

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
THURSDAY, AUGUST 25TH, 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: **AMY CRAMER, STEVE ARRIC, NICHOLAS HARRIS, DEAN MAJORS, SAMANTHA WILLIAMS

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:45 p.m. by Amy Cramer. Members present: Cramer, Arric, Majors and Williams. Members absent: Harris.

Others present: City Clerk Eva Smith, Barbara Hawkins, Cambra Fields, Phil Rerat and Scott Miller.

2. Administer Oaths of Office to:

- a. Steve Arric**
- b. Nicholas Harris**
- c. Dean Majors**
- d. Samantha Williams**

No action. Eva Smith administered Oaths of Office to Arric, Majors and Williams before the meeting was called to order.

3. DISCUSSION AND POSSIBLE ACTION REGARDING NOMINATION FOR HOTEL / MOTEL BOARD CHAIRMAN.

Motion was made by Arric, second by Majors to nominate Amy Cramer for Hotel / Motel Board Chairman. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR PUBLIC SCHOOLS FROM 2021-2022.

Motion was made by Arric, second by Williams to recommend Council action to approve Final Expense Report for Pryor Public Schools from 2021-2022. All voted yes.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR MAIN STREET FROM 2021-2022.

Motion was made by Arric, second by Majors to recommend Council action to approve Final Expense Report for Pryor Main Street from 2021-2022. Voting yes: Arric, Majors, Cramer. Abstaining, counting as a no vote: Williams. Voting no: none.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE FROM 2021-2022.

Motion was made by Majors, second by Cramer to recommend Council action to approve Final Expense Report for Pryor Area Chamber of Commerce from 2021-2022. All voted yes.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR PUBLIC SCHOOLS 2022-2023 LETTER OF INTENT WITH NO BAND DAY EXPENSES.

Motion was made by Williams, second by Arric to recommend Council action regarding Pryor Public Schools 2022-2023 Letter of Intent with no Band Day expenses. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR MAIN STREET 2022-2023 LETTER OF INTENT.

Motion was made by Arric, second by Majors to recommend Council action regarding Pryor Main Street 2022-2023 Letter of Intent. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR AREA CHAMBER OF COMMERCE 2022-2023 LETTER OF INTENT.

Motion was made by Majors, second by Cramer to recommend Council action regarding Pryor Area Chamber of Commerce 2022-2023 Letter of Intent. All voted yes.

10. ACKNOWLEDGE MINUTES FROM THE APRIL 28TH, 2022 MEETING.

No action. It was noted that there is no quorum from the April board available to approve the minutes.

11. REVIEW 2022-2023 BUDGET AND BREAKDOWN.

No action. It was noted that the budgetable amount for 2022-2023 is \$124,248.79, with a breakdown, as follows:

- a. Pryor Area Chamber of Commerce – 40% - \$49,699.52
- b. Pryor Public Schools – 20% - \$24,849.76
- c. Pryor Main Street – 10% - 12,424.88
- d. Grant Application amount – 20% - \$24,849.75
- e. Reserve – 10% - \$12,424.88

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING GRANT APPLICATION FROM LAKE AREA SOFTBALL ASSOCIATION IN THE AMOUNT OF \$5,000.00.

Motion was made by Majors, second by Williams to recommend Council action regarding grant application from Lake Area Softball Association in the amount of \$5,000.00. Cambra Fields spoke regarding the need for shade over the bleachers. All voted yes.

13. SCHEDULE NEXT MEETING.

Next meeting is scheduled for Monday, October 17th, 2022, at 5:30 p.m.

14. ADJOURN.

Motion was made by Arric, second by Majors to adjourn at 6:01 p.m. All voted yes.

HOTEL / MOTEL TAX GRANTS 2022 - 2023		Budget = \$24,849.75			Reserve = \$12,424.88			
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
LAKE AREA SOFTBALL ASSOCIATION	H/M:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$5,000.00	Date Paid		ACCOUNT #				
PACC CHRISTMAS PARADE OF LIGHTS	H/M:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$2,900.00	Date Paid		ACCOUNT #				
PRYOR MAIN STREET CHRISTMAS TREE	H/M Board: \$			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$8,000.00	Date Paid		ACCOUNT #				
PACC NATIVITY MUSEUM POP-UP	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$2,300.00	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						
\$18,200.00	\$24,849.75	\$5,000.00						
Reserve (10%)	12,424.88							Funding available \$19,849.75
TOTAL	\$37,274.63							

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

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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: