

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**

May 8, 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

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 April 10, 2019

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

4. New Business

Adjournment

ADJOURNMENT

CERTIFICATE

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 5/6/2019
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of April 10, 2019

Council Information / Action Requested

Approval of Regular Meeting Minutes of April 10, 2019

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 4.10.2019	Exhibit	5/6/2019

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 13th day of November, 2018 and that an agenda of said meeting was posted at the place of such meeting at 3:40 p.m. on the 8th day of April, 2019.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF April 10, 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 4:07 p.m.

INVOCATION/FLAG SALUTE

Trustee Hawthorne provided the invocation. Trustee Calhoun led the flag salute.

ROLL CALL

Present:

Trustee Charles Calhoun*
Trustee Dennis Garrett
Trustee Destry Hawthorne
Trustee Janet Reed
Chairman Jim Thorpe

Absent:

Trustee Bert Davison
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 March 13, 2019

Approved

Motion was made by Dennis Garrett and seconded by Destry Hawthorne to approve consent item as presented.

Motion Passed with the following vote:

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

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

- a. Discuss and Consider Approval of Management Contract with the Durant Area Chamber of Commerce

Disapproved

Trustee Reed stated she had just reviewed the proposed contract upon her arrival at the meeting and there is more discussion that needs to be held. City Attorney Tom Marcum addressed the Board and said he met with Trustee Reed and Trustee Garrett and it was his understanding that the contract reflected those discussions however amendments could be made if agreed by the Authority Board. City Attorney Marcum stated the upfront payment of \$75,000 represented the total management fees payable under the proposed contract and was to be used for advancing approved reimbursable expenses. Under the terms of the proposed contract, the Durant Area Chamber of Commerce would invoice the City of Durant Treasurer's Office upon occurrence of the approved expense and reimburse themselves when the invoice was paid. Discussion followed regarding the proposed contract terms and conditions. Trustee Calhoun asked that all trustees be required to sign the final contract.

Trustee Calhoun exited the meeting at 5:00 p.m.

Motion was made by Destry Hawthorne and seconded by Dennis Garrett to approve payment to the Durant Area Chamber of Commerce in the amount of \$18,750 for April 1, 2019 through June 30, 2019, and a second payment to the Durant Area Chamber of Commerce payable on July 1, 2019 in the amount of \$75,000 for July 1, 2019 through June 30, 2020, and delete the word 'Partnership' from Paragraph 5, Line 1.

Motion Failed with the following vote:

Ayes: Garrett, Hawthorne, Thorpe
Abstain: Calhoun, Reed
Absent: Davison, Patel

- b. Consider Approval of Lump Sum Payment to Durant Area Chamber of Commerce (Representative of DTEDA) in the Amount of \$75,000 or Take Other Possible Action

Approved

Motion was made by Dennis Garrett and seconded by Destry Hawthorne to approve management fee in the amount of \$5,000 for the month of April 2019.

Motion Passed with the following vote:

Ayes: Garrett, Hawthorne, Reed, Thorpe

Absent: Calhoun, Davison, Patel

- c. Discuss and Consider Approval of Expenses: Re-Ordering Peanuts; Dallas and Ft. Worth Travel Show; Travel Show Wing Ding - Nashville, TN; Printing, Lodging - Restaurant Guides; Discover Durant Magazines; Additional Panels for Display; Signage for Area near Durant Multi Sports Complex

Approved

Public Works Marty Cook addressed the Authority Board regarding the signage for the area near the Durant Multi Sports Complex. Mr. Cook stated the City of Durant would like to install the 4' x 8' sign before the 'Wall That Heals' event occurs in early May 2019.

Motion was made by Destry Hawthorne and seconded by Dennis Garrett to approve expenses to The Sign Depot in the amount of \$3,129.80 for re-ordering of stress ball-peanuts; the Durant Area Chamber of Commerce in the amount of \$959.11 for lodging, per diem and mileage for the Ft. Worth Home & Garden Show & Irving Women's Show on May 17-19, 2019; Price's Printing in the amount of \$569.40 for restaurant, lodging and gift guides; Graystone Media Group in the amount of \$3,967.48 for Discover Durant Magazines; The Sign Depot in the amount of \$399.29 for 8' x 4' sign near Durant Multi Sports Complex.

Motion Passed with the following vote:

Ayes: Garrett, Hawthorne, Reed, Thorpe

Absent: Calhoun, Davison, Patel

- d. Discuss Budget for FY 2019-2020

Tabled

Trustee Reed stated a budget must be prepared in May 2019 for the city council to consider.

Motion was made by Destry Hawthorne and seconded by Dennis Garrett to table until the May 15, 2019 meeting.

Motion Passed with the following vote:

Ayes: Garrett, Hawthorne, Reed, Thorpe

Absent: Calhoun, Davison, Patel

e. Discuss and Consider Approval of Grant Applications for 2019-2020

Approved

Trustee Reed stated there are no grants to consider for approval. The grant cycle is finished for this fiscal year. Trustee Reed reviewed her recommended changes to the application which she would like to see become effective with the new fiscal year. Trustee Reed recommended three non-partial committee members from outside the community be appointed to consider and score the grant applications prior to the applications coming before the Authority Board for possible approval. Trustee Reed said, if adopted, metrics on grant applications must be included in the applications for transparency.

Motion was made by Destry Hawthorne and seconded by Dennis Garrett to close grant cycle from April 10, 2019 through July 1, 2019.

Motion Passed with the following vote:

Ayes: Garrett, Hawthorne, Reed, Thorpe

Absent: Calhoun, Davison, Patel

f. Website Preview by Computer Services

Approved

Chris Pierce with Computer Services provided an update on the website to the Authority Board. Mr. Pierce used his laptop to show graphic designs of the website. A question/answer period followed.

Motion was made by Dennis Garrett and seconded by Destry Hawthorne to approve to move forward with website design and designate Trustee Reed as the primary contact person for all communications to/from Computer Services.

Motion Passed with the following vote:

Ayes: Calhoun, Garrett, Hawthorne, Reed, Thorpe

Absent: Davison, Patel

5. Information Items

- a. Financial Report - February 2019
- b. Durant Area Chamber of Commerce (Representative of DTEDA)
Activity Report - March/April 2019

6. New Business

There was no new business.

Adjournment

Motion was made by Dennis Garrett and seconded by Destry Hawthorne to adjourn meeting.

Motion with the following vote:

Ayes: Garrett, Hawthorne, Reed, Thorpe

Absent: Calhoun, Davison, Patel