

**MINUTES
PRYOR ECONOMIC DEVELOPMENT TRUST AUTHORITY
REGULAR MEETING
MONDAY, AUGUST 8TH, 2022
12:00 P.M.**

THE PRYOR ECONOMIC DEVELOPMENT TRUST AUTHORITY MET IN REGULAR SESSION IN THE CITY COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

TRUSTEES: **ADAM ANDERSON, ARIANNA DERR, DARRELL MOORE, FRED SORDAHL, DON BERGER, SCOTT MILLER, LARRY WILLIAMS
EX-OFFICIO TRUSTEES: JARED CRISP - MUNICIPAL UTILITY BOARD GENERAL MANAGER, LARRY LEES - MAYOR

1. CALL TO ORDER, PRAYER, PLEDGE OF ALLEGIANCE - MR. ANDERSON.

The meeting was called to order by Adam Anderson at 12:00 p.m. Prayer and Pledge of Allegiance were led by Mayor Lees. Members present: Sordahl, Derr, Berger, Anderson. Members absent: Williams, Moore, Miller.

Others in attendance: Mayor Lees, Jared Crisp, Kim Ritchie, Barbara Hawkins, Jennie LaFave, Meredith Olson, Rickey Hayes, Drew Stott, Chris Curnutt, Cambra Fields and Terry Aylward.

2. APPROVE MINUTES FROM THE JULY 11, 2022 REGULAR MEETING.

Motion was made by Derr, second by Sordahl to approve minutes from the July 11th, 2022 regular meeting, with an amendment to Item 5, stating that Mayes County HOPE wants the grant application to come from Grand Gateway. Derr named Mayes County in the meeting inadvertently. Voting yes: Sordahl, Derr, Berger, Anderson. Voting no: none.

3. PETITIONS FROM THE AUDIENCE.

Drew Stott spoke regarding his desire to see the Castle Theater saved. He hopes it can be repaired and utilized for something. He stated that it was donated to the city, and the city should do everything they can to honor that donation. He stated that his own family donated property downtown for a pocket park several years ago and it has not been done. He also noted that the property would be difficult to sell or utilize for something else, due to its location.

4. REPORT FROM PRYOR AREA CHAMBER OF COMMERCE PRESIDENT, BARBARA HAWKINS.

Hawkins reported that they continue to work on Rocklahoma, Dam J.A.M. and Born and Raised, which are all coming up next month. She stated that they have plenty of volunteers for Rocklahoma, but they would welcome more for Born and Raised. They also continue to work on Jefferson Highway and the trails. They are working on an area-wide chamber alliance, as well.

5. REPORT FROM PRYOR MAIN STREET DIRECTOR, JENNIE LAFAVE.

LaFave reported that there is a lot required for the TSET Grant we have been awarded. TSET is requiring a project manager for the job. She requested approximately \$16,000.00 for the project manager, as well as a letter of support from the city.

LaFave informed Mr. Stott that the Pocket Park is part of the Downtown plan.

Derr stated that TSET will have grants available every year, so we need to do everything required by them in order to be considered for future grants. Derr asked what the deadline is for securing a project manager. LaFave stated that they have a report due on August 10th, but they have not given a specific deadline; however, the support letter is due by September 30th.

It was discussed that this would require an RFP, and Mayor stated that he could give direction on getting that out.

6. REPORT FROM ECONOMIC DEVELOPMENT CONSULTANT, RICKEY HAYES.

Mr. Hayes reported that OML will be in Tulsa in a few weeks, and they will have several options for project managers. He also reported that they are still in the process of moving their offices for, hopefully, the last time. He continues to work with Eco Alliance.

There are several things in the works right now. There is a group seeking to build an Assisted Living/Senior Living facility. There is also a local hotel owner wanting to sell, and an Oklahoma City hotel company wanting to buy. There is also discussion taking place regarding multi-family housing in downtown and historical areas. He continues to visit with a number of possible retailers, as well.

