



NOTICE OF MEETING AND AGENDA
MIAMI CONVENTION AND VISITORS BUREAU (MCVB)
MONDAY JULY 13, 2026
10:00 A.M.

MIAMI CONVENTION AND VISITORS BUREAU OFFICE CONFERENCE ROOM
111 NORTH MAIN, MIAMI, OKLAHOMA 74354

Filed in the Office of the City Clerk and displayed in the main lobby of the Miami Civic Center and by posting on www.miamiokla.gov starting at 10:30 AM PM on July 09, 2026, pursuant to 25 O.S. § 311(9) (a) and (b).

Melissa Moore
Melissa Moore, City Clerk

THE BOARD MAY TAKE ANY OF THE FOLLOWING ACTIONS: DISCUSS, CONSIDER VOTE FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, POSTPONEMENT AND/OR MAKE RECOMMENDATION TO THE CITY COUNCIL ON ANY ITEM LISTED IN THIS AGENDA:

- | | | |
|-----|--|-----------------|
| 1. | Call Meeting to Order | Chairman Dunkel |
| 2. | Public Input and Unscheduled Personal Appearances
Each person will be limited to three minutes. The purpose of this agenda item is to provide an opportunity for citizens' comments and public announcements. In keeping with the principles of the Oklahoma Open Meeting Act, Board Members and city staff will not engage in discussion or take any action under this agenda item. If you seek discussion or further inquiry, please contact the Board Member, the Chairman or the office of the city manager. Responses to citizen comments, if any, will occur under an applicable Agenda item at this or a future public meeting, or a response may be given by a phone call, personal meeting or a posting on the city website: www.miamiokla.gov . | Chairman Dunkel |
| 3. | Discussion and Approval March 2026 Meeting Minutes | Chairman Dunkel |
| 4. | Miami Main Street Report | Jesse Black |
| 5. | Convention and Visitors Bureau Office Report Office Report | Trinda Crow |
| 6. | Hotel/Motel Tax Report | Lauren Hart |
| 7. | Heritage Fest 2026 Update | CVB Staff |
| 8. | Grant Updates | Trinda Crow |
| 9. | Discussion on Requested Volunteer Forms | Trinda Crow |
| 10. | Other New Business, if Any, Which Has Arisen Since the Posting of the Agenda and Could Not Have Been Anticipated Prior to the Time of Posting (25 O.S. § 311(9)) | |

11. Community Reports

Chairman Dunkel

12. Adjournment

Chairman Dunkel

The Board is committed to making this meeting accessible to all citizens. If special assistance or accommodation is required, please submit your request to the City Manager's office. We also ask that those in attendance place all electronic devices on silent. Thank you.

THE CHAIRMAN AND MIAMI CONVENTION AND VISITORS ADVISORY BOARD (MCVB) MET IN REGULAR MEETING MONDAY, MARCH 9, 2026, IN THE CVB CONFERENCE ROOM AT 10:04 AM WITH THE FOLLOWING MEMBERS PRESENT:

Kevin Dunkel, Chairman
Bless Parker, Board Member
Colby Allen, Board Member
Kelly Garber, Board Member
Serena Wilson, Board Member
Gary Crow, Board Member
Greg Forkum, Board Member

Trinda Crow, CVB Director

The agenda for the meeting was displayed in the main lobby of the Miami Civic Center and by posting on www.miamiokla.net starting at 9:00 AM on March 5, 2025, pursuant to 25 O.S. § 311(9) (a) and (b).

Call to Order

Chairman Dunkel called the meeting to order at 10:02 AM

Public Input and Unscheduled Personal Appearances

None

Discussion and Approval of January 2026 Meeting Minutes:

Board Member Parker made a motion to approve the August minutes. Board Member Garber made the second. The board was polled with the following results:

Parker: Aye, Garber: Aye, Allen: Aye, Wilson: Aye, Forkum: Aye, Crow: Aye, Chairman Dunkel: Aye

Chairman Dunkel declared the motion carried.

