

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
THURSDAY, SEPTEMBER 14TH, 2023
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: Steve Arric, Nicholas Harris, Dean Majors, Samantha Williams

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:31 p.m. by Cramer. Members present: Arric, Harris and Majors. Members absent: Williams.

Others present: Cindy Hoffman, Jennie LaFave and Sue Mayhue.

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

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

3. DISCUSSION AND POSSIBLE ACTION REGARDING MINUTES FROM THE FEBRUARY 23RD, 2023 MEETING.

Motion was made by Majors, second by Arric to approve minutes from the February 23rd, 2023 meeting. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR PUBLIC SCHOOLS FROM 2022-2023.

Motion was made by Majors, second by Arric to recommend Council action to approve Final Expense Report for Pryor Public Schools from 2022-2023. All voted yes.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR MAIN STREET FROM 2022-2023.

Motion was made by Arric, second by Majors to recommend Council action to approve Final Expense Report for Pryor Main Street from 2022-2023. All voted yes.

6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE FROM 2022-2023.

Motion was made by Arric, second by Majors to recommend Council action to approve Final Expense Report for Pryor Area Chamber of Commerce from 2022-2023. Voting yes: Arctic and Majors. Abstaining, counting as a no vote: Harris. Voting no: none.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR PUBLIC SCHOOLS 2023-2024 LETTER OF INTENT WITH NO BAND DAY EXPENSES.

Motion was made by Majors, second by Arric to recommend Council action regarding Pryor Public Schools 2023-2024 Letter of Intent with no Band Day expenses. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR MAIN STREET 2023-2024 LETTER OF INTENT.

Motion was made by Majors, second by Arric to recommend Council action regarding Pryor Main Street 2023-2024 Letter of Intent. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING PRYOR AREA CHAMBER OF COMMERCE 2023-2024 LETTER OF INTENT.

Motion was made by Arric, second by Majors to recommend Council action regarding Pryor Area Chamber of Commerce 2023-2024 Letter of Intent. Voting yes: Majors and Arric. Abstaining, counting as a no vote: Harris. Voting no: none.

10. REVIEW 2023-2024 BUDGET AND BREAKDOWN.

No action taken.

11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING GRANT APPLICATION FROM PRYOR AREA ARTS AND HUMANITIES FOR THE NORTHEAST OKLAHOMA AREA ARTIST'S SHOW THAT WAS HELD MARCH 24TH-APRIL 1ST, 2023, IN THE AMOUNT OF \$2,000.00.

Motion was made by Majors, second by Arric to recommend Council action regarding grant application from Pryor Area Arts and Humanities for the Northeast Oklahoma Area Artist's Show that was held March 24th-April 1st, 2023, in the amount of \$2,000.00. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING GRANT APPLICATION FROM OKLAHOMA FREEDOM FLIGHT FOR THE EXTRAVASLAMZA II THAT WAS HELD AUGUST 5TH, 2023 IN THE AMOUNT OF \$5,000.00.

Motion was made by Majors, second by Arric to recommend Council action regarding grant application from Oklahoma Freedom Flight for the ExtravaSLAMza II that was held August 5th, 2023 in the amount of \$5,000.00 pending receipt of the final expense report. All voted yes.

13. SCHEDULE NEXT MEETING.

No action.

14. ADJOURN.

Motion was made by Majors, second by Arric to adjourn. All voted yes.

HOTEL / MOTEL TAX ALLOCATION BUDGET 2023 - 2024								
BUDGET		\$97,675.34						
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 (20%)	\$19,535.07	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council: 9/19/2023						
Reserve (10%)	\$9,767.53	H/M Board: 9/14/2023						
		Budget Com: 9/12/2023						
		City Council: 9/19/2023						
Grand Total	\$97,675.34		-					

HOTEL / MOTEL TAX GRANTS 2023 - 2024		Budget = \$19,535.07			Reserve = \$9,767.53			
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:				
Amt requested:	\$5,000.00	Date Paid			ACCOUNT #			
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:				
Amt requested:	\$2,000.00	Date Paid			ACCOUNT #			
Pryor Area Chamber of Commerce - Pryor Hometown Christmas Parade	H/M:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$3,500.00	Date Paid			ACCOUNT #			
Pryor Area Chamber of Commerce - Okie Homesteading Show	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$3,500.00	Date Paid			ACCOUNT #			
Pryor Area Chamber of Commerce - Oklahoma Tackle Hunting & Boat Show	H/M Boards:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$5,000.00	Date Paid			ACCOUNT #			
Pryor Main Street - Lights On Downtown	H/M Board:			H/M Board:				
	Budget Com:			Budget Com:				
	City Council:			City Council:				
Amt requested:	\$6,000.00	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 #			
AMT REQUESTED	BUDGET	AMT AWARDED						
\$25,000.00	\$19,535.07	\$7,000.00		Funding available \$12,535.07				
Reserve (10%)	9,767.53							
TOTAL	\$29,302.60							

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 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

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:

\$3,500.00

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

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

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

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:

\$5,000.00

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

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