Anderson requested reports from Hayes regarding Pryor statistics that include numbers and percentages. He understands that Mr. Hayes cannot divulge names of interested parties. Derr asked Mr. Hayes if the city can assist with local franchises. Mr. Hayes stated that capital is the big issue. Sordahl stated that a proper location is also an issue.

7. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRIBUTING FUNDS TO THE 20% MATCH OF THE COUNTY-WIDE SAFE ROUTES TO SCHOOL GRANT PROJECT, TO BE INCLUDED IN A WRITTEN SUPPORT LETTER FROM CITY COUNCIL. PRESENTATION FROM MAYES COUNTY HOPE ON BEHALF OF MAYES COUNTY TRAILS ALLIANCE, ARIANNA DERR.

Motion was made by Sordahl, second by Berger to table contributing funds to the 20% match of the county-wide Safe Routes to School grant project, to be included in a written support letter from City Council. Presentation from Mayes County HOPE on behalf of Mayes County Trails Alliance, Arianna Derr.

Derr spoke regarding the item in the agenda packet. She explained that there are two parts to this grant. The first part is a county-wide Comprehensive Safety Action Plan, which is what she spoke about today. Once the action plan portion is completed, we can be in a shovel-ready position to apply for the second part, which is the implementation portion. There are at least eight entities with whom they are visiting to assist with the 20% match, which will be \$80,000.00, as the full grant amount is \$400,000.00. These entities are Pryor Schools, Chouteau Schools, Locust Grove Schools, Salina Schools and each of those municipalities, as well as the county, MidAmerica Industrial Park, Adair, Langley and Spavinaw.

Derr emphasized that this project is a benefit to the whole county for multiple reasons: 1) safety; 2) health; 3) economy. She also stressed that this application is due September 15th.

Sordahl recommended that this be tabled and allow City Council to address it at its next meeting. Voting yes: Derr, Berger, Anderson, Sordahl. Voting no: none.

8. DISCUSSION AND POSSIBLE ACTION REGARDING CREATION OF A SPORTS ECONOMIC IMPACT GRANT IN ORDER TO FUND GRANTS TO YOUTH SPORTS ORGANIZATIONS WHO CURRENTLY UTILIZE CITY FACILITIES FOR THEIR SPORTS COMPLEX.

Motion was made by Sordahl, second by Berger to approve creation of a Sports Economic Impact Grant in order to fund grants to youth sports organizations who currently utilize city facilities for their sports complex. After some discussion, the amount of "up to \$5,000.00" was agreed upon for each organization upon application. Voting yes: Berger, Anderson, Sordahl, Derr. Voting no: none.

9. DISCUSSION AND POSSIBLE ACTION REGARDING GRANTING SPORTS ECONOMIC IMPACT GRANT TO:

- a. PRYOR YOUTH BASEBALL**
- b. PRYOR YOUTH FOOTBALL**
- c. MAYES COUNTY SOCCER**
- d. LAKE AREA SOFTBALL ASSOCIATION**

- a. Pryor Youth Baseball**
- b. Pryor Youth Football**

No action taken. No applications were received from Pryor Youth Baseball or Pryor Youth Football.

Anderson moved to Item d.

d. Lake Area Softball Association

Motion was made by Derr, second by Berger to approve granting Sports Economic Impact Grant in the amount of up to \$5,000.00 to Lake Area Softball Association, toward shade over the bleachers, which will be a \$15,000.00 project. Cambra Fields spoke regarding the need for this project. She stated they also plan to seek funding from the Hotel / Motel Tax Allocation Board, and they plan to apply for an O.D. Mayor grant. Voting yes: Anderson, Sordahl, Derr, Berger. Voting no: none.

Anderson moved back to Item c.

c. Mayes County Soccer

Motion was made by Sordahl, second by Derr to table granting Sports Economic Impact Grant to Mayes County Soccer. Voting yes: Sordahl, Derr, Berger, Anderson. Voting no: none.

10. DISCUSSION AND POSSIBLE ACTION REGARDING CREATION OF A LOAN PROGRAM AND/OR GRANT PROCESS FOR ASSISTANCE TO DOWNTOWN BUILDING OWNERS IN UPDATING OR RESTORING STORE FRONTS.

Motion was made by Derr, second by Berger to amend "creation of a loan program and/or grant process" for assistance to downtown building owners in updating or restoring store fronts to "approve creation of a committee" as discussed, and report back with their findings at the next meeting. It was agreed that they need a formal process mapped out. Main Street has a similar program, but it only applies to the downtown corridor and for facades. The EDTA will have a wider range of area and projects. LaFave stated that she has a form the EDTA can refer to in creating their application. It was also agreed that the amounts would be determined on a case-by-case basis. Voting yes: Derr, Berger, Anderson, Sordahl. Voting no: none.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING DISPOSITION OF THE CASTLE THEATER.

No action. Mayor does not want to rush this decision. Terry Lamar plans to go through the theater and identify areas that can be documented for posterity-sake in the near future.

12. DISCUSSION WITH TRUST MEMBERS CONCERNING THE NEXT STEP IN ASSISTING LOCAL SPORTS ORGANIZATIONS IN SECURING ADDITIONAL FUNDS THROUGH:

- a. HOTEL MOTEL TAX**
- b. OD MAYOR FOUNDATION**

c. CHEROKEE NATION

No action.

13. REVIEW OF FINANCIAL REPORT, MAYOR LEES.

Mayor reported that the current balance in the EDTA fund is \$84,059.00, and another \$50,000.00 is budgeted for approval at City Council on August 16th.

14. ECONOMIC DEVELOPMENT UPDATES - MAYOR LEES, MUB GM JARED CRISP.

Due to the lateness of the hour Mayor and Mr. Crisp gave no reports.

**15. DISCUSSION AND POSSIBLE ACTION REGARDING RESCHEDULING THE
SEPTEMBER MEETING FROM THE 12TH TO THE 19TH.**

Motion was made by Derr, second by Berger to reschedule the September meeting from the 12th to the 19th. Voting yes: Derr, Berger, Anderson, Sordahl. Voting no: none.

16. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

17. ADJOURN.

Motion was made by Derr, second by Sordahl to adjourn at 1:48 pm. Voting yes: Berger, Anderson, Sordahl, Derr. Voting no: none.

PRYOR MAIN STREET FUNDING PROPOSAL - SEPTEMBER 2022

BACKGROUND

PRYOR MAIN STREET - Pryor Main Street is part of the Oklahoma Main Street program, a nationally accredited agency that promotes the economic development of downtown areas. Using the Four Point Approach of design, economic vitality, promotion and organization, Main Street enhances quality of life for the communities they are active in. Pryor Main Street's full mission is to enhance downtown development.

Pryor Main Street has shown itself as an integral part of the downtown community. Since 2018, Pryor Main Street has awarded facade grants, completed multiple beautification projects, provided services to new and existing businesses and continues to show its value by the continued growth of partnerships with area businesses.

Many of the services provided by Pryor Main Street are similar or identical to EDTA initiatives, such as large grant writing requests, local business grants and small business start up opportunities. In addition, EDTA relies on data from Pryor Main Street and its Executive Director to accomplish the goals they have set forth.

In addition, Pryor Main Street is currently managing the multi-phase Streetscape Project. This project has been many years in the making and affects the entire downtown corridor. Pryor Main Street's Executive Director is managing this project on behalf of the City of Pryor but currently receives no compensation for this service from the city. Pryor Main Street's Executive Director applied for and received grant money to initiate funding for Phase I of this project, saving the City of Pryor several hundred thousands of dollars with other funding in progress. Pryor Main Street has reached a point where our resources need to be expanded to be able to reach the full extent of our vision of downtown development. As a reminder, any grant that has been awarded to the City (TSET) or will be awarded to the City (TAP) for the streetscape plan does not fund Pryor Main Street in any way. Pryor Main Street has received zero dollars from any grant written and received. In the year 2022, The City of Pryor Creek was awarded a TSET grant of \$102,749.48 and a matching portion from local supporters of \$103,433.36 totaling an amount of \$206,182.84. This grant was largely written and is managed by Pryor Main Street which received no funding from this grant. The Transportation Alternatives Grant is currently being written by Pryor Main Street on behalf of the City of Pryor and if awarded, will received no funding. The amount of the TAP grant being written now would total approx. \$700,000. Any community forums or reporting for these grants are also conducted by Pryor Main Street.

The Pryor Economic Development Trust Authority (EDTA) and Pryor Main Street have aligning missions and goals for the development of the downtown Pryor corridor. Most recently with the writing of the TSET and TAP grant applications and the required management of those grants and project management, the overlap of shared services and resources has become more evident. The existing and continuing requirements surrounding the revitalization and development of the downtown corridor are evidence of the continued need for the consolidation of resources both physically and financially.

PROPOSAL

An MOU be created that aids in outlining the physical and financial resources needed to provide the shared resources used to facilitate, plan, create new jobs, establish new businesses and/or commercial facilities and entities having the city as beneficiary via sales tax and economic benefit, and manage the downtown revitalization and development projects, grant writing, historic preservations, new business development and other related expenses.

MEMO OF UNDERSTANDING

Pryor Main Street proposes that a MOU be put in place to that will meet the needs of both organizations by:

A: Pryor Main Street will manage the grant writing and application process for grants requests in the downtown area on behalf of the EDTA that align with the goals of downtown development. EDTA will compensate Pryor Main Street for time spent writing and applying for such grants. The written MOU will further define scope of downtown area and projects/grants that will fall under purview of Pryor Main Street and compensation details.

B: EDTA will compensate Pryor Main Street for grants awarded to facilitate the project management requirements of said grants. MOU will outline compensation details.

C: Pryor Main Street will provide data for EDTA meetings or as requested to show the value of partnership by monthly updates at EDTA meetings, committee participation and reports as requested.

D: Pryor Main Street is requesting the recommendation from the EDTA for 50% of the monthly Downtown Development funds (Fund 68) to aid us in the overall synergy of our missions.

By sharing resources, both the City of Pryor Creek and Pryor Main Street will be able to capitalize on existing resources, creating the synergy needed for economic growth of the downtown area.

REPORTING:

Pryor Main Street will give a detailed report annually to the EDTA and City of Pryor Creek to showcase the previous 12 months of accomplishments to be reviewed and discussed.

PRYOR MAIN STREET DOWNTOWN DEVELOPMENT OVERVIEW OF ORGANIZATION

Our Mission Statement

“Pryor Main Street is a non-profit that is building a sense of thriving experience and inviting atmosphere around Pryor's downtown district. Through organization, promotion, design and economic restructuring, we aim to enhance the quality of life of those in and surrounding the community while elevating and revitalizing the existing businesses and establishments.”

Our Vision Statement

“Pryor Main Street’s vision is a thriving non-profit that is aesthetically and structurally attractive and functional. We are an environment that welcomes small businesses and provides them a comfort zone to network and grow. We are considered a necessity in the community and are healthily growing every day.

Though every program is different, Main Street Programs across the country utilize the Main Street 4-Point Approach within their communities. These Points are Design, Economic Vitality, Promotion, and Organization.

BACKGROUND:

2013: Pryor Main Street became a designated program through Oklahoma Main Street Center

2017-2018: We were not hitting Oklahoma Main Street Center requirements and were forced into Inactive with Oklahoma Main Street Center, losing services from state. We had six partnerships.

2019: We regained active status with Oklahoma Main Street Center and began rebuilding the program.

2022: We have reached National Accreditation with Main Street America. We now have ninety-one partnerships and a local impact greater than ever. We are also considered a mentorship community to other Main Street Programs.

CURRENT LOCAL IMPACT THAT SUPPORTS THE 4-POINT APPROACH:

Design:

- Awards facade Grants within downtown corridor
- Purchased and maintains downtown planters and greenery (53)
- Seasonal lightpole banners

Promotion:

- Spearheads the downtown Streetscape project and organizes and engages community input on such projects
- Host of two downtown clean-ups per year (40 full trash bags each time)
- Hosts (10) community events per year
 - Spring Carnival
 - Farm to Table (2/year)
 - Cruise into Summer
 - Treat Yo' Self
 - Fall Festival
 - Mural Art Walk
 - Dancing with the Pryor Stars
 - Lights on Downtown
 - Shop Small Saturday
- Spearheaded historical preservation efforts of the 1942 Tornado Memorial (event and monument)
- Hosts bi-weekly shopping mobs in spring and summer months

Economic Vitality:

- Small Business Support through social media, graphic creationss, mentorship, and other unique services
- Writes and manages other downtown development grants
- Records monthly reports of public and private reinvestment dollars spent within the corridor and volunteer hours
- Records downtown building vacancies, owners, average rental price, and availabilities

Organization:

- Holds a National Accreditation through Main Street America
- Our Executive Director is a Certified Main Street Manager
- Hosts (3) small business networking events per year (Main Street Mixer)
- Provides free training to our downtown merchants in promotions, loss prevention, Google Analytics, social media optimization

- Has a representative that attends 4 trainings/year to learn about preservation, revitalization, Open Meetings Act, community relations, beautification projects, fundraising, community event planning, tourism, upperfloor housing, grant writing, etc.
- Maintains a close relationship with SHPO (State Historic Preservation Office)
- Acts as direct contact and consultant for downtown corridor projects as well as a downtown corridor development advocate through committees, speaking engagements, public relations, etc.

State Services Free to our Downtown Corridor and Partners through Pryor Main Street:

- Has access to Oklahoma Main Street Center's services that are FREE to our downtown merchants through Pryor Main Street:
 - Professional expertise in downtown development
 - Architect Design Assistance for facade, interior, and placemaking
 - Merchandising
 - Window Design
 - Volunteer recruitment and training
 - Board training
 - Fundraising training
 - Website assistance
 - Grant knowledge and training
 - Historical Preservation

Below are the reinvestment reports for 2020 and 2021 with this year exceeding these numbers:

2021 REINVESTMENT REPORT

Pryor Main Street

Designated: 2013



**OKLAHOMA
MAIN STREET**

9,444
2020 Census
Population



2021 Private
Reinvestment
\$16,548

Program to date:
\$2,959,414



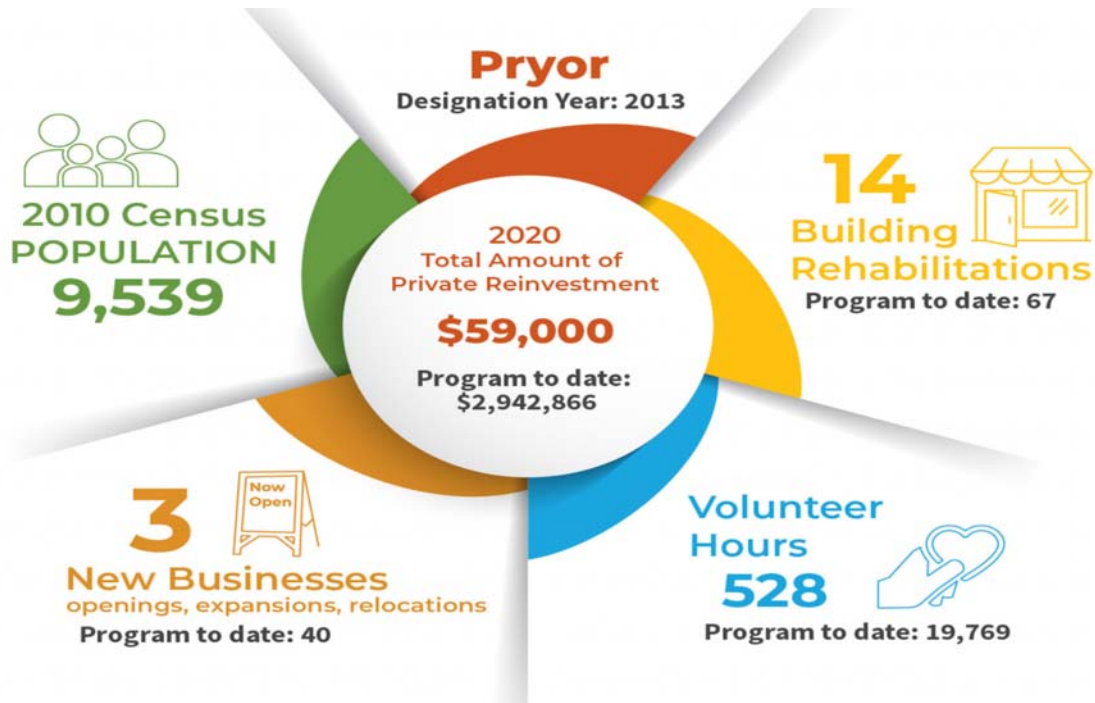
4
Building
Rehabilitations
Program to date: 71

3
New Businesses
Openings, expansions
and relocations
Program to date: 43



608
Volunteer Hours
Program to date: 20,377

2020 REINVESTMENT REPORTS



Program to date reinvestment \$ through volunteers according to the Independent Sector: **\$518,187.11**. This is the dollar amount associated to the number of volunteer hours Pryor Main Street has contributed to the City of Pryor since designation.

Current Pryor Main Street sources of funding from the 2022 budget:

Fundraisers by Pryor Main Street: 32%
Local grants applied for and received: 7%
Partnerships with local businesses: 26%
=65%

Hotel/Motel Tax Allocation: 11% (must be used for tourism)
City of Pryor Creek: 24%
=35%

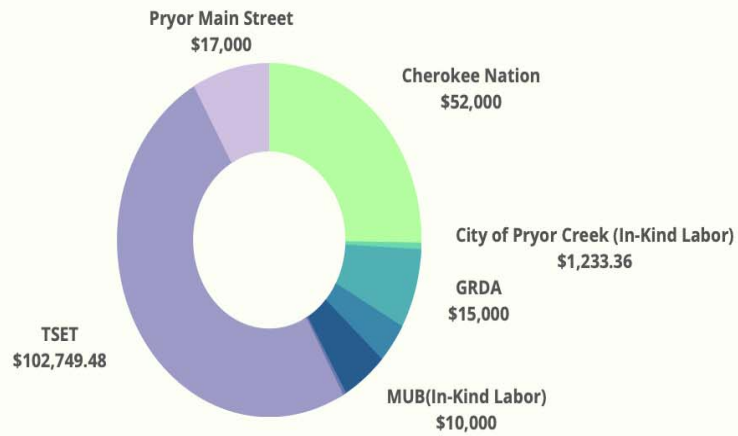
Reminder of TSET Grant Funding Sources and Allocations for Phase One of Downtown Streetscape Plan

TSET Grant Funding Sources 2022

Facilitated by Pryor Main Street on behalf of the City of Pryor Creek

Total Amount Raised:
\$206,182.84

**Total Amount Allocated
for Streetscape:**
\$206,182.84

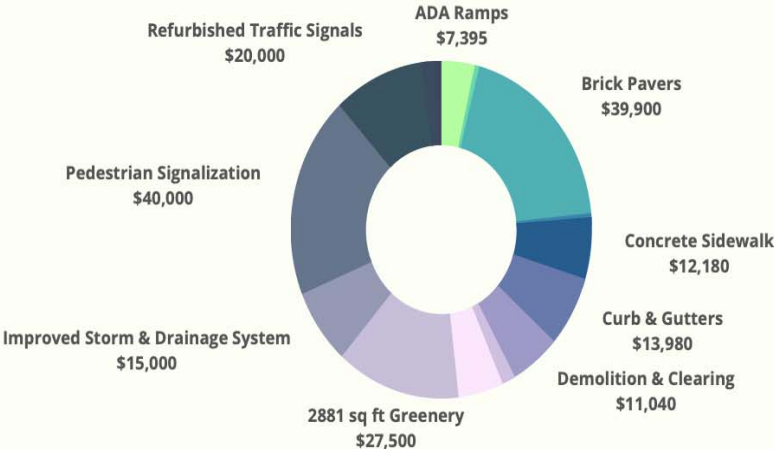


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TSET Grant Funding Allocations 2022

