

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 1:15 p.m. on the 15th day of December, 2017.

MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM ECONOMIC DEVELOPMENT AUTHORITY OF May 8, 2019 AT 4:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

SWEARING IN OF TAMMY CROSS

City Clerk Cynthia Price performed the swearing in ceremony for Tammy Cross. Ms. Cross will serve the remainder of the term for the board position vacated by Bert Davison.

CALL TO ORDER

Chairman Thorpe called the meeting to order.

INVOCATION/FLAG SALUTE

Trustee Calhoun provided the invocation. Trustee Cross led the flag salute.

ROLL CALL

Present:

Trustee Charles Calhoun
Trustee Tammy Cross
Trustee Janet Reed
Chairman Jim Thorpe

Absent:

Trustee Dennis Garrett Trustee Mina Patel

Chairman Thorpe declared a quorum.

ORDER OF BUSINESS

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 from April 10, 2019

Approved

Motion was made by Janet Reed and seconded by Chairman Thorpe to approve regular meeting minutes of April 10, 2019.

Motion Passed with the following vote:

Ayes: Calhoun, Cross, Reed, Thorpe
Absent: Garrett, Patel

2. Citizen Comments on Non-Agenda Items

There were no citizen comments.

3. Administration

- a. Consider Approval of Budget Decrease Due to Revenue Trending Down and Budget Transfers of Appropriations

Approved

Finance Director Judy Siemens addressed the Authority Board and stated she is requesting a budget decrease to \$400,000 based upon revenue trending down. Ms. Siemens stated the budget transfers of appropriations are to move money down to the appropriate categories in which expenditures occurred.

Motion was made by Janet Reed and seconded by Charles Calhoun to approve a budget decrease in the amount of \$60,000 and approve budget transfers of appropriations.

Motion Passed with the following vote:

Ayes: Calhoun, Cross, Reed, Thorpe
Absent: Garrett, Patel

- b. Discuss Agenda Preparation and Minutes and Take Possible Action

Tabled

The city clerk currently prepares both the agenda and the meeting minutes. Trustee Reed stated she and Chairman Thorpe had discussed

preparing the agenda themselves and having the city clerk prepare the meeting minutes in an effort to make the process easier. City Clerk Price expressed she did not oppose the Durant Area Chamber of Commerce taking over these duties but it was her position that whomever had the responsibility of preparing the agenda should also prepare the meeting minutes. City Attorney Tom Marcum stated the City of Durant is the beneficiary of the trust authority but the city clerk is not required to prepare the agenda and/or the meeting minutes. Trustee Calhoun expressed concern about the agenda being posted on a website if the city clerk did not perform this function. City Attorney Marcum stated the trust authority has its own website on which to post the agenda and the posting requirement would be met by posting the agenda on the authority website. City Attorney Marcum stated it was his position that whomever prepared the agenda should also prepare the minutes. He stated the city clerk currently performs those functions as a courtesy but is not required to do so. City Attorney Marcum stated the entire process should probably be taken in-house by the Durant Area Chamber of Commerce and those duties included under their contract as a management service. There was a question as to whether the city clerk could receive compensation for services she provides to the authority. It was determined further research was needed.

Motion was made by Tammy Cross and seconded by Janet Reed to table this item.

Motion Passed with the following vote:

Ayes: Calhoun, Cross, Reed, Thorpe
Absent: Garrett, Patel

- c. Discuss Budget for FY 2019-2020 and Take Possible Action

No Action Taken

- d. Discuss Horseshoe Championship and Baseball Tournaments and Take Possible Action

Trustee Calhoun suggested horseshoe championships and baseball tournaments as a way to promote tourism. Trustee Reed stated the horseshoe championships are sanctioned events. She reviewed the rules and regulations to become a sanctioned entity and said it is a lengthy process. Trustee Reed stated she is in favor of bringing sanctioned events to Durant however the process is very complex and more than what the authority board could do on its own. The authority board would need to find an organization willing to sponsor sanctioned events and do what was needed to bring it into the area. Trustee Cross stated she has held sanctioned events in the past and it is a tremendous commitment and an

incredible amount of work. Chairman Thorpe asked Trustee Cross if she would be willing to take on that responsibility on behalf of the Durant Tourism Economic Development Authority who would compensate her for her time and expenses. Chairman Thorpe stated he would like to continue this discussion at a future meeting and invite someone who has experience with organizing sanctioned events to speak to the Authority Board.

