

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**

July 11, 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 June 13, 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 Revision of Criteria for Ongoing Agenda Item of Citizen Comments and Take Possible Action
- b. Discuss Lease on Highway Billboard Signs and Take Possible Action

5. Information Items

- a. Durant Area Chamber of Commerce Activity Report - June/July 2018
- b. Lodging Tax Historical Report

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 3:24 p.m. on the 9th day of July, 2018.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 7/9/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk and Board Secretary
Re: Consider Approval of Regular Meeting Minutes of June 13, 2018

Council Information / Action Requested

Approval of Regular Meeting Minutes of June 13, 2018

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

ATTACHMENTS:

Description	Type	Upload Date
Regular Meeting Minutes of June 13, 2018	Exhibit	7/9/2018

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 3:57 p.m. on the 11th day of June, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF June 13, 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 4:12 p.m.

ROLL CALL

Present:

Trustee Charles Calhoun	Vice Chairman Darrell Mendez
Trustee Destry Hawthorne*	Chairman Jim Thorpe
Trustee Janet Reed	

Absent:

Trustee Bert Davison
Trustee Mina Patel

* denotes partial attendance

Chairman Thorpe declared a quorum.

A flag salute was conducted.

Trustee Destry Hawthorne provided an invocation.

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 May 9, 2018

Approved

Motion was made by Janet Reed and seconded by Destry Hawthorne to approve consent item as presented. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments. Discussion followed regarding allowing citizen comments on both non-agenda items and agenda items. Board Secretary was asked to place this matter on the July 11, 2018 agenda for consideration and possible action.

4. Administration

a. Consider Approval of Grant Funding

Approved

Motion was made by Destry Hawthorne and seconded by Darrell Mendez to approval of 2018-2019 Durant Tourism Economic Deveopment Tax Tourism Promotion Fund Grant Application conditioned upon second fund category amount being changed from \$2501.00 to \$2500.01, and adding first sentence to Paragraph 4 which states 'Funding is very limited and the grant process is very competitive.' and correction of any grammatical errors not yet known.

Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

b. Consider Approval of Logo Design

Approved

Trustee Reed presented the Authority Board with the final logo design for their review and approval. Discussion followed.

Motion was made by Destry Hawthorne and seconded by Charles Calhoun to approve logo design as presented. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

c. Discuss Lease on Highway Signs and Take Possible Action

Approved

No Action - Trustee Reed addressed council and stated the Authority Board

previously approved a \$10,000 budget for lease of highway signs. Trustee Reed stated now that a logo design has been approved, the leasing of highway signs can move forward and the cost taken from the FY17-18 budget. Chairman Thorpe recommended the lease of a particular northbound read on the west side of 69/75. Chairman Thorpe asked Trustee Reed to determine the availability of signs, negotiate the monthly lease amount and verify any additional costs and report back to the Authority Board at their next regular scheduled monthly meeting on July 11, 2018. Vice Chairman Mendez stated Trustee Reed has already been authorized to act on the Authority Board's behalf and that she needs to do her due diligence and make her best decision based on what is available.

This item was re-visited to discuss event boards. The motion made by Destry Hawthorne is in regard to event boards only.

Motion was made by Destry Hawthorne and seconded by Darrell Mendez to implement the highway sign program for four signs with the location to be determined at a later date. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

- d. Discuss and Consider Approval of 2018-2019 Travel Shows
Approved

Trustee Reed reviewed the FY 2019 Travel Show Program from the Oklahoma Tourism and Recreation Department and highlighted the shows she in which she wanted to participate. The shows proposed to attend are: Red Hat Society Expo - New Orleans, LA; DFW Ultimate Women's Expo - Irving, TX; McAllen Winter Texan Expo - McAllen, TX; Wichita Falls Women's Expo - Wichita Falls, TX; Canadian Snowbird Extravaganza - Mesa - AZ - brochures only; Dallas Travel & Adventure Show - Dallas, TX; Arkansas Home & Outdoor Living Show - Rogers, AR; Houston Ultimate Women's Expo - Houston, TX; Ft. Worth Home & Garden Show - Ft. Worth, TX. Trustee Reed stated travel show applications must be submitted by June 5, 2018.

Motion was made by Destry Hawthorne and seconded by Charles Calhoun to approve travel show schedule as presented. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

- e. Discuss and Consider Approval of 2018-2019 Budget
Approved

Trustee Reed addressed the Authority Board and reviewed the proposed annual budget for the Durant Tourism Economic Development Tax.

Motion was made by Charles Calhoun and seconded by Darrell Mendez to approve Annual Budget for the Durant Tourism Economic Development Tax as presented for FY 2018-19. Motion Passed with the following vote:

Ayes: Calhoun, Mendez, Reed, Thorpe

Absent: Davison, Hawthorne, Patel

5. Information Items

- a. Durant Area Chamber of Commerce Activity Report - May/June 2018
- b. Lodging Tax Historical Report

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, Mendez, Reed, Thorpe

Absent: Davison, Hawthorne, Patel



The City of Durant

Office of City Clerk

Memorandum

Date: 7/2/2018
To: Tourism Economic Development Authority
From: Trustee Charles Calhoun
Re: Consider Revision of Criteria for Ongoing Agenda Item of Citizen Comments 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: 7/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss Lease on Highway Billboard Signs 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: 7/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce Activity Report - June/July 2018

Council Information / Action Requested

Information only.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 7/9/2018
To: Tourism Economic Development Authority
From: Greg Buckley, Administrative Services Director and Interim City Treasurer
Re: Lodging Tax Historical Report

Council Information / Action Requested

Information only.

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