

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**

November 14, 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 October 10, 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. Discuss and Consider Approval of Website Design Vendor
- b. Update on Event Signs
- c. Update on Bill Boards
- d. Update on Advertising for LTA
- e. Discuss and Consider Approval for DTEDT Trust Authority Request for Proposal

- f. Discuss and Consider Approval for Durant Area Chamber of Commerce (Representative of DTEDA) Monthly Management Fee
- g. Discuss and Consider Approval for Support of Public Relations Marketing for Community
- h. Discuss and Consider Approval of Grant Applications

5. Information Items

- a. Durant Area Chamber of Commerce (Representative of DTEDA) Activity Report - October/November
- 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 6:25 p.m. on the 9th day of November, 2018.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 11/9/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of October 10, 2018

Council Information / Action Requested

Approval of Regular Meeting Minutes of October 10, 2018

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

ATTACHMENTS:

Description	Type	Upload Date
Minutes 10.10.2018	Exhibit	11/9/2018

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 11:50 a.m. on the 8th day of October, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF October 10, 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 4:08 p.m.

INVOCATION/FLAG SALUTE

Trustee Mendez provided the invocation. Chairman Thorpe led the flag salute.

ROLL CALL

Present:

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

Absent:

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 September 12, 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

Abstain: Davison

Absent: Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

a. Consider Approval of Meeting Schedule for 2019

Approved

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

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

Absent: Patel

b. Discuss and Consider Approval of Bill Board

No Action Taken

Trustee Reed is going to meet with Choctaw Nation representatives and report back at the next meeting. If there is a time urgency, Trustee Reed will request that Chairman Thorpe call a Special Called Meeting. Funding has already been approved. Trustee Reed stated the decision to enter into a contract was delayed due to the uncertainty as to the role of the Durant Area Chamber of Commerce. The decision to enter the contract will be delayed until the meeting has been held with the Choctaw Nation.

Chairman Thorpe inquired as to the status of the median signs. Trustee Reed said the location for two of the median signs has been agreed upon. The Sign Depot is in the process of creating the signs.

c. Discuss and Consider Approval of Date Changes for Upcoming Travel Shows

No Action Taken

Trustee Reed stated this agenda item is for informational purposes only. There are two travel shows there are scheduled with one in April 2019 and one in May 2019 whose dates have changed. There will not be a change in cost.

Trustee Reed will bring this back before the Board once the new dates have been confirmed.

- d. Discuss and Consider Approval of Lodging, Meals and Travel for Durant Area Chamber of Commerce

No Action Taken

Trustee Reed addressed the Board and stated no action was needed on this item. Trustee Calhoun requested that when titling this agenda item in the future, the words "Representative of DTEDA" immediately follow in parentheses after 'Durant Area Chamber of Commerce'.

- e. Presentation of Report and Update on Grants

No Action Taken

Trustee Reed provided a copy of the four grant applications received to date. A review committee was established however Chairman Thorpe believes that each member of the Authority Board should have a vote as to each grant application.

- f. Discuss and Consider Approval of Grant Application

No Action Taken

Trustee Reed will meet with applicants to make suggestions to show them any areas in which the applications fail to meet criteria and how they could be revised for further consideration.

Trustee Reed will provide a copy of the application to each board member as received and asked that board members comment back.

- g. Discuss and Consider Approval of Management Fee with Durant Area Chamber of Commerce

Approved

Trustee Reed asked for clarification as to whether she should provide a proposal to the Board for the management position or if there was to be a sealed bid. Trustee Mendez and Trustee Hawthorne agreed that requesting management fees on a monthly basis could give the appearance of attempting to circumvent the bid process. Trustee Mendez stated a bid proposal is needed. The proposal should line out all the services the Durant Chamber of Commerce currently provides and highlight those services which make the Durant Chamber of Commerce uniquely qualified to serve in that role. Trustee

Mendez and Trustee Hawthorne agreed this would be sufficient. Trustee Mendez stated he thought it would be better if Jennifer Taylor addressed the Authority Board instead of Trustee Reed to present the activity report and provide updates. Trustee Reed was in agreement with Trustee Mendez's suggestion but wants to present this to the Durant Area Chamber Board of Directors to determine how they (the Durant Area Chamber Board of Directors) want to move forward. Trustee Hawthorne stated it still needs to go through the bid process. Chairman Thorpe stated he still feels that a full time director should be able to be hired within the next six months. Trustee Reed agreed but stated the full time director should be under the umbrella of the Durant Area Chamber of Commerce for payroll purposes, for oversight purposes and for being able to utilize the staff in the Durant Area Chamber of Commerce office. The Durant Area Chamber of Commerce could offer the new full time director the same employment benefits as the other Durant Area Chamber of Commerce staff. The Authority Board generally agreed that Trustee Reed could work with Trustee Mendez to develop a bid packet.

Motion was made by Charles Calhoun and seconded by Destry Hawthorne to approve management fee for October 2018 in the amount of \$5000 to the Durant Area Chamber of Commerce as a representative of the Durant Tourism Economic Development Authority. Motion Passed with the following vote:

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

Absent: Patel

5. Information Items

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

6. New Business

Trustee Davison asked when the grant applications were going to be reviewed and acted upon. Discussion followed.

Chairman Thorpe asked for an update on the bidding process for the website. Trustee Reed stated she expects to receive two more bids for consideration. Potential bidders were given an additional 45 days to submit their bids.

Adjournment

Motion was made by Charles Calhoun and seconded by Destry Hawthorne 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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Website Design
Vendor

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Update on Event Signs

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: 11/9/2018
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe and Trustee Janet Reed
Re: Update on Bill Boards

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Update on Advertising for LTA

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval for DTEDT Trust Authority Request for Proposal

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval for Durant Area Chamber of Commerce
(Representative of DTEDA) Monthly Management Fee

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval for Support of Public Relations Marketing for Community

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Discuss and Consider Approval of Grant Applications

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: 11/9/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce (Representative of DTEDA) Activity Report -
October/November

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: 11/9/2018
To: Tourism Economic Development Authority
From: City of Durant Treasurer's Office
Re: Lodging Tax Historical Report

Council Information / Action Requested

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