e. Discuss Future Reports from Choctaw DTEDT Representative at Beginning of Monthly Meetings and Take Possible Action

Chairman Thorpe addressed the Authority Board and stated he would like to have Erica Kosemund present a five minute report each month and bring the Authority Board up to date on promotional/marketing activities at the Choctaw Nation. Chairman Thorpe stated he will contact Ms. Kosemund.

f. Discuss Grant Agreements/Grant Recipients Giving Wrap Up Reports at Future Meetings and Take Possible Action

Trustee Reed stated she would like to make the following changes to the grant application/agreement: 1) Make sure the date of the event is on the first page; 2) Attach the grant agreement to the original copy to make sure the applicant understands fully that Discover Durant has to be first and foremost as the advertising agent; 3) on Page 2 of the Grant Application under 'Selection Criteria', Questions 1-9 need to be judged on a metric scale and be scored from 1-10. Trustee Reed stated she does not believe grant applications in excess of \$10,000 should be considered. Trustee Reed suggested that there be a scheduled meeting for grant presentations to be held an hour prior to the regular scheduled meeting.

Motion was made by Janet Reed and seconded by Charles Calhoun to include the date of the event on the front page of the grant, cap grants at a \$10,000 maximum amount and add the acceptance agreement to the grant packet so the applicant has a copy before they ever sign the application..

Motion Passed with the following vote:

Ayes: Calhoun, Cross, Reed, Thorpe
Absent: Garrett, Patel

g. Discuss Billboards and Take Possible Action

Jennifer Taylor addressed the Authority Board and stated a contract has been signed for a billboard on the West side of Northbound 69/75 in Calera (near the Calera Nursing Home and Best Western Express). The contract is for both the top and the bottom of the sign. The bottom of the sign can be rotated out for various events as they come in. Chairman Thorpe asked that

all members of the Authority Board be signatories on contracts. Trustee Reed suggested that an addendum be created which each board member could sign and then affix to the contract.

- h. **Discuss Agreement with Durant Area Chamber of Commerce for Disbursement of Funds for Tourism Management Contract and Take Possible Action**

No action taken.

Trustee Reed stated the management proposal that was submitted was dated January 1 so there is a balance that is included on the addendum entitled 'Terms of disbursement for Agreement'. Trustee Reed stated City Attorney Marcum did not address the addendum when the contract was presented for approval. Trustee Reed stated the management proposal was approved in February 2019 but it was dated January 1, 2019. Trustee Reed stated Paragraph 3 of the management services contract presented for approval by City Attorney Marcum states compensation should be paid on a pro rata basis through June 30, 2019 however the Durant Area Chamber of Commerce has continued to receive the lesser amount of \$5,000 per month leaving a balance owed on the contract for January through June 2019.

Motion was made by Tammy Cross and seconded by Charles Calhoun for payment of management fees in the amount of \$6,250 for the month of May 2019 and \$6,250 for the month of June 2019 to complete out the contract for the year.

The city clerk was asked by Chairman Thorpe to contact City Attorney Tom Marcum to find out if the motion could still pass if Trustee Reed abstained. City Attorney Marcum confirmed to the city clerk via cell phone that the motion would still pass if Trustee Reed abstained.

Motion Passed with the following vote:

Ayes: Calhoun, Cross, Thorpe
Absent: Garrett, Patel
Abstain: Reed

- i. **Discuss Monthly Management Fee for Durant Area Chamber of Commerce and Take Possible Action**

No action taken.

4. Information Items

- a. Financial Report

- b. Durant Area Chamber of Commerce (Representation of DTEDA)
Activity Report - April/May 2019

6. New Business

Chairman Thorpe asked for an update on the website. Jennifer Taylor stated she has talked with Chris Pierce of Computer Services and he is continuing to work on getting the website up and ready. Ms. Taylor stated she is getting photos to Mr. Pierce for the website.

Trustee Reed stated she is going to ask their representative to get bids on the video. Once the video is shot, it could be shown on the website.

Chairman Thorpe encouraged everyone to attend the ceremony at the 'Wall That Heals' event on May 9, 2019

Chairman Thorpe encouraged everyone to attend the funeral of Former Senator Billy Mickle on May 10, 2019.

Adjournment

Motion was made by Janet Reed and seconded by Charles Calhoun to adjourn meeting.

Motion Passed with the following vote:

Ayes: Calhoun, Cross, Reed, Thorpe

Absent: Garrett, Patel