

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**

September 20, 2017

**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 August 23, 2017

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. Discuss Creation of By-Laws of the Durant Tourism Economic Development Authority
- b. Discuss Trust Indenture for the Durant Tourism Economic Development Authority
- c. Discuss Durant Tourism Economic Development Authority Budget
- d. Discuss Rules and Regulations for Public Use of Dollars Associated with Tourism Tax
- e. Consider Election of Board Treasurer for the Durant Tourism Economic Development Authority

- f. Consider Election of Board Secretary for the Durant Tourism Economic Development Authority

5. Information Items

- a. Financial Sub-Committee Monthly 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 23rd day of August, 2017 and that an agenda of said meeting was posted at the place of such meeting at 3:50 p.m. on the 18th day of September, 2017.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of August 23, 2017

Council Information / Action Requested

Approval of Regular Meeting Minutes of August 23, 2017.

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 8.23.2017	Exhibit	9/18/2017

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 15th day of August, 2017 and that an agenda of said meeting was posted at the place of such meeting at 2:45 p.m. on the 21st day of August, 2017.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF August 23, 2017 AT 4:00 PM,
Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Janet Reed called the meeting to order at 4:12 p.m.

Motion was made by Charles Calhoun and seconded by Destry Hawthorne to elect Jim Thorpe as Chairman of the Durant Tourism Economic Development Authority. Motion Passed with the following vote:

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

Absent: Patel

Motion was made by Janet Reed and seconded by Bert Davison to nominate Darrell Mendez as Vice Chairman of the Durant Tourism Economic Development Authority. Motion Passed with the following vote:

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

Absent: Patel

ROLL CALL

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

Trustee Janet Reed
Vice Chairman Darrell Mendez
Chairman Jim Thorpe

Chairman Thorpe declared a quorum.

- 1. Consideration Items Removed from Consent**
- 2. Citizen Comments on Non-Agenda Items**

There were no citizen comments.

3. Administration

- a. Discuss Creation of By-Laws of the Durant Tourism Economic Development Authority

Approved

Trustee Reed asked whether the Authority Board or the city attorney would be responsible for creating the bylaws. City Attorney Tom Marcum stated he would prepare a draft of by-laws which would be similar to the other authorities and submit for review by the Authority Board.

Motion was made by Charles Calhoun and seconded by Destry Hawthorne to direct City Attorney Tom Marcum to draft By-Laws for the Durant Tourism Economic Development Authority and submit same to the Authority Board for review. Motion Passed with the following vote:

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

Absent: Patel

- b. Review and Discuss Trust Indenture for the Durant Tourism Economic Development Authority

The Trust Indenture for the Durant Tourism Economic Development Authority was reviewed and discussed.

- c. Discuss Durant Tourism Economic Development Authority Budget

Approved

Michelle Hall, Assistant Treasurer, Addressed the Authority Board and provided each member with a financial statement as of July 31, 2017. There are no figures to report since collection did not begin until July 1, 2017. Trustee Calhoun asked if the schedule for receiving tax payments would be the same as the sales tax schedule. City Manager Tim Rundel stated he would provide a calendar at the next meeting. Trustee Reed suggested putting together a plan with data and projections and create line items for planned expenses. Trustee Reed stated she has copies of budgets from other cities and can provide those to the Authority Board as an example. Trustee Reed stated that eventually a tourism director would be hired and asked how the funds could be allocated for this. Ms. Hall stated a line item could be created for this. Trustee Reed stated she would like the funding details of this position to be considered when the proposed sub-committee meets.

Motion was made by Charles Calhoun and seconded by Darrell Mendez to form a sub-committee of Trustee Calhoun, Trustee Reed and Trustee Hawthorne to develop a skeleton for various expenditures that may come up. Motion Passed with the following vote:

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

Absent: Patel

d. Discuss Creation of Process for Disbursement of Funds

Michelle Hall, Assistant City Treasurer, stated the Authority Board would be required to follow the city procurement policy and purchasing procedures.

e. Create Meeting Schedule Including Dates, Times and Location and Take Possible Action

Approved

Motion was made by Destry Hawthorne and seconded by Bert Davison to approve schedule of meetings to be monthly on the 3rd Wednesday at 4:00 p.m. for the remainder of the 2017 calendar year. Motion Passed with the following vote:

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

Absent: Patel

4. New Business

Chairman Thorpe asked the trustee members to introduce themselves.

Trustee Davison asked what the process would be for a person or entity to apply for funding through the Durant Tourism Economic development Authority. Trustee Calhoun stated criteria would need to be established. Trustee Mendez suggested the creation of a template which would require the applicant to define their intended use of the funds requested and justification for their request. City Attorney Tom Marcum addressed the Authority Board and strongly advised caution when creating criteria. Mr. Marcum stressed there should be a general approach on tourism and economic development and not focus on a particular class of business.

Mr. Marcum stated a Board Secretary and Board Treasurer should be elected at the next regular scheduled meeting. Mr. Marcum also stated all members of the Authority Board should be sworn in at the next regular scheduled meeting.

Vice Chairman Hawthorne stated neither Article 11 nor Article 12 addressed the By-Laws within the text of those articles. Mr. Marcum stated those Articles could be revised and presented at the next regular scheduled meeting.

Adjournment

The meeting adjourned at 5:08 p.m.

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

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

Absent: Patel



The City of Durant

Office of City Clerk

Memorandum

Date: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Discuss Creation of By-Laws of the Durant Tourism Economic Development Authority

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: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Discuss Trust Indenture for the Durant Tourism Economic Development Authority

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: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Discuss Durant Tourism Economic Development Authority
Budget

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: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Discuss Rules and Regulations for Public Use of Dollars Associated with
Tourism Tax

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: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Election of Board Treasurer for the Durant Tourism Economic Development Authority

Council Information / Action Requested

Election of Board Treasurer for 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: 9/18/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Election of Board Secretary for the Durant Tourism Economic Development Authority

Council Information / Action Requested

Election of Board Secretary for 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: 9/18/2017

To: Tourism Economic Development Authority

From: Cynthia J. Price, City Clerk

Re: Financial Sub-Committee Monthly Report

Council Information / Action Requested

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