration when it comes to risk also. There are many things that could happen, and Wright's is prepared as well as possible when it comes to those challenges. There is the risk of fire, risk of serving spoiled food, risk of an employee or a customer being hurt while here, or risk of damages from weather. I evaluate often on insurance coverages, from workers compensation to general liability to property insurance to make sure Wright's is covered fully to help alleviate the worry of those risks.

It's imperative that Wright's stay knowledgeable in modern ever-changing markets to ensure the success of this business. With my education, experience, and love for this place and its history, I am confident in my ability to bring Wright's even further with continued success.





# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>Wright's Drive In, LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |
| 2 Business name/disregarded entity name, if different from above<br><b>Wright's Drive In</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                         |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> C Corporation<br><input type="checkbox"/> S Corporation<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Trust/estate<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) ► |                                         |
| 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any) _____<br>Exemption from FATCA reporting code (if any) _____<br>(Applies to accounts maintained outside the U.S.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| 5 Address (number, street, and apt. or suite no.) See instructions.<br><b>827 S. 3rd St.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Requester's name and address (optional) |
| 6 City, state, and ZIP code<br><b>Calera OK 74730</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                         |
| 7 List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |         |
|--------------------------------|---------|
| Social security number         |         |
|                                |         |
|                                |         |
|                                |         |
|                                |         |
| or                             |         |
| Employer identification number |         |
| 47                             | 5472648 |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|           |                                                 |                       |
|-----------|-------------------------------------------------|-----------------------|
| Sign Here | Signature of U.S. person ► <b>Courtney Epps</b> | Date ► <b>8-10-23</b> |
|-----------|-------------------------------------------------|-----------------------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE  
OF  
LIMITED LIABILITY COMPANY**

*WHEREAS, the Articles of Organization of*

**WRIGHT'S DRIVE IN, LLC**

*an Oklahoma limited liability company has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.*

*NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.*



*Filed in the city of Oklahoma City this  
1st day of November, 2015.*

A handwritten signature in cursive script, appearing to read "Chris Benz", is written over a horizontal line.

*Secretary of State*



OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE OF GOOD STANDING  
DOMESTIC LIMITED LIABILITY COMPANY**

*I, THE UNDERSIGNED, Secretary of State of the State of Oklahoma, do hereby certify that I am, by the laws of said state, the custodian of the records of the state of Oklahoma relating to the right of certain business entities to transact business in this state and am the proper officer to execute this certificate.*

*I FURTHER CERTIFY that WRIGHT'S DRIVE IN, LLC whose registered agent is COURTNEY BELLE EPPS, with its registered office at 827 S 3RD STREET CALERA 74730 USA Oklahoma is a Domestic Limited Liability Company duly organized and existing under and by virtue of the laws of the state of Oklahoma and is in good standing according to the records of this office. This certificate is not to be construed as an endorsement, recommendation or notice of approval of the entity's financial condition or business activities and practices. Such information is not available from this office.*



*IN TESTIMONY WHEREOF, I hereunto set my hand and affixed the Great Seal of the State of Oklahoma, done at the City of Oklahoma City, this 3rd, day of March, 2023.*

*Brian T. Bjugstad*

*Secretary Of State*





 **OKLAHOMA**  
**DRIVER LICENSE**

**NOT FOR  
REAL ID  
PURPOSES**

 **L718871565** **06/30/2026**  
**06/25/1979**  
**EPPS**  
**COURTNEY BELLE**  
**827 S 3RD ST**  
**CALERA, OK 74730-2033**

**D** **04/19/2022**  
**NONE**  
**NONE**

*Courtney Epps* **F** **125 lb**  
**HAZ** **5'-03"**  
**L718871565062579041922R**



Date of this notice: 11-02-2015

Employer Identification Number:  
47-5472648

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WRIGHTS DRIVE IN LLC  
COURTNEY BURNETT MBR  
511 W MAIN ST  
CALERA, OK 74730

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-5472648. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

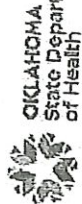
|           |            |
|-----------|------------|
| Form 941  | 01/31/2016 |
| Form 940  | 01/31/2016 |
| Form 1065 | 04/15/2016 |

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.





**PERMIT**

OKLAHOMA STATE DEPARTMENT OF HEALTH  
123 Robert S. Kerr Ave. Ste. 1702  
OKLAHOMA CITY, OKLAHOMA 73102-6406  
(405) 426-8250

FACILITY NUMBER  
**7 - 98250**

**ISSUED FOR:**

45 F FOOD SERVICES - ESTABLISHMENT  
WRIGHTS DRIVE IN LLC  
319 S 9TH  
DURANT, OK 74701

RECEIPT NUMBER      FEE  
4615015      \$335.00

**PERMIT MUST BE POSTED**

FACILITY NAME:      DATE ISSUED      EXPIRATION DATE:  
WRIGHTS DRIVE IN LLC      2/18/2023      2/18/2024  
319 S 9TH  
DURANT, OK      74701

