

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
THURSDAY, OCTOBER 29<sup>TH</sup>, 2020  
5:30 P.M.**

THE HOTEL / MOTEL BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

**BOARD MEMBERS: \*\* TARA WALLACE, TRACEY DEAN, AMY CRAMER, SCOTT CRAFT AND ERIC HANSBROUGH**

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:30 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Tracey Dean and Scott Craft. Members absent: Amy Cramer and Eric Hansbrough.

Others present: Mayor Larry Lees.

**2. DISCUSS, POSSIBLY APPROVE MINUTES OF FEBRUARY 27<sup>TH</sup>, 2020 SPECIAL MEETING.**

No action. Quorum from the February 27<sup>th</sup>, 2020 Special Meeting was not present.

**3. DISCUSS, POSSIBLY APPROVE MINUTES OF THE SEPTEMBER 24<sup>TH</sup>, 2020 SPECIAL MEETING.**

Motion was made by Dean, second by Wallace to approve minutes of the September 24<sup>th</sup>, 2020 Special Meeting. All voted yes.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT APPLICATION FOR PRYOR AREA CHAMBER OF COMMERCE 2020 CHRISTMAS PARADE OF LIGHTS IN THE AMOUNT OF \$2,500.00.**

Motion was made by Craft, second by Dean to recommend Council action to approve Hotel / Motel Tax Grant Application for Pryor Area Chamber of Commerce 2020 Christmas Parade of Lights in the amount of \$2,500.00. All voted yes.

**5. ADJOURN.**

Motion was made by Dean, second by Wallace to adjourn at 5:33 p.m. All voted yes.

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
TUESDAY, AUGUST 31<sup>ST</sup>, 2021  
5:30 P.M.**

THE HOTEL / MOTEL BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER,  
12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

BOARD MEMBERS: \*\* \_\_\_\_\_, TRACEY DEAN, AMY CRAMER, SCOTT CRAFT AND ERIC HANSBROUGH

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:30 p.m. by Eric Hansbrough. Members present: Amy Cramer, Scott Craft, Eric Hansbrough. Members absent: Tracey Dean.

Others present: Scott Miller and Phil Rerat.

**2. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTING A NEW CHAIR-  
PERSON FOR THE HOTEL / MOTEL BOARD.**

Motion was made by Craft, second by Cramer to nominate Tracey Dean as new chairperson for the Hotel / Motel Board. All voted yes.

**3. DISCUSS, POSSIBLY APPROVE MINUTES OF FEBRUARY 27<sup>TH</sup>, 2020 SPECIAL  
MEETING.**

No action. Quorum from the February 27<sup>th</sup>, 2020 Special Meeting is no longer on the Board. Minutes will be filed without approval.

**4. DISCUSS, POSSIBLY APPROVE MINUTES OF THE OCTOBER 29<sup>TH</sup>, 2020 SPECIAL  
MEETING.**

No action. Quorum from the October 29<sup>th</sup>, 2020 Special Meeting was not present.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL  
EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE 2020  
CHRISTMAS PARADE OF LIGHTS IN THE AMOUNT OF \$1,532.95.**

Motion was made by Cramer, second by Hansbrough to recommend Council action to approve Final Expense Report for Pryor Area Chamber of Commerce 2020 Christmas Parade of Lights in the amount of \$1,532.95. All voted yes.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL  
EXPENSE REPORT FOR PRYOR PUBLIC SCHOOLS FROM 2020-2021.**

Motion was made by Hansbrough, second by Cramer to recommend Council action to approve Final Expense Report for Pryor Public Schools from 2020-2021. All voted yes.

**7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL  
EXPENSE REPORT FOR PRYOR MAIN STREET FROM 2020-2021.**

Motion was made by Craft, second by Cramer to recommend Council action to approve Final Expense Report for Pryor Main Street from 2020-2021. Voting yes: Craft and Cramer. Abstaining, counting as a no vote: Hansbrough. Voting no: none.

**8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR PUBLIC SCHOOLS 2021-2022 LETTER OF INTENT WITH NO BAND DAY EXPENSES.**

Motion was made by Hansbrough, second by Craft to recommend Council action regarding Pryor Public Schools 2021-2022 Letter of Intent with no Band Day expenses. All voted yes.

**9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR MAIN STREET 2021-2022 LETTER OF INTENT.**

Motion was made by Craft, second by Cramer to recommend Council action regarding Pryor Main Street 2021-2022 Letter of Intent. Voting yes: Craft and Cramer. Abstaining, counting as a no vote: Hansbrough. Voting no: none.

**10. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR AREA CHAMBER OF COMMERCE 2021-2022 LETTER OF INTENT.**

Motion was made by Craft, second by Hansbrough to recommend Council action regarding Pryor Area Chamber of Commerce 2021-2022 Letter of Intent. All voted yes.

**11. DISCUSSION REGARDING AIRBNB'S AND BED-AND-BREAKFAST-TYPE BUSINESSES.**

No action. It was agreed that more information needs to be obtained from our City Attorney. Hansbrough suggested we ask Mr. Ritchie to draft a letter to owners of these businesses. It was also recommended that we contact surrounding towns to see how they handle tax revenues from these businesses.

**12. SCHEDULE NEXT MEETING.**

The next meeting has been scheduled for Thursday, September 9<sup>th</sup>, 2021, at 5:00 pm.

**13. ADJOURN.**

Motion was made by Cramer, second by Craft to adjourn at 5:48 p.m. All voted yes.

CITY OF PRYOR CREEK  
BALANCE SHEET  
JUNE 30, 2021

HOTEL MOTEL TAX REVENUE ACCOUNT

ASSETS

75-000-1025 RCB - GENERAL CHECKING

111,843.51

TOTAL ASSETS

111,843.51

LIABILITIES AND EQUITY

LIABILITIES

75-000-2005 ENCUMBRANCES PAYABLE

2,500.00

TOTAL LIABILITIES

2,500.00

FUND EQUITY

75-000-3010 FUND BALANCE

107,009.48

UNAPPROPRIATED FUND BALANCE:  
REVENUE OVER EXPENDITURES - YTD

2,334.03

BALANCE - CURRENT DATE

2,334.03

TOTAL FUND EQUITY

109,343.51

TOTAL LIABILITIES AND EQUITY

111,843.51

HOTEL / MOTEL TAX ALLOCATION BUDGET 2021 – 2022													
BUDGET \$109,343. 51													
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%)	\$43,737. 40		H/M Board:										
			Budget Com:										
			City Council:										
Pryor Public Schools (20%) \$21,401.90–\$2,500	\$21,868. 70		H/M Board:										
			Budget Com:										
			City Council:										
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%)	\$10,934. 35		H/M Board:										
			Budget Com:										
			City Council:										
Grant Applications (20%)	\$21,868. 70		H/M Board:										
			Budget Com:										
			City Council:										
Reserve (10%)	\$10,934. 36		H/M Board:										
			Budget Com:										
			City Council:										
Grand Total	\$109,343. 51			-									

HOTEL / MOTEL TAX GRANTS 2021 - 2022					Budget = \$21,868.70   Reserve = \$10,934.36							
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
PRYOR PATCHERS QUILT GUILD					QUILT SHOW			H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:	\$3,000.00				Date Paid	9/16-18/21	ACCOUNT #					
PAAH					NEOK AREA ARTIST SHOW			H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:	\$2,000.00				Date Paid	10/8-16/21	ACCOUNT #					
PACC			H/M Board:		CHRISTMAS PARADE OF LIGHTS			H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:	\$2,500.00				Date Paid	12/2/2021	ACCOUNT #					
			H/M Board:					H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:					Date Paid		ACCOUNT #					
			H/M Board:					H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:					Date Paid		ACCOUNT #					
			H/M Board:					H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:					Date Paid		ACCOUNT #					
			H/M Board:					H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:					Date Paid		ACCOUNT #					
			H/M Board:					H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:					Date Paid		ACCOUNT #					
			H/M Board:					H/M Board:				
			Budget Com:					Budget Com:				
			City Council:					City Council:				
Amt requested:					Date Paid		ACCOUNT #					
AMT REQUESTED	BUDGET		AMT AWARDED									
\$7,500.00	\$21,868.70										Funding available	\$21,868.70
Reserve (10%)	10,934.36											
TOTAL	\$32,803.06											
8/7/2021												

# 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 Patchers Quilt Guild

Event Name:

Pryor Patchers Quilt Show

Date of Event:

09/20/2021

Street address:

P. O. Box 1604

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

## Contact Person

First name:

Sue

Last name:

Putt

Phone number:

918-864-1022

E-mail:

sue@chuppimplementcompany.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:

\$3,000.00

Applicant's Match amount:

\$14,334.65

Total Project Budget:

\$17,334.65

**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 Comforts of Home Quilt Show is a bi-annual event at the Mayes Count Fair Grounds. The two day event has traditionally showcased handmade quilts, fabrics and sewing supplies. It continues to grow with each show expanding as it includes Pryor area boutiques and crafts. The event attracts hundreds of attendees from throughout Oklahoma and surrounding states. There are both judged and non judged categories. Additional attractions within the show are quilting vendors, demonstrations and seminars. It is produced by the Pryor Patchers Quilt Guild.

**Where will the event take place?**

Friday and Saturday  
September 17 & 18, 2021--- 9:00 AM until 4:00 PM  
Mayes County Fair Grounds  
Pryor, Oklahoma

**Resources available for project / event:**

The event is produced by the Pryor Patchers Quilt Guild. Resources come directly from around the 100 member group of volunteers each donating many hours for the production. The advertising and promotions help cultivate relationships with television and print media throughout NE Oklahoma and internet and social media campaigns to bring increasing number of visitors to this event, our community and its shopping area. We are budgeting more advertising for the next event in 2021.

## 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:**

Comforts of Home Quilt Show

### Revenues:

Total Requested from Hotel / Motel:

\$3,000.00

Total Project Revenues:

\$17,334.65

Community Impact:

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

The event encourages citizens to be active with helping those in need. The guild presents a monthly speaker locally or out of state to encourage quilting. This is a free program to the local citizens interested in quilting. The club

### 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

City

Match

Cash

Total

Advertising

\$500.00

Promotional Printing

\$807.58

Miscellaneous expenses if applicable:

Mayes County Fair Building Rent - \$1500.00

Signage & Plaques - \$201.07

Judges - \$1003.59

Supplies & Rentals \$1496.03

**Total Expenses:**

\$5,508.27

# 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 Arts and Humanities Council, Inc.

Street address:

6 North Adair

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

## Contact Person

First name:

Sue

Last name:

Mayhue

Phone number:

918-386-2624

E-mail:

scmayhue@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

☐ No

Requested amount:

\$2,000.00

Applicant's Match amount:

\$5,070.00

Total Project Budget:

\$7,070.00

**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 Northeast Oklahoma Area Artists Show is an annual juried art show that provides an arena for northeast Oklahoma area artists to compete in painting, graphics, sculpture/ceramics and photography. The show has four divisions: (1) Professional, (2) Adult, (3) Student (ages 13-21) and Junior (ages 6-12). Artists enter their work in the show beginning Friday afternoon until 7:00 p.m. and Saturday morning from 8:00 a.m. to 11:00 a.m. The art work is then sorted and displayed for judging by Division and Category. The judge selects first, second and third place winners in each category in each division as well as "Best of Show." The Judge may also select art work to award Honorable Mention ribbons to the artist. Once the judging is completed, volunteers hang or display each piece of work entered in the show for viewing by the public. Award ribbons are placed on the winning pieces.

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

Graham Community Center, 6 North Adair, Pryor, Oklahoma

**Resources available for project / event:**

PAAHC's volunteers are our most valuable resource. We anticipate involving 40 volunteers to make this show a success. The Independent Sector valued volunteer time for 2021 at \$28.54 per hour. These volunteers will easily spend 1,500 hours of their time helping with this show. Those valuable services equal \$42,810. Money raised at the Art Walk is also a resource available for this event. plus cash on hand from memberships, consignment fees from art sales and donations.

## 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:**

2021 Northeast Oklahoma Area Artists Show

### Revenues:

Total Requested from Hotel / Motel:

\$2,000.00

Total Project Revenues:

\$5,070.00

### Expenses:

Advertising

\$1,280.00

Promotional Printing

\$500.00

Miscellaneous expenses:

\*Postage - \$150 \*Cleaning Supplies \$50 \*Hanging Supplies \$120 \*Award Ribbons \$200  
\*Monetary Awards \$4470 \*Reception \$300

**Total Expenses:**

\$7,070.00

# 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 - 2021 Christmas Parade of Lights

Street address:

100 East Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

## Contact Person

First name:

Katie

Last name:

Thibodeaux

Phone number:

918-825-0157

E-mail:

katie@pyorchamber.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:

\$2,500.00

Applicant's Match amount:

\$2,500.00

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 Pryor Christmas Parade of Lights is an annual event, produced by the Pryor Area Chamber of Commerce, for the community. The Parade of Lights has become one of Northeast Oklahoma's largest Christmas events. Citizens from Mayes County, as well as residents and businesses from throughout NE Oklahoma participate in, and attend, the parade. The parade is a one-evening event when our primary retail area fills with potential shoppers. Even though those visitors may not shop the evening of the parade, they will likely be introduced to downtown shops, to which they later return. After the parade all of the city's restaurants are filled to capacity. We can also safely assume that additional direct beneficiaries are the community's convenience stores and gas stations.

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

Thursday, December 2, 2021, 7:00pm.  
Downtown Pryor  
Graham Avenue from Hogan Street to Adair Street,  
north on Adair to NE 1st Street, east on NE 1st Street.

**Resources available for project / event:**

Resources come directly from the Pryor Area Chamber of Commerce.

The PACC:

1. administers the event;
2. enlists entries;
3. cultivates and develops promotional and advertising relationships with radio, television and print media throughout NE Oklahoma and creates internet and social media campaigns to bring increasing numbers of visitors to the community and its shopping area;
4. recruits and coordinates the necessary volunteer force.

## 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:**

Pryor Christmas Parade of Lights

### Revenues:

Total Requested from Hotel / Motel:

\$2,500.00

Total Project Revenues:

\$2,500.00

### Expenses:

Advertising

\$300.00

Promotional Printing

\$300.00

Miscellaneous expenses:

Signage - \$250.00

Cash prizes for non-profit entries - \$450.00

Cash prizes for youth group entries - \$625.00

Plaques for commercial entries, grand marshal, television personalities - \$400.00

School Marching Band Expenses - \$900.00

Sound system - \$1,750.00

Dinner for float judges and all-day volunteers - \$275.00

### Total Expenses:

\$5,250.00