

**MINUTES
BUDGET AND PERSONNEL
REGULAR MEETING
TUESDAY, OCTOBER 11TH, 2022
5:30 P.M.**

THE BUDGET AND PERSONNEL COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

Committee Members: **Choya Shropshire, Lori Siever, Evett Barham, Randy Chitwood (alt.)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:35 p.m. by Choya Shropshire. Members present: Choya Shropshire, Lori Siever and Randy Chitwood. Members absent: Evett Barham.

Others present: Mayor Lees, Dennis Nichols, Kevin Tramel, Dustin Van Horn, BK Young and Terry Aylward.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions.

Shropshire moved to Item 4.

4. MAYOR'S REPORT.

a. Tax Reports.

Mayor reported that annualized Sales and Use Tax are at \$11,418,823.00, which is about level with this time last year.

b. Review of Financial Status.

Mayor referred to the Combined Cash Investment Report. He noted that the General Fund currently shows approximately \$784,000.00 in the red. Fund 44 has had significant action. It shows a balance of approximately \$500,000.00. He noted that the Golf and Recreation budgets are the shining stars. Recreation Center shows \$141,900.00 in the red, but part of that was the Fitness Court, and monies from grants will be coming in which will offset some of the deficit. \$6,100.00 was received from the Jock Mayor Foundation. Street Budget currently shows a balance of \$2,600,000.00.

c. General Fund Budget Review.

Period Actual on the report shows all zeros. We are behind on updating the system, so that will be changing. There have been some difficulties in getting everything posted.

Shropshire moved back to Item 3.

3. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 13TH, 2022, REGULAR MEETING.

Motion was made by Siever, second by Chitwood to approve the minutes of the September 13th, 2022, regular meeting. Voting yes: Shropshire and Siever. Abstaining, counting as a no vote: Chitwood. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AMENDING THE 2022-2023 PRYOR CREEK RECREATION BUDGET TO FUND THE FOLLOWING ACCOUNTS: AQUATIC TEMP SALARIES ACCOUNT #84-846-5018 IN THE AMOUNT OF \$48,000.00;

SWIM INSTRUCTORS TEMP SALARIES ACCOUNT #84-846-5019 IN THE AMOUNT OF \$6,000.00; AND FLOOR STAFF TEMP FITNESS SALARIES ACCOUNT #84-848-5018 IN THE AMOUNT OF \$35,000.00. SAID FUNDING REFLECTS A DEDUCTION IN PRYOR CREEK RECREATION CENTER CAPITAL IMPROVEMENTS ACCOUNT #84-845-5413 IN THE TOTAL AMOUNT OF \$89,000. THIS ACTION CLEARS THE ERROR OF NON-FUNDING THE LISTED ACCOUNTS WITHOUT CHANGING THE TOTAL FOR THE PRYOR CREEK RECREATION CENTER 2022-2023 BUDGET.

Motion was made by Siever, second by Chitwood to recommend Council action regarding amending the 2022-2023 Pryor Creek Recreation Budget to fund the following accounts: Aquatic Temp Salaries Account #84-846-5018 in the amount of \$48,000.00; Swim Instructors Temp Salaries Account #84-846-5019 in the amount of \$6,000.00; and Floor Staff Temp Fitness Salaries Account #84-848-5018 in the amount of \$35,000.00. Said funding reflects a deduction in Pryor Creek Recreation Center Capital Improvements Account #84-845-5413 in the total amount of \$89,000. This action clears the error of non-funding the listed accounts without changing the total for the Pryor Creek Recreation Center 2022-2023 Budget. Mayor stated that this action will clear two errors and will not change the bottom line. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AMENDING THE GOLF BUDGET TO INCREASE PAYMENT FOR TEMPORARY EMPLOYEES FROM \$10.00 PER HOUR, AS FOLLOWS:

- A. TEMP LABOR 1 – FAIRWAY MOWER - \$15.00 PER HOUR**
- B. TEMP LABOR 2 – ROUGH MOWER - \$15.00 PER HOUR**
- C. TEMP LABOR 3, 4 & 5 - \$13.00 PER HOUR**

THIS PROPOSED INCREASE WILL AMEND THE BUDGET LINE ITEM #41-415-5012 FROM \$72,900.00 TO \$107,868.00 AND THE TOTAL GOLF BUDGET FROM \$678,983.03 TO \$713,951.03. PRESENT REVENUE-PRODUCING TRENDS SUPPORT THIS ACTION.

