

**NOTICE AND AGENDA
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, SEPTEMBER 8TH, 2015 AT 5:30 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT NOTICE IS HEREBY GIVEN THAT THE **BUDGET/PERSONNEL COMMITTEE WILL MEET IN SPECIAL SESSION IN COUNCIL CHAMBERS**, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME. FOR SPECIAL ACCOMMODATIONS TO ATTEND, PLEASE CONTACT (918) 825-0888.

Committee Members: **Greg Rosamond, Drew Stott, Randy Chitwood and Ryan Rains (alternate)

1. Call meeting to order.
2. Discuss, possibly approve the minutes of the August 11th, 2015 regular meeting.
3. Mayor's Report.
4. Discuss, possibly recommend Council action to promote Marie Reist from Librarian 2, Range C, Step 4 (annual wage \$34,202.00) to Librarian 3 at Range D, Step 4 (annual wage \$36,221.00).
5. Discuss, possibly recommend Council action to hire Library Director at Range F, Step 2 with certain qualifications with understanding that they will remain in Step 2 (annual wage \$42,261.00) until qualifying for Step 3 (annual wage \$44,375.00).
6. Discuss, possibly recommend creation of an Assistant Director position for the Pryor Creek Recreation Center.
7. Discuss, possibly recommend Council action to approve promotion of Lucas Hoover from "B" Operator, Range C, Step 2 (annual wage \$29,310.00) to "A" Operator, Range D, Step 2 (annual wage \$30,857.00) for the Cemetery Department.
8. Discuss, possibly recommend Council action to approve promotion of Wesley Griffin from "B" Operator, Range C, Step 2 (annual wage \$29,310.00) to "A" Operator, Range D, Step 2 (annual wage \$30,857.00) for the Street Department.
9. Discuss and review quotes received for an Electric Pump and Ladders for the Pryor Public Pool.
10. Discuss, possibly approve to seek quotes for a Tractor for the Cemetery Department.
11. Discuss, possibly recommend Council action to seek quotes to resurface Tennis Courts using Deco Turf System at Whitaker Park.
12. Discuss, possibly recommend Council action to purchase 420F Thumb, Tine, A4, Thumb, Hydraulic ARR without Tine for Backhoe from Warren CAT at State Contract price \$5,869.00 from Account # 14-145-5411 for the Street Department.
13. Discuss, possibly recommend Council action to approve Hotel/Motel Submittals for FY 2015 - 2016:
 - a. Summary Letters of Intent:
 1. Pryor Area Chamber of Commerce - \$27,156.00 (40% of \$67,890.00)
 2. Pryor Public Schools - \$11,078.00 (20% of \$67,890.00 less \$2,500.00 for Pryor Band Day)
 3. Pryor Band Day - \$2,500.00
 4. Pryor Main Street - \$6,789.00 (10% of \$67,890.00)
 - b. Grant Applications:
 1. American Cowboy Trader Days - \$2,500.00
 2. Pryor Christmas Parade of Lights - \$2,500.00
 3. Comforts of Home Quilt Show - \$2,500.00
 4. Chili Christmas & Car & Bike Show - \$2,500.00
 5. Dad's Drag Main Block Party - \$2,000.00
 6. Missoula Children's Theater - \$1,500.00
 7. NEOK Area Art Show - \$1,500.00
 8. OK Association Jr. Tournament - \$2,470.00
14. Petitions from the audience.
15. Unforeseeable Business. (Any matter not reasonably foreseen prior to posting agenda.)
16. Adjourn.

Eva Smith



**MINUTES
BUDGET/PERSONNEL
REGULAR MEETING
TUESDAY, AUGUST 11TH, 2015
5:30 P.M.**

THE BUDGET / PERSONNEL COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER AT 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

Committee Members: **Greg Rosamond, Drew Stott, Randy Chitwood and Ryan Rains (alternate)

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Chairman Greg Rosamond. Members present: Greg Rosamond, Drew Stott, Randy Chitwood. Members absent: none.

Others present: Mayor Jimmy Tramel, Police Chief Steve Lemmings, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Pryor Recreation Center Director Laura Holloway, Recreation Center Board Member Steve Wyneken, Interim Library Director Marie Reist, Library Board Member Jeanette Anderson, Park & Cemetery Superintendent Frank Powell, Street Superintendent Jack Downing, Assistant Street Superintendent Buddy Glenn, Golf Director Dennis Bowman, Building Inspector /Code Enforcer Doug Moore, City Councilman Houston Brittain, Firefighter Tim Bonea, Pryor Area Chamber of Commerce Director Barbara Hawkins and Assistant Sarah Vaughn-Wallace, The Times Reporter Cydney Baron, and Terry Aylward of The Paper.

2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JULY 20TH, 2015 SPECIAL MEETING.

Motion was made by Rosamond, second by Stott to approve the minutes of the July 20th, 2015 special meeting. All voted yes.

Chairman Rosamond skipped to item 4.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL EXPENSE REPORT RECEIVED PRYOR AREA CHAMBER OF COMMERCE FOR FY 2014 - 2015.

Motion was made by Stott, second by Chitwood to recommend Council action to approve Hotel / Motel Expense Report received from Pryor Area Chamber of Commerce for FY 2014 - 2015. All voted yes.

Chairman Rosamond moved back to item 3.

3. MAYOR'S REPORT.

Mayor Tramel reviewed the Tax Reports. The Sales Tax Report was down \$10,000.00 from last year, the Use Tax was up from last year and the Tobacco tax was slightly down from last year.

Mayor Tramel presented and reviewed a Budget Comparison of 2003 - 2014.

Mayor Tramel stated that the City Accountant Ron Kolker had reviewed and approved the 2015 - 2016 FY Budget at \$6,387,991.00. He then gave each Department Head a chance to

Speak if they chose. He also stated that within the Budget some promotions have been included.

Councilman Brittain addressed the Committee. He stated that he had reviewed the preliminary Budget and it proved that there is a need for a new revenue stream.

Mayor Tramel spoke about the Maintenance Garage upkeep. He said that he had received an estimate for car maintenance. He said that he does not think the City can maintain for any less than the estimate. Rosamond was concerned about the preventative maintenance schedule.

Councilman Stott spoke about the general office supplies. He requested a better report.

Mayor Tramel began reviewing the proposed budget with the Committee and the Audience line by line.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION ON 2015 -2016 CITY OF PRYOR CREEK BUDGET FOR:

- a. GENERAL FUND**
- b. STREET DRAINAGE**
- c. GOLF COURSE**
- d. RECREATION CENTER**
- e. P.P.W.A**
- f. CAPITAL OUTLAY**
- g. CEMETERY CARE**
- h. E-911**

5a. GENERAL FUND

DISCUSSION:

- Community Development was discussed. Doug Moore explained the need to hire a part-time assistant Code Enforcer. The amount budgeted was \$21,000.00.
- Police was discussed. They would like to have more personnel. The average cost would be \$60,000.00 per person. Mayor stated there would be a need to increase Sales Tax.
- Police overtime was discussed. Mayor explained part was due to Information Technology (IT) performed by Police Officer Dustin Van Horn because the City does not have a permanent IT person. Dispatchers, Animal Shelter, and personnel to find Thunderbird Runaways accounted for the remainder.
- Dog Pound cost was discussed. Mayor Tramel stated it has to be manned and he has budgeted for a full-time employee with family insurance. Councilman Brittain asked if the City could pay a 3rd Party to run the animal shelter. Mayor said that could be explored.
- Fire was discussed. They also would like to have more personnel. Mayor stated that with the current Sales Tax there is no room for more personnel. Chief Thompson stated volunteers are hard to find and needs more fulltime as well as more volunteers at the Fire Department. Chief Thompson asked about Health Insurance. Mayor stated he would look at this line item again. Tim Bonea stated he believes the amount budgeted should be \$216,000.00. Thompson then asked if the Budget Item for IT in Account 02 would account for all City IT. Councilman Stott asked about the

update of the windows for the Fire Station. Chief Thompson was proud to report the Firemen have taken pride in their Fire Station by volunteering their own man power to update their bathroom. Assistant Chief Young spoke about the need to update Fire System software. He said they plan to move to a web based program to save storage and accessibility. They have budgeted for this item. Thompson added that Leo Perry in the Parks Department is a much appreciated for his mowing services to the City.

- Pool was discussed. Councilman Rosamond asked Frank Powell to explain the needs. Powell stated the electrical, pump, and ladders will need to be replaced and the estimate is between \$20 and \$30 Thousand. He said that a portion will come out of Capital Outlay.
- Library was discussed. The Library Board recommended that Marie Reist receive compensation while working as the Interim Library Director. Chairman Rosamond asked if Line Item 5018 under Library could be edited on the estimate of needs provided by Mayor Tramel. Mayor stated he would do so.
- Cemetery Health Insurance was discussed. Councilman Stott inquired. Mayor Tramel stated he has budgeted for the new employee who has family coverage.
- CEM was discussed. Rosamond and Stott asked that the phone costing (5061) be rechecked.
- Grant positions were discussed. Mayor Tramel stated that the CEM position is paid for by Grants as well as the Domestic Violence Officer who is paid by the VAWA Grant.
- Court was discussed. Mayor stated the revenues are \$336,002.00 up from last year. Fines collected go back into the General Fund.
- Use Tax was discussed. Chairman Rosamond stated he wanted to clarify that money that has been put into the Repair and Maintenance line item was Use Tax funds that had been originally allocated towards these items for the same projects, but Mr. Kolker is recommending not having them in a Capital Outlay account but having them in a Repair and Maintenance account so we are not transferring Capital Outlay funds. Mayor Tramel said correct. Mayor stated that he and Ron Kolker plans to put 25% of the Use Tax into the General Fund and the rest into Capital Outlay and began weaning off the Use Tax.

Mayor Tramel moved to street drainage.

5b. STREET DRAINAGE

DISCUSSION:

- Mayor stated that \$250,000.00 will not fix all concrete streets per the Street Superintendent. Downing assessed it may be closer to \$350,000.00.
- Mayor Tramel informed the audience that HWY 20 will be closed for 3 days at the railroad crossing for repair by Union Pacific on Tuesday, Wednesday and Thursday of next week. There will be a detour at Taylor to SE 1st and vice versa.

Mayor Tramel skipped to 5g.

5g. CEMETERY CARE.

There was brief discussion.

Mayor Tramel moved back to 5c.

5c. GOLF COURSE.

DISCUSSION:

- Per Dennis Bowman Golf Course personnel wages needs to be raised to \$10.00 to keep quality workers.
- The Golf Sub-committee will meet to discuss raising rates at the Golf Course. Bowman said that they need to make up 15% of the Budget.

5f. CAPITAL OUTLAY

DISCUSSION:

- Mayor Tramel stated that if funds are available, equipment will be purchased.
- Tennis Courts will need to be asphalted.
- Pocket Park, Splash Pad and Economic Study have been included in the Capital Outlay Budget.
- The Cemetery will need a new tractor.
- Emergency Management will need to replace computers this year.
- Mayor Tramel added that only \$410,000.00 was taken in last year and the City must watch their spending.

Mayor Tramel spoke about REAL PROPERTY. He stated that grant funds are put into this account and the Free Wi-Fi funded by Google is paid for out of this account.

5D. RECREATION CENTER

DISCUSSION:

- Mayor Tramel stated that Laura Holloway has requested an Assistant Recreation Center Director position be added. He stated that the Recreation Center revenue stream will account for this position.
- Holloway has also requested more Fitness personnel and Mayor said the revenue stream will also account for this.
- Councilman Stott asked about the Recreation Center line item 5410 Capital Outlay. Holloway stated she would like to buy Fitness equipment and Pool equipment.
- Mayor Tramel explained line item 5023 Health Insurance and why the number was higher. He stated that it accounts for hiring another person.
- Councilman Brittain stated he thinks the Recreation Center Budget is being managed well.

5e. P.P.W.A

DISCUSSION:

- Mayor discussed Franchise Fees. He stated that he will be looking further into Internet / Technology Companies about Franchise Fees.
- Councilman Brittain asked about Fund 88 line item 5347 Nuisances. Chairman Rosamond stated the goal is to thin out Abatements.

5h. E-911

DISCUSSION:

- Mayor Tramel stated the City is backup to MESTA Ambulance and there are costs to operate.
- Mayor also stated he is working on Property Casualty Insurance – OMAG.
- Mayor Tramel thanked the City Employees and he said that he was very proud of how the City provides a good Benefit Package to its employees.

Motion was made by Rosamond, second by Chitwood to recommend Council action on 2015 – 2016 City of Pryor Creek Budget for:

- a. General Fund
- a. Street Drainage
- b. Golf Course
- c. Recreation Center
- d. P.P.W.A
- e. Capital Outlay
- f. Cemetery Care
- g. E-911

All voted yes.

6. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

7. UNFORESEEABLE BUSINESS. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING AGENDA.)

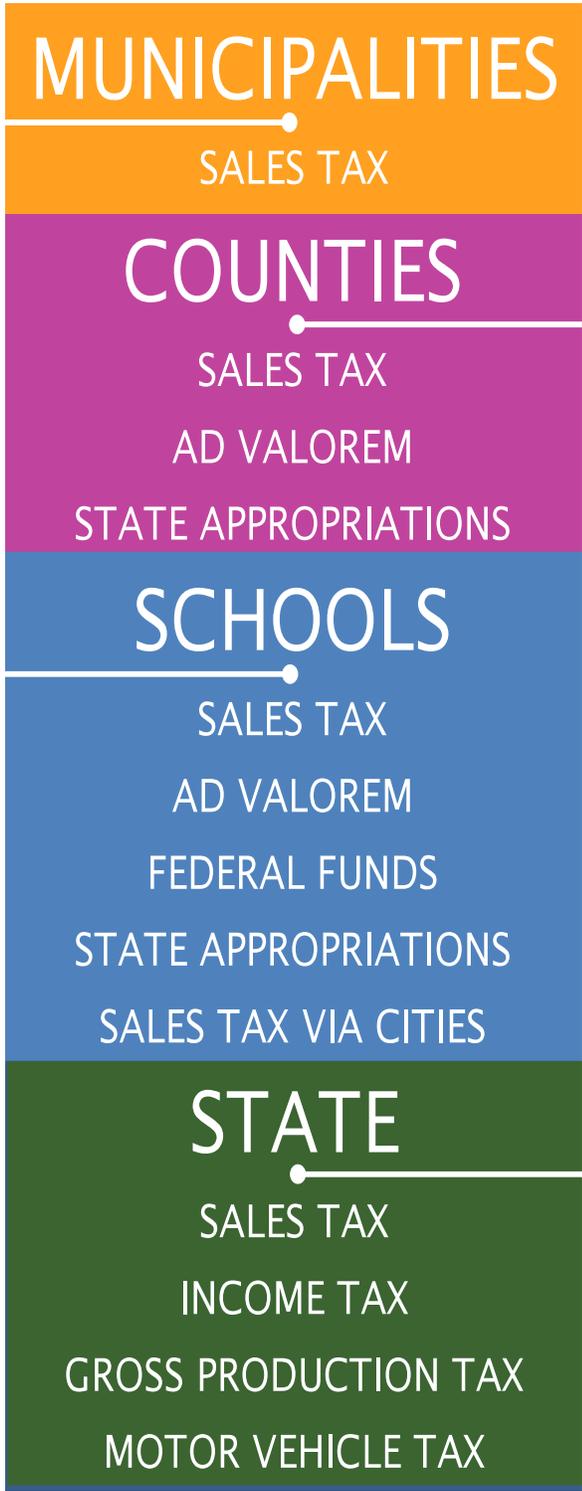
There was no unforeseeable business presented.

8. ADJOURN.

Motion was made by Stott, second by Chitwood to adjourn at 7:15 p.m. All voted yes.

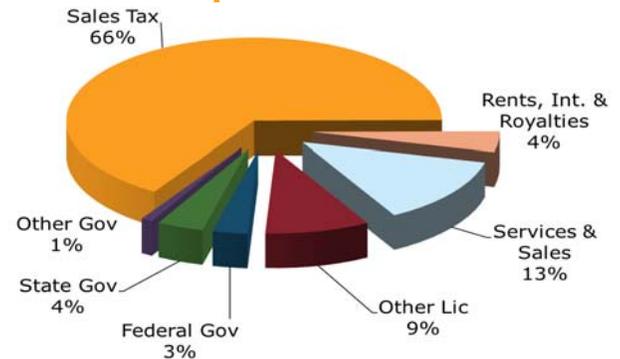
Funding the Gap

*Strong Cities, Strong State
A look at Municipal Revenue*



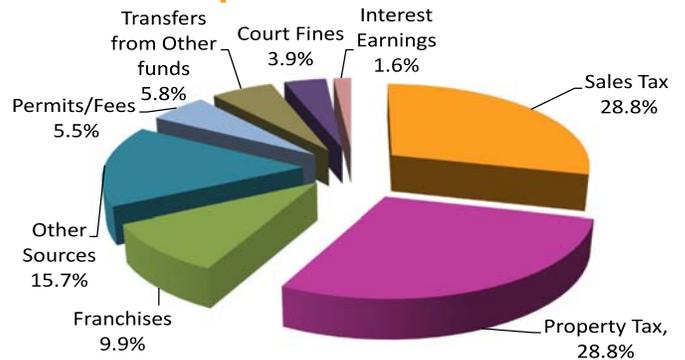
Oklahoma is the only state in which municipalities are almost entirely dependent on sales tax for general operations

Oklahoma Municipal Revenues FY 2013



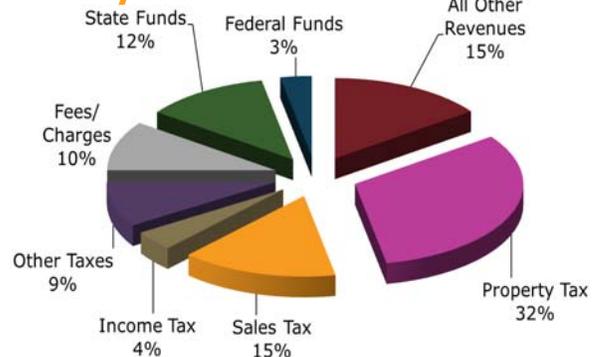
Source: FY 2013 SA&I forms, Oklahoma State Auditor

Texas Municipal Revenues FY 2010



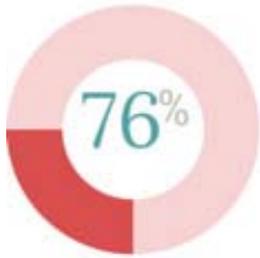
Source: Texas Municipal League

U.S. City Revenues FY 2010



Source: National League of Cities

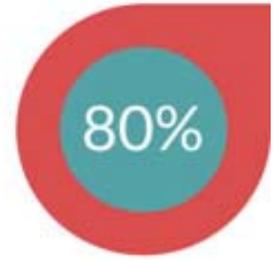
Cities and Towns Manage Infrastructure, Support New Businesses, Spur Innovation, and Attract Talent & Investment



76% of Oklahomans live in Municipalities



91% of STATE sales tax is generated from sales within Municipalities



80% of Oklahoma citizens & businesses receive water from Municipal Water Sources

Issues In Municipal Revenue

- Oklahoma is the “only” state where cities and towns do not receive “ad valorem” money for general operations
- 150 sales tax exemptions currently on the books with new ones introduced every legislative session
- Internet/Catalog “Tax Haven”: \$81.5 million loss to the state and \$66.7 million loss to local entities in 2015
- Sales tax is a volatile source of revenue
- Now Counties have sales tax option (76 of 77)
- Municipal Sales tax earmarked for local schools, hospitals, economic development, colleges
- Consumers switching to untaxed Internet sales

Motor Vehicle Fees

41% of state highway miles are driven within municipalities, yet cities and towns only receive 3.1% of the motor vehicle fees.



For every \$1.00 in motor vehicle fees



Municipalities receive just over \$.03

“I certainly believe the people should have an opportunity to voice their opinion about using alternative revenue streams other than sales tax exclusively. It is just too vulnerable a source. I would like to see the state constitution amended to allow people to at least vote on it.”

“Internet sales have had a serious impact on our cities’ ability to grow our sales tax in order to maintain necessary services. We cannot change that without the federal government’s blessing to Oklahoma’s legislators to allow Internet sales tax to be collected.”

-Mayor Dewey Bartlett, Tulsa

“Cities shouldn’t be so reliant on sales tax. It affects our planning. If you see a Wal-Mart on this side of the street or that side of the street, it greatly affects a particular municipality. We’re going to get to a point here where the municipalities that have a Wal-Mart are going to make it and the ones that don’t are not going to make it.”

“When you see that we spend two-thirds of our tax dollars on police and fire service, it becomes a public safety issue. Oklahoma cities are too reliant on sales tax. We need a way to figure out some sort of revenue neutral, I am not saying we need more money, I am just saying it needs to be derived from different sources.”

- Mayor Mick Cornett, OKC

CITY OF PRYOR CREEK
2013 - 2014 PAY PLAN
CITY, POLICE & FIRE

| | | 1 | 2 | 3 | 4 |
|----|---|-----------|----------|----------|----------|
| | | Hire Date | 1 Year | 4 Year | 7 Year |
| A | ANIMAL CONTROL FITNESS TRAINER LABORER LIBRARIAN STAFF SUPPORT | \$24,079 | \$26,041 | \$28,022 | \$31,133 |
| B | LIBRARIAN 1 CLERK FITNESS COORDINATOR | \$25,546 | \$27,628 | \$29,310 | \$31,933 |
| C | MECHANIC B OPERATOR LIBRARIAN 2 | \$27,102 | \$29,310 | \$31,094 | \$34,202 |
| D | A OPERATOR COURT CLERK AQUATICS COORDINATOR DISPATCHER LIBRARIAN 3 PAYROLL ACCOUNTS PAYABLE REC OFFICE MANAGER | \$28,597 | \$30,857 | \$32,171 | \$36,221 |
| E | CEM ASST. CITY CLERK ASST. SUPERINTENDENT | \$34,118 | \$35,071 | \$38,917 | \$43,240 |
| F | DEPARTMENT HEAD | \$38,675 | \$42,261 | \$44,375 | \$48,028 |
| G | RECREATION CENTER DIRECTOR | \$45,277 | \$49,804 | \$51,298 | \$53,864 |
| H | ASST POLICE/FIRE (NON-BARGAINING) | \$43,529 | \$44,835 | \$46,138 | \$58,832 |
| I | FIRE CHIEF | \$51,638 | \$53,189 | \$58,015 | \$64,406 |
| J | POLICE PATROLMAN | \$32,295 | \$37,174 | \$39,278 | \$43,633 |
| K | POLICE CORPORAL | \$33,192 | \$38,211 | \$40,378 | \$44,827 |
| L | POLICE SERGEANT | \$34,118 | \$39,278 | \$41,345 | \$46,121 |
| *M | POLICE CAPTAIN | | | | \$47,504 |
| M | POLICE ASST. CHIEF | \$43,529 | \$44,835 | \$46,138 | \$58,832 |
| N | FIREFIGHTER | \$31,076 | \$35,771 | \$37,796 | \$41,986 |
| O | FIRE LIEUTENANT | \$31,939 | \$36,769 | \$38,854 | \$43,136 |
| P | FIRE CAPTAIN | \$32,831 | \$37,796 | \$39,785 | \$44,380 |
| *Q | BUILDING INSPECTOR, CODE ENFORCEMENT OFFICER | \$53,450 | \$54,590 | \$57,914 | \$58,300 |

Longevity - After 5 years of service, \$2.50 per month for every year of service
(Police & Fire - \$5.00 per month for every year of service after 10 years.)

All raises are merit based and evaluation must be on file signed by employee, department head and mayor.

* Added M- Police Captain as approved by Council 3/19/13

* Added Building Inspector as approved by Council 5/17/13



Division, United Industries, Inc.

PROPOSAL

Page 1 of 1

Proposal Number: **W090115 Revised**Proposal To: **City of Pryor, OK**Date: **September 2, 2015**Job Reference: **Frank Powell**

Bid Date:

| Sect. | Qty. | Part Number | Description |
|-------|-------------|----------------|---|
| | 1.0 | P171089 | Pump, end suction centrifugal, Aurora 341A-BF, 6x6x9 20 HP, 1750 rpm 230/460 VAC 3 phase capable of providing 900 GPM @ 70' TDH Total \$4,988.00 |
| | 2.0 | P508073 | Ladder, cross braced, 3 step, 1.90" x .109 wall stainless steel |
| | 2.0 | P508083 | Ladder, cross braced, 4 step, 1.90" x .109 wall stainless steel |
| | 8.0 | P121058 | Wedge anchor, bronze, 4" |
| | 8.0 | P121400 | Escutcheon, stainless steel, 1.90" |
| | 12.0 | P140400 | Ladder bumper, 1.90" female, white rubber |
| | | | Prices are FOB origin, exclusive of sales tax. |
| | | | Total \$4,962.00 |
| | | | Prices are as shown, FOB origin, exclusive of sales tax. |
| | | | NOTE: Purchase all items on the list above to include freight to Pryor, OK |
| | | | Total \$9,261.00 |

In accordance with: **As Stated**Delivery: **3-4 weeks ARO**Price: **As Stated**FOB: **Origin**

Accepted for purchase _____

Submitted by Jack WaltonApproved By: _____
Name of PurchaserAuthorized Official Jack Walton

W.M. SMITH & ASSOCIATES, INC.

Proudly Serving the Aquatic Industry for Over 30 Years!

800 - 426 - 9460

Fax: (509) 962-4751
www.wmsaquatics.com

P.O. Box 398
Ellensburg, WA 98926

Quotation

Quote For:

**City of Pryor
918-373-1584
214 S Mill
Pryor, OK 74361**

Quotation # 14392

Quotation Expires 30 Days From: 9/2/2015

Payment Terms: Net 20

Prepared by: SLC

Fax: 918-825-6577

Attn: Frank

| | |
|---|--------------|
| # | 918-825-6909 |
|---|--------------|

Thank you for the opportunity to bid on swimming pool equipment.
W.M. Smith and Associates, Inc. is pleased to offer the following price quotation:

| Catalog # | Quantity | Description | Unit Cost | Total |
|------------|----------|---|-----------|----------|
| WMS-10125 | 2 | Commercial Cross-Brace Plus Ladder, 3-step, ss steps, 29", .109 x 1.90OD | 824.81 | 1,649.62 |
| WMS-10128 | 2 | Commercial Cross-Brac Plus Ladder, 4-Step, SS Steps, 29" , .109 x 1.90 OD | 890.635 | 1,781.27 |
| WMS-AS100B | 8 | Anchor Assembly 4" Bronze, 1.90" OD | 22.46625 | 179.73 |
| WMS-EP100A | 8 | SS Escutcheons | 9.92 | 79.36 |
| 23-60665 | 6 | Ladder Bumper, 1.9" OD style, Female | 7.14667 | 42.88 |
| Freight | | Freight Estimate | 550.00 | 550.00 |

GSA # GS-07F-5990R

| | |
|-----------------|-------------------|
| Subtotal | \$4,282.86 |
|-----------------|-------------------|

Indicate approval by signing here
and faxing back to WMS
Fax # 509-962-4751 _____

| | |
|-------------------------|---------------|
| Sales Tax (0.0%) | \$0.00 |
|-------------------------|---------------|

| | |
|--------------|-------------------|
| Total | \$4,282.86 |
|--------------|-------------------|

If there are questions concerning this quotation or you are ready to place an order,
please contact our Ellensburg office at 800-426-9460.

THANK YOU!



Search All

800.772.0467 26
Live Chat Total

CHEMICALS | EQUIPMENT | **S.R. Smith 10125 29in. Commercial 3-Step Pool Ladder with Cross Brace and Stainless Steel Treads** | COVERS | SPA SUPPLIES | PARTS & HARDWARE | LIGHTS | ABOVE GROUND | ALL

Item Sku #: 10125 | Availability: **In Stock** | Order today, to your door by September 11

2 | remove | \$961.99 | \$1,923.98

S.R. Smith 10128 29in. Commercial 4-Step Ladder with Stainless Steel Treads (.109in.)

Item Sku #: 10128 | Availability: **In Stock** | Order today, to your door by September 11

2 | remove | \$1,037.99 | \$2,075.98

S.R. Smith AS-100B Pool 4in. Bronze Anchor Socket (1.90)

Item Sku #: AS-100B | Availability: **In Stock** | Order today, to your door by September 11

8 | remove | \$34.99 | \$279.92

S.R. Smith EP-100F Escutcheon 1.90in. Round (Ea) Stainless Steel

Item Sku #: EP-100F | Availability: **In Stock** | Order today, to your door by September 11

8 | remove | \$15.99 | \$127.92

S.R. Smith WRB-100A White Rubber Bumper 1.90in.in. M

Item Sku #: WRB-100A | Availability: **In Stock** | Order today, to your door by September 11

6 | remove | \$13.99 | \$83.94

Email Cart | Save Cart | Apply a Discount Code

Subtotal: \$4,491.74
Shipping Zip Code: **Calculate**
Shipping: Enter Zipcode

Order Total: \$4,491.74

Couldnt get more that was emailed to print correctly.

SECURE CHECKOUT

Alternative Checkout





420F THUMB SPECIFICATIONS MACHINE SPECIFICATIONS

Description

THUMB, TINE, A 4

THUMB, HYDRAULIC ARR, W/O TINE

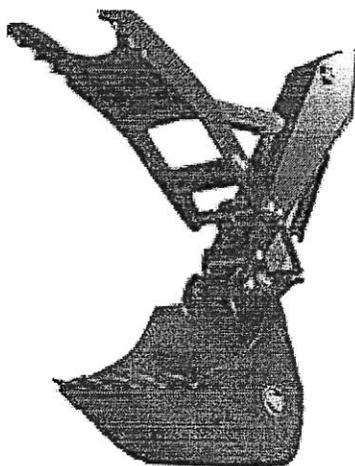
Reference No

221-4285

282-5409

Sell Price

\$5,869



Process for Payment Check List

| | | |
|---|-------------------------------|-------------|
| NAME: <u>PRYOR AREA CHAMBER OF COMMERCE</u> | | |
| % <u>40</u> | \$ <u>27,156⁰⁰</u> | Acct# _____ |
| Notes: | | |

Below this sheet attach:

| Date | | |
|---------|---|--|
| 7/28/15 | ✓ | 1 Summary Letter of Intent |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Agreement for Funding and Provision of Services Signed |
| | | 6 PO# _____ |
| | | 7 Paid w/CK # _____ |
| | | 8 |

FOLLOW UP WITH THIS APPLICANT
 (DATE): APRIL 2016 - DUE JUNE 30, 2016
REQUEST EXPENDITURE SUMMARY
FOR BOARD REVIEW.

Complete:

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
TUESDAY, AUGUST 4TH, 2015
4:00 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, KEN PRATHER, JEFF YATES AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:00 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Tracey Dean, Evett Barham. Members absent: Ken Prather.

Others present: Mayor Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Public Schools Superintendent Don Raleigh, Pryor Public Schools Band Director Kevin Speakman, Pryor Area Arts and Humanities Council Representatives Diana Reeves and Jenny Maples, Park Board Chairman Bill Kannegiesser and Park Board Member Pat Richard.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF JUNE 5TH, 2015 SPECIAL MEETING.

Motion was made by Yates, second by Barham to approve minutes of June 5th, 2015 special meeting. All voted yes.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

a. PRYOR AREA CHAMBER OF COMMERCE

Motion was made by Yates, second by Dean to recommend Council action to approve Summary of Intent Letter from Pryor Area Chamber of Commerce. All voted yes.

b. PRYOR PUBLIC SCHOOLS

c. PRYOR HIGH SCHOOL BAND DAY

Motion was made by Dean, second by Yates to recommend Council action to approve Summary of Intent Letter from Pryor Public Schools and Pryor High School Band Day. All voted yes.

d. PRYOR MAIN STREET

This item was tabled until the next meeting. The Board asked Barbara Hawkins to pass along to BJ Cummings to revise her letter to not include items that are being considered for additional funding through grants. The revised letter will be taken into consideration at the next meeting.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

4d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Pryor Area Arts and Humanities Council Representatives presented the Pryor Area Arts and Humanities Council application for the NEOK Area Art Show 2015. The Board asked about the attendance and if the event is bringing the public to stay overnight in our hotels and motels. The Board would also like to see a report of attendance for all ages.

Jeff Yates left the meeting at 4:49 p.m.

Evett Barham asked Barbara Hawkins about Parade Expenses. Hawkins stated the area marching bands are paid to aide their band departments.

Jeff Yates returned at 4:51 p.m.

4e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Jenny Maples presented the Pryor Area Arts and Humanities Council Missoula Children's Theater application.

The Board took this time to review the applications further.

Mayor asked the Board to move to item 5 before they made their decision on the applications.

5. DISCUSS AND SCHEDULE MANDATORY PRE-SUBMITTAL MEETING FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

Mayor Tramel stated a mandatory pre-submittal meeting for all parties is required. He also stated that it will be required yearly.

Motion was made by Dean, second by Yates to meet for mandatory pre-submittal meeting for all parties involved in the Hotel / Motel Grant process on Friday, August 14th at 4 p.m. All voted yes.

Chairman Wallace revisited item 4 for the Board to award funds.

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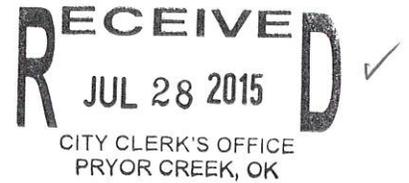
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c. DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)

Motion was made by Yates, second by Dean to recommend Council action to approve Hotel Motel Tax Application Dad's Drag Main 2016 (Pryor Main Street) in the amount of \$2,000.00. All voted yes.

d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)



Date: July 28, 2015

To: Hotel/Motel Tax Allocation Board

From: Pryor Area Chamber of Commerce

Contact Person: Barbara Hawkins

Re: 2015-16 Pryor Promotion & Advertising Campaign

The Pryor Area Chamber of Commerce has actively promoted the community and its area for many years. We are grateful to the past partnerships we have enjoyed with the Hotel/Motel Tax Board as well as with the Pryor City Council.

As in the past, 100% of the funds we will receive, for 2015-16, will go directly into projects and campaigns that promote, market, and advertise our community.

Some ways we will accomplish these goals include, but are not limited to: website design, maintenance and promotion; social media programs; brochures; displays; advertising; travel and tourism conferences and trade shows.

During the past two years, we have developed a strong relationship with management at RSU Public Television; and, have worked with them to produce and air television spots that will promote Pryor and its events, which may include, but are not limited to: First Saturday Traders Day, FreedomFest, American Cowboy Traders Day, Pryor Fever 5K & Mud Run and the Mayes County Quilt Show.

Additionally, we utilize the seminar center in the renovated chamber building to promote our community and area. We routinely offer classes on social media and the internet to the retail and hospitality community as well as small businesses.

We are grateful to the Hotel/Motel Tax Board and City of Pryor for the Allocation, which will allow us to continue the promotion and marketing campaigns for our community.

POSSIBLE 2015-16 MARKETING PROJECTS

BROCHURES. Some projects Hotel/Motel funds will help fund include the *Discover Pryor* brochures, *Hospitality/Retail* map and brochure; and the *Mayes County Directory*

MAYES COUNTY TOURISM GUIDE AND THE MAYES COUNTY RESIDENTIAL GUIDE. We partner with CNHI Publishing (Pryor Daily Times) to produce the annual publications.

RELOCATION PACKETS. Packets of information distributed from the Pryor Area Chamber of Commerce office, MidAmerica Industrial Park, MAIP industries and realtors in Pryor.

REGIONAL CO-OP ADVERTISING. Partner with our neighbors in NE Oklahoma to showcase our communities and the beauty and attraction of the area.

ADVERTISING & PUBLIC RELATIONS. Place advertising in numerous annual publications.

PRYOR & MAYES COUNTY SPECIFIC POSTCARDS.

TRAVEL AND TOURISM CONFERENCES AND REGIONAL TOURISM TRADE SHOWS.

SHUTTLE TO SUPPORT ROCKLAHOMA GUESTS SPENDING ACTIVITY.

PRYORCHAMBER.COM WEBSITE & VISIT PRYOR FACEBOOK PAGE.

RESOURCES - THE PRYOR AREA CHAMBER OF COMMERCE WILL:

- Research and identify marketing opportunities and negotiate best value;
- Maintain administrative responsibility;
- Continue developing relationships with radio, television and print media;
- Continue to work in neighboring states;
- Work with the City of Pryor, MidAmerica Industrial Park, Mayes County, Oklahoma Department of Tourism, Green Country Marketing Association, Pryor Creek Music Festivals, Inc., Camp Dry Gulch and other area groups to – maximize the return on investment; receive the most impact for our budget; and, bring more visitors and investors to Pryor and our businesses.

Throughout 2015–16 we will continue to take advantage of emerging and available promotion opportunities.

SUMMARY

Many communities our size dedicate sizeable sums of money to promoting their cities through Convention and Visitors Bureaus, with a full-time staff. Pryor does not. Promoting our community is one of the top priorities of the Pryor Area Chamber of Commerce.

As stated in our Project Description – 100% of the funds allocated, for 2015 –16, directly fund projects and campaigns that promote, market, and advertise our community.

Process for Payment Check List

| | | |
|---|------------------|---------------|
| NAME: <u>PRYOR PUBLIC SCHOOLS & Band Day</u> | | |
| % <u>20</u> | \$ <u>11,078</u> | Acct# <u></u> |
| Notes: 10/10/15 PRYOR BAND DAY has been deducted | | |

Below this sheet attach:

| Date | | |
|---------|---|--|
| 7/20/15 | ✓ | 1 Summary Letter of Intent |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes _____ |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Agreement for Funding and Provision of Services Signed |
| | | 6 PO# _____ |
| | | 7 Paid w/CK # _____ |
| | | 8 |

FOLLOW UP WITH THIS APPLICANT
(DATE): APRIL 2016 - DUE JUNE 30, 2016
REQUEST EXPENDITURE SUMMARY
FOR BOARD REVIEW.

Complete:

PRYOR BAND DAY
— OCTOBER 10, 2015 —

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
TUESDAY, AUGUST 4TH, 2015
4:00 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, KEN PRATHER, JEFF YATES AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:00 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Tracey Dean, Evett Barham. Members absent: Ken Prather.

Others present: Mayor Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Public Schools Superintendent Don Raleigh, Pryor Public Schools Band Director Kevin Speakman, Pryor Area Arts and Humanities Council Representatives Diana Reeves and Jenny Maples, Park Board Chairman Bill Kannegiesser and Park Board Member Pat Richard.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF JUNE 5TH, 2015 SPECIAL MEETING.

Motion was made by Yates, second by Barham to approve minutes of June 5th, 2015 special meeting. All voted yes.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

a. PRYOR AREA CHAMBER OF COMMERCE

Motion was made by Yates, second by Dean to recommend Council action to approve Summary of Intent Letter from Pryor Area Chamber of Commerce. All voted yes.

b. PRYOR PUBLIC SCHOOLS

c. PRYOR HIGH SCHOOL BAND DAY

Motion was made by Dean, second by Yates to recommend Council action to approve Summary of Intent Letter from Pryor Public Schools and Pryor High School Band Day. All voted yes.

d. PRYOR MAIN STREET

This item was tabled until the next meeting. The Board asked Barbara Hawkins to pass along to BJ Cummings to revise her letter to not include items that are being considered for additional funding through grants. The revised letter will be taken into consideration at the next meeting.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

Pryor Public Schools

P.O. Box 548

Pryor, Oklahoma 74362

(918) 825-1255

Don Raleigh
Superintendent

Bill Gage
Asst. Superintendent

July 20, 2015

Letter Of Intent For Spending of Hotel/Motel Funds

EVENT HOSTING

As a school district with facilities to accommodate large groups of students, faculty and audiences, we host many athletic and student club events at the local, regional and state level, as well as professional development/continuing education (workshops, seminars, etc.) for school personnel.

Money received from Hotel/Motel funds would help offset hospitality, officials and trophy/award expenses incurred from hosting the following events:

10/10/15 – Band Day (Judges Fees, Trophies)

08/14/15 - 8/15/15 – JH Softball Tournament

10/07/15 - 10/09/15 – HS Softball Regional Tournament (if selected to host)

Winter 2015 (dates not yet confirmed) – JH Wrestling Tournament

Winter 2016 (dates not yet confirmed) – HS Doug Rial Memorial Wrestling Tournament

Winter 2016 (dates not yet confirmed) – HS Wrestling Regional Tournament (if selected to host)

01/13/16 - 01/21/16 - HS Basketball Tournament

02/25/16 - 02/27/16 – 5A Girls Basketball Regionals (if selected to host)

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Spring 2016 (dates not yet confirmed) – FFA speech contest

Spring 2016 – Track Area Meet (date not yet confirmed)

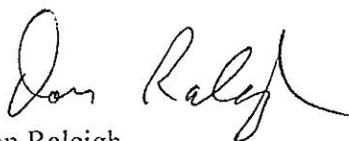
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In addition, several student clubs/organizations host competitions/rallies, etc. throughout the school year (dates not yet confirmed). If, after covering the above events, there is money remaining from our allowance, funding will be made to those groups to help cover their hospitality, officials, and trophies costs.

