

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.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF January 9, 2019 AT 4:00 PM, Roscoe J.
Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Chairman Tomlinson called the meeting to order at 4:07 p.m.

INVOCATION/FLAG SALUTE

Trustee Bert Davison provided the invocation. Chairman Thorpe led the flag salute.

ROLL CALL

Present:

Trustee Charles Calhoun
Trustee Bert Davison
Trustee Destry Hawthorne
Trustee Mina Patel
Trustee Janet Reed

Vice Chairman Darrell Mendez *
Chairman Jim Thorpe

Absent:

None

* 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 December 12, 2018

Approved

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

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Patel, Reed, Thorpe

Abstain: Hawthorne

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

Savannah Dixon, on behalf of the Durant Area Chamber of Commerce - Ms. Dixon presented an overview of the Durant Area Chamber of Commerce Durant Tourism Economic Development Tax Management Fee Proposal. Board Secretary and City Clerk Cynthia Price stated the deadline had passed for the Request for Proposal for Management Team for Durant Tourism Economic Development Authority. Therefore, the proposal would not be accepted. Ms. Price further stated a second publication of the Request for Proposal for Management Team for Durant Tourism Economic Development Authority would run from January 12, 2019 through January 28, 2019.

4. Administration

a. Discuss Amendments to Grant Applications and Take Possible Action

No Action Taken

Chairman Thorpe asked Treasurer Greg Buckley to re-address what could happen if grant funds were paid in the beginning, the middle or the end. Mr. Buckley reviewed the possible risks or liabilities that would be assumed by paying all grant funds in the beginning. Mr. Buckley stated it is not illegal to pay all of the grant funds in the beginning but the matter of fiscal responsibility should be considered. Chairman Thorpe stated his position that grant funds should be paid at the end. Trustee Davison stated some entities may not have the resources to wait until after the event. Trustee Hawthorne discussed paying the grant funds in increments. Trustee Calhoun stated his position that any approved grant should have some type of guarantee on it by the principal. Trustee Mendez stated his position that the grant funding should be handled on a case by case basis. Trustee Reed stated the grant process has already been approved by the Authority Board.

b. Discuss Tourism Website and Take Possible Action

No Action Taken

Trustee Reed stated she is now working with Computer Services on the content. Trustee Reed repeated the website must be operational before the billboards go up. Trustee Calhoun inquired if a service agreement with Computer Services had been reduced to writing. Trustee Reed did not know. Chairman Calhoun stated he had not received anything.

c. Discuss Highway Signs and Take Possible Action

Approved

Trustee Reed stated the first event sign is ready for placement and should be installed within the next two weeks. Trustee Reed stated the sign would contain contact information for advertising an event. Trustee Mendez suggested allowing local organizations to advertise their events as a courtesy just to get the sign started.

Motion was made by Darrell Mendez and seconded by Charles Calhoun to grant to the Durant Area Chamber of Commerce the authority to reach out to local community groups to offer them free placement on the sign for a period of time to be determined by the Durant Area Chamber of Commerce to promote their local events.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Patel, Reed, Thorpe

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.

Approved

City Manager Tim Rundel requested copies of all supporting documents for himself and the Choctaw Nation representative. Mr. Rundel stated all attachments should be included in the agenda packet provided to the board members and the public.

4(d)1 - Jennifer Taylor will be attending this event on her own. Trustee Reed requested a rental car be provided for her.

4(d) 2 - This metal art is 7 foot tall. There was discussion as to how it would be stored when not in use. The Durant Area Chamber of Commerce does not have available storage space. Trustee Reed stated she sees it as a prop for photos that could be used at any tourism event within the city. She suggested making it available for use by any of the grants that are approved. Trustee Davison asked Trustee Reed to provide samples of the artists' work at the next meeting.

4(d)3 - Trustee Reed stated the peanut stress balls are a huge hit at the trade shows. Trustee Reed would like to reorder 2000 units.

4(d)4 - Trustee Reed would like to reorder 500 bags.

4(d)5 - Trustee Reed stated the guides would be placed in the hotel rooms. The guests would be encouraged to take the guides with them. Trustee Reed

will provide some examples of guides at a future meeting. No action.

4(d)6 - Trustee Reed also needs to get approval from the Chamber Board as they are the entity who produces the magazine. No action.

Motion was made by Destry Hawthorne and seconded by Bert Davison to approve 4(d)1 for expenses to McAllen Winter Show; 4(d)3 to reorder 2000 Peanut Stress Balls for an amount not to exceed \$3,292; 4(d)4 to reorder 500 bags for an amount not to exceed \$780; no action on 4(d)2, 4(d)5, and 4(d)6.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Patel, Reed, Thorpe

5. Information Items

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

Trustee Mendez left the meeting at 4:55 p.m.

- b. Lodging Tax Historical Report

6. New Business

Chairman Thorpe requested that Stephanie Gardner, Director of Durant Main Street, be invited to the February 13, 2019 meeting to provide a follow-up report about the December 2018 events for which she received grant funding. Trustee Reed will contact Ms. Gardner.

Adjournment

Motion was made by Charles Calhoun and seconded by Destry Hawthorne to adjourn meeting.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Patel, Reed, Thorpe