Motion was made by Siever, second by Chitwood to recommend Council action regarding amending the Golf budget to increase payment for temporary employees from \$10.00 per hour, as follows:

- a. Temp Labor 1 – Fairway Mower - \$15.00 per hour
- b. Temp Labor 2 – Rough Mower - \$15.00 per hour
- c. Temp Labor 3, 4 & 5 - \$13.00 per hour

This proposed increase will amend the budget line item #41-415-5012 from \$72,900.00 to \$107,868.00 and the total Golf budget from \$678,983.03 to \$713,951.03. Present revenue-producing trends support this action. Mayor stated that the Golf revenue is healthy enough to fund this increase. It was also noted that these employees are not year-round. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$9,672.88 TO DELL TECHNOLOGIES FOR 8 OPTIPLEX 7090 COMPUTERS FOR THE PRYOR CREEK POLICE DEPARTMENT. THIS IS NASPO PRICING AND WAS INCLUDED IN THE 2022-2023, POLICE EQUIPMENT CAPITAL OUTLAY BUDGET ACCOUNT #44-445-5424.

Motion was made by Siever, second by Chitwood to recommend Council action regarding an expenditure in the amount of \$9,672.88 to Dell Technologies for 8 Optiplex 7090 computers for the Pryor Creek Police Department. This is NASPO pricing and was included in the 2022-2023, Police Equipment Capital Outlay Budget Account #44-445-5424. Tramel stated that these will be the towers in the common area for the patrolmen at the new Police Department. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO AUTHORIZE THE PRYOR CREEK POLICE DEPARTMENT TO BEGIN THE SELECTION PROCESS FOR THREE (3) PATROL OFFICERS, INCLUDED IN THE 2022-2023 POLICE BUDGET. HIRE DATES TO BE DETERMINED BY MAYOR AND COUNCIL.

Motion was made by Chitwood, second by Siever to recommend Council to authorize the Pryor Creek Police Department to begin the selection process for three (3) patrol officers, included in the 2022-2023 Police budget. Hire dates to be determined by Mayor and Council.

Chief Nichols stated that this is a long hiring process, so he would like to get started now and have people in place when they are ready to hire them. Shropshire wanted to table this until the finances are in better shape. Mayor recommended putting the process in motion without the commitment to hire. At that point, the candidates will be brought to Council for approval.

Voting yes: Siever and Chitwood. Voting no: Shropshire.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING AN EXPENDITURE IN THE AMOUNT OF \$3,250.00 TO FRED TAYLOR ENTERPRISES, INC. FOR FIVE (5) LA-Z-BOY RECLINERS FOR THE PRYOR CREEK FIRE DEPARTMENT FROM BIDS RECEIVED. TO BE PAID FROM FIRE DEPARTMENT DONATIONS ACCOUNT #96-965-5543. OTHER BIDS RECEIVED: FIRE STATION - \$3,249.95 (DOES NOT INCLUDE SHIPPING COST); LA-Z-BOY - \$6,395.00.

Motion was made by Chitwood, second by Siever to recommend Council action regarding an expenditure in the amount of \$3,250.00 to Fred Taylor Enterprises, Inc. for five (5) La-Z-Boy recliners for the Pryor Creek Fire Department from bids received. To be paid from Fire Department Donations Account #96-965-5543. Other bids received: Fire Station - \$3,249.95 (does not include shipping cost); La-Z-Boy - \$6,395.00. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING TRANSFER OF \$150,000.00 FROM CAPITAL OUTLAY – FIRE DEPARTMENT ACCOUNT #44-445-5422 TO FIRE TRUCK RESERVE ACCOUNT #45-455-5412.