Every effort will be made to spend this allowance locally. However, in the event that products/services are not available locally, the district will be obligated to purchase outside the local area.



Don Raleigh,
Superintendent,
Pryor Public Schools

Pryor Public Schools
521 SE 1st St.
Pryor, OK 74361
Phone: (918) 825-1255
Fax: (918) 825-3938

Pryor Public Schools

Fax

To: Hannah Moore

From: Darla Heston

Hotel/Motel Funds

Fax: 918-825-6577

Pages: 2

Phone:

Date: 7/20/2015

Re:

CC:

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Comments:**

Hannah Moore

From: Hannah Moore <mooreh@pryorcreek.org>
Sent: Monday, July 20, 2015 5:03 PM
To: hestonda@pryorschools.org; Speakman, Kevin - Pryor Band Director
Cc: Jimmy Tramel - City of Pryor Creek (tramelj@pryorcreek.org); 'Evet Barham'; Jeff Yates (jyates918@yahoo.com); 'Ken Prather'; Tara Wallace (tarakwallace@gmail.com); 'Tracey Dean'
Subject: Summary Letter of Intent - Pryor Public School & Pryor Band Day - Received
Attachments: Pryor Public Schools & Pryor Band Day (rcvd 7-20-2015).pdf

Darla,

Thank you for your prompt submittal.

The next Hotel Motel meeting is August 4th, 2015 at 4 p.m. and the Mayor is requiring all participants be present.

Hannah Moore

City of Pryor Creek

12 North Rowe – PO Box 1167

Pryor Creek, Ok 74362

Tel 918-825-4077 Fax 918-825-6577

www.pryorcreek.org

Note: my new email address: mooreh@pryorcreek.org

Hannah Moore

From: Hannah Moore <mooreh@pryorcreek.org>
Sent: Tuesday, July 21, 2015 9:09 AM
To: 'Speakman, Kevin'
Cc: hestonda@pryorschools.org; Tara Wallace (tarakwallace@gmail.com); Jimmy Tramel - City of Pryor Creek (tramelj@pryorcreek.org)
Subject: RE: Summary Letter of Intent - Pryor Public School & Pryor Band Day - Received

Well hello there!

As of today nothing is needed from you. Darla has submitted the Summary Letter of Intent that details what the allocation fund will be used for (Due July 31st). **All set to be reviewed by the Hotel Motel Board August 4th.**

The Hotel Motel Tax Allocation Fund divides its budget out amongst these organizations as follows:

Allocations

Pryor Area Chamber of Commerce = 40%
Pryor Public Schools = 20%
Pryor Band Day = \$2500.00 from the 20% received by PPS
Pryor Main Street Program = 10%
Reserve = 10%

Grants

Hotel Motel Grants = 20%

Once the fiscal budget is determined, the budget will be divided out amongst the organizations and grants. This will not be done until August or September.

The Mayor is requiring that each group have a representative present at each meeting to be fully aware what is required of them. In the past there has been some confusion. It is beneficial to attend. I will email you an agenda each time a meeting is to held. Or you can check our website. www.pryorcreek.org

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1. Cover page with all contact info and name of project.
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We plan to put together a template for everyone to use this year.

Hope this helps you get started.

Welcome aboard.

Hannah Moore

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
TUESDAY, AUGUST 4TH, 2015
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Pryor Public Schools

P.O. Box 548

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(918) 825-1255

Don Raleigh
Superintendent

Bill Gage
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July 20, 2015

Letter Of Intent For Spending of Hotel/Motel Funds

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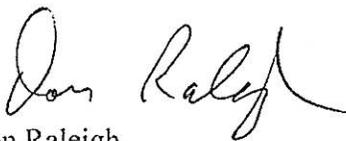
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Superintendent,
Pryor Public Schools

Hannah Moore

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Sent: Tuesday, July 21, 2015 9:09 AM
To: 'Speakman, Kevin'
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We plan to put together a template for everyone to use this year.

Hope this helps you get started.

Welcome aboard.

Hannah Moore

Process for Payment Check List

| | | |
|--------------------------------|------------------------------|-------------|
| NAME: <u>PRYOR MAIN STREET</u> | | |
| % <u>10</u> | \$ <u>6,789⁰⁰</u> | Acct# _____ |
| Notes: | | |

Below this sheet attach:

| Date | | |
|---------|---|--|
| 7/22/15 | ✓ | 1 Summary Letter of Intent |
| 8/14/15 | ✓ | 2 Hotel / Motel Minutes <i>1000-0914 review 8/15</i> |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Agreement for Funding and Provision of Services Signed |
| | | 6 PO# _____ |
| | | 7 Paid w/CK # _____ |
| | | 8 |

FOLLOW UP WITH THIS APPLICANT
 (DATE): APRIL 2016 - DUE JUNE 30, 2016
REQUEST EXPENDITURE SUMMARY
FOR BOARD REVIEW.

Complete:

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
FRIDAY, AUGUST 14TH, 2015
4:00 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, KEN PRATHER, JEFF YATES AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:00 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Ken Prather, Tracey Dean and Evett Barham. Members absent: none.

Others present: Mayor Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Main Street Director B.J. Cummings, Pryor Area Arts and Humanities Council Representatives Diana Reeves and Jenny Maples, Park Board Chairman Bill Kannegiesser and Park Board Member Pat Richard.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF AUGUST 4TH, 2015 SPECIAL MEETING.

Motion was made by Yates, second by Barham to approve minutes of August 4th, 2015 special meeting. Voting yes: Wallace, Yates, Barham, Dean. Voting no: none. Abstaining: (counting as a no vote.) Prather.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

a. PRYOR MAIN STREET

Motion was made by Yates, second by Barham to recommend Council action to approve Summary of Intent Letters received from Pryor Main Street. All voted yes.

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a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application from the Pryor Creek Golf Course for sod for the OK Golf Association Junior Tournament in the amount of \$2,470.00. All voted yes. (Funds awarded came from the 10% in Reserve)

b. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Motion was made by Yates, second by Prather to recommend Council action to approve Hotel Motel Tax Application from Pryor Area Arts and Humanities Council for Missoula

Children's Theater in the amount of \$1,500.00. All voted yes. (Funds awarded came from the 10% in Reserve)

5. DISCUSS PROCEDURES FOR SUBMITTALS FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

- a. EXPENSE REPORT TEMPLATES**
- b. DEADLINES**
- c. RESTRICTIONS**
- d. EXCEPTIONS**

Deputy Clerk Hannah Moore presented a checklist and template to be used when submitting expense reports. Per the City Accountant Ron Kolker, the Pryor Public Schools and Pryor Band Day are exempt from submitting the Expense Report using the template provided.

6. SCHEDULE NEXT BOARD MEETING.

The Board did not schedule a future meeting. The next meeting is to be announced when needed.

7. ADJOURN.

Motion was made by Yates, second by Prather to adjourn at 5:00 p.m. All voted yes.

✓ Approved by
H/M 8/14/15



918.825.1095 or 918.261.3929
mainstreetpryor@gmail.com
www.pryormainstreet

REVISED August 11, 2015

Date: July 21, 2015

To: Hotel/Motel Tax Funding Application

From: Pryor Main Street, Inc.

Contact: B J Cummings

Re: 2015-16 Pryor Main Street Promotion and Revitalization of Downtown Pryor Creek

Pryor Main Street, Inc., named a main street program in Oklahoma in 2013 is actively promoting our downtown corridor and its revitalization.

Funds received from the Hotel/Motel Tax Allocation will be used 100% for the promotion, revitalization and economic development of our historic downtown.

We, as Main Street look forward to a successful year as we continue to see improvements of building renovation in our downtown, new businesses moving in and beautification projects.

We appreciate and are grateful for the partnership that we have with the Hotel/Motel Tax Board and the City of Pryor for the Allocation that allows us to continue to improve and promote Pryor Creek.

Some of the ways we will accomplish these goals include, but are not limited to: website design and continued maintenance; social media; seminars; brochures,

advertising, conferences and recruitment of resources and consultants for partnership (such as national architect for our Pocket Park design).

In the past year, PMS has worked hard to develop partnerships not only with Hotel/Motel and the City, but also with the schools and local businesses. Working with the Leadership students on various projects such as Great Days of Service and Fresh Paint Days helped to spruce up our downtown. Working with marketing and English students we held our first Tiger Tank with students developing business plans for retail in our downtown. We want to expand and continue this program in the upcoming school year and we desire to start a Junior Main Street program. This type of activity teaches our future leaders what great opportunities exist in our town.

In partnering with groups such as Oklahoma Main Street and Cherokee Nation Small Business we plan to host more educational seminars with our merchants and businesses to help their economic development, thus increasing our tax base.

Events that are ongoing with PMS include but are not limited to: Halloween Downtown, Sidewalk Chalk Art Walk, Tiger Tank, Better Block, Fresh Paint Days, Great Days of Service and Pryor Mobbers to name a few. We always have something in the works!

Pryor Main Street is so appreciative of its relationship with the Hotel/Motel Tax Board and our City. Without the allocations we receive, we would not be able to accomplish our goals and our mission. We thank you for your continued support and faith in our organization to promote Pryor Creek as the best place to live, work, and play.

Thank you for your time and consideration of our request for funding to continue this vital need in our community.

Process for Payment Check List - Grants

| | | |
|--|----------|-------------|
| RECIPIENT: <u>PRYOR CHAMBER OF COMMERCE</u> | | |
| EVENT: <u>AMERICAN COWBOY TRADER DAYS</u> | | |
| Date of Event: <u>July 24-25-2015</u> | | |
| Amt Awarded: | \$ _____ | Acct# _____ |
| Notes: THIS EVENT WILL NOT BE FUNDED IN 2016-2017. EVENTS IN JULY & AUG ARE NOT ELIGIBLE FOR FUNDING. | | |

Below this sheet attach:

| Date | | |
|---------|---|--|
| 7/28/15 | ✓ | 1 Application |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Final Expense Report and Receipts for Event DUE SEPTEMBER 23, 2015 |
| | | 6 Hotel / Motel Minutes (showing receipt approval) |
| | | 7 Budget / Personnel Committee Minutes (showing receipt approval) |
| | | 8 City Council Minutes (showing receipt approval) |
| | | 9 Agreement for Funding and Provision of Services Signed |
| | | 10 PO# _____ |
| | | 11 Paid w/CK # _____ Mailed _____ Delivered _____ |
| | | 12 |

| |
|---|
| <p>FOLLOW UP WITH THIS APPLICANT (DATE): <u>SEPT 23, 2015</u> <i>no later than June 30, 2016</i> REQUEST EXPENDITURE SUMMARY FOR BOARD REVIEW.</p> |
|---|

Complete:

- c. **DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)**
- d. **NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)**
- e. **MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)**
- f. **AMERICAN COWBOY TRADER DAYS 2015 (PRYOR AREA CHAMBER OF COMMERCE)**
- g. **PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)**
- h. **COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)**

The Board took each item above one at a time and asked each representative to discuss their applications and needs.

4a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

Bill Kannegiesser and Pat Richard presented their application. The Board requested the Pryor Creek Golf Course bring back three quotes to support their request for funding.

4b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

Barbara Hawkins presented the Pryor Main Street application for Chili Christmas 2015 for BJ Cummings.

4c. DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)

Barbara Hawkins presented the Pryor Main Street application for Dad's Drag Main 2016 for BJ Cummings.

Chairman Wallace moved to item 4f.

4f. AMERICAN COWBOY TRADER DAYS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Barbara Hawkins presented the Pryor Area Chamber of Commerce application for American Cowboy Trader Days 2015. The Board discussed how in the future it is not possible to fund events that take place in the months of July and August because the Budget is not available to disperse. Events that take place from September 1 through June 30 fall within the funding period. FY 2016 - 2017 funds will not be available for American Cowboy Trader Days.

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application American Cowboy Trader Days 2015 (Pryor Area Chamber of Commerce) in the amount of \$ 2,500.00. All voted yes.

4g. PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

There was no discussion on this item at this time.

4h. COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Barbara Hawkins presented the Pryor Area Chamber of Commerce application for Comforts of Home Quilt Show 2015.

Chairman Wallace moved back to item 4d.

Motion was made by Barham, second by Yates to recommend Council action to approve Hotel Motel Tax Application NEOK Area Art Show 2015 (Pryor Area Arts and Humanities Council) in the amount of \$1,500.00. All voted yes.

e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

The Board asked the Pryor Area Arts and Humanities Council to withdraw their application at this time in order to use the Reserve Funds. The Board discussed the Budget breakout with Mayor Tramel. There is 10% in reserve that is put aside for onetime special events. The Board asked that Pryor Area Arts and Humanities Council resubmit their application under the "One Special Event". No monies were awarded at this time. The Board asked that the new application be submitted by August 14th, 2015.

g. PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Yates, second by Barham to recommend Council action to approve Hotel Motel Tax Application for Pryor Christmas Parade of Lights 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

h. COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application for Comforts of Home Quilt Show 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

Chairman Wallace moved to item 6.

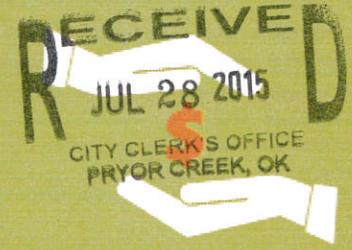
6. SCHEDULE NEXT BOARD MEETING.

The Board scheduled the next special meeting for Friday, August 14th at 4 p.m.

7. ADJOURN.

Motion was made by Barham, second by Dean to adjourn at 5:30 p.m. All voted yes.

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.

*AMERICAN COWBOY TRADER DAYS
July 24-25, 2015*

Name: Pryor Area Chamber of Commerce

Street address:

100 East Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Barbara

Last name:

Hawkins

Phone number:

918-825-0157

E-mail:

bhawkins@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:

\$2,500.00

Applicant's Match amount:

\$0.00

Total Project Budget:

\$2,500.00

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 4th Saturday in July is now designated as an Official National Holiday, recognized as the National Day of the American Cowboy. The first event was held in Whitaker Park in 2006. Each year it continues to grow, with more visitors and more vendors. Additionally the event now attracts higher-quality vendors. American Cowboy Traders Day in Pryor is now considered throughout the state as the largest and best event of its kind. Very little money has been spent on this event and it continues to grow, primarily through the efforts of Ivan Pace.

Where and when will the event take place?

Friday and Saturday, July 24 & 25, 2015, 9:00a.m. until 9p.m.
Whitaker Park, Pryor, Oklahoma

Resources available for project / event:

Resources come directly from Ivan Pace and the Pryor Area Chamber of Commerce. The PACC: 1. administers the event; 2. assists Ivan with entry enlistment; 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;

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:

10th Annual American Cowboy Trade Days

Revenues:

Total Requested from Hotel / Motel:

\$2,500.00

Total Project Revenues:

\$2,500.00

Expenses:

Advertising

\$600.00

Promotional Printing

\$400.00

Miscellaneous expenses:

Port-A-John rental & cleaning - \$700.00
Postage - \$300.00
Entertainment - 500.00

Total Expenses:

\$2,500.00

Process for Payment Check List - Grants

| | | |
|--|--------------------------------|-----------------------------------|
| RECIPIENT: <u>Pryor Chamber of Commerce</u> | | |
| EVENT: <u>Pryor Christmas Parade of Lights</u> | | |
| Date of Event: <u>DECEMBER 4, 2015</u> | | |
| Amt Awarded: | \$ <u> </u> | Acct# <u> </u> |
| Notes: <u>REQUESTED 2,500⁰⁰</u> | | |

Below this sheet attach:

| Date | | |
|---------|---|---|
| 7/31/15 | ✓ | 1 Application |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes → Awarded *2,500 ⁰⁰ |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Final Expense Report and Receipts for Event |
| | | 6 Hotel / Motel Minutes (showing receipt approval) |
| | | 7 Budget / Personnel Committee Minutes (showing receipt approval) |
| | | 8 City Council Minutes (showing receipt approval) |
| | | 9 Agreement for Funding and Provision of Services Signed |
| | | 10 PO# <u> </u> |
| | | 11 Paid w/CK # <u> </u> Mailed <u> </u> Delivered <u> </u> |
| | | 12 |

FOLLOW UP WITH THIS APPLICANT
 (DATE): FEBRUARY 2, 2016 ^{DUE NO LATER} than June 30, 2016
REQUEST EXPENDITURE SUMMARY
FOR BOARD REVIEW.

Complete:

Motion was made by Barham, second by Yates to recommend Council action to approve Hotel Motel Tax Application NEOK Area Art Show 2015 (Pryor Area Arts and Humanities Council) in the amount of \$1,500.00. All voted yes.

e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

The Board asked the Pryor Area Arts and Humanities Council to withdraw their application at this time in order to use the Reserve Funds. The Board discussed the Budget breakout with Mayor Tramel. There is 10% in reserve that is put aside for onetime special events. The Board asked that Pryor Area Arts and Humanities Council resubmit their application under the "One Special Event". No monies were awarded at this time. The Board asked that the new application be submitted by August 14th, 2015.

g. PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Yates, second by Barham to recommend Council action to approve Hotel Motel Tax Application for Pryor Christmas Parade of Lights 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

h. COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application for Comforts of Home Quilt Show 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

Chairman Wallace moved to item 6.

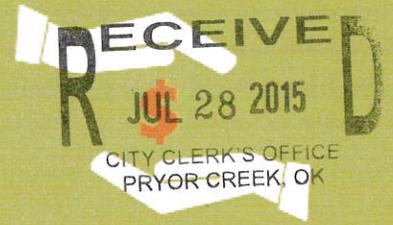
6. SCHEDULE NEXT BOARD MEETING.

The Board scheduled the next special meeting for Friday, August 14th at 4 p.m.

7. ADJOURN.

Motion was made by Barham, second by Dean to adjourn at 5:30 p.m. All voted yes.

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.

*Pryor Christmas Parade
of Lights 2015
DEC 4 @ 7pm*

Name: Pryor Area Chamber of Commerce

Street address:

100 East Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Barbara

Last name:

Hawkins

Phone number:

918-825-0157

E-mail:

bhawkins@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:

\$2,500.00

Applicant's Match amount:

\$3,225.00

Total Project Budget:

\$5,725.00

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 is filled 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 may 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 4, 2015, 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:

\$5,725.00

Expenses:

Advertising

\$400.00

Promotional Printing

\$200.00

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 - \$500.00
Band expenses - \$2,000.00
Sound system - \$1,000.00
Dinner for float judges and all-day volunteers - \$300.00

Total Expenses:

\$5,725.00

Process for Payment Check List - Grants

| | | |
|--|--------------------------------|-----------------------------------|
| RECIPIENT: <u>PRYOR CHAMBER OF COMMERCE</u> | | |
| EVENT: <u>COMFORTS OF HOME QUILT SHOW</u> | | |
| Date of Event: <u>SEPT 18 & 19, 2015</u> | | |
| Amt Awarded: | \$ <u> </u> | Acct# <u> </u> |
| Notes: <u>REQUESTED 3,000</u> | | |

Below this sheet attach:

| Date | | |
|---------|---|---|
| 7/31/15 | ✓ | 1 Application |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes → Awarded \$ 2,500 ⁰⁰ |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Final Expense Report and Receipts for Event |
| | | 6 Hotel / Motel Minutes (showing receipt approval) |
| | | 7 Budget / Personnel Committee Minutes (showing receipt approval) |
| | | 8 City Council Minutes (showing receipt approval) |
| | | 9 Agreement for Funding and Provision of Services Signed |
| | | 10 PO# <u> </u> |
| | | 11 Paid w/CK # <u> </u> Mailed <u> </u> Delivered <u> </u> |
| | | 12 |

| |
|--|
| <p>FOLLOW UP WITH THIS APPLICANT (DATE): <u>NOVEMBER 18, 2015</u> due no later than June 30, 2016 REQUEST EXPENDITURE SUMMARY FOR BOARD REVIEW.</p> |
|--|

Complete:

Motion was made by Barham, second by Yates to recommend Council action to approve Hotel Motel Tax Application NEOK Area Art Show 2015 (Pryor Area Arts and Humanities Council) in the amount of \$1,500.00. All voted yes.

e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

The Board asked the Pryor Area Arts and Humanities Council to withdraw their application at this time in order to use the Reserve Funds. The Board discussed the Budget breakout with Mayor Tramel. There is 10% in reserve that is put aside for onetime special events. The Board asked that Pryor Area Arts and Humanities Council resubmit their application under the "One Special Event". No monies were awarded at this time. The Board asked that the new application be submitted by August 14th, 2015.

g. PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Yates, second by Barham to recommend Council action to approve Hotel Motel Tax Application for Pryor Christmas Parade of Lights 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

h. COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application for Comforts of Home Quilt Show 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

Chairman Wallace moved to item 6.

6. SCHEDULE NEXT BOARD MEETING.

The Board scheduled the next special meeting for Friday, August 14th at 4 p.m.

7. ADJOURN.

Motion was made by Barham, second by Dean to adjourn at 5:30 p.m. All voted yes.

- c. **DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)**
- d. **NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)**
- e. **MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)**
- f. **AMERICAN COWBOY TRADER DAYS 2015 (PRYOR AREA CHAMBER OF COMMERCE)**
- g. **PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)**
- h. **COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)**

The Board took each item above one at a time and asked each representative to discuss their applications and needs.

4a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

Bill Kannegiesser and Pat Richard presented their application. The Board requested the Pryor Creek Golf Course bring back three quotes to support their request for funding.

4b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

Barbara Hawkins presented the Pryor Main Street application for Chili Christmas 2015 for BJ Cummings.

4c. DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)

Barbara Hawkins presented the Pryor Main Street application for Dad's Drag Main 2016 for BJ Cummings.

Chairman Wallace moved to item 4f.

4f. AMERICAN COWBOY TRADER DAYS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Barbara Hawkins presented the Pryor Area Chamber of Commerce application for American Cowboy Trader Days 2015. The Board discussed how in the future it is not possible to fund events that take place in the months of July and August because the Budget is not available to disperse. Events that take place from September 1 through June 30 fall within the funding period. FY 2016 - 2017 funds will not be available for American Cowboy Trader Days.

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application American Cowboy Trader Days 2015 (Pryor Area Chamber of Commerce) in the amount of \$ 2,500.00. All voted yes.

4g. PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

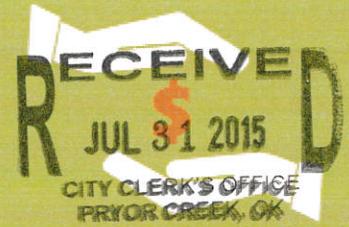
There was no discussion on this item at this time.

4h. COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Barbara Hawkins presented the Pryor Area Chamber of Commerce application for Comforts of Home Quilt Show 2015.

Chairman Wallace moved back to item 4d.

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.

~~THE~~ Comforts of Home Quilt Show
Sept 18 & 19 2015

Name: Pryor Area Chamber of Commerce

Street address:

100 East Graham Avenue

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Linda

Last name:

Shafer

Phone number:

918-693-5700

E-mail:

shafetr31957@yahoo.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:

\$3,042.00

Total Project Budget:

\$6,042.00

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 Comforts of Home Quilt Show began as a bi-annual event at the Mayes County Fair Grounds, first moving to the First Freewill Baptist Church, and then to MidAmerica Expo Center in 2013 as it experienced continual growth and need for space. The two-day event has traditionally showcased handmade quilts, fabrics, quilts and sewing supplies. This year it is expanding, yet again, 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 and when will the event take place?

Friday and Saturday
September 18 & 19, 2015,
9:00a.m. until 4:00p.m.
MidAmerica Expo Center
Pryor, Oklahoma

Resources available for project / event:

The event is produced by the Pryor Patchers Quilt Guild. Resources come directly from the 94 member group of volunteers each donating many hours in the production. This year the Pryor Area Chamber of Commerce is assisting with advertising and promotion - helping cultivate and develop relationships with radio, television and print media throughout NE Oklahoma and internet and social media campaigns to bring increasing numbers of visitors to the event, our community and its shopping area.

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:

\$6,042.00

Expenses:

Advertising

\$500.00

Promotional Printing

\$500.00

Miscellaneous expenses:

MAIP Rental - \$2,342.00

Signage & Plaques - \$500.00

Judges - \$400.00

Prizes - \$500.00

Supplies & Rentals - \$800.00

Snack Bar Supplies - \$500.00

Total Expenses:

\$6,042.00

4d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Pryor Area Arts and Humanities Council Representatives presented the Pryor Area Arts and Humanities Council application for the NEOK Area Art Show 2015. The Board asked about the attendance and if the event is bringing the public to stay overnight in our hotels and motels. The Board would also like to see a report of attendance for all ages.

Jeff Yates left the meeting at 4:49 p.m.

Evet Barham asked Barbara Hawkins about Parade Expenses. Hawkins stated the area marching bands are paid to aide their band departments.

Jeff Yates returned at 4:51 p.m.

4e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Jenny Maples presented the Pryor Area Arts and Humanities Council Missoula Children's Theater application.

The Board took this time to review the applications further.

Mayor asked the Board to move to item 5 before they made their decision on the applications.

5. DISCUSS AND SCHEDULE MANDATORY PRE-SUBMITTAL MEETING FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

Mayor Tramel stated a mandatory pre-submittal meeting for all parties is required. He also stated that it will be required yearly.

Motion was made by Dean, second by Yates to meet for mandatory pre-submittal meeting for all parties involved in the Hotel / Motel Grant process on Friday, August 14th at 4 p.m. All voted yes.

Chairman Wallace revisited item 4 for the Board to award funds.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

This item was tabled until the next Hotel / Motel meeting on August 14th, 2015.

b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

Motion was made by Barham, second by Wallace to recommend Council action to approve Hotel Motel Tax Application Chili Christmas 2015(Pryor Main Street) in the amount of \$2,500.00. All voted yes.

c. DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)

Motion was made by Yates, second by Dean to recommend Council action to approve Hotel Motel Tax Application Dad's Drag Main 2016 (Pryor Main Street) in the amount of \$2,000.00. All voted yes.

d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

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 Main Street, Inc.

Chili Christmas 2015
- NOV. 14, 2015 -

Street address:

8 S. Vann

Street address line 2:

P O Box 216

City:

Pryor

State:

OK

Zip code:

74362

Contact Person

First name:

B J

Last name:

Cummings

Phone number:

918-825-1095

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

No

Requested amount:

\$3,000.00

Applicant's Match amount:

\$3,000.00

Total Project Budget:

\$6,000.00

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.

