

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.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF October 18, 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 4:07 p.m.

ROLL CALL

Present:

Trustee Charles Calhoun
Trustee Bert Davison
Trustee Janet Reed

Vice Chairman Darrell Mendez
Chairman Jim Thorpe

Absent:

Trustee Destry Hawthorne
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 September 20, 2017

Approved

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

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

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

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

Durant City Attorney Tom Marcum stated he has prepared a draft of by-laws for the Durant Tourism Economic Development Authority which he will email to each member of the Authority Board for their review. Mr. Marcum asked if any Authority Board member had any additions, deletions or changes to please let him know.

This item will be placed on the November 15, 2017 agenda for consideration.

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

Durant City Attorney Tom Marcum stated he has prepared a draft of the Trust Indenture for the Durant Tourism Economic Development Authority which he will email to each member of the Authority Board for their review. Mr. Marcum asked if any Authority Board member had any additions, deletions or changes to please let him know.

This item will be placed on the November 15, 2017 agenda for consideration.

- c. Discuss Durant Tourism Economic Development Authority Budget

Durant City Manager Tim Rundel addressed the Authority Board and stated the tourism tax dollars received thus far are on pace with projections. Vice Chairman Mendez asked that a running monthly tally be kept of tourism tax dollars received and that this document be made a part of the regular monthly agenda packet..

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

Trustee Reed addressed the Authority Board and stated she will have a grant application form prepared for consideration at the November 15, 2017 meeting. Chairman Thorpe thanked Trustee Reed for her time and diligence. City Manager Tim Rundel stated it would be okay to begin putting together a budget based on \$500,000 annually. Mr. Rundel stated the budget could be

amended as necessary.

There was discussion as to developing a scoring system for use in evaluating grant applications and assigning percentages to qualifiers for grant applicants. There was also discussion of the need to develop overall percentages for allocation of tax dollars to various expense categories.

- e. Consider Approval of 2018 Schedule of Meetings for the Durant Tourism Economic Development Authority

Approved

Chairman Thorpe asked the Authority Board to consider re-scheduling the 2018 meeting dates to the second Wednesday of each month as it would have a lesser impact on his time as a hotel business owner.

Motion was made by Charles Calhoun and seconded by Janet Reed to approve 2018 Schedule of Meeting for the Durant Tourism Economic Development Authority contingent upon all meetings being re-scheduled to the second Wednesday of each month at 4:00 p.m.. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel

5. Information Items

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

6. New Business

Trustee Calhoun stated he still needs to be sworn in.

Trustee Calhoun asked that an item be added to the November 15, 2017 regular agenda requesting the board discuss and consider who would be designated to attend selected trade shows.

Adjournment

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

Ayes: Calhoun, Davison, Mendez, Reed, Thorpe

Absent: Hawthorne, Patel