Motion was made by Siever, second by Chitwood to recommend Council action regarding transfer of \$150,000.00 from Capital Outlay – Fire Department Account #44-445-5422 to Fire Truck Reserve Account #45-455-5412. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING OPENING APPLICATIONS FOR THE CITY DEVELOPMENT COORDINATOR/ CITY PLANNER POSITION WHICH WAS APPROVED IN THE 2022-2023 FY BUDGET ITEM #02-203-5014.

Motion was made by Chitwood, second by Siever to recommend Council action regarding opening applications for the City Development Coordinator/ City Planner position which was approved in the 2022-2023 FY budget item #02-203-5014. Mayor stated the importance of these positions and the importance of getting this process started, but he asked that this item and 12 and 13 be tabled until the financial situation is more sound.

Chitwood and Siever amended their motion and second to table opening applications for the City Development Coordinator / City Planner position which was approved in the 2022-2023 FY budget item #02-203-5014, until the financial situation is more sound. Voting yes: Siever, Chitwood, Shropshire. Voting no: none.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING REQUESTING BIDS FOR RENOVATION OF THE CITY HALL LARGE STORAGE ROOM TO BE CONVERTED INTO A SMALL STORAGE ROOM AND TWO OFFICES AS SHOWN ON THE DRAWING. THESE

TWO OFFICES ARE INTENDED TO BE OCCUPIED BY A CITY PLANNER AND A CLERK. THIS PROJECT IS ESTIMATED TO COST \$27,628.00 AND IS BUDGETED TO EXPENSE FROM GENERAL REPAIR AND MAINTENANCE ACCOUNT #02-201-5091.

Motion was made by Chitwood, second by Siever to table requesting bids for renovation of the City Hall large storage room to be converted into a small storage room and two offices as shown on the drawing. These two offices are intended to be occupied by a City Planner and a clerk. This project is estimated to cost \$27,628.00 and is budgeted to expense from General Repair and Maintenance Account #02-201-5091. Voting yes: Chitwood, Shropshire, Siever. Voting no: none.

13. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ORDERING FURNISHINGS FOR THE CITY PLANNER AND CLERK OFFICES FROM L&M OFFICE FURNITURE AT STATE CONTRACT PRICING, OMNIA #R191811 & R191804, IN THE AMOUNT OF \$8,727.13 FROM GENERAL REPAIR AND MAINTENANCE ACCOUNT #02-201-5091.

Motion was made by Chitwood, second by Siever to table ordering furnishings for the City Planner and Clerk offices from L&M Office Furniture at State Contract Pricing, OMNIA #R191811 & R191804, in the amount of \$8,727.13 from General Repair and Maintenance Account #02-201-5091. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

14. UNFORESEEABLE BUSINESS. (Any matter not reasonably foreseen prior to posting agenda.)
There was no unforeseeable business.

15. ADJOURN.

Motion was made by Chitwood, second by Siever to adjourn at 6:30 p.m. Voting yes: Shropshire, Siever, Chitwood. Voting no: none.