Pryor's Chili Christmas, an ICS sanctioned chili cook-off with Pryor being the state cook-off location. The winner from Pryor advances to the World Championship Cook-off in Las Vegas in October 2016. This event brings people from all over to our downtown. This is a family oriented day-long event bringing chili cookers, vendors, food trucks, kids activities, entertainment, and more to town. Since this is an ICS sanctioned event chili cooks will come from neighboring states. Last year we hosted cooks from Texas, Kansas, Missouri, as well as, Oklahoma. This event sponsored by Pryor Main Street serves to bring tourist and our community to our downtown giving us the opportunity to showcase what our downtown offers. This ensures economic development, increase in our tax base and makes downtown a destination.

Where and when will the event take place?

The event will take place on November 14, 2015 in our downtown. It will be an all day event. We will be using E. Graham and S. Adair as the location.

Resources available for project / event:

Pryor Main Street and Board of Directors
Volunteers
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:

Chili Christmas

Revenues:

Total Requested from Hotel / Motel:

\$3,000.00

Total Project Revenues:

\$6,000.00

Expenses:

Advertising

\$500.00

Promotional Printing

\$500.00

Miscellaneous expenses:

Entertainment-\$1,000
ICS Application-\$350
Photography-\$200.00
Plaques-\$300.00
Portable Toilets-\$200
Postage-\$50
Signage/Banners-\$200
Supplies-\$100
Total \$1,000

Total Expenses:

\$6,000.00

Project Budget

Project: Pryor Main Street, Inc.

Event: Chili Christmas

11/14/2015

| Item | City | Match | Cash | In-Kind | Total |
|-------------------|-------------|--------------|-------------|----------------|--------------|
| Advertising | 250 | 250 | 250 | | 500 |
| Entertainment | 500 | 500 | 500 | | 1000 |
| ICS Application | 175 | 175 | 175 | | 350 |
| Photography | 100 | 100 | 100 | | 200 |
| Plaques | 150 | 150 | 150 | | 300 |
| Portable Toilets | 100 | 100 | 100 | | 200 |
| Postage | 25 | 25 | 25 | | 50 |
| Printing | 250 | 250 | 250 | | 500 |
| Signage/Banners | 100 | 100 | 100 | | 200 |
| Supplies | 50 | 50 | 50 | | 100 |
| T-shirts & Aprons | 600 | 600 | 600 | | 1200 |
| Website | 100 | 100 | 100 | | 200 |
| Winnings | 600 | 600 | 600 | | 1200 |
| | | | | | |
| | | | | | |
| Totals | 3000 | 3000 | 3150 | | 6000 |

Process for Payment Check List - Grants

| | | |
|-------------------------------------|----------------------|-------------------------|
| RECIPIENT: <u>PRYOR MAIN STREET</u> | | |
| EVENT: <u>DAD'S DRAG MAIN 2016</u> | | |
| Date of Event: <u>JUNE 18, 2016</u> | | |
| Amt Awarded: | \$ <u> </u> | Acct# <u> </u> |
| Notes: <u>REQUESTED 3,000</u> | | |

Below this sheet attach:

| Date | | |
|---------|---|---|
| 7/22/15 | ✓ | 1 Application |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes → \$ 2,000 ⁰⁰ |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Final Expense Report and Receipts for Event |
| | | 6 Hotel / Motel Minutes (showing receipt approval) |
| | | 7 Budget / Personnel Committee Minutes (showing receipt approval) |
| | | 8 City Council Minutes (showing receipt approval) |
| | | 9 Agreement for Funding and Provision of Services Signed |
| | | 10 PO# _____ |
| | | 11 Paid w/CK # _____ Mailed _____ Delivered _____ |
| | | 12 |

| |
|--|
| <p>FOLLOW UP WITH THIS APPLICANT (DATE): <u>JUNE 30, 2016</u> REQUEST EXPENDITURE SUMMARY FOR BOARD REVIEW.</p> |
|--|

Complete:

4d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Pryor Area Arts and Humanities Council Representatives presented the Pryor Area Arts and Humanities Council application for the NEOK Area Art Show 2015. The Board asked about the attendance and if the event is bringing the public to stay overnight in our hotels and motels. The Board would also like to see a report of attendance for all ages.

Jeff Yates left the meeting at 4:49 p.m.

Evet Barham asked Barbara Hawkins about Parade Expenses. Hawkins stated the area marching bands are paid to aide their band departments.

Jeff Yates returned at 4:51 p.m.

4e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Jenny Maples presented the Pryor Area Arts and Humanities Council Missoula Children's Theater application.

The Board took this time to review the applications further.

Mayor asked the Board to move to item 5 before they made their decision on the applications.

5. DISCUSS AND SCHEDULE MANDATORY PRE-SUBMITTAL MEETING FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

Mayor Tramel stated a mandatory pre-submittal meeting for all parties is required. He also stated that it will be required yearly.

Motion was made by Dean, second by Yates to meet for mandatory pre-submittal meeting for all parties involved in the Hotel / Motel Grant process on Friday, August 14th at 4 p.m. All voted yes.

Chairman Wallace revisited item 4 for the Board to award funds.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

This item was tabled until the next Hotel / Motel meeting on August 14th, 2015.

b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

Motion was made by Barham, second by Wallace to recommend Council action to approve Hotel Motel Tax Application Chili Christmas 2015(Pryor Main Street) in the amount of \$2,500.00. All voted yes.

c. DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)

Motion was made by Yates, second by Dean to recommend Council action to approve Hotel Motel Tax Application Dad's Drag Main 2016 (Pryor Main Street) in the amount of \$2,000.00. All voted yes.

d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

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 Main Street, Inc.

DAD'S DRAG MAIN - 2016
- June 18, 2016 -

Street address:

8 S. Vann

Street address line 2:

P O Box 216

City:

Pryor

State:

OK

Zip code:

74362

Contact Person

First name:

B J

Last name:

Cummings

Phone number:

918-825-1095

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

No

Requested amount:

\$2,000.00

Applicant's Match amount:

\$2,000.00

Total Project Budget:

\$4,000.00

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.

Dads Drag Main is a car and bike show on the Saturday before Father's Day. This event brings people to our downtown while giving us the opportunity to showcase our downtown so it becomes a point of destination. The car and bike show, a family event showing cars and bikes of every type and kind. Along with the car and bike show, there will be food vendors, other vendors such as crafts and merchandise and musicians. Activities will be held for the children and events for men making it a great day of entertainment for the whole family. This increases our tax base and makes people aware of what Pryor Creek has to offer downtown.

Where and when will the event take place?

The event will take place on June 18, 2016 the Saturday before Father's Day in our downtown. It will be an all day event. We will be using E. Graham.

Resources available for project / event:

Pryor Main Street and Board of Directors
Volunteers
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:

Dads Drag Main

Revenues:

Total Requested from Hotel / Motel:

\$2,000.00

Total Project Revenues:

\$4,000.00

Expenses:

Advertising

\$500.00

Promotional Printing

\$500.00

Miscellaneous expenses:

Entertainment-\$800
Photography-\$200.00
Plaques-\$200.00
Portable Toilets-\$200
Signage/Banners-\$200
Supplies-\$300
T-shirts-\$800
Website-\$100
Miscellaneous-\$200

Total Expenses:

\$4,000.00

Project Budget

Project: Pryor Main Street, Inc.

Event: Dads Drag Main

6/18/2016

| Item | City | Match | Cash | In-Kind | Total |
|------------------|-------------|--------------|-------------|----------------|--------------|
| Advertising | 250 | 250 | 250 | | 500 |
| Entertainment | 400 | 400 | 400 | | 800 |
| Photography | 100 | 100 | 100 | | 200 |
| Plaques | 100 | 100 | 100 | | 200 |
| Portable Toilets | 100 | 100 | 100 | | 200 |
| Printing | 250 | 250 | 250 | | 500 |
| Signage/Banners | 100 | 100 | 100 | | 200 |
| Supplies | 150 | 150 | 150 | | 300 |
| T-shirts | 400 | 400 | 400 | | 800 |
| Website | 50 | 50 | 50 | | 100 |
| Winnings | 100 | 100 | 100 | | 200 |
| | | | | | |
| | | | | | |
| Totals | 2000 | 2000 | 2000 | | 4000 |

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
FRIDAY, AUGUST 14TH, 2015
4:00 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, KEN PRATHER, JEFF YATES AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:00 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Ken Prather, Tracey Dean and Evett Barham. Members absent: none.

Others present: Mayor Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Main Street Director B.J. Cummings, Pryor Area Arts and Humanities Council Representatives Diana Reeves and Jenny Maples, Park Board Chairman Bill Kannegiesser and Park Board Member Pat Richard.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF AUGUST 4TH, 2015 SPECIAL MEETING.

Motion was made by Yates, second by Barham to approve minutes of August 4th, 2015 special meeting. Voting yes: Wallace, Yates, Barham, Dean. Voting no: none. Abstaining: (counting as a no vote.) Prather.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

a. PRYOR MAIN STREET

Motion was made by Yates, second by Barham to recommend Council action to approve Summary of Intent Letters received from Pryor Main Street. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application from the Pryor Creek Golf Course for sod for the OK Golf Association Junior Tournament in the amount of \$2,470.00. All voted yes. (Funds awarded came from the 10% in Reserve)

b. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Motion was made by Yates, second by Prather to recommend Council action to approve Hotel Motel Tax Application from Pryor Area Arts and Humanities Council for Missoula

Children's Theater in the amount of \$1,500.00. All voted yes. (Funds awarded came from the 10% in Reserve)

5. DISCUSS PROCEDURES FOR SUBMITTALS FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

- a. EXPENSE REPORT TEMPLATES**
- b. DEADLINES**
- c. RESTRICTIONS**
- d. EXCEPTIONS**

Deputy Clerk Hannah Moore presented a checklist and template to be used when submitting expense reports. Per the City Accountant Ron Kolker, the Pryor Public Schools and Pryor Band Day are exempt from submitting the Expense Report using the template provided.

6. SCHEDULE NEXT BOARD MEETING.

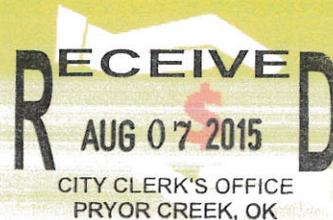
The Board did not schedule a future meeting. The next meeting is to be announced when needed.

7. ADJOURN.

Motion was made by Yates, second by Prather to adjourn at 5:00 p.m. All voted yes.

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---Missoula Childrens Theater

Street address:

June 2016

PO BOX 1043

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74362

Contact Person

First name:

Jenny

Last name:

Maples

Phone number:

(918) 530 - 0911

E-mail:

jennymaples@att.net

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:

1,500⁰⁰

Applicant's Match amount:

3675⁰⁰

Total Project Budget:

5,175

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 Missoula Childrens Theater group has been coming to Pryor for the last 16 summers. This provides professional theater training for the youth ages 6-18 in Mayes County. This group provides an artistic avenue that is not available through any other means to this community. Auditions are held on Monday morning, practice begins in the afternoon, and is held each day during that week. Friday evening a performance is held for the community. This project exposes the youth in our community to live theater and gives them the opportunity to work with professionals in this area. Several who have participated in this activity have gone on the major in music and performance in college and have traveled with Broadway shows.

Where and when will the event take place?

Missoula is held at the Avra Performing Arts Auditorium at Pryor High School and is held during the third week in June (13-17).

Resources available for project / event:

This production company provides the trainers, sets, costumes, music, and professional written scripts for this event. Each program is adapted to be age appropriate, fun, and a wonderful learning experience for the 40-60 children who participate.

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:

Missoula Children's Theater sponsored by Pryor Area Arts and Humanities Council

Revenues:

Total Requested from Hotel / Motel:

\$1,500

Total Project Revenues:

\$1,500

Expenses:

Advertising

\$200

Promotional Printing

\$200

Miscellaneous expenses:

Missoula Theater Group \$3,500
Pianist for event \$200
Insurance \$500
Housing for instructors \$575

Total Expenses:

\$5,175

Internal Revenue Service
District Director

Department of the Treasury

1100 COMMERCE STREET
DALLAS, TX 75242-0000

Date: JUL 26 1989

PRIOR AREA ARTS AND HUMANITIES
COUNCIL INC
P O BOX 1043
PRIOR, OK 74362

Employer Identification Number:
73-1310928
Contact Person:
EO TECHNICAL ASSISTOR
Contact Telephone Number:
(214) 767-3526

Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
N/A

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Letter 947(DO/CG)

PRIOR AREA ARTS AND HUMANITIES

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

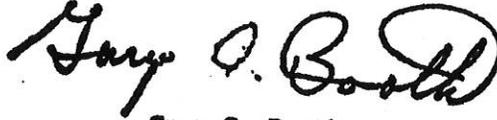
Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

Letter 947(DO/CG)

PRIOR AREA ARTS AND HUMANITIES

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink that reads "Gary O. Booth". The signature is written in a cursive style with a large, circular flourish at the end of the name.

