

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**

February 14, 2018

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

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

- a. Consider Approval of Regular Meeting Minutes of January 10, 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. Consider Approval of By-Laws of the Durant Tourism Economic Development Authority
- b. Present Design Concept for Logo and Grant Funding and Take Possible Action
- c. Consider Approval of Road Signs

5. Information Items

- a. Lodging Tax Historical Report - December 2017/January 2018
- b. Durant Area Chamber of Commerce Activity Report -

January/February 2018

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 14th day of November, 2017 and that an agenda of said meeting was posted at the place of such meeting at 2:20 p.m..on the 12th day of February, 2018.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 2/12/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of January 10, 2018

Council Information / Action Requested

Approval of Regular Meeting Minutes of January 10, 2018

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 1.10.2018	Exhibit	2/12/2018

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 1:30 p.m..on the 8th day of January, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF January 10, 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 4:05 p.m.

ROLL CALL

Present:

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

Vice Chairman Darrell Mendez
Chairman Jim Thorpe

Absent:

Trustee Mina Patel

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 20, 2017

Approved

Motion was made by Charles Calhoun and seconded by Bert Davison to approve consent item as presented. Motion Passed with the following vote:

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

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

- a. Consider Approval of By-Laws of the Durant Tourism Economic Development Authority

Tabled

City Attorney Tom Marcum provided the Authority Board with the proposed by-laws for their review and consideration. This item was tabled to allow Authority Board additional time to review the proposed by-laws. Authority Board Members should forward any changes to Attorney Marcum who will then provide each of the board members with a revised draft.

- b. Present Design Concept for Logo and Other Collateral Materials and Take Possible Action

Approved

Trustee Reed provided several logo designs for consider by the Authority Board. Trustee Davison stated he would provide Trustee Reed with the contact information for a free lance designer that he recommends to submit additional logo designs for consideration.

TABLED AS TO LOGO

Trustee Reed then spoke regarding pricing of collateral materials. She said she had received four bids for collateral materials. Sign Depot was the lowest bid.

Motion was made by Charles Calhoun and seconded by Destry Hawthorne to use Sign Depot initially provide collateral materials as shown in the presentation. Motion Passed with the following vote:

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

Absent: Patel

- c. Consider Approval of Trade Shows for Spring of 2018

Approved

Trustee Reed talked to several agencies regarding trade shows they would recommend. Discover Durant books are ready to go. She has enough brochures for the first three shows. Trustee Reed provided the Authority Board with a January Report of Management which contained a spreadsheet of upcoming travel shows and related costs as well as a FY 2018 Travel Show

Program created by the Oklahoma Tourism and Recreation Department..

Motion was made by Bert Davison and seconded by Destry Hawthorne to approve these as stated for the trade show expenses. Motion Passed with the following vote:

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

Absent: Patel

- d. Consider Approval of Durant Area Chamber of Commerce Monthly Report of Allocation of Monies - December 2017

No Action Taken

Trustee Reed presented the Durant Area Chamber of Commerce Monthly Report of Allocation of Monies for December 2017. This item will appear under Information Items on future agendas.

5. Information Items

- a. Presentation by Scott Crain, President of R & R Signs

Scott Crain, President of R & R Signs provided a handout about digital billboards, story boards and pricing. Mr. Crain presented a slide presentation which showed available billboard spaces. Mr. Crain introduced his business partner, Frank Sanza of Slingshot 17. Mr. Sanza provided a slide presentation which highlighted various videos he produced. A question and answer period followed.

- b. Lodging Tax Historical Report - November 2017

- c. Durant Area Chamber of Commerce Activity Report - December 2017/January 2018

6. New Business

Adjournment

Trustee Davison exited the meeting prior to the vote being taken.

Motion was made by Darrell Mendez and seconded by Janet Reed to adjourn meeting. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel



The City of Durant

Office of City Clerk

Memorandum

Date: 2/12/2018
To: Tourism Economic Development Authority
From: Tom Marcum, City Attorney
Re: Consider Approval of By-Laws of the Durant Tourism Economic Development Authority

Council Information / Action Requested

Deny/Approve By-Laws of the Durant Tourism Economic Development Authority

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



The City of Durant

Office of City Clerk

Memorandum

Date: 2/12/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Present Design Concept for Logo and Grant Funding 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: 2/12/2018
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Consider Approval of Road Signs

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: 1/31/2018
To: Tourism Economic Development Authority
From: An Chen Lai, City Treasurer
Re: Lodging Tax Historical Report - December 2017/January 2018

Council Information / Action Requested

Information only.

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

ATTACHMENTS:

Description	Type	Upload Date
Lodging Tax Historical Report - December 2017/January 2018	Exhibit	2/12/2018

5% Lodging Tourism Tax Fund

al 02/09/2018

Lodging Tax

February-18

City Tax Rate	Dedicated Tax %	Fund #	Fund Name	Tax, Pantly&Intst	OTC Retention	Interest	Monthly Tax
5.000%	5.000000%	125	5% Lodging Tourism Ta	41,184.73	205.92	29.55	41,008.36

City of Durant, Oklahoma

Yearly History Report - 5% Lodging Tax Revenue

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	Single Month Period
July	\$0					May / June
August	\$0					June / July
September	\$37,971					July / Aug.
October	\$43,423					Aug. / Sept.
November	\$39,261					Sept. / Oct.
December	\$35,990					Oct. / Nov.
January	\$35,065					Nov. / Dec.
February	\$41,008					Dec. / Jan.
March						Jan. / Feb.
April						Feb. / March
May						March / Aprl.
June						Aprl. / May
Total	\$232,719			\$0	\$0	
FY Monthly Average	\$29,090					
% change from prior yr.						
\$ change from prior yr.						



The City of Durant

Office of City Clerk

Memorandum

Date: 2/12/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce Activity Report - January/February 2018

Council Information / Action Requested

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