Sales Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 751,820.11	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73			
February	\$ 705,422.56	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87			
March	\$ 692,054.30	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97			
April	\$ 707,734.29	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02			
May	\$ 716,194.09	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02			
June	\$ 778,619.10	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50			
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54			
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64	\$ 892,231.76			
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44	\$ 871,433.02			
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55				
Total	\$8,958,004.36	\$ 9,536,370.18	\$ 9,915,481.12	\$ 9,594,864.42	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 762,210.98	\$ 883,069.62	\$ 858,434.01	\$ 829,117.54			
August	\$ 772,969.72	\$ 874,325.09	\$ 815,988.59	\$ 864,954.15			
September	\$ 797,162.40	\$ 778,537.41	\$ 846,481.64	\$ 892,231.76			
October	\$ 791,341.32	\$ 743,529.37	\$ 836,959.44	\$ 871,433.02			
November	\$ 729,869.64	\$ 761,329.87	\$ 857,087.62	\$ 880,402.84			
December	\$ 752,605.85	\$ 793,356.56	\$ 828,875.55				
January	\$ 750,055.85	\$ 763,166.19	\$ 858,330.73				
February	\$ 747,343.85	\$ 784,577.85	\$ 965,223.87				
March	\$ 673,114.50	\$ 758,530.01	\$ 739,268.97				
April	\$ 769,552.84	\$ 805,283.96	\$ 888,320.02				
May	\$ 830,287.14	\$ 888,357.25	\$ 961,420.02				
June	\$ 931,868.08	\$ 871,739.01	\$ 844,161.50				
Total	\$ 9,308,382.17	\$ 9,705,802.19	\$ 10,300,551.96	\$ 4,338,139.31	\$ -	\$ -	\$ -



< Home

City Sales Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all counties. To display a single county, enter the county.
- The past 3 years of data is available for searching, For data older than 3 years view Archived Data.

For Treasurers:

Funds have been electronically transferred to your bank account, effective the date shown, for your city's tax collections received by the Oklahoma Tax Commission during the previous month.

This payment represents taxes collected during the previous month and may include interest, penalty, and delinquent remittances due from an earlier month.

If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Year ▼

Month ▼

Entity ▼

Search

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
09-Nov-2022	884,192.39	0.00	0.00	4,420.96	631.41	880,402.84
	884,192.39	0.00	0.00	4,420.96	631.41	880,402.84

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Data is updated each business day



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Use Tax Totals

City of Pryor Creek, OK

	2019	2020	2021	2022	2023	2024	2025
January	\$ 68,525.36	\$ 128,366.65	\$ 47,239.19	\$ 163,297.12			
February	\$ 75,691.84	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83			
March	\$ 82,273.50	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64			
April	\$ 149,970.94	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53			
May	\$ 102,655.42	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48			
June	\$ 97,779.29	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75			
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18			
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50	\$ 87,511.99			
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12	\$ 67,324.75			
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86	\$ 84,759.18			
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71				
Total	\$ 1,159,901.34	\$ 1,049,062.01	\$ 1,017,332.96	\$ 1,092,275.36	\$ -	\$ -	\$ -

FISCAL YEAR

	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
July	\$ 139,814.46	\$ 72,780.21	\$ 68,145.11	\$ 110,868.18			
August	\$ 139,921.75	\$ 20,686.72	\$ 69,921.89	\$ 58,688.91			
September	\$ 46,037.38	\$ 61,303.56	\$ 68,791.50	\$ 87,511.99			
October	\$ 73,880.30	\$ 87,415.09	\$ 116,979.12	\$ 67,324.75			
November	\$ 109,959.30	\$ 85,479.26	\$ 76,090.86	\$ 84,759.18			
December	\$ 73,391.80	\$ 115,292.71	\$ 78,048.71				
January	\$ 128,366.65	\$ 47,239.19	\$ 163,297.12				
February	\$ 116,848.79	\$ 101,872.56	\$ 159,740.83				
March	\$ 93,213.07	\$ 70,027.53	\$ 112,038.64				
April	\$ 101,408.96	\$ 51,642.76	\$ 70,017.53				
May	\$ 81,120.35	\$ 95,247.85	\$ 76,112.48				
June	\$ 85,146.64	\$ 173,325.88	\$ 101,915.75				
Total	\$ 1,189,109.45	\$ 982,313.32	\$ 1,161,099.54	\$ 409,153.01	\$ -	\$ -	\$ -



< Home

City Use Tax Deposit Letter

- Choose a year and month, and click 'Search'.
- Results include all cities. To display a single city, enter the city COPO.
- The past 3 years of data is available for searching. For data older than 3 years, view Archived Data

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If there are any questions concerning this payment, please call or write Dave Francis, (405) 522-6600, Account Maintenance Division, Oklahoma Tax Commission.

