

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 3:45 p.m. on the 11h day of February, 2019.

MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM ECONOMIC DEVELOPMENT AUTHORITY OF February 13, 2019 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 4:05 p.m. Due to technological difficulties, the audio recording of this meeting does not begin until the 'Consent Items' category.

Invocation/Flag Salute

Roll Call

Present:

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

Chairman Jim Thorpe

Absent:

None

* denotes partial attendance

Chairman Thorpe declared a quorum.

NOTE: The seat held by Vice Chairman Darrell Mendez was designated for a voting member of the Durant Industrial Authority. Mr. Mendez chose not to serve an additional term on the Durant Industrial Authority Board. The designated seat on the Durant Tourism Economic Development Authority is now vacated. The Durant Industrial Authority will appoint a voting member to fill the vacated seat at their next meeting on March 11, 2019.

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 January 9, 2019
- b. Consider Execution of Web Design Contract with Computer Services of Durant
Approved

Chairman Thorpe requested Item 1(a) be removed for further discussion.

Motion was made by Bert Davison and seconded by Charles Calhoun to approve consent item as presented.

Motion Passed with the following vote:

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

2. Consideration Items Removed from Consent

2(a) - There were two clerical errors in the minutes of January 9, 2019. Under the category 'Call to Order', Chairman Thorpe was incorrectly referred to as Chairman Tomlinson. Under Item 4(b), Trustee Calhoun was incorrectly referred to as Chairman Calhoun.

Motion was made by Bert Davison and seconded by Charles Calhoun to approve regular meeting minutes of January 9, 2019 with the correction under 'Call to Order' to read Chairman Thorpe not Chairman Tomlinson; and with the correction under Item 4(b) to read Trustee Calhoun not Chairman Calhoun.

Motion Passed with the following vote:

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

3. Citizen Comments on Non-Agenda Items

4. Administration

- a. Close Out/Wrap Up Durant Main Street Grant No
Action Taken

Trustee Reed stated Stephanie Gardner, Director of Durant Main Street, was not available to attend this meeting. Trustee Reed stated everything is in order, all attachments are there and it is ready to close out.

- b. Discuss Billboards and Take Possible Action
Approved

Trustee Reed addressed the Board and stated she recommends contracting with Big Time Billboards, LLC for a 25 x 40 Double Wrap Spectacular Billboard for three years at \$900 per month with production and installation at no charge. Trustee Reed provided a handout containing examples of the billboards. Trustee Reed stated the Durant Tourism Economic Development Authority would use the upper part of the billboard while the lower part of the billboard could be rented out to businesses for advertising. Trustee Reed stated Big Time Billboards, LLC guarantees the vinyl against weather damage. The billboard would be fully lit. The lower portion of the billboard would be subject to a production charge which would be paid by the business or businesses renting it. Trustee Reed recommended a southbound billboard location on Highway 69/75 near the Caddo Sale Barn and a northbound location in Calera.

Motion was made by Destry Hawthorne and seconded by Charles Calhoun to approve agreement with Big Time Billboards, LLC for 25 x 40 Double Wrap Spectacular Billboard for three years at the rate of \$900 per month with production and installation at no charge.

Motion Passed with the following vote:

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

- c. Discuss Banners for Trade Shows and Take Possible Action

Tabled

Chairman Thorpe stated the Durant Tourism Economic Development Authority does not have a banner for use at trade shows. Chairman Thorpe said banners make a better presentation. Trustee Reed stated she will get pricing for a banner and report back to the Board at the next meeting.

- d. Discuss and Consider Approval of Expenses: Plastic Convention Bags, Wichita Falls Women's Expo, Arkansas Home and Garden Show

Approved

Motion was made by Bert Davison and seconded by Charles Calhoun to approve expenses for plastic convention bags, Wichita Falls Women's Expo and Arkansas Home and Garden Show.

Motion Passed with the following vote:

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

- e. Discuss and Consider Approval of Digital Marketing for Small Business Revolution

No Action Taken

- f. Discuss Response to Request for Proposal for Management Team for Durant Tourism Economic Development Authority and Consider Recommendation for Approval

Approved

There was one proposal submitted for consideration. Each board member was presented with a copy of the proposal. A question/answer period followed with Trustee Reed.

Motion was made by Bert Davison and seconded by Destry Hawthorne to approve Durant Area Chamber of Commerce proposal as presented subject to contract being written in accordance with city regulations.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Patel, Thorpe

Abstain: Reed

- g. Discuss and Consider Approval for Durant Area Chamber of Commerce (Representative of DTEDA) Monthly Management Fee for February 2019 in the Amount of \$5000

Approved

Motion was made by Bert Davison and seconded by Destry Hawthorne to approve Durant Area Chamber of Commerce (Representative of DTEDA) Monthly Management Fee for February 2019 and March 2019 in the amount of \$5,000 per month.

Motion Passed with the following vote:

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

- h. Discuss and Consider Approval of Grant Applications and Closed Bids Approved
Trustee Reed stated all requirements set out in the grant process were met by the applicants.

Ken Edelen addressed the board on behalf of the Durant Riding Club. Mr. Edelen provided an overview of upcoming events in 2019. Their request is for \$25,000. A question/answer period followed.

Motion was made by Bert Davison and seconded by Destry Hawthorne to approve grant application of Durant Riding Club in the amount of \$25,000.

Motion Passed with the following vote:

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

Nancy Ferris and Greg Phillips addressed the Board on behalf of the Three Valley Museum. The event they are requesting funds for is the Wall That Heals which is coming to Durant in May 9-12, 2019. Their request is for \$24,000. A large contingent of veterans were in attendance in support of the grant application.

Motion was made by Janet Reed and seconded by Destry Hawthorne to approve application of Three Valley Museum in the amount of \$24,000.

Motion Passed with the following vote:

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

Trustee Reed spoke on behalf of the applicant who did not attend the meeting. The Oklahoma Museum Association will be holding a conference at the Choctaw Casino and Resort. Attendees will be staying in lodging facilities throughout the city. Trustee Reed stated materials like those given out at the trade shows will be provided to each of the conference attendees. Their request is \$5,000.

Motion was made by Destry Hawthorne and seconded by Janet Reed to approve grant application of Oklahoma Museum Association in the amount of \$5,000.

Motion Passed with the following vote:

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

5. Information Items

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

b. Lodging Tax Historical Report

Trustee Reed stated she will be meeting with Finance Director Judy Siemens to get further clarification of the charges on the account.

6. New Business

Trustee Calhoun stated he has read portions of the trust indenture and would like a legal interpretation for problems with cash flows. Trustee Calhoun requested this item be placed on the next meeting agenda.

Trustee Davison asked when the seat formerly held by Darrell Mendez would be filled.

Chairman Thorpe suggested having LED signs on highway.

Adjournment

Motion was made by Charles Calhoun and seconded by Bert Davison to adjourn meeting.

Motion Passed with the following vote:

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