

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**

October 10, 2018

**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

- a. Consider Approval of Regular Meeting Minutes of September 12, 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 Meeting Schedule for 2019
- b. Discuss and Consider Approval of Bill Board
- c. Discuss and Consider Approval of Date Changes for Upcoming Travel Shows
- d. Discuss and Consider Approval of Lodging, Meals and Travel for Durant Area Chamber of Commerce

- e. Presentation of Report and Update on Grants
- f. Discuss and Consider Approval of Grant Application
- g. Discuss and Consider Approval of Management Fee with Durant Area Chamber of Commerce

5. Information Items

- a. Durant Area Chamber of Commerce Activity Report - September/October
- 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 11:50 a.m. on the 8th day of October, 2018.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk and Board Secretary
Re: Consider Approval of Regular Meeting Minutes of September 12, 2018

Council Information / Action Requested

Approval of Regular Meeting Minutes of September 12, 2018

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

ATTACHMENTS:

Description	Type	Upload Date
Regular Meeting Minutes 9.12.2018	Exhibit	10/8/2018

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 3:25 p.m. on the 10th day of September, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF September 12, 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. Trustee Reed provided the invocation. A flag salute followed.

INVOCATION/FLAG SALUTE

ROLL CALL

Present:

Trustee Charles Calhoun
Trustee Destry Hawthorne
Trustee Janet Reed

Vice Chairman Darrell Mendez
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 August 8, 2018

Approved

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

Ayes: Calhoun, Mendez, Reed, Thorpe

Abstain: Hawthorne
Absent: Davison, Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

Ken Edelen - He has submitted two grant applications on behalf of the Durant Riding Club. He discussed how the requested funds would be used. He answered questions from the Authority Board. Trustee Reed said the Review Committee will meet and make recommendations to the Authority Board.

4. Administration

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

Approved

Trustee Reed stated there has been no final plan regarding a contract with the Durant Area Chamber of Commerce, Trustee Reed requested an extension through the month of September 2018. She will be presenting a proposal from the Durant Area Chamber of Commerce at next month's meeting. Vice Chairman Mendez stated a bid packet will be prepared and be offered publicly. Trustee Reed cannot be involved in the preparation of the bid packet since the Durant Area Chamber of Commerce would be a potential bidder.

Motion was made by Darrell Mendez and seconded by Destry Hawthorne to approve management fee to the Durant Area Chamber of Commerce for the month of September 2018 in the amount of \$5,000. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

- b. Discuss and Consider Approval for Advertising in Lake Texoma Publication

Approved

Trustee Reed recommended that the Durant Tourism Economic Development Authority/Discover Durant advertise in the annual Lake Texoma publication. She further recommended either the half page vertical or third page horizontal. She stated Durant is already given a 1.5 page editorial at no charge. In return, the Lake Texoma publication is given a page in Discover Durant.

Motion was made by Destry Hawthorne and seconded by Darrell Mendez to approve up to \$2,500 and give Trustee Reed the permission to negotiate prices as needed. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

c. Discuss and Consider Approval of Website Cost

Approved

Trustee Reed introduced Chris Pierce, owner of Computer Services, to the Authority Board. Mr. Pierce stated that upon Trustee Reed's request, he registered discoverdurant.com as the domain name. Mr. Pierce stated during the interim time that there is no website, he would take the Discover Durant magazine and convert it into a flippable pdf. Mr. Pierce requested his current bid be closed if the Authority Board is going to advertise for bids for website services in the future. Trustee Reed stated the estimated dollar amount of services requested would not fall within a range that requires it to go out for bid however they would need to get three quotes.

Motion was made by Darrell Mendez and seconded by Destry Hawthorne to approve \$325 to Computer Services for services already rendered as presented. Motion Passed with the following vote:

Ayes: Calhoun, Hawthorne, Mendez, Reed, Thorpe

Absent: Davison, Patel

5. Information Items

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

6. New Business

Vice Chairman Mendez - requested the Durant Area Chamber of Commerce put a cover page on their monthly report and number the pages.

Adjournment

Motion was made by Destry Hawthorne and seconded by Charles Calhoun 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: 10/8/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk and Board Secretary
Re: Consider Approval of Meeting Schedule for 2019

There were no scheduling conflicts with 2019 federal holidays.

Council Information / Action Requested

Approval of Meeting Schedule for 2019

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

ATTACHMENTS:

Description	Type	Upload Date
2019 Meeting Schedule	Exhibit	10/8/2018

**Schedule of Regular Meetings for
Durant Tourism Economic Development Authority
Calendar Year 2019**

Second Wednesday each month, unless otherwise noted

DATE	TIME	LOCATION
January 9	4:00 P.M.	City Hall Conference Room
February 13	4:00 P.M.	City Hall Conference Room
March 13	4:00 P.M.	City Hall Conference Room
April 10	4:00 P.M.	City Hall Conference Room
May 8	4:00 P.M.	City Hall Conference Room
June 12	4:00 P.M.	City Hall Conference Room
July 10	4:00 P.M.	City Hall Conference Room
August 14	4:00 P.M.	City Hall Conference Room
September 11	4:00 P.M.	City Hall Conference Room
October 9	4:00 P.M.	City Hall Conference Room
November 13	4:00 P.M.	City Hall Conference Room
December 11	4:00 P.M.	City Hall Conference Room

Filed By:
Cynthia J. Price, Secretary of the
Durant Tourism Economic Development Advisory Board

Durant City Hall
P.O. Box 578
Durant, OK 74702-0578
(580) 931-6641

Filed in the office of the Durant City
Clerk on _____, 2018.

Cynthia J. Price, City Clerk



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Bill Board

Council Information / Action Requested

Approve or deny bill board.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Date Changes for Upcoming Travel Shows

Council Information / Action Requested

Approve or deny date changes for upcoming travel shows.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Lodging, Meals and Travel for Durant Area Chamber of Commerce

Council Information / Action Requested

Approve or deny lodging, meals and travel for Durant Area Chamber of Commerce.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Presentation of Report and Update on Grants

Council Information / Action Requested

No action requested.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Grant Application

Council Information / Action Requested

Approve or deny grant application.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Management Fee with Durant Area Chamber of Commerce

Council Information / Action Requested

Approve or deny management fee with the Durant Area Chamber of Commerce.

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



The City of Durant

Office of City Clerk

Memorandum

Date: 10/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce Activity Report -
September/October

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: 10/8/2018
To: Tourism Economic Development Authority
From: Greg Buckley, City Treasurer
Re: Lodging Tax Historical Report

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	Exhibit	10/8/2018

City of Durant, Oklahoma

Yearly History Report - 5% LodgingTax Revenue

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	Single Month Period
July	\$0	\$30,805				May / June
August	\$0	\$56,328				June / July
September	\$37,971	\$37,998				July / Aug.
October	\$43,423	\$33,042				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	\$37,876					Feb. / March
May	\$30,622					March / April
June	\$27,592					April / May
Total	\$358,531	\$158,173		\$0	\$0	
FY Monthly Average	\$35,853	\$39,543				
% change from prior year for October	N/A	-23.91%				
\$ change from prior year for October	N/A	(\$10,381)				