

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
THURSDAY, JANUARY 13TH, 2022
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 Tracey Dean. Members present: Tracey Dean, Amy Cramer, Scott Craft, Eric Hansbrough. Members absent: none.

Others present: Sue Putt and Quilt Guild members, Sue Mayhue, Barbara Hawkins.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF THE SEPTEMBER 9TH, 2021 SPECIAL MEETING.

Motion was made by Craft, second by Cramer to approve minutes of the September 9th, 2021 Special Meeting. All voted yes.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE / PRYOR PATCHERS QUILT GUILD QUILT SHOW SEPTEMBER 17TH – 18TH, 2021, IN THE AMOUNT OF \$3,000.00.

Motion was made by Craft, second by Hansbrough to recommend Council action to approve Final Expense Report for Pryor Area Chamber of Commerce / Pryor Patchers Quilt Guild Quilt Show September 17th – 18th, 2021, in the amount of \$3,000.00.

Sue Putt presented her final expense report and answered questions of the Board. She stated that the revenue was \$8,258.55 before expenses. The Board asked that in the future she include the revenue with the expenses. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR AREA ARTS AND HUMANITIES NORTHEAST OKLAHOMA AREA ARTISTS SHOW OCTOBER 8TH – 16TH, 2021, IN THE AMOUNT OF \$2,000.00.

Motion was made by Hansbrough, second by Cramer to recommend Council action to approve Final Expense Report for Pryor Area Arts and Humanities Northeast Oklahoma Area Artists Show October 8th – 16th, 2021, in the amount of \$2,000.00.

Sue Mayue presented the final expense report and answered questions of the Board. She reported that their total expenses were \$5,875.00, and their revenue was \$2,526.00 before expenses. She stated that they receive 20% of all revenue from the sale of artwork that she failed to include in the revenue total. She stated that they have other events during the year that create revenue to help in funding this event. This particular event is not a money-maker; it is more about appreciation of artists and their art. All voted yes.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE 2021 CHRISTMAS PARADE OF LIGHTS ON DECEMBER 2ND, 2021, IN THE AMOUNT OF \$2,425.00.

Motion was made by Cramer, second by Hansbrough to recommend Council action to approve Final Expense Report for Pryor Area Chamber of Commerce 2021 Christmas Parade of Lights on December 2nd, 2021, in the amount of \$2,425.00. All voted yes.

6. SCHEDULE NEXT MEETING.

No action.

7. ADJOURN.

Motion was made by Hansbrough, second by Craft to adjourn at 6:16 p.m. All voted yes.

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: 9/09/21						
		Budget Com: 9/14/21						
		City Council: 9/21/21						
Pryor Public Schools (20%) \$21,401.90-\$2,500	\$21,868.70	H/M Board: 9/09/21						
		Budget Com: 9/14/21						
		City Council: 9/21/21						
Pryor High School Band Day (Minimum \$2,500.00 from PPS Total)	\$0.00	H/M Board: 9/09/21						
		Budget Com: 9/14/21						
		City Council: 9/21/21						
Pryor Main Street (10%)	\$10,934.35	H/M Board: 9/09/21						
		Budget Com: 9/14/21						
		City Council: 9/21/21						
Grant Applications (20%)	\$21,868.70	H/M Board: 9/09/21						
		Budget Com: 9/14/21						
		City Council: 9/21/21						
Reserve (10%)	\$10,934.36	H/M Board: 9/09/21						
		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		H/M: 9/09/21		QUILT SHOW									
		Budget Com: 9/14/21											
		City Council: 3/21/21											
Amt requested: \$3,000.00		\$3,000.00		Date Paid 9/16-18/21		ACCOUNT #							
PAAH		H/M: 9/09/21		NEOK AREA ARTIST SHOW									
		Budget Com: 9/14/21											
		City Council: 9/21/21											
Amt requested: \$2,000.00		\$2,000.00		Date Paid 10/8-16/21		ACCOUNT #							
PACC		H/M Board: 9/09/21		CHRISTMAS PARADE OF LIGHTS									
		Budget Com: 9/14/21											
		City Council: 9/21/21											
Amt requested: \$2,500.00		\$2,425.00		Date Paid 12/2/2021		ACCOUNT #							
		H/M Board:											
		Budget Com:											
		City Council:											
Amt requested:				Date Paid		ACCOUNT #							
		H/M Board:											
		Budget Com:											
		City Council:											
Amt requested:				Date Paid		ACCOUNT #							
		H/M Board:											
		Budget Com:											
		City Council:											
Amt requested:				Date Paid		ACCOUNT #							
		H/M Board:											
		Budget Com:											
		City Council:											
Amt requested:				Date Paid		ACCOUNT #							
		H/M Board:											
		Budget Com:											
		City Council:											
Amt requested:				Date Paid		ACCOUNT #							
AMT REQUESTED		BUDGET		AMT AWARDED									
\$7,500.00		\$21,868.70		\$7,425.00									
Reserve (10%)		10,934.36				Funding available		\$14,443.70					
TOTAL		\$32,803.06											

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: Lake Area Softball Association

Street address:

P.O. Box 686

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74362

Contact Person

First name:

Cambra

Last name:

Fields

Phone number:

9188640188

E-mail:

cambra.soukup@live.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:

\$5,000

Applicant's Match amount:

\$1,000

Total Project Budget:

\$5,816.46

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 concession stand lower level is made out of cinder blocks and is structurally sound. The second level of this concession stand building is a wooden frame structure. There are two big windows in this upstairs area that have been replaced sometime in the past without proper cocking around these windows. The areas under the window on the wall and flooring are now rotted and need to be replaced. Some floor joists will need to be scapped to the existing joists, new sheetrock, painting will have to be done. This work will have to extend further outward past the rotted areas.

Where and when will the event take place?

Summer 2022 at the concession stand building.

Resources available for project / event:

Contracted that will be hired out by the Lake Area Softball Association.

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:

Renovate Concession Stand Building 2nd Story

Revenues:

Total Requested from Hotel / Motel:

\$5,000

Total Project Revenues:

\$14,000

Expenses:

Advertising

\$0

Promotional Printing

\$0

Miscellaneous expenses:

We are a brand new board this season and do not know the exact amounts. These are our best guesses that we have at this current time until we get through the end of this season.

\$3,500 for concession stand expenses (+-)
\$4,000 for up keep on maintenance on property (+-)

Total Expenses:

\$7,500

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 21st 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

ORDINANCE NO. 2005-3

AN ORDINANCE AMENDING PORTIONS OF PRYOR CREEK CITY CODE SECTION 2-2A-3, REGARDING ADMINISTRATION AND ENFORCEMENT OF HOTEL/MOTEL TAX.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF PRYOR CREEK, OKLAHOMA:

Section 1.

That Pryor Creek City Code Section 2-2A-3 is hereby amended to read as follows (deletions stricken, additions underlined):

2-2A-3: ADMINISTRATION; ENFORCEMENT:

A. No Change

B. No Change

C. Allocation Board:

1. Selection of Board:

a. [No Change]

b. Selection Procedure:

(1) ~~Two (2) members elected by the City Council from individuals nominated by the Mayor;~~ No board member shall be knowingly affiliated with any applicant or funding request. In the event a board member becomes aware of such an affiliation he or she shall abstain from reviewing and/or voting on said grant application.

(2) ~~Two (2) members elected by the City Council from individuals nominated by the Pryor Area Chamber of Commerce;~~ and Appointments shall be made by the Mayor and confirmed by the City Council.

(3) ~~One member elected by the City Council from individuals nominated by the Mid-America Industrial Park Administration (the member nominated by the MAIP must be a resident of the City).~~

c. Term:

(1) ~~One member elected by the City Council from the Mayor's nomination approved by the Council will fill a two (2) year term.~~

(2) ~~One member elected by the City Council from the Mayor's nomination approved by the Council will fill a two (2) three (3) year term.~~

(3) ~~One member elected from the individuals nominated by the Pryor area chamber of commerce will fill a two (2) year term. Three members approved by the Council will fill a four (4) year term.~~

~~(4) Delete existing language in entirety.~~

~~(5) Delete existing language in entirety.~~

~~Renumber existing subsections (6), (7), (8), and (9).~~

3. DUTIES: ~~The hotel/motel tax allocation board shall recommend to the mayor and city council the allocation of hotel/motel tax receipts no later than June 1 of each year for encouraging, promoting and fostering conventions, conferences and tourism development in the city; promotion of cultural, recreational, commercial, industrial, educational and economic events for economic development of the city; solicitation of visitor attractions; events, tourism, conferences, conventions and meetings in the city; park and recreation activities; and other city development projects, activities and/or events. The maximum amount of funds received in the hotel/motel tax fund during the previous year, plus any amount carried over from previous years.~~

A. The Board shall meet a minimum of three times each year to review any new applications. In June of each year the Board shall review all previous applicants/awardees and make recommendations, if any, to the Budget Committee.

B. The Board shall notify the public that applications for the following year's award cycle shall be accepted from June 1 through July 1 of the following year.

C. The hotel/motel tax allocation board shall recommend to the budget committee the allocation of hotel/motel tax receipts prior to the second council meeting in August of each year. Said awards shall be for the purpose of: encouraging, promoting and fostering conventions, conferences and tourism development in the city; promotion of cultural, recreational, commercial, industrial, educational and economic events for economic development of the city; solicitation of visitor attractions, events, tourism, conferences, conventions and meetings in the city; park and recreation activities; and other city development projects, activities and/or events. The maximum amount of funds to be allocated shall not exceed the total amount of funds received in the Hotel/Motel Tax Fund during the previous year, plus any amount carried over from previous years.

D. [No Change]

Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 1st day of March, 2005.

ATTEST:

Eva Smith
Eva Smith, Town Clerk

Jimmy Tramel
Jimmy Tramel, Mayor

RESOLUTION NO. 2005-2

A RESOLUTION OF THE PRYOR CREEK CITY COUNCIL APPROVING STANDARDIZED APPLICATION PROCEDURE AND EVALUATION CRITERIA FOR HOTEL/MOTEL TAX FUND ALLOCATIONS.

Whereas, the City of Pryor Creek collects Hotel/Motel tax funds for specific purposes as set forth in the City's Ordinances; and

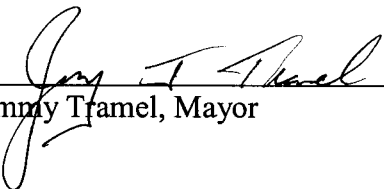
Whereas, the City of Pryor Creek Hotel/Motel Tax Allocation Board is charged with the responsibility to make such allocations for said purposes; and

Whereas, the City Council of the City of Pryor Creek has determined that a Standardized Application Procedure and Evaluation Criteria should be developed as guidance for the Hotel/Motel Tax Allocation Board in its review and recommendation process.

Now, therefore, be it resolved by the City Council of the City of Pryor Creek, Oklahoma,

That the Application Procedure and Evaluation Criteria attached hereto as Exhibit A and incorporated herein by reference is hereby adopted and the Hotel/Motel Tax Allocation Board is directed to use said criteria during its review and recommendation process.

Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this 1st day of March, 2005.



Jimmy Tramel, Mayor

ATTEST:



Eva Smith, Town Clerk

ORDINANCE NO. 98- 5

AN ORDINANCE ESTABLISHING A HOTEL/MOTEL TAX ALLOCATION BOARD; PROVIDING FOR SELECTION OF BOARD MEMBERSHIP; PROVIDING FOR BOARD MEMBER TERM LENGTH; PROVIDING FOR BOARD OFFICERS; AND PROVIDING FOR MAXIMUM FUND ALLOCATION BY THE BOARD.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA:

Section 1. Whereas, the City Council has considered a hotel/motel tax allocation board.

NOW, THEREFORE, the City of Pryor Creek, Hotel/Motel Tax Allocation Board Ordinance of 1998 is adopted as follows:

Section 11-301. Citation and Codification.

This Ordinance shall be known and cited as Pryor Creek Hotel/Motel Tax Allocation Board Ordinance of 1998 and is hereinafter referred to as "Ordinance".

Section 11-301. Hotel/Motel Tax Allocation Board Selection.

- A. The hotel/motel tax allocation board shall consist of five members.
- B. Selection procedure.
 - 1. Two members elected by the Pryor City Council from individuals nominated by the Mayor;
 - 2. Two members elected by the Pryor City Council from individuals nominated by the Pryor Area Chamber of Commerce; and
 - 3. One member elected by the Pryor City Council from individuals nominated by the Mid-America Industrial Park Administration (the members nominated by the MAIP must be a resident of the City of Pryor Creek).
- C. Term length.
 - 1. One member elected by the Pryor City Council from

- the Mayor's nomination will fill a two year term;
2. One member elected by the Pryor City Council from the Mayor's nomination will fill a three year term;
 3. One member elected from the individual(s) nomination by the Pryor Area Chamber of Commerce will fill a two year term.
 4. One member elected from the individuals nominated by the Pryor Area Chamber of Commerce will fill a three year term.
 5. The member selected from the Mid-America Industrial District nomination will fill a four year term.
 6. As each member's term expires, they resign, or are removed they will be replaced by a new member to be elected from individuals nominated by the organization that nominated the original board member.
 7. All members elected to this board will have one term limit. A term will consist of three years, with the exception of the five original positions as set forth above.
 8. Should any position on the board remain unfilled for thirty (30) days without replacement nomination as set forth above, the Pryor Creek City Council shall fill said position from nominations made in open council proceedings.
 9. The City Council may remove any member who has failed to attend three (3) scheduled meetings in the previous twelve (12) months.

SECTION 11-303 Hotel/Motel Tax Allocation Board Officers

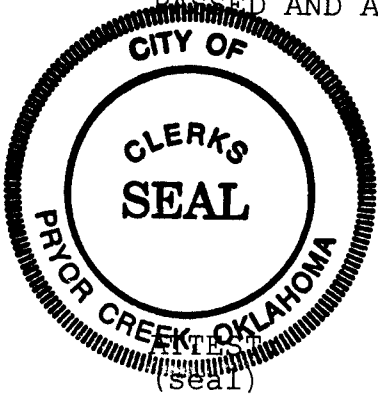
The Board shall select officers to include:

1. Chairperson (1 year term)
2. Vice-Chairperson (Chairperson elect) (1 year term)
3. Secretary

SECTION 11-304 Hotel/Motel Tax Allocation Board shall recommend to the Mayor and Pryor City Council the allocation of hotel/motel tax receipts no later than the first day of June of each year for encouraging, promoting and fostering conventions, conferences and tourism development in the City of Pryor Creek; promotion of cultural, recreational, commercial, industrial, educational and economic events for economic development of the City of Pryor Creek; solicitation of visitor attractions, events, tourism, conferences, conventions and meetings in the City of Pryor Creek; park and recreation activities; and other Municipal development projects, activities and/or events. The maximum amount of funds to be allocated shall not exceed the total amount of funds received in the hotel/motel tax fund during the previous year plus any amount carried over from previous years.


SECTION 11-305 Effective Date and Termination. This Ordinance shall become and be effective on or after June 24th, 1998, subject to approval of a majority of the registered voters of the City of Pryor Creek, Oklahoma, voting on the same in the manner proscribed by law; provided that upon approval of the voters as required above, this Ordinance shall remain in effect and not be repealed unless repealed by a majority of the registered voters of the City of Pryor Creek, Oklahoma, voting to repeal same in the manner as required by its approval.

PASSED AND APPROVED this 19th day of June, 1998.





Carl Curry, Mayor



City Clerk