Gary O. Booth
District Director

Process for Payment Check List - Grants

| | | |
|--|--------------------------------|-----------------------------------|
| RECIPIENT: <u>PRYOR AREA ARTS & HUMANITIES Council</u> | | |
| EVENT: <u>NEOK AREA ART SHOW</u> | | |
| Date of Event: <u>SEPTEMBER 25 - OCT 3, 2015</u> | | |
| Amt Awarded: | \$ <u> </u> | Acct# <u> </u> |
| Notes: <u>REQUESTED 3,000</u> | | |

Below this sheet attach:

| Date | | |
|---------|---|---|
| 7/24/15 | ✓ | 1 Application |
| 8/4/15 | ✓ | 2 Hotel / Motel Minutes → Awarded \$1500 ⁰⁰ |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Final Expense Report and Receipts for Event |
| | | 6 Hotel / Motel Minutes (showing receipt approval) |
| | | 7 Budget / Personnel Committee Minutes (showing receipt approval) |
| | | 8 City Council Minutes (showing receipt approval) |
| | | 9 Agreement for Funding and Provision of Services Signed |
| | | 10 PO# <u> </u> |
| | | 11 Paid w/CK # <u> </u> Mailed <u> </u> Delivered <u> </u> |
| | | 12 |

| |
|--|
| <p>FOLLOW UP WITH THIS APPLICANT (DATE): <u>December 2, 2015</u> <i>no later than June 30, 2016</i> REQUEST EXPENDITURE SUMMARY FOR BOARD REVIEW.</p> |
|--|

Complete:

4d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Pryor Area Arts and Humanities Council Representatives presented the Pryor Area Arts and Humanities Council application for the NEOK Area Art Show 2015. The Board asked about the attendance and if the event is bringing the public to stay overnight in our hotels and motels. The Board would also like to see a report of attendance for all ages.

Jeff Yates left the meeting at 4:49 p.m.

Evett Barham asked Barbara Hawkins about Parade Expenses. Hawkins stated the area marching bands are paid to aide their band departments.

Jeff Yates returned at 4:51 p.m.

4e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Jenny Maples presented the Pryor Area Arts and Humanities Council Missoula Children's Theater application.

The Board took this time to review the applications further.

Mayor asked the Board to move to item 5 before they made their decision on the applications.

5. DISCUSS AND SCHEDULE MANDATORY PRE-SUBMITTAL MEETING FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

Mayor Tramel stated a mandatory pre-submittal meeting for all parties is required. He also stated that it will be required yearly.

Motion was made by Dean, second by Yates to meet for mandatory pre-submittal meeting for all parties involved in the Hotel / Motel Grant process on Friday, August 14th at 4 p.m. All voted yes.

Chairman Wallace revisited item 4 for the Board to award funds.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

This item was tabled until the next Hotel / Motel meeting on August 14th, 2015.

b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)

Motion was made by Barham, second by Wallace to recommend Council action to approve Hotel Motel Tax Application Chili Christmas 2015(Pryor Main Street) in the amount of \$2,500.00. All voted yes.

c. DAD'S DRAG MAIN 2016 (PRYOR MAIN STREET)

Motion was made by Yates, second by Dean to recommend Council action to approve Hotel Motel Tax Application Dad's Drag Main 2016 (Pryor Main Street) in the amount of \$2,000.00. All voted yes.

d. NEOK AREA ART SHOW 2015 (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Motion was made by Barham, second by Yates to recommend Council action to approve Hotel Motel Tax Application NEOK Area Art Show 2015 (Pryor Area Arts and Humanities Council) in the amount of \$1,500.00. All voted yes.

e. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

The Board asked the Pryor Area Arts and Humanities Council to withdraw their application at this time in order to use the Reserve Funds. The Board discussed the Budget breakout with Mayor Tramel. There is 10% in reserve that is put aside for onetime special events. The Board asked that Pryor Area Arts and Humanities Council resubmit their application under the "One Special Event". No monies were awarded at this time. The Board asked that the new application be submitted by August 14th, 2015.

g. PRYOR CHRISTMAS PARADE OF LIGHTS 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Yates, second by Barham to recommend Council action to approve Hotel Motel Tax Application for Pryor Christmas Parade of Lights 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

h. COMFORTS OF HOME QUILT SHOW 2015 (PRYOR AREA CHAMBER OF COMMERCE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application for Comforts of Home Quilt Show 2015 (Pryor Area Chamber of Commerce) in the amount of \$2,500.00. All voted yes.

Chairman Wallace moved to item 6.

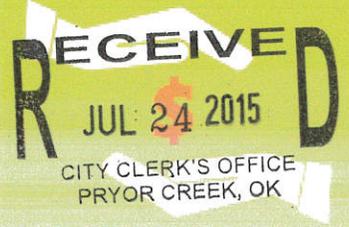
6. SCHEDULE NEXT BOARD MEETING.

The Board scheduled the next special meeting for Friday, August 14th at 4 p.m.

7. ADJOURN.

Motion was made by Barham, second by Dean to adjourn at 5:30 p.m. All voted yes.

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 **NEOK ART SHOW**
SEPT 25 - OCT 3 2015

Street address:

PO BOX 1043

Street address line 2:

City:

Pryor

State:

OK

Zip code:

74361

Contact Person

First name:

Ron

Last name:

Dryden

Phone number:

(918)944-8823

E-mail:

ronnie1618@att.net

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

Applicant's Match amount:

\$7,000

Total Project Budget:

\$10,000

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.

The Northeast Oklahoma Area Artist Show has been a project of the Pryor Arts and Humanities Council for the last 26 years. This competition is open to youth, adults, and professional artist in Northeast Oklahoma. Each year over 100 artist show their works in the categories of painting, sculpture, photography, and graphics. The average number of items in the show is approximately 250 works of art. The show is free to the public and runs for an entire week. This event draws classes for area schools as well as art lovers from the area.

Where and when will the event take place?

This show is held in the Graham Community Building. Entries are received in the afternoon of Sept 25 and morning of Sept 26. At noon the show is judged by a professional selected from the list provided by the Oklahoma Arts Council. Following the judging the show is "hung". Sunday Sept. 27 is the reception and presenting of awards. The show is then open to the public from 10-6 Monday thru Friday. Show ends on Oct 3.

Resources available for project / event:

PAAHC members and volunteers from the community help make this show possible. Without their time and effort this could not be possible. It takes about 50 people to make this show successful every year.

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:

Northeast Area Artist Show

Revenues:

Total Requested from Hotel / Motel:

\$3,000

Total Project Revenues:

\$2,500

Expenses:

Advertising

\$400

Promotional Printing

\$600

Miscellaneous expenses:

Judge \$300
Technical Support \$400
Facility \$100
Supplies \$200
Awards \$5,000
Postage \$100
Reception \$250

Total Expenses:

\$7,350

**Pryor Area Arts & Humanities Council
Special Board Meeting
July 10, 2015**

A special meeting was called for the Pryor Area Arts and Humanities Council to determine whether we wanted to apply for Hotel/Motel Tax Funding Grants.

Diana Reeves made a motion that we apply for two grants, one for the Art Show and one for Missoula Children's Theater. BJ Cummings seconded the motion and it carried.

Meeting adjourned.

Internal Revenue Service
District Director

Department of the Treasury

1100 COMMERCE STREET
DALLAS, TX 75242-0000

Date: JUL 26 1989

PRIOR AREA ARTS AND HUMANITIES
COUNCIL INC
P O BOX 1043
PRIOR, OK 74362

Employer Identification Number:
73-1310928
Contact Person:
EO TECHNICAL ASSISTOR
Contact Telephone Number:
(214) 767-3526

Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
N/A

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

PRIOR AREA ARTS AND HUMANITIES

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

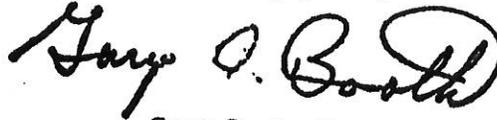
If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

PRIOR AREA ARTS AND HUMANITIES

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Gary O. Booth". The signature is written in dark ink and is positioned above the typed name.

Gary O. Booth
District Director

Process for Payment Check List - Grants

| | | |
|--|--------------------------------|-----------------------------------|
| RECIPIENT: <u>PRYOR CREEK GOLF COURSE</u> | | |
| EVENT: <u>OK GOLF ASSOC. JR TOURNAMENT</u> | | |
| Date of Event: <u>SEPT 25-27, 2015</u> | | |
| Amt Awarded: | \$ <u> </u> | Acct# <u> </u> |
| Notes: ^{#1} <u>Need: SOD For Tournament</u> | | |

Below this sheet attach:

| Date | | |
|---------|---|---|
| 7/21/15 | ✓ | 1 Application |
| 8/14/15 | ✓ | 2 Hotel / Motel Minutes ^{Awarded 2,470⁰⁰} |
| | | 3 Budget / Personnel Committee Minutes |
| | | 4 City Council Minutes |
| | | 5 Final Expense Report and Receipts for Event |
| | | 6 Hotel / Motel Minutes (showing receipt approval) |
| | | 7 Budget / Personnel Committee Minutes (showing receipt approval) |
| | | 8 City Council Minutes (showing receipt approval) |
| | | 9 Agreement for Funding and Provision of Services Signed |
| | | 10 PO# <u> </u> |
| | | 11 Paid w/CK # <u> </u> Mailed <u> </u> Delivered <u> </u> |
| | | 12 |

FOLLOW UP WITH THIS APPLICANT
 (DATE): NOVEMBER 26, 2015 ^{Due no later than June 30, 2016}
 REQUEST EXPENDITURE SUMMARY
 FOR BOARD REVIEW.

Complete:

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
FRIDAY, AUGUST 14TH, 2015
4:00 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, KEN PRATHER, JEFF YATES AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:00 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Ken Prather, Tracey Dean and Evett Barham. Members absent: none.

Others present: Mayor Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Main Street Director B.J. Cummings, Pryor Area Arts and Humanities Council Representatives Diana Reeves and Jenny Maples, Park Board Chairman Bill Kannegiesser and Park Board Member Pat Richard.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF AUGUST 4TH, 2015 SPECIAL MEETING.

Motion was made by Yates, second by Barham to approve minutes of August 4th, 2015 special meeting. Voting yes: Wallace, Yates, Barham, Dean. Voting no: none. Abstaining: (counting as a no vote.) Prather.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

a. PRYOR MAIN STREET

Motion was made by Yates, second by Barham to recommend Council action to approve Summary of Intent Letters received from Pryor Main Street. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel Motel Tax Application from the Pryor Creek Golf Course for sod for the OK Golf Association Junior Tournament in the amount of \$2,470.00. All voted yes. (Funds awarded came from the 10% in Reserve)

b. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Motion was made by Yates, second by Prather to recommend Council action to approve Hotel Motel Tax Application from Pryor Area Arts and Humanities Council for Missoula

Children's Theater in the amount of \$1,500.00. All voted yes. (Funds awarded came from the 10% in Reserve)

- 5. DISCUSS PROCEDURES FOR SUBMITTALS FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.**
 - a. EXPENSE REPORT TEMPLATES**
 - b. DEADLINES**
 - c. RESTRICTIONS**
 - d. EXCEPTIONS**

Deputy Clerk Hannah Moore presented a checklist and template to be used when submitting expense reports. Per the City Accountant Ron Kolker, the Pryor Public Schools and Pryor Band Day are exempt from submitting the Expense Report using the template provided.

- 6. SCHEDULE NEXT BOARD MEETING.**

The Board did not schedule a future meeting. The next meeting is to be announced when needed.

- 7. ADJOURN.**

Motion was made by Yates, second by Prather to adjourn at 5:00 p.m. All voted yes.

Hannah Moore

From: Hannah Moore <mooreh@pryorcreek.org>
Sent: Tuesday, August 11, 2015 1:10 PM
To: 'Evet Barham'; Jeff Yates (jyates918@yahoo.com); 'Ken Prather'; Tara Wallace (tarakwallace@gmail.com); 'Tracey Dean'
Cc: Dennis Bowman (PCGC) (bowmand@pryorcreek.org); Pat Richard (parichard28@gmail.com)
Subject: FW: Quote for Sod.

I am forwarding Dennis Bowman's Quote for Sod from Charles Binney at River View Sod.

From: Dennis Bowman [mailto:pryorgolfpro@sbcglobal.net]
Sent: Tuesday, August 11, 2015 12:44 PM
To: Hannah Moore
Subject: Fwd: Quote for Sod.

Dennis Bowman
PGA Professional
Cell: 918-373-2921
Pryor Creek Golf Course
Golf Shop: 918-825-3056
www.pryorcreekgolf.org

Begin forwarded message:

From: Charles Binney <riverviewsod@yahoo.com>
Date: August 11, 2015 at 10:58:02 AM CDT
To: Dennis Bowman <pryorgolfpro@sbcglobal.net>
Subject: Re: Quote for Sod.
Reply-To: Charles Binney <riverviewsod@yahoo.com>

the astro Bermuda sod delivered to you would be \$.19 per sq ft per truck load sat off in parking lot
thanks
Charles binney

On Monday, August 10, 2015 12:00 PM, Dennis Bowman <pryorgolfpro@sbcglobal.net> wrote:

Charles can u give me a formal quote for 26 pallets of sod for our tee boxes. I need a formal quote for a meeting.

*H/M 8/14/15
Awarded
\$2,470⁰⁰
to
Pay for
Sod
to
River view*

Thanks

Dennis Bowman
PGA Professional
Cell: 918-373-2921
Pryor Creek Golf Course
Golf Shop: 918-825-3056
www.pryorcreekgolf.org

On Aug 5, 2015, at 3:28 PM, Dennis Bowman <pryorgolfpro@sbcglobal.net> wrote:

Can u send me a quote that follows these guidelines?

Pat,

Evettt passed along your inquiry regarding bids/quotes. Project bid submissions need to be on the company letterhead or invoice sheet. Charges need to be broken down too, ie...product, freight, etc... It's basically an invoice format for the quote.

Also, in case you decide to move forward with another project, please detail the work to be done. Hypothetically if it's the bathroom renovation, expenditures should be broken down for us to see how the funds will be utilized.

For example....

BATHROOM RENOVATION

- 10x10in ceramic tile, 480sqft...\$379*
- Qty (2) toilets, self-cleaning, for men's room...\$priceless*
- double sink countertop, marble, 4'x2'...\$678*
- 5gal flat paint, \$85*

*These items should have quotes provided when application is submitted. It is acceptable to look online for supplies and print the page you find with product details and price if it is a company you would actually order from.

I hope this helps. Thank you for your patience and great attitude.