Miami Main Street Report:

Jesse Black gave an update on Main Street. Where's Bless O'Parker will be March 16-20. Will be a week of shopping. Each store will have a leprechaun cut out Bless Parker and shoppers can get discounts by finding it. Jesse and Trinda will be attending the Main Street National Conference April 12-15. September 19 will be the 66 Junktique Market. The Main 66 Venue is now officially open and have already had bookings.

none

Convention And Visitors Bureau Office Report:

Trinda gave the report on the CVB. The CVB team has been busy. Miami was awarded the Mayor's Conference. It is in good shape. Contracts are in process for Heritage Fest, and sponsorship packets have been sent out. The Obelisk grant was received for the corner of Security Bank. All cities on Route 66 will be receiving a 6x6 Route 66 photo op. Colby Allen is the one working on it. The wayfinding signs have been sent to Colby. Trinda is newly on the Route 66 Association Board, and Trinda will be on the Green Country Tourism Board of Directors, with Jesse asking as a backup.

none

Review of MCVB Hotel/Motel Tax Collection:

Lauren Hart gave a review of the CVB hotel tax. Taxes are down 6%. Hoping to make up for it by June.

No action was taken

Mayors Summer Conference Update:

Board Member Bless Parker spoke on the Mayors Summer Conference. There will be around 100 mayors and their spouses. They will be in Miami for 4 days and 3 nights. There are a lot of meetings, and shopping time for spouses. Planning is moving along. OML has been impressed with Miami's team.

none

8 Man Football Update:

Lauren Hart gave an update on 8 Man. It has been going very well this year. Still missing 24 packets. 250 spots for the banquet. Lauren has weekly talks with the director

none

Heritage Fest 2026 Update:

Trinda Crow gave a Heritage Fest update. Rigs on the Route is coming back. Raising funds for the Childs Advocacy Center. There is a new Sponsorship level for a drone show. We are looking good and ahead.

none

Community Reports:

Hot rods driving from Springfield to Tulsa June 4-5. Do our best to make the drivers feel welcome

Adjournment

Board Member Parker made a motion to adjourn. Board Member Garber made the second. The board was polled with the following results:

Parker: Aye, Garber: Aye, Allen: Aye, Wilson: Aye, Forkum: Aye, Crow: Aye, Chairman Dunkel: Aye

Chairman Dunkel declared the meeting adjourned at 10:36

Chairman Dunkel

Board Member Garber

Board Member Crow

Board Member Forkum

Board Member Allen

Board Member Parker

Board Member Wilson

Attest: _____

**HOTEL TAX
MAY
2026**

Reg #	Name of Business	Date Received	Gross Receipts	Total Exemptions	Net Taxable Receipts	Amount of Tax	Less 3% Discount	Late Fee	Amount of Tax Due
VACASA LLC					-	-	-		-
SURIYAM	Days Inn	6/2/2026	58,779.18		58,779.18	2,938.96	88.17		2,850.79
JEET LLC	Woodridge Inn	6/9/2026	7,955.30	280.00	7,675.30	383.77	11.51		372.25
SAAVI STAR GROUP	Deluxe Inn & Suites	6/15/2026	15,838.05		15,838.05	791.90	23.76		768.14
HUNUMANT LLC	Microtel	6/12/2026	77,798.42	641.41	77,157.01	3,857.85	115.74		3,742.11
SARINA HSOPITALITY	Comfort Inn	6/15/2026	46,780.00		46,780.00	2,339.00	70.17		2,268.83
MIAMI INVESTMENT	Hampton Inn	6/9/2026	198,939.61		198,939.61	9,946.98	298.41		9,648.57
TOTAL RECEIPTS:			406,090.56	921.41	405,169.15	20,258.46	-		19,650.69

302-000-312-2500

TOTAL TAX PAYABLE TO CITY OF MIAMI:

TAX DUE:

19,650.69

Less 1% Administration Fee:

196.51

\$19,454.19

Community Service / Volunteer Worker Process for the City

DATE: 05-27-2026

<p>PURPOSE</p>	<p>This process ensures:</p> <ul style="list-style-type: none">• Proper screening based on risk level and assignment location• Protection of City facilities, staff, and sensitive information• Centralized recordkeeping and oversight• Clear liability controls and compliance documentation
<p>HR + RISK MANAGER CENTRALIZED OVERSIGHT (ALL LEVELS)</p>	<p>All volunteer and community service files must be maintained jointly by HR and the Risk Manager.</p> <p>HR and Risk Manager are responsible for:</p> <ul style="list-style-type: none">• Creating and maintaining official volunteer files• Verifying required documentation by level• Tracking approvals and assignments• Maintaining waiver, release, and indemnity documentation• Overseeing background check and screening documentation• Ensuring compliance with City policy and liability requirements• Retaining records per City retention policy• Confirming completion and closing files• Ensuring proper removal of access (if applicable)
<p>Mandatory Rule:</p>	<p>No volunteer or community service worker may begin work until one of the following members confirms file is complete by Manager, HR, or Risk Manager.</p>
<p>CONTROL</p>	<p>STEP 1 – Intake & Application Required Intake Information:</p> <ul style="list-style-type: none">• Full legal name

Assignment & LEVEL
CLASSIFICATION

- Address
- Phone number
- Emergency contact
- ID verification (Copy Color Only)
- File-Stamp "Court Document (if applicable)
- Hours required

Standard Forms Collected:

- Volunteer Application
- Waiver Sheet, Release Form, Waiver and Indemnity Agreement
- Authorization to Release Information
- Emergency Notification

Level 1

- Department Supervisor approval
- HR notification and file setup

Level 2

- Department Supervisor
- HR review and approval

Level 3

- Department Supervisor
- HR
- Department Head
- City Manager or Designee

LEVEL 1 - EVENT / PUBLIC SERVICE ONLY (LOW RISK)

Approved Work Locations:

- MDRA Events
- CVB & Tourism
- Coleman Events
- Library
- Senior Center \Events
- Park cleanup
- Painting
- Trash pickup
- Event setup

- Landscaping
- Cemetery assistance
- Sporting Events
- Animal Shelter

Access Level:

- Public-facing duties only
- No confidential records
- No financial access
- No HR/system access
- No key or unrestricted access
- Always supervised or event-controlled

Required Paperwork: (Manager\ Admin)

- Volunteer Application
- Waiver Sheet, Release Form, Waiver and Indemnity Agreement
- Authorization to Release Information
- Emergency Notification

**Level 2 – Moderate Risk / Limited Access
Examples**

- Office filing
- Environmental Service Office Access (EVS)
- Clerical support
- Reception assistance
- Inventory assistance

Access

- Limited access to buildings
- Possible incidental exposure to confidential information
- Limited computer access
- No payroll or banking access

Required Screening

- Background check
- Confidentiality agreement
- Supervisor approval
- Drug screening

CAN NOT START UNTIL CLEARED

Additional Controls

- Limited system permissions
- No unsupervised file access
- No password sharing

HR Documentation

- Background check documentation
- Confidentiality agreement
- Department approval forms
- Access authorization documentation

Level 3 – High Risk / Sensitive Information Access Examples

- HR assistance
- Finance support
- IT support
- Utility billing support
- Police/fire administrative assistance

Access

May include exposure to:


- Personnel files
- Payroll information
- HIPAA information
- Banking/account data
- Social Security numbers
- Law enforcement information

Required Screening

- Criminal background check
- Reference checks
- Drug screening
- Confidentiality and nondisclosure agreement
- Department head approval
- City Manager approval (recommended)

Additional Requirements

- Cybersecurity training

- 
- Information security acknowledgment
 - Signed acceptable use policy
 - Limited role-based access only
 - Audit trail/documentation of access

CAN NOT START UNTIL CLEARED

HR Documentation

HR must maintain:

- Screening results
- Access approvals
- Cybersecurity acknowledgments
- Confidentiality agreements
- Training verification
- System access approvals/removals

Volunteer Application



Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in:

- Administration (office help at CVB or TIC)
 Events (concession stands, ball games, rodeo, etc.,)

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with us.