Year ▼

Month ▼

Entity ▼

Effective Date	Tax, Penalty & Interest	Refunded	Suspended	Retention	Interest	Total
09-Nov-2022	85,121.41	0.00	0.00	425.61	63.38	84,759.18
	85,121.41	0.00	0.00	425.61	63.38	84,759.18

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HOTEL / MOTEL TAX ALLOCATION GRANT



PROJECT

APPLICATION

To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

Applicant Name: Pryor Main Street

Event Name: Lights On Downtown Community Tree

Date of Event: November 17, 2022

Street address:

8 South Vann Pryor, OK 74361 MAIN STREET OFFICE

502 East Graham Avenue Pryor, OK 74361 EVENT

Contact Person

First name: Jennie

Last name: LaFave

Phone number: 9183731373 E-mail: mainstreetpryor@gmail.com

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c) (3) of the Internal Revenue Code?

Yes

Requested amount: \$8,000 Applicant's Match amount: \$5,505 Total Project Budget: \$13,505.00

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

This is a partnership between Pryor Main Street and the Pryor Creek Police Department to bring downtown an element it has never had. We are seeking a 18 ft holiday tree with white LED lighting to be debuted on November 17th at our Lights on Downtown event and to stay up through the holiday season. This tree will be promoted and highlighted as a "must-see" in Pryor and will be marketed to the surrounding areas and beyond. Pryor Main Street downtown events have grown significantly over the last year and thus us the next element to bring our Lights On Downtown event to the next level. Hundreds, if not thousands, join us at our recent events and this will be a key factor in the marketing of our next event.

This tree can be used for years to come and will be supervised and maintained by the Pryor Creek Police Department as it will be showcased and housed at the new Police and Fire facility located in the heart of Pryor - downtown.

We will engage the Pryor Main Street Design committee to implement decorations for the tree.

In addition to the cost of the tree, we are seeking an additional *** for the tree topper and exterior ornaments.

Where will the event take place?

This event will take place all over downtown, but the tree lighting ceremony will be housed at the new Police and Fire Department located in downtown Pryor.

Resources available for project / event:

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title: Lights On Downtown Community Tree

Revenues:

Total Requested from Hotel / Motel: \$8,000

Total Project Revenues: \$13,505

Community Impact:

(If the event has been held before, please explain how it has impacted the community.)

This will attract those to our community as an enhanced piece of our Lights On Downtown community event. The tree lighting ceremony will attract those from all over to witness as well as shop and eat at our local shops while they are here.

Expenses:

While matching funds are not required, the amount of additional funds, supplies, and materials and staff time as an organization brings to an event, is a good measure of that organization's commitment to success.

Item: 18 ft Tree with LED lighting:\$11,665.00

Ornaments and Tree topper: \$1840

City: \$8,000

Match: \$5,505

Cash:

Total: \$13,505

Advertising: Email blasts, Facebook, Instagram, Pryor Main Street's website, and information will be given to the Paper and the Pip. We will also promote it on the Facebook Group full of other Main Street communities across the state.

Promotional Printing: We will print 80 posters to promote the event and the tree to be disbursed throughout our community and others.

Miscellaneous expenses if applicable:

Total Expenses: \$13,505

Image not found or type unknown







Holiday Outdoor Decor

Specializing in commercial outdoor Christmas decorations, banners, flags and more, since 1921. Knowledgeable and dependable support.

Quotation #:11511

Quote Contents

Product	Quantity	Price
 3D Snowburst Topper - 3' SKU:26425	1	\$811.00
 Commercial Shatterproof Round Ornaments - 8" (200mm) - Milk White SKU:CSRO-8	5	\$78.00
 Commercial Shatterproof Round Ornaments - 8" (200mm) - Gilded Gold SKU:CSRO-8	5	\$78.00
 Commercial Shatterproof Round Ornaments - 6" (150mm) - Red Alert SKU:CSRO-6	3	\$83.00
Subtotal(standard):		\$ 1,840.00
Total(standard):		\$ 1,840.00

Customer Information

Quote Number: 11511

Quote Date: October 25, 2022

Email: mainstreetpryor@gmail.com

Name: Jennie LaFave

Company: Pryor Main Street

Phone Number: (918) 373-1373

Address: 8 South Vann

City: Pryor

State: ok

Zip: 74361

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

Street address:

Street address line 2:

City:

State:

Zip code:

Contact Person

First name:

Last name:

Phone number:

E-mail:

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c) (3) of the Internal Revenue Code?

Yes

No

Requested amount:

Applicant's Match amount:

Total Project Budget:

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

Where and when will the event take place?

Resources available for project / event:

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

Revenues:

Total Requested from Hotel / Motel:

Total Project Revenues:

Expenses:

Advertising

Promotional Printing

Miscellaneous expenses:

Total Expenses:

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION



To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

Name: Pryor Area Chamber of Commerce

Street address:

100 East Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Barbara

Last name:

Hawkins

Phone number:

918-825-0157

E-mail:

bhawkins@pryorchamber.com

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c) (3) of the Internal Revenue Code?

Yes

No

Requested amount:

\$2,300.00

Applicant's Match amount:

\$1,500.00

Total Project Budget:

\$3,800.00

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

2022 is what we anticipate to be the premiere year of the Nativity Museum Christmas Pop-Up in Pryor. Clay and Melissa Hibbert, who built the Cross on the Prairie between Pryor and Adair have more than 400 nativity sets, from around the world. They have been collecting over the past fifty years. The museum will locate at 9 Adair Street, in the center of Pryor's Main Street District, for November and December 2022. The Hibberts are selecting some the most interesting sets from their collection to put on display from November 1 through the first week in January. We have done considerable research regarding Nativity museums and have found none in Oklahoma or any of our surrounding states, other than Texas, which has one in Denton. We believe this is a unique and very desirable focus to attract citizens, and tourists. We are fortunate that the Hibberts are willing to donate.

Where and when will the event take place?

The museum will be located at 9 S Adair, Pryor, OK 74361
Open Thursday-Saturday from 9am-6pm beginning November 3 until January 1.
Open the entire week before Christmas but closed on Christmas Day.

Resources available for project / event:

The event is produced by Clay and Melissa Hibbert. Resources come directly from the Hibberts and their Cross on the Prairie. The Pryor Area Chamber of Commerce is committed to assist with startup and operation costs as well as advertising and promotion - helping cultivate and develop relationships with radio, television and print media throughout NE Oklahoma, the internet and social media campaigns. The project and these efforts will bring increasing numbers of visitors to the event, our community and its shopping area.

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma

Project Title:

2022 Nativity Museum Christmas Pop-Up in Pryor

Revenues:

Total Requested from Hotel / Motel:

\$2,300.00

Total Project Revenues:

\$3,800.00

Expenses:

Advertising

\$300.00

Promotional Printing

\$200.00

Miscellaneous expenses:

Space Rental - \$2,000.00

Utilities - \$1,000.00

Display materials - \$300.00

Total Expenses:

\$3,800.00

Bostick Electric LLC

OK LIC #33987

PO BOX 141

Pryor, OK 74362

918-373-1542

October 31, 2022

ATTN: Gary Buffington

Job: Rec Center pole lights

Quote: \$6729.00

This quote is for the material, labor and lift rental to retro-fit all 24 lights on the 40ft poles with new LED bulbs by taking out the old ballast and direct wiring the socket for new LED bulbs. We will also retro-fit the 5 short walkway poles with new LED bulbs. We will supply all bulbs.