**PERMIT NOT TRANSFERABLE**

OWNER/LESSEE NAME:  
WRIGHTS DRIVE IN LLC

Keith Reed, MPH, CPH  
Commissioner of Health





## Detailed Listing of Items/Services Needed

| Item                                              | Cost       |
|---------------------------------------------------|------------|
| Carport/Metal covering for walk-in cooler/freezer | 6000       |
| Cameras/security system                           | 2500       |
|                                                   | <hr/> 8500 |





## Address

All

2015 NMTC Tract

2010 NMTC Tract

## Congressional District

2015 County

State

Durant

○ Wright's







THE CITY OF DURANT  
CERTIFICATE OF OCCUPANCY  
Application

|                    |                                            |              |
|--------------------|--------------------------------------------|--------------|
| Project Address:   | 319 S. 9 <sup>th</sup> Ave Durant OK 74701 | 033320       |
| Legal Description: |                                            | Date 8-24-23 |

Property Owner's Information:

|          |                               |        |        |        |              |
|----------|-------------------------------|--------|--------|--------|--------------|
| Name:    | Courtney Epps                 | Home # |        | Cell # | 580 931 6039 |
| Address: | 827 S. 3 <sup>rd</sup> Street | City   | Calera | State  | OK           |
|          |                               |        |        | Zip    | 74730        |

Business Information:

|                 |                            |                  |                     |        |                          |
|-----------------|----------------------------|------------------|---------------------|--------|--------------------------|
| Business Name:  | Wright's Drive In          | Office #         |                     | Email  | wrightsdrivein@gmail.com |
| Contact Person: | Courtney Epps              | Title            | Owner               | Cell # | 580 931 6039             |
| Address:        | 319 S. 9 <sup>th</sup> Ave | City             | Durant              | State  | OK                       |
|                 |                            |                  |                     | Zip    | 74701                    |
| Business type   | Restaurant                 | Size of building | Approx 1550 sq. ft. |        |                          |
| # of Employees  | 12                         | # of Customers   |                     |        |                          |

I understand that I am responsible for ensuring that all applicable sales and use taxes are paid for all materials purchased. I also understand that I will be required to submit documentation to the Community Development Department showing proof of payment, either to the vendor or directly to the Oklahoma Tax Commission. Certificate of Occupancies will not be issued until such documentation has been received and verified.

I hereby certify that statements in this application and the attachments hereto are true and correct and that the property owner has given permission for this work to proceed. I further certify that all construction work done under this permit will conform to the attached plans, specifications and drawings and to the Code of Ordinances of the City of Durant and that all electrical, plumbing, mechanical, fence, sign and driveway construction shall be performed by contractors licensed by the state of Oklahoma and City of Durant (if applicable)

Owner or Agents Signature Courtney Epps

Community Development Director:

Signature certifies that the above address meets all zoning and other code requirements.

Building Inspector

[Signature]

FEE \$150

Building Official: 580-931-6612

Fire Marshall: 580-924-2358

Fire Marshal

[Signature]

300 West Evergreen • P.O. Box 578 • Durant, Oklahoma 74702 • (580) 931-6610 • Fax (580) 924-3490  
www.durant.org

# CITY OF DURANT

REC#: 01907212 9/14/2023 2:28 PM  
TRAN: 400.0000 PERMITS ANY TYPE  
OPER: 15 TERM: 014  
REF#: 5009

|           |                |            |
|-----------|----------------|------------|
|           |                | 150.00CR   |
| TENDERED: | 150.00         | 1 CHECK(S) |
| APPLIED:  | <u>150.00-</u> |            |
| CHANGE:   | 0.00           |            |



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Melody Meador, Assistant to City Manager  
**Re:** Consider Entering the Executive Session to discuss the purchase of an appraisal of real property  
(This executive session was authorized by Oklahoma Statutes, Title 25, Sections 307 B3 and C11)

---

The purchase of appraisal of real property

### **Council Information / Action Requested**

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

### **ATTACHMENTS:**



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Melody Meador, Assistant to City Manager  
**Re:** Consider Entering the Executive session to consider to discuss the Matters pertaining to economic development include the transfer of property, financing, or the creation of a proposal to entice an industry to locate in Durant. (This executive session authorized by Oklahoma Statutes, Title 25, Sections 307 B3 and C11)

---

Matters pertaining to economic development include the transfer of property, financing, or the creation of a proposal to entice an industry to locate in Durant.

### Council Information / Action Requested

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

### ATTACHMENTS:



# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Melody Meador, Assistant to City Manager  
**Re:** Consideration action pursuant to agenda items 4(a)

---

Consideration action pursuant to agenda items 4a.

### **Council Information / Action Requested**

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

**ATTACHMENTS:**





# The City of Durant

## Memorandum

**Date:** 10/3/2023  
**To:** Mayor and City Council  
**From:** Melody Meador, Assistant to City Manager  
**Re:** Consideration action pursuant to agenda items 4(b)

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Consideration action pursuant to agenda items 4(b)

### **Council Information / Action Requested**

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

**ATTACHMENTS:**