Facilitated by Pryor Main Street on behalf of the City of Pryor Creek

**Total Amount Allocated
for Streetscape:
\$206,182.84**



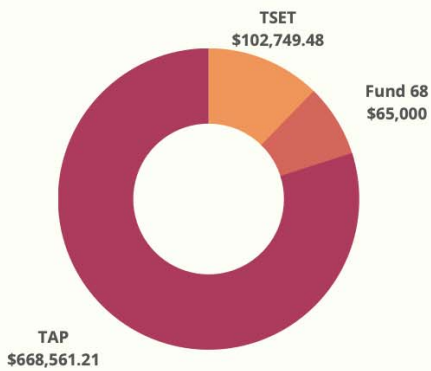
Reminder of TAP Grant Funding Sources for completion of Phase One of Downtown Streetscape Plan (after TSET)

TAP Grant Funding Sources (Applying) 2022

Facilitated by Pryor Main Street on behalf of the City of Pryor Creek

Reminder: We are in application process. Due November 30th.

**Total Amount within
application: \$836,310.68**



CITY OF PRYOR BUDGET 2021-2022		BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 APPROVED 8/16/22	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET					
COMMUNITY DEVELOPMENT (CD)					
02-203-5011	BULDING INSPECTOR SALARY	\$66,527.95	\$73,402.16		4% COLA
02-203-5012	LONGEVITY				
02-203-5013	OVERTIME				
02-203-5014*	COMMUNITY DEV. COORD. SALARY	\$0.00	\$67,743.85		Q/1 \$67,743.85 w/bachelor's degree - new position
**	(CITY PLANNING) CLERK		\$36,400.00		new position
02-203-5015*	ASSISTANT BUILDING INSPECTOR	\$12,000.00	\$30,000.00		contract employee
02-203-5016	CD SICK TIME BUY BACK				
02-023-5017	ABATEMENT HEARING OFFICER EXPENSE	\$600.00	\$600.00		
02-203-5021	CD FICA	\$10,118.39	\$13,628.17		
02-203-5022	CD RETIREMENT AND PENSION	\$11,849.99	\$15,979.14		
02-203-5023	CD HEALTH INSURANCE	\$25,056.36	\$42,595.56		
02-203-5024	CD UNEMPLOYMENT TAX	\$480.00	\$744.00		
02-203-5025	CD WORKERS COMP INSURANCE	\$5,141.67	\$5,141.67		
	SALARY/BENEFITS SUB TOTAL	\$131,774.36	\$286,234.55		
02-203-5026	CD CLOTHING ALLOWANCE	\$1,000.00	\$1,000.00		
02-203-5031	CD SUPPLIES - OFFICE	\$1,000.00	\$1,000.00		
02-203-5032	CD SUPPLIES GENERAL	\$2,500.00	\$2,500.00		
02-203-5061	CD TELEPHONE	\$500.00	\$900.00		
02-203-5062	CD COMMUNICATION				
02-203-5091	CD REPAIR & MAINTENANCE	\$500.00	\$1,000.00		
02-203-5102	CD GAS AND OIL	\$1,000.00	\$1,200.00		
02-203-5111	CD EDUCATION EXPENSE	\$1,500.00	\$1,500.00		
02-203-5222	EDTA	\$50,000.00	\$50,000.00		
**	COMPUTER & SOFTWARE SUPPORT		\$9,000.00		update
02-203-5344	CD NUISANCE CLEAN UP				
02-203-5413	CD CAP OUTLAY-SM PURCHASES	\$1,000.00			
	COMMUNITY DEVELOPMENT TOTAL	\$190,774.36	\$354,334.55		

CITY OF PRYOR BUDGET 2021-2022	BUDGET 2021 - 2022 ACTUAL	BUDGET 2022 - 2023 APPROVED 8/16/22	EXPENSES - ACTUAL	NOTES
CITY OF PRYOR BUDGET				
EDTA				
98-		\$50,000.00		