City of Miami

WAIVER SHEET, RELEASE, WAIVER AND INDEMNITY AGREEMENT

Name of Volunteer (please print): _____

Address: _____ Phone: _____

Volunteer Activity: _____

Dates / Location of Volunteer Activity: _____

In consideration of my being allowed to volunteer my time and physical body to service to the City of Miami, I HEREBY AGREE AS FOLLOWS.

I HEREBY ASSUME ALL RISKS INVOLVED IN MY VOLUNTARY SERVICE.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the City of Miami, Inc., its officers, all for the purposes herein referred to as "releasee" from all liability to the undersigned, representatives, assignees, heirs, and next of kin for any loss or damage on account of injury to person (including death) or property.

I HEREBY AGREE TO INDEMNIFY, SAVE AND HOLD HARMLESS the release from any loss, liability, damage or cost it may incur due the present of the undersigned in anyway while volunteering my time and physical body whether caused by the negligence of releasee or otherwise for losses, damages (including attorney's fees) which may be brought against me or against any of them by anyone claiming to be injured (including death) as a result of any injury caused by me or injury to my or the claimant's property which may occur as a result of my participation.

THE UNDERSIGNED FURTHER EXPRESSLY AGREES that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by law in Oklahoma and that if any portion is held invalid it is agreed that the balance shall continue in full force and effect.

I (and parent / legal guardian, if volunteer is under age 18) have carefully read this release and understand and agree with all of its terms and conditions.

Signature of Volunteer

Date

Signature of Parent / Legal Guardian
(if volunteer is under age 18)

Date



CITY OF MIAMI, OKLAHOMA
AUTHORIZATION TO RELEASE INFORMATION

I, _____, am applying to serve as a volunteer and/or community service worker with the City of Miami. In order to process and evaluate my request to participate in volunteer or community service activities, certain information may need to be made available to representatives of the City of Miami for review and verification purposes.

Therefore, I hereby authorize, request, and direct educational institutions; references; employers (past and present); governmental agencies and instrumentalities (local, state, federal, or foreign); courts or probation offices, if applicable; driving record agencies; and any other person, institution, or organization deemed necessary, to release to the Human Resources Representative for the City of Miami, or any authorized representative thereof, any information, records, documents, or files considered material to my participation as a volunteer or community service worker. I understand that this information may be provided either verbally or in writing and may be used solely for the purpose of determining eligibility, placement, assignment, supervision, and participation within City volunteer or community service.

Further, I release and hold harmless all individuals, agencies, and organizations providing such information from any and all liability or claims arising from the release of this information to the City of Miami or its representatives. Further, I authorize the Human Resources Representative, or designated representative of the City of Miami, to act as my agent for the limited purpose of obtaining and reviewing records and information related to my volunteer or community service participation, including the right to inspect and make copies of such records as necessary. Any request for information made by the City or its representative shall be treated as though made personally by me.

I acknowledge that participation as a volunteer or community service worker does not constitute employment with the City of Miami and does not entitle me to wages, benefits, or continued placement.

Affidavit of _____ [Name of Applicant]

I, _____, being first duly sworn, deposes and says as follows: I have read the above and foregoing Authorization to Release Information, understand the contents thereof, and hereby agree to the release of the above described information.

Date

X _____
Volunteer Signature





EMERGENCY NOTIFICATION

Volunteer Name: _____

Address: _____

Home Telephone: _____ Cell Number: _____

Date of Birth: _____

In Case of Emergency, Please Notify: (Please provide Two (2) Contacts)

Contact Name: _____ Relationship _____

Address: _____

Home Telephone: _____ Cell Number: _____

Work Number: _____

Contact Name: _____ Relationship _____

Address: _____

Home Telephone: _____ Cell Number: _____

Work Number: _____

Any special medical conditions or allergies that emergency medical personnel should be aware of:
