

**MINUTES  
BUDGET AND PERSONNEL  
REGULAR MEETING  
TUESDAY, OCTOBER 10<sup>TH</sup>, 2023  
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, Dennis Nance, Charles Tramel, Travis Mileur (alt)**

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:35 p.m. by Dennis Nance. Members present: Dennis Nance, Charles Tramel and Travis Mileur. Members absent: Choya Shropshire.

Others present: Zac Doyle, Terry Aylward, Justin Couch, Jeremy Cantrell and Kevin Tramel.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE SEPTEMBER 12<sup>TH</sup>, 2023 REGULAR MEETING.**

Motion was made by Tramel, second by Mileur to approve the minutes of the September 12<sup>th</sup>, 2023 regular meeting. Voting yes: Nance and Tramel. Abstaining, counting as a no vote: Mileur. Voting no: none.

**3. MAYOR'S REPORT:**

**a. Tax Reports.**

Doyle read the Tobacco, Sales and Use Tax reports.

**b. Review of Financial Status.**

Doyle stated that tax revenue is up slightly compared to the previous month and trending upward overall.

**c. General Fund Budget Review.**

Doyle stated the August report is not yet finished, however Councilors should keep in mind that many annual expenses incurred at the beginning of the Fiscal Year will be covered as the year progresses.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A GRANT FROM GRDA IN THE AMOUNT OF \$4,375.00 FROM PARKS CAPITAL OUTLAY ACCOUNT #44-445-5415 TO MODIFY THREE TENNIS COURTS TO ACCOMMODATE CREATING PICKLEBALL COURTS. THIS GRANT WILL REIMBURSE THE CITY FOR A \$1,050.00 EXPENDITURE TO MERRITT TENNIS AND TRACK SYSTEMS TO INSTALL LINES IN THE PLAY AREA, A \$556.00 EXPENDITURE TO CHAMPION CONCRETE TO COVER THE COST OF CREATING CORE HOLES FOR POSTS TO BE PLACED AND A \$2,769.00 EXPENDITURE TO TCS TO COVER THE COST OF NETS AND OTHER HARDWARE. THESE EXPENDITURES WILL BE REIMBURSED IN FULL UPON COMPLETION BY THE GRDA GRANT FUNDS.**

Motion was made by Mileur, second by Tramel to recommend Council action regarding a grant from GRDA in the amount of \$4,375.00 from Parks Capital Outlay Account #44-445-5415 to modify three tennis courts to accommodate creating pickleball courts. This grant will reimburse the city for a \$1,050.00 expenditure to Merritt Tennis and Track Systems to install lines in the play area, a \$556.00 expenditure to Champion Concrete to

cover the cost of creating core holes for posts to be placed and a \$2,769.00 expenditure to TCS to cover the cost of nets and other hardware. These expenditures will be reimbursed in full upon completion by the GRDA Grant funds. Voting yes: Tramel, Mileur and Nance. Voting no: none.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO AMEND OR RESCIND A CITYWIDE HIRING FREEZE IF THE CITY COUNCIL DETERMINES CITY FINANCES ARE STABLE ENOUGH TO RESPONSIBLY CONSIDER HIRING NEW EMPLOYEES.**

Motion was made by Mileur, second by Tramel to recommend Council action to amend or rescind a citywide hiring freeze if the City Council determines city finances are stable enough to responsibly consider hiring new employees. Voting yes: Mileur, Nance and Tramel. Voting no: none.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A NEW LOWER COUNTER OFFER OF \$7,500.00 ON A 1.6 ACRE PARCEL OF LAND ADJACENT TO THE NORTHWEST PORTION OF THE CEMETERY PROPERTY. SW COR OF SWSE E565.92', N515' TO POB W236.49', N276.12 TO POB 1124/379. PREVIOUS OFFER WAS \$20,000.00.**

Motion was made by Mileur, second by Tramel to recommend Council action regarding a new lower counter offer of \$7,500.00 on a 1.6 acre parcel of land adjacent to the Northwest portion of the Cemetery property. SW COR OF SWSE E565.92', N515' TO POB W236.49', N276.12 to POB 1124/379. Previous offer was \$20,000.00. Voting yes: Nance, Tramel and Mileur. Voting no: none.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE COLLECTIVE BARGAINING AGREEMENT UPDATES BETWEEN CITY OF PRYOR CREEK AND THE FRATERNAL ORDER OF POLICE LODGE NUMBER 116 FOR THE 2023-2024 FY.**

Motion was made by Mileur, second by Tramel to recommend Council action regarding the Collective Bargaining Agreement updates between City of Pryor Creek and the Fraternal Order of Police Lodge Number 116 for the 2023-2024 FY. Voting yes: Tramel, Mileur and Nance. Voting no: none.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE COLLECTIVE BARGAINING AGREEMENT UPDATES BETWEEN CITY OF PRYOR CREEK AND THE LOCAL 3567 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO/CLC FOR THE 2023-2024 FY.**

Motion was made by Tramel, second by Mileur to recommend Council action regarding the Collective Bargaining Agreement updates between City of Pryor Creek and the Local 3567 of the International Association of FireFighters, AFL-CIO/CLC for the 2023-2024 FY. Voting yes: Mileur, Nance and Tramel. Voting no: none.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO BEGIN SEEKING BIDS FOR DEMOLITION AND CLEAN UP OF THE 6 N BAILEY PROPERTY. IT IS PROPOSED THAT THIS PROJECT WILL BE FUNDED USING THE REAL PROPERTY ACQUISITIONS FUND.**

Motion was made by Mileur, second by Tramel to recommend Council action to begin seeking bids for demolition and clean up of the 6 N Bailey property. It is proposed that this project will be funded using the Real Property Acquisitions fund. Voting yes: Nance, Tramel and Mileur. Voting no: none.

**10. UNFORESEEABLE BUSINESS.**

There was no unforeseeable business.

**11. ADJOURN.**

Motion was made by Mileur, second by Tramel to adjourn. Voting yes: Tramel, Mileur and Nance. Voting no: none.

HOTEL / MOTEL TAX ALLOCATION BUDGET 2023 - 2024								
BUDGET								
Recipient	Budget	Approval Dates	Actual Expenditures	Total Unapproved Expenditures (Will be taken off next cycle)	Purchase Order #	Ck#	Date Paid	Follow up Date
Pryor Area Chamber of Commerce (40%)	\$39,070.14	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council: 9/19/2023						
Pryor Public Schools (20%)	\$19,535.07	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council: 9/19/2023						
Pryor High School Band Day (Minimum \$2,500.00 from PPS Total)	\$0.00	H/M Board:						
		Budget Com:						
		City Council:						
Pryor Main Street (10%)	\$9,767.53	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council:						
Grant Applications (27%)	\$26,372.34	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council: 9/19/2023						
Reserve (3%)	\$2,930.26	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council: 9/19/2023						
<b>Grand Total</b>	<b>\$97,675.34</b>		-					

HOTEL / MOTEL TAX GRANTS 2023 - 2024		Budget = \$26,372.34			Reserve = \$2,930.26			
RECIPIENT	AMT AWARDED	TO BE USED FOR	Receipts Received Total Amt of Receipts	Receipts Approved by CC	Purchase Order #	Ck#	Date Paid	Follow up Date
Oklahoma Freedom Flight - ExtravaSLAMza	H/M: \$5,000.00			H/M Board:				
	Budget Com:			Budget Com:				
	City Council: \$5,000.00			City Council:				
<b>Amt requested: \$5,000.00</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
Pryor Area Arts and Humanities - Northeast Oklahoma Area Artist's Show	H/M: \$2,000.00			H/M Board:				
	Budget Com:			Budget Com:				
	City Council: \$2,000.00			City Council:				
<b>Amt requested: \$2,000.00</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
Pryor Area Chamber of Commerce - Pryor Hometown Christmas Parade	H/M:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
<b>Amt requested: \$3,500.00</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
Pryor Area Chamber of Commerce - Okie Homesteading Show	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
<b>Amt requested: \$3,500.00</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
Pryor Area Chamber of Commerce - Oklahoma Tackle Hunting & Boat Show	H/M Boards:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
<b>Amt requested: \$5,000.00</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
Pryor Main Street - Lights On Downtown	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
<b>Amt requested: \$6,000.00</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
<b>Amt requested:</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
<b>Amt requested:</b>		<b>Date Paid</b>			<b>ACCOUNT #</b>			
<b>AMT REQUESTED</b>	<b>BUDGET</b>	<b>AMT AWARDED</b>						
\$25,000.00	\$26,372.34	\$7,000.00						
Reserve (10%)	2,930.26							Funding available \$19,372.34
<b>TOTAL</b>	<b>\$29,302.60</b>							

**RESOLUTION NO. 2014 - 10**

**RESOLUTION OF STATEMENT OF INTENT  
OF THE CITY OF PRYOR CREEK, OKLAHOMA  
REGARDING THE USE AND ALLOCATION OF HOTEL/MOTEL TAX REVENUES**

**WHEREAS**, in May of 1998, there was lawfully established and codified a HOTEL/MOTEL TAX ORDINANCE codified and set forth in the ordinances of the City of Pryor Creek as Chapter 2, Sections 2- 2A-1 through Sections 2-2A-23.

**WHEREAS**, pursuant to the lawfully adopted provisions the use of the funds generated from said tax are to be used for: City development activities and/or events identified by the Hotel/Motel Tax Allocation Board and approved by the City Council.

**WHEREAS**, for purposes of clarification, coordination and to promote guidance in the orderly and efficient administration of efforts of the Hotel/Motel Tax Allocation Board and the City Council in the furtherance of the purposes of said ordinance, the City Council deems it advisable and appropriate to set forth this resolution as a demonstration of intention and supported policy for guidance in the common unification of efforts and goals to be pursued, to-wit:

- a. To promote and foster tourism, conventions, special events and trade shows in the City;
- b. To encourage the development of the City as a convention, trade show, and tourist center;
- c. To construct, reconstruct, operate, maintain and repair buildings and facilities to encourage the development of the City, and to foster the development of the City as a convention, trade show, and tourist center.
- d. To promote and encourage the revitalization of the City's downtown area thru appropriate efforts including but not limited to such opportunities as the Oklahoma Main Street Program and matching grant opportunities.

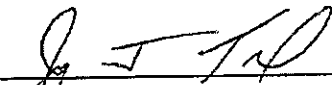
**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Pryor Creek, Oklahoma expresses its support for purposes of clarification, coordination and to promote guidance in the orderly and efficient administration of efforts towards the following goals in furtherance of the purposes of said Hotel/Motel Tax Ordinance:

- a. An allocation of 40% of available funding for the promotion of the City of Pryor Creek through the local area Chamber of Commerce to support events sponsored by the Pryor Area Chamber of Commerce.


- b. An allocation of 20% of available funding for the support of Pryor Public School special events determined to be had by the Pryor Public Schools Administration inclusive of, and as part of said 20%, a yearly allocation of a minimum of \$2,500.00 in support of the annual "Pryor Band Day" event.
- c. An allocation of 10% of available funding for the support the Main Street Program for the City of Pryor Creek under the Oklahoma Main street Program thru matching grants for revitalization and promotion of the Main Street Program corridor from the corner of US Hwy 69 and State Hwy 20, thence east along Graham Avenue to Elliott Street and also along Northeast or Southeast First Streets from US Hwy 69 going east to Coo-Y-Yah Street and all the connecting streets in between.
- d. An allocation of 30% of available funding, with 10% of the 30% being maintained in reserve, for the support and promotion of capital improvements through 100% matching grants to new and existing sports facilities that promote the City of Pryor Creek Oklahoma; With the exception that any one time special event may be allocated up to a level of the 10% reserve without any matching funds required.

THIS RESOLUTION APPROVED this 21<sup>st</sup> day of October, 2014, in regular session, by vote of support by the City Council of the City of Pryor Creek, Oklahoma.

CITY OF PRYOR CREEK, OKLAHOMA

  
Jimmy Tramel, Mayor

ATTEST:

  
Eva Smith, City Clerk

Approved as to form and legality:

  
K. Ellis Ritchie, City Attorney  
Dated: 10/24/14

# 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.

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Street address:

Street address line 2:

City:

State:

Zip code:

## Contact Person

First name:

Last name:

Phone number:

E-mail:

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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

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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?**

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**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

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Street address:

100 E Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

## Contact Person

First name:

Houston

Last name:

Brittain

Phone number:

918-691-1760

E-mail:

hbrittain@pryorchamber.com

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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

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Requested amount:

\$3,500.00

Applicant's Match amount:

\$3,500.00

Total Project Budget:

\$5,000.00

**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.

The Okie Homesteading Expo is a fun, family-friendly homesteading/farm lifestyle event geared towards teaching & inspiring homesteaders, farmers, gardeners, or anyone striving to live a more self-sufficient lifestyle. It's a great place to fellowship, learn & support each other. We invite you to come experience the true comradery & patriotism that defines the overall feel of the Okie Homesteading Expo!

This is a teaching expo y'all! With a wide variety of presentations, demonstrations, and lectures, we should have something for everyone! We also have a wonderful variety of vendors that offer additional educational opportunities & information at their vendor booth locations. You'll leave the expo with

**Where and when will the event take place?**

The Mayes County Event Center

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**Resources available for project / event:**

Limited Sponsors, in-kind sponsorships

## 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:

2024 Okie Homestead Expo

### Revenues:

Total Requested from Hotel / Motel:

\$3,500.00

Total Project Revenues:

\$10,000.00

### Expenses:

Advertising

\$3,500.00

Promotional Printing

\$2,500.00

Miscellaneous expenses:

Facility rental!

### Total Expenses:

\$5,000.00

# 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

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Street address:

100 E Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

## Contact Person

First name:

Houston

Last name:

Brittain

Phone number:

918-691-1760

E-mail:

hbrittain@pryorchamber.com

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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

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Requested amount:

\$5,000.00

Applicant's Match amount:

\$5,000.00

Total Project Budget:

\$15,000

**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.

Oklahoma Tackle Hunting & Boat Show 2023. This event will bring in tourists from all over the state and surrounding states. Montgomery Productions has been promoting shows for 25 years, cultivating a strong following in tackle, fishing, and boat shows. These shows cater to not just outdoorsmen but a little something for everyone. This event is family-centered, and patrons can buy, sell, and trade, as well as visit with a variety of vendors around the world. The marketing will reach out to over 250,000 outdoor enthusiasts across several states. The last 2 years the shows have brought in between 10,000 and 15,000 people through the doors in 3 days

**Where and when will the event take place?**

The Mayes County Event Center Feburary 10-13

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**Resources available for project / event:**

Local sponsors, motels, and resturants

## 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:**

Oklahoma Tackle, Hunting & Boat Show

### Revenues:

Total Requested from Hotel / Motel:

\$5,000.00

Total Project Revenues:

\$25,000

### Expenses:

Advertising

\$5,000

Promotional Printing

\$0.00

Miscellaneous expenses:

None

**Total Expenses:**

\$5,000



# HOTEL / MOTEL TAX ALLOCATION GRANT

## 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** Date of Event: **Nov 16, 2023**

Street address: **Downtown Corridor**

City: **Pryor** State: **OK** Zip code: **74361**

### 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: \$6000

Applicant's Match amount: \$1000

Total Project Budget: \$7000

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.

The application is to help fund downtown holiday lighting on the building tops for the holiday season. Each year, our growing Lights on Downtown event draws hundred, if not thousands, into our community to kick-off the holiday shopping season.

As we have seen from examples of Sapulpa's Chute and other Christmas destinations, people travel and spend money in places where they feel they can get an experience.

Along with the lighting, we will be providing Santa photos, lighting of the Christmas tree, horse carriage rides, music, food trucks, and much more. These are all items not included in this application that is already provided by Pryor Main Street.

Where will the event take place? Downtown Pryor

PROJECT BUDGET

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

**Cost of light installation: \$7000**

Pro-Forma

Project Title: **Lights on Downtown**

Community Impact: **Lights on Downtown is an experience-drawn event that turns into sales revenue into our community. Pryor Main Street events are recorded to provide 236% increases in sales for downtown retail businesses (based from 2022 downtown Pryor business survey).**

**Tourism is the 3rd leading (and soon to be second) leading industry in Oklahoma. Ensuring our events are increasing in attraction places Pryor on the map. This event is being advertised with TravelOK this year and we will captivate the traveling audience.**

Total Amount Requested: **\$6000**



# Symmetry Land Services

23939 W 131st St Sapulpa, OK 74066  
918-408-3127 | symmetrylandservices@gmail.com |  
www.symmetrylandservices.com

**RECIPIENT:**

**Pryor Main Street**  
2 South Adair Street  
Pryor, Oklahoma 74361

**Invoice #6772**

Issued 11/07/2023  
Due 11/14/2023

**Total \$7,000.00**

Account Balance \$7,000.00

**For Services Rendered**

Product/Service	Description	Qty	Unit Price	Total
11/10/2023				
Install	**CHRISTMAS LIGHTS -check clips -check strand -replace bulbs (as needed) -install lights -run power -takedown lights	1	\$7,000.00	\$7,000.00*

\* Non-taxable

Thank you for your business. Please contact us with any questions regarding this invoice.

**Total \$7,000.00**

Account balance \$7,000.00

