

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 TOURISM ECONOMIC DEVELOPMENT AUTHORITY

4:00 PM

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

January 9, 2019

**DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS**

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

- a. Consider Approval of Regular Meeting Minutes of December 12, 2018

2. Consider Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

Citizens wishing to address the council regarding matters which are not listed on the agenda will be required to sign up no later than 5 minutes prior to the scheduled starting time of the meeting. The sign-in sheet will contain space for citizen's name, address, phone number, and topic to be discussed. In this way, city staff will be able to follow-up on any issues presented if necessary.

4. Administration

- a. Discuss Amendments to Grant Applications and Take Possible Action
- b. Discuss Tourism Website and Take Possible Action
- c. Discuss Highway Signs and Take Possible Action
- d. Discuss and Consider Approval of Expenses
 - 4.d (1) - Expenses to McAllen Winter Show;

- 4.d (2) - Traveling Magnolia;
- 4.d (3) - Peanut Stress Balls Reordered;
- 4.d (4) - Bags Reordered;
- 4.d (5) - Restaurant/Lodging Guides;
- 4.d (6) - Discover Durant Publication.

5. Information Items

- a. Durant Area Chamber of Commerce (Representative of DTEDA)
Activity Report - December 2018/January 2019
- b. Lodging Tax Historical Report

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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 4:50 p.m. on the 7th day of January, 2019.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2019
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk and Board Secretary
Re: Consider Approval of Regular Meeting Minutes of December 12, 2018

Council Information / Action Requested

Approval of Regular Meeting Minutes of December 12, 2018

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 12.12.2018	Exhibit	1/4/2019

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 14th day of November, 2017 and that an agenda of said meeting was posted at the place of such meeting at 2:55 p.m. on the 10th day of December, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF December 12, 2018 AT 4:00 PM,
Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant,
Oklahoma**

CALL TO ORDER

Chairman Thorpe called the meeting to order at 4:00 p.m.

INVOCATION/FLAG SALUTE

Trustee Reed provided the invocation. Chairman Thorpe led the flag salute.

ROLL CALL

Present:

Trustee Charles Calhoun
Trustee Bert Davison
Trustee Janet Reed

Vice Chairman Darrell Mendez
Chairman Jim Thorpe

Absent:

Trustee Destry Hawthorne
Trustee Mina Patel

* denotes partial attendance

Chairman Thorpe declared a quorum.

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 Regular Meeting Minutes of November 14, 2018

Approved

Motion was made by Janet Reed and seconded by Bert Davison to approve consent item as presented.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

Jean Masoner - are expenses paid from tourism tax.

4. Administration

a. Discuss Website and Take Possible Action

No Action Taken

Chairman Thorpe stated he talked to Chris Pierce with Computer Services and the splash page is up. The website is discoverdurant.com. The website should be done in the next two months. Trustee Calhoun stated a contract needs to be created and approved by the Authority Board.

b. Discussion with City Treasurer and Assistant City Treasurer

No Action Taken

City Manager Tim Rundel, Treasurer Greg Buckley, Finance Director Judy Siemens and City Attorney Tom Marcum answered questions from the Authority Board.

Mr. Marcum stated if grant recipients do not return unused funds or do not use them as approved, they (grant recipients) could be subject to civil and criminal action. Mr. Marcum stated it would be safest to reimburse grant recipients for expenditures.

c. Discussion/Approval of Distribution of Grant Funding

No Action Taken

Vice Chairman Mendez asked that a grant award letter for general use be drafted with the assistance of the city attorney. Trustee Reed stated the need for proper press releases to be sent out.

d. Discussion/Approval of Revisions to Grant Applications

Approved

The Authority Board discussed the need to put limits on the award amount and the need to put a limit on the number of times an applicant can apply for grants per year. Discussion followed.

Ron Boyer commented.

Motion was made by Bert Davison and seconded by Charles Calhoun to approve revision to grant application for \$2,501 and up to limit the award amount to \$20,000 and limit the number of applications to one per applicant per year.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel

e. Discuss and Consider Approval for Durant Area Chamber of Commerce (Representative of DTEDA) Monthly Management Fee for December 2018 in the Amount of \$5000

Approved

Motion was made by Darrell Mendez and seconded by Charles Calhoun to approve monthly management fee for December 2018 to the Durant Area Chamber of Commerce (Representative of DTEDA) in the amount of \$5000.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel

f. Discussion/Approval of Bill Boards for 2019

No Action Taken

g. Discussion/Approval of Revision to Bid Process

No Action Taken

5. Information Items

a. Durant Area Chamber of Commerce (Representative of DTEDA) Activity Report - November/December

b. Lodging Tax Historical Report

6. New Business

Chairman Thorpe referenced the board seat of Mina Patel. Trustee Reed stated that Ms. Patel informed her she did not want to give up her voting rights. Trustee Reed further stated she asked Ms. Patel to contact herself or City Clerk Cynthia Price to be sworn in.

Adjournment

Motion was made by Charles Calhoun and seconded by Janet Reed to adjourn meeting.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2019
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Discuss Amendments to Grant Applications and Take Possible Action

Council Information / Action Requested

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



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2019
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Discuss Tourism Website and Take Possible
Action

Council Information / Action Requested

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



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2019
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Discuss Highway Signs and Take Possible Action

Council Information / Action Requested

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



The City of Durant

Office of City Clerk

Memorandum

Date: 1/7/2019
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Expenses

4.d (1) - Expenses to McAllen Winter Show;
4.d (2) - Traveling Magnolia;
4.d (3) - Peanut Stress Balls Reordered;
4.d (4) - Bags Reordered;
4.d (5) - Restaurant/Lodging Guides;
4.d (6) - Discover Durant Publication.

Council Information / Action Requested

Approval of Expenses

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



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2019
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce (Representative of DTEDA) Activity Report -
December 2018/January 2019

Council Information / Action Requested

Information only.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2019
To: Tourism Economic Development Authority
From: City of Durant Treasurer's Office
Re: Lodging Tax Historical Report

The Oklahoma Tax Commission does not post figures until around the 10th day of the month. There is no updated information to provide at this time. The lodging tax historical report will be emailed to all board members once it becomes available.

Council Information / Action Requested

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