Thank You for Your Business

Jack Bostick



2 J'S ELECTRIC INC.

STATE LICENSE #: OK46359 AR4850 MD2743 VA2705 NC21455 TN050069

4266 W. HIGHWAY 20
PRYOR CREEK, OK 74361
OFFICE (918) 825-6506
FAX (918) 825-7090
OFFICE@2JSELECTRIC.COM

October 31, 2022

TO: Pryor Rec Center
ATTN: Jessica/Gary
SUBJECT: **Electrical quote for lighting retro fit of existing light poles**

Thanks for the opportunity for 2 J's Electric to provide you an electrical quote. Our goal is to offer competitive pricing that's balanced with quality service. After reviewing existing conditions, conversations, and request for pricing, I estimate the cost to be as shown below:

Base Bid Quote – 15 light poles	\$5,250.00
Alt Pricing - 24 light pole total	\$7,850.00

INCLUDES:

- Furnish and install retrofit existing light pole heads with Led retrofit lamps.
- Rewire existing light pole heads to allow for installation of retrofit lamps.
- Furnish materials needed to complete scope of work.
- Furnish bucket truck for elevated work.
- Base bid replaces only light poles that are currently not working.
- Alt pricing replaces/retrofits all light pole heads.
- Scope of work is for light poles in parking light on South side of Rec Center only.

BASE BID EXCLUSIONS:

- Dumpster for trash removal
- Replacement of shoe box light pole heads.
- Replacement of any glass covers for light pole heads.
- Replacement of existing underground wiring (assumed in working order).
- Replacement of any light fixtures mounted on side of building or in ground well lights.
- Any additional work not listed in above inclusions.
- Bonds of any kind.
- Taxes on materials.
- Painting of any electrical equipment

All work will be completed in a competent manner according to standard business practices. Any deviation or alteration to the scope of work involving extra costs will become an additional charge over and above this estimate. This estimate is based on normal weekday working hours and does not cover any charges incurred due to accelerated construction schedules, construction delays, or change alterations. This estimate is based on existing conditions, site visit, and conversations.

Pricing will be honored for 20 days due to the market fluctuations in material costs.

Should you have any questions or require clarification, please contact me at any time, and I will do my level best to be of assistance. Again, we appreciate you for allowing us to show you what we can do on this project. Please remember us for all your electrical needs.

Respectfully Submitted By,
Josh Cagle | VP of 2 J's Electric Inc. | (918) 825-6506

ELECTRICAL SERVICES INC.

P. O. BOX 734
PRYOR, OK 74362
918-825-4640
918-825-4631 FAX
STATE LICENSE NO. 540

19 October 2022

Pryor Creek Recreation Center
1111 SE 9th Street
Pryor, OK 74361

Attn: Jessica Tiger

Electrical Services, Inc. of Pryor Creek, Oklahoma would like to offer an estimate for the following work at the above facility.

- 1) Option 1: Repair 15ea 400W parking lot pole lights:
 - a. Replace 15ea 400W lamps only: \$1900
 - b. *Note: If a new ballast is needed, it will cost an additional \$225 per fixture.
 - c. This option could cost as much as \$5275 total to repair 15 pole fixtures.

- 2) Option 2: 15 New LED fixtures.
 - a. Replace 15ea parking lot pole lights with new LED fixtures - \$7500

- 3) Option 3: All new LED parking lot fixtures
 - a. Replace all 24 large parking lot pole lights with new LED fixtures - \$12,000

Thank you,

Brian Moody

CITY OF PRYOR CREEK, OKLAHOMA
BUDGET AND PERSONNEL
SCHEDULE OF REGULAR MEETINGS FOR
2023

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE PRYOR CREEK **BUDGET AND PERSONNEL COMMITTEE** WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE SECOND TUESDAY OF EACH MONTH, EXCEPT AS OTHERWISE NOTED BELOW*. MEETINGS WILL BE HELD IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND AND PARTICIPATE SHOULD CALL 918-825-0888 AT LEAST 24 HOURS PRIOR TO THE MEETING.

MEETINGS WILL BE HELD AT 6:00 P.M. ON:

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023

July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023

FILED AND POSTED ON THE BULLETIN BOARD ON THE FIRST FLOOR LOBBY AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA THIS ___ DAY OF DECEMBER 2022.

Eva Smith, City Clerk

RESOLUTION NO. 2018-1

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PRYOR CREEK, OKLAHOMA FOR THE FORMATION OF A COUNCIL COMMITTEE TO BE KNOWN AS THE "BUDGET AND PERSONNEL COMMITTEE"; SPECIFYING THE NUMBER OF PERSONS TO BE APPOINTED TO THE COMMITTEE; THE PERIOD OF TIME FOR WHICH SAID COMMITTEE SHALL EXIST; SETTING FORTH THE PURPOSE, SCOPE AND FUNCTION OF THE COMMITTEE.

WHEREAS, For the purpose of fulfilling the responsibilities of the Mayor and Council over the executive and legislative matters of the City as set forth in Article III, Section 8 of the Charter of the City of Pryor Creek, Oklahoma, the Mayor and Council may, by Resolution passed by a simple majority vote of the Council, establish such committees as deemed to be in the best interest of the City for purposes of making investigations of the various matters involving the City and providing committee recommendations upon such matters to the Mayor and Council for their consideration; AND

WHEREAS, the City Council and the Mayor have determined that it is in the best interest of the City and expedient to the fulfillment of their responsibilities in the management and oversight of the City's budgetary and other fiscal matters and concerning the matters of personnel in the employment of the City that a Council Committee be formed to perform investigations and provide recommendations to the Mayor and Council for their consideration; AND

WHEREAS, The City has adopted a procedure for establishment of Council Committees as set forth in the City of Pryor Creek Code of Ordinances in sections 1-5-6 through 1-5-10; AND

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA:

1. That a Council Committee to be known as the "Budget and Personnel Committee" be formed under this Resolution; and
2. That the number of persons to be elected and thereby appointed by the Council to serve on the Budget and Personnel Committee shall be Three (3), together with One (1) alternate member; and
3. That each member and alternate member elected to serve on the Budget and Personnel Committee shall be a current Member of the Council for the City of Pryor Creek; and


4. That the Budget and Personnel Committee members, at their first meeting following their election, shall select one of their members to serve as Chairman and one of their members to serve as Vice-Chairman of the committee, to serve in such capacities during the City's Fiscal Year in which they were elected to so serve; and
5. That the time period for which the Committee shall exist shall commence from the point in time of passage of this Resolution and thereafter for an indefinite period of time until the Mayor and Council shall take action to dissolve the committee; and
6. That the members of the Committee shall be elected and thereby appointed to serve for a term commencing upon the date of their election and continuing until the first Council meeting occurring in the month of July of each year following the year in which they were each elected, at which time a new election of members shall occur; and
7. The purpose, scope and function of the Committee shall be to serve as an investigatory committee concerning the management and oversight of the City's budgetary and other fiscal matters and concerning the matters of personnel in the employment of the City for the purpose of providing recommendations in such subject areas of the City Government to the Mayor and Council for their consideration and action.
8. That the normal meeting schedule for the Committee should be on the second Tuesday of each month beginning at 5:30 p.m.; Further, that the Committee may alter its meeting schedule as deemed necessary or proper under the circumstances in the discretion of the Committee.

APPROVED, this 20 day February, 2018.



Jimmy Tramel, Mayor

ATTEST:



Eva Smith, City Clerk

APPROVED AS TO FORM AND LEGALITY:



K. Ellis Ritchie, City Attorney
Dated: 2/20/2018