

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 18, 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 September 20, 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 Approval of 2018 Schedule of Meetings for the Durant

Tourism Economic Development Authority

5. Information Items

- a. Sub-Committee Monthly Report
- b. Lodging Tax Report Received by City of Durant in October 2017

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 2:30 p.m. on the 16th day of October, 2017.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 10/16/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of September 20, 2017

Council Information / Action Requested

Approval of Regular Meeting Minutes of September 20, 2017.

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 9.20.2017	Exhibit	10/16/2017

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 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.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF September 20, 2017 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 4:08 p.m.

ROLL CALL

Present:

Trustee Bert Davison
Trustee Destry Hawthorne
Trustee Janet Reed

Vice Chairman Darrell Mendez
Chairman Jim Thorpe

Absent:

Trustee Charles Calhoun
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 August 23, 2017

Approved

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

Ayes: Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Calhoun, Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

City Manager Tim Rundel directed the Board Secretary (City Clerk) to contact the City of Durant IT Department and request a page be created on the city website for the Durant Tourism Economic Development Authority.

4. Administration

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

Tabled

City Attorney Tom Marcum is not in attendance.

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

No Action Taken

Trustee Reed referenced the sections of the Trust Indenture of the Durant Tourism Economic Development Trust Authority calling for the election of a Board Treasurer and Board Secretary.

- c. Discuss Durant Tourism Economic Development Authority Budget

Assistant City Treasurer Michelle Hall provided a report from the Oklahoma Tax Commission however she was not available to attend the meeting and answer questions. Trustee Reed stated \$37,971.22 was received for the month of July 2017. Chairman Thorpe stated the monthly amount could fluctuate. He stated the months of May through Mid-August are generally higher revenue months.

- d. Discuss Rules and Regulations for Public Use of Dollars Associated with Tourism Tax

Trustee Reed stated she has several examples of applications and each of the applications specially ask how many overnight stays are associated with the event. Vice Chairman Mendez stated he would like to compare with cities with like budget amounts. City Manager Rundel stated the tourism budget may vary greatly from city to city. Trustee Reed stated she does not have knowledge of the budget amounts of other select cities. Trustee Reed said the focus should be on expanding events and bringing in new events. Trustee Reed stated there should be a requirement that the application be submitted at least 60 to 90 days prior to the event and possibly limit applications to certain times of the year.

- e. Consider Election of Board Treasurer for the Durant Tourism Economic

Development Authority

Approved

Motion was made by Destry Hawthorne and seconded by Janet Reed to elect City Treasurer AnChen Lai as Board Treasurer of the Durant Tourism Economic Development Authority. Motion Passed with the following vote:

Ayes: Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Calhoun, Patel

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

Approved

Motion was made by Destry Hawthorne and seconded by Bert Davison to elect City Clerk Cynthia Price as Board Secretary of the Durant Tourism Economic Development Authority. Motion Passed with the following vote:

Ayes: Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Calhoun, Patel

5. Information Items

- a. Financial Sub-Committee Monthly Report

No formal report presented after various committee issues discussed under other agenda items.

6. New Business

Chairman Thorpe asked Trustee Reed to note the calls she receives from individuals interested in applying for funds through the Durant Tourism Economic Development Authority.

Trustee Reed stated the importance of identifying the target market and sending out marketing materials.

Trustee Reed asked the board to be observant when traveling about tourism marketing in other cities. Trustee Reed stressed the importance of developing a brand. City Manager Rundel stated there are a lot of online resources for branding which could be utilized to contain costs.

Trustee Reed stated she is working with local merchants to expand their hours to accommodate tourist traffic.

Adjournment

Motion was made by Destry Hawthorne and seconded by Darrell Mendez to adjourn meeting. Motion with the following vote:

Ayes: Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Calhoun, Patel



The City of Durant

Office of City Clerk

Memorandum

Date: 10/16/2017
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: 10/16/2017
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: 10/16/2017
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: 10/16/2017
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: 10/16/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of 2018 Schedule of Meetings for the Durant Tourism Economic Development Authority

Council Information / Action Requested

Approval of 2018 Schedule of Meetings for the Durant Tourism Economic Development Authority

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

ATTACHMENTS:

Description	Type	Upload Date
DTEDA 2018 Schedule of Meetings	Exhibit	10/16/2017

**Schedule of Regular Meetings for
Durant Tourism Economic Development Authority
Calendar Year 2018**

Third Wednesday each month, unless otherwise noted

DATE	TIME	LOCATION
January 17	4:00 P.M.	City Hall Conference Room
February 21	4:00 P.M.	City Hall Conference Room
March 21	4:00 P.M.	City Hall Conference Room
April 18	4:00 P.M.	City Hall Conference Room
May 16	4:00 P.M.	City Hall Conference Room
June 20	4:00 P.M.	City Hall Conference Room
July 18	4:00 P.M.	City Hall Conference Room
August 15	4:00 P.M.	City Hall Conference Room
September 19	4:00 P.M.	City Hall Conference Room
October 17	4:00 P.M.	City Hall Conference Room
November 21	4:00 P.M.	City Hall Conference Room
December 19	4:00 P.M.	City Hall Conference Room

Filed By:
Cynthia J. Price, City Clerk
Durant City Hall
P.O. Box 578
Durant, OK 74702-0578
(580) 931-6641

Filed in the office of the Durant City
Clerk on _____, 2017.

Cynthia J. Price, City Clerk



The City of Durant

Office of City Clerk

Memorandum

Date: 10/16/2017
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Sub-Committee Monthly Report

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: 10/16/2017
To: Tourism Economic Development Authority
From: An-Chen Lai, City Treasurer
Re: Lodging Tax Report Received by City of Durant in October 2017

Council Information / Action Requested

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

ATTACHMENTS:

Description	Type	Upload Date
Lodging Tax Report Received by City of Durant in October, 2017	Exhibit	10/16/2017

5% Lodging Tourism Tax Fund

al 10/09/17

Lodging Tax

October-17

City Tax Rate	Dedicated Tax %	Fund #	Fund Name	Tax, Pantly&Intst	OTC Retention	Interest	Monthly Tax
5.000%	5.000000%	125	5% Lodging Tourism Ta	43,606.50	218.03	34.28	43,422.75