

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**

March 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 February 14, 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 Grant Funding
- b. Consider Approval of Logo
- c. Consider Approval of Bill Boards

5. Information Items

- a. Lodging Tax Historical Report - January 2018/February 2018
- b. Durant Area Chamber of Commerce Activity Report - February/March 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 2:45 p.m. on the 12th day of March, 2018.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 3/12/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk and Board Secretary
Re: Consider Approval of Regular Meeting Minutes of February 14, 2018

Council Information / Action Requested

Approval of Regular Meeting Minutes of February 14, 2018.

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 2.14.2018	Exhibit	3/12/2018

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 2:20 p.m..on the 12th day of February, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF February 14, 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 4:07 p.m.

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

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 January 10, 2018

Approved

Motion was made by Janet Reed and seconded by Charles Calhoun 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

James Dry - Youth sports, travel teams;
Ken Edelen - Durant Riding Club - Rodeo, play days

4. Administration

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

Approved

Motion was made by Janet Reed and seconded by Charles Calhoun to approve By-Laws of the Durant Tourism Economic Development Authority conditioned upon the change of meeting dates from the third Wednesday of each month to the second Wednesday of each month. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel

- b. Present Design Concept for Logo and Grant Funding and Take Possible Action

Tabled

Board Members were not in agreement with the design concepts presented for the logo. Trustee Reed will meet with the designer again.

Trustee Reed will meet with City Manager Tim Rundel and City Attorney Tom Marcum for clarification of the level of city involvement and city processes which may be required with regard to awarding of grants.

- c. Consider Approval of Road Signs

Tabled

Chairman Thorpe stated he wants road signs in place for summer travel. Trustee Reed stated we need to approve the logo design first. It was generally agreed a decision needs to be made by April 2018.

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

There was no new business.

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: 3/12/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Consider Approval of Grant Funding

This agenda item will include a presentation and discussion.

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: 3/12/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Consider Approval of Logo

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: 3/12/2018
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Consider Approval of Bill Boards

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: 3/12/2018
To: Tourism Economic Development Authority
From: An-Chen Lai, City Treasurer
Re: Lodging Tax Historical Report - January 2018/February 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 - January 2018/February 2018	Exhibit	3/12/2018

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	\$29,722					Jan. / Feb.
April						Feb. / March
May						March / Aprl.
June						Aprl. / May
Total	\$262,441			\$0	\$0	
FY Monthly Average	\$29,160					
% change from prior yr.						
\$ change from prior yr.						



The City of Durant

Office of City Clerk

Memorandum

Date: 3/12/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce Activity Report - February/March 2018

Council Information / Action Requested

Information only.

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