Have a productive and fabulous week!

Tara Wallace
[918.864.0604](tel:918.864.0604)

Dennis Bowman
PGA Professional
Cell: 918-373-2921
Pryor Creek Golf Course
Golf Shop: 918-825-3056
www.pryorcreekgolf.org

On Aug 4, 2015, at 3:52 PM, Dennis Bowman <pryorgolfpro@sbcglobal.net> wrote:

Can you quote me a price for two semi loads of the sod that we have bought from you from the past for our tee boxes?

Dennis Bowman
PGA Professional

Cell: 918-373-2921
Pryor Creek Golf Course
Golf Shop: 918-825-3056
www.pryorcreekgolf.org

Hannah Moore

From: Dennis Bowman <pryorgolfpro@sbcglobal.net>
Sent: Tuesday, August 11, 2015 5:36 PM
To: Hannah Moore
Subject: Fwd: Emailing Quote Q121123-1 - Project: Pryor Golf Course
Attachments: Q121123-1.pdf; Untitled attachment 00012.htm

This is a quote for cart paths for Hotel Motel Tax Grant

Dennis Bowman
PGA Professional
Cell: 918-373-2921
Pryor Creek Golf Course
Golf Shop: 918-825-3056
www.pryorcreekgolf.org

Begin forwarded message:

From: <elke.parker@apac.com>
Date: August 11, 2015 at 10:55:46 AM CDT
To: <pryorgolfpro@sbcglobal.net>
Subject: Emailing Quote Q121123-1 - Project: Pryor Golf Course

Please see attached quote. Thank you for giving us the opportunity to quote this project.

APAC - Central, Inc.



Oklahoma Sales Office

PO Box 580670
Tulsa, OK 74158
Phone 918-438-2020
Fax 918-438-5826

Date 8/11/2015
Quoted To Pryor Golf Course
Attention Dennis Bowman
Customer Number P276050

Phone Number (918)-373-2921
Cell Number
E-Mail pryorgolfpro@sbcglobal.net
Est. Start Date
Price Expiration 12/31/2015

Quote Number Q121123-1
Project Name Pryor Golf Course
Location 724 E 530, Pryor, OK
County Mayes
Project Directions
PO Number
Project Tax Exempt No
Tax Rate

Estimated By: Steve Yocham 918-857-0116 steve.yocham@apac.com

| Plant | Location Number | Material | Material code | Estimated Quantity | Unit Price | Haul Per Ton | | Estimated Amount |
|--------------------------------|-----------------|--------------|---------------|--------------------|------------|--------------|---------|------------------|
| | | | | | | Truck | Trailer | |
| Asphalt - 99 Gen Tulsa East | 04053 | Type C 64-22 | D7001TUC | 100 | \$46.00 | \$12.25 | \$0.00 | \$5,825.00 |

Sales Tax Not Included. Haul rates subject to Escalation. Quote Subject to Energy Surcharge – (See Attached) Payment Terms Net 30
All Material is subject to availability.
 Prices & Haul Rates subject to escalation after expiration date above.
 Asphalt Price Index Information. Mix price based on Asphalt index \$«AsphaltIndex» Letting Date:

Notes:

Customer Signature _____

Salesperson Signature _____

Prices made valid by means of written confirmation for the time period quoted.
 Unsigned quotations are not valid. This proposal shall be void if not
 Received by APAC - Central within 30 days. Signature acknowledges and
 accepts APAC - Central's Terms & Conditions (See Attached) and the above prices.

APAC - Central, Inc.



Oklahoma Sales Office

PO Box 580670
Tulsa, OK 74158
Phone 918-438-2020
Fax 918-438-5826

TERMS AND CONDITIONS

FORCE MAJEURE: Seller is not responsible for failure to supply materials due to strikes or other labor disputes, damage or repairs to necessary machinery, fire, flood, adverse weather conditions, inability to obtain transportation, fuel, electric power, or operating materials or machinery at reasonable cost; or by reason of any other cause beyond our control, including the inability to produce from own source materials meeting any applicable specification or requirement. In the event any such contingency should occur, Seller reserves the right to determine the order of priority of delivering to its purchasers.

TAXES: Any taxes that are or may be levied by the United States Government or any state or political subdivision thereof, on the materials or on the ingredients in the materials, or on the services quoted herein, or on the sale or purchase or use thereof, or on incidental transportation charges, shall be paid by the Purchaser. If Seller is required to collect and/or pay taxes, Purchaser shall pay the same to Seller at the time of payment for the materials and /or services purchased hereunder. Purchaser hereby agrees to indemnify and hold Seller harmless from any and all costs and expenses associated with any levy or attempted levy of any such taxes on Seller.

DELIVERY CONDITIONS: The Purchaser agrees to provide suitable roadways or approaches to points of delivery other than on paved streets. Seller reserves the right to cease deliveries if the roadways or approaches are unsatisfactory in Seller's sole opinion. In the event Purchaser orders delivery beyond curb line, Seller will not assume liability for damages to sidewalks, driveways or other property, loss and expense incurred as a result of such deliveries.

DETENTION OF TRUCKS AT DELIVERY SITE: Prices quoted herein are based on prompt unloading of trucks, and in case repeated delays in unloading, deliveries may be discontinued until conditions are corrected. Delays of more than 20 minutes are subject to an additional charge.

OWNERSHIP: Materials become the property of Purchaser at the F.O.B. location. The Seller guarantees to meet applicable gradations and specifications F.O.B. at Seller's plant only.

CREDIT: If credit conditions become unsatisfactory at any time prior to Seller's performing fully under this contract, Seller reserves the right to discontinue shipments or to cease performance until such time as Purchaser remedies said credit problem.

MISCELLANEOUS: Anything herein to the contrary notwithstanding (a) Seller's liability hereunder shall be limited to replacement of materials sold hereunder, and Seller shall in no event be liable for consequential or incidental damages, and (b) all of the terms and provision hereof shall become binding upon Purchaser's acceptance of delivery of any of the materials specified herein notwithstanding Purchaser's failure to sign and return the original or a copy hereof. Our obligation to meet applicable specifications supersedes any and all other warranties, EXPRESS OR IMPLIED, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES. All invoices shall be based on scale weights. Truck haulage rates as specified on quote hereof will be borne and paid by Purchaser (subject to corrections and/or changes in truck rates). Seller shall have the right to ship from other than the designated point of origin without change of quoted delivery price. In the event that Purchaser, his employees, his agents or his subcontractors enter Seller's premises for the purpose of picking up the materials herein sold, Purchaser agrees to indemnify and hold Seller harmless from any and all losses incurred as a result of the actions of Purchaser, Purchaser's employees, subcontractor's and agents and subcontractors from Seller's premises. Prices are based upon estimated quantities. If quantities vary more than ten percent (10%) from estimated quantities, prices are subject to adjustment corresponding with any resulting increase in Seller's costs. Late Payments shall accrue a finance charge of one and one-half percent (1 ½ %) per month or the highest rate allowable by law, whichever is less. Funds paid to Buyer on account of goods sold shall be held in trust for Seller's benefit.

Seller doesn't provide any form of insurance coverage to Buyer as part of our quoted price. The cost of Payment and Performance Bonds are (NOT) included in the quoted price. No retainage will be held by Buyer on materials supplied under this quotation.

Delivery of product to Buyer before agreed upon terms & conditions in no way constitutes Seller's agreement to Buyer's terms & conditions.

Customer Signature _____

Salesperson Signature _____

Prices made valid by means of written confirmation for the time period quoted.
Unsigned quotations are not valid. This proposal shall be void if not
Received by APAC - Central within 30 days. Signature acknowledges and
accepts APAC - Central's Terms & Conditions (See Attached) and the above prices.

APAC - Central, Inc.



Oklahoma Sales Office

PO Box 580670
Tulsa, OK 74158
Phone 918-438-2020
Fax 918-438-5826

MISCELLANEOUS CONTINUED

If quantities vary more than ten percent (10%) from estimated quantities, prices are subject to adjustment corresponding with any resulting increase in Seller's costs. Late Payments shall accrue a finance charge of one and one-half percent (1 ½ %) per month or the highest rate allowable by law, whichever is less. Funds paid to Buyer on account of goods sold shall be held in trust for Seller's benefit.

Payment and performance bonds (NOT) included. No retainage to be held on APAC-Central work.

In the event of Cement, Flyash or Liquid AC shortage and APAC-Central suppliers of these products are unavailable to supply Cement, Flyash, or Oil for this project, APAC Central will not be responsible for any Concrete or Asphalt delays.

All Concrete and Asphalt mixes have been designed by APAC Central's Engineering Department using locally available coarse and fine aggregates. Any laboratory designed mixes or mix designs by the owner's representatives that add additional Cement, Flyash, Admixtures, or Special Oils will be priced accordingly.

Construction Materials delivery will be during APAC Central's normal working hours. Delivery for Sundays, Nights, and Holidays will be quoted upon request. Contractor will schedule need for materials with plants as much in advance as possible. A plant opening fee may be required. All material quotes require that APAC Central be provided sufficient notification of actual delivery dates to ensure product availability.

APAC Central will not be responsible for low strength Concrete Cylinders, Roadway Densities, VMA, and Lab Mold Air Voids that are the result of unsatisfactory practices of Engineering Companies, Testing Laboratories, Contractors, or Sub-Contractors.

APAC Central Concrete Mixes are designed for a Maximum Slump of 4 Inches. If additional Slump is required, the use of High Range Water Reducer is recommended.

APAC Central will not be responsible for concrete temperatures. Ice and/or Hot Water will be as available, and will be ordered by the Contractor and paid for by the Contractor ordering the Ice and/or Hot Water.

APAC Central will not be responsible for cracks in Concrete.

All orders/loads of concrete fewer than 5 yards are subject to a minimum load charge.

Contractor to provide approved washout area.

All quoted asphalt material will be certified at the plant to meet DOT properties. APAC Central assumes no responsibility for any material quality or testing subsequent to the material leaving our plant facility.

Materials purchased prior to customer acceptance and APAC Central receipt of this signed proposal will be at Posted Plant Prices. All materials quoted are subject to availability and price escalation.

Customer Signature _____

Salesperson Signature _____

Prices made valid by means of written confirmation for the time period quoted.
Unsigned quotations are not valid. This proposal shall be void if not
Received by APAC - Central within 30 days. Signature acknowledges and
accepts APAC - Central's Terms & Conditions (See Attached) and the above prices.



P.O. BOX 330258
TULSA, OK 74133-0258

Estimate

| Date | Estimate # |
|-----------|------------|
| 8/10/2015 | 311 |

| |
|-------------------------|
| Name / Address |
| Pryor Creek Golf Course |

| Rep | Account # |
|-----|-----------|
| | |

| Description | Qty | Rate | Total |
|---------------------------|-----|--------|------------|
| 419 BERMUDA PER PAL | 52 | 115.00 | 5,980.00 |
| DELIVERY TO PRYOR | 2 | 250.00 | 500.00 |
| **26 Pallets per Semi** | | | |
| Subtotal | | | \$6,480.00 |
| Sales Tax (5.417%) | | | \$0.00 |
| Total | | | \$6,480.00 |

HOTEL / MOTEL TAX ALLOCATION GRANT PROJECT APPLICATION

RECEIVED
JUL 21 2015
CITY CLERK'S OFFICE
PRYOR CREEK, OK

To be considered for the City of Pryor Creek Hotel / Motel Tax Allocation Grant, please complete the form below.

OK GOLF ASSOCIATION
JUNIOR TOURNAMENT
SEPT 25-27 2015

PRYOR CREEK GOLF COURSE

Street address:

724 E 530 Rd

Street address line 2:

City:

Pryor Creek

State:

OK

Zip code:

74361

Contact Person

First name:

DENNIS & PAT

Last name:

Bowman & RICHARD

Phone number:

918-373-2921 & 918-373-0854

E-mail: bowmand@pryorcreek.org

bowmand@gmail.com
parichard28@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:

\$17,000.

Applicant's Match amount:

Have already spent
\$6,000.
Tournament for raise
additional monies.

Total Project Budget:

\$13,000.

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:

Maintenance Improvements to Pryor Creek Golf Course.

Revenues:

Total Requested from Hotel / Motel:

\$7,000.

Total Project Revenues:

\$73,000

Expenses:

Advertising

NTE \$100.

Promotional Printing

NTE \$50.

Miscellaneous expenses:

Majority of advertising will be via e-mail, texts, etc.

Total Expenses:

\$150.



Dennis W. Bowman, PGA

Pryor Creek Golf Course
724 E. 530 Rd.
Pryor, OK.74361

918-825-3056
918-825-7347 Fax

pryorgolfpro@sbcglobal.net

July 23, 2015

To Whom It May Concern:

The Pryor Creek Golf Course was selected to host a Oklahoma Golf Association Junior Tournament on September 25th, 26th and 27th. We are excited about this event and would like to put Pryor's best face forward. In doing so we would have a chance to make this an annual event. This event would bring in 70 to 100 junior players, family and friends from around the state for 3 days and 2 nights. This event will help the city and the golf course in many ways.

In order to make this event truly successful there is a lot of items that need to be dealt with as follows:

1. Replace worn sod on tee boxes. (\$3000.00)
2. Finish restroom renovation in club house. (\$2000.00)
3. Add drainage in a few fairways. (\$8000.00)
4. Repair cart paths. (\$2500.00)
5. Add extra personnel, 2 tee time starters at \$50.00 per day per person.
6. 2 course marshals at \$50.00 per day per person.
7. 2 Rules officials at \$50.00 per day per person.
8. 1 Scoreboard person \$100.00 per day.
9. Extra personnel to prep golf course approx. \$1000.00

Any help in this event would truly be appreciated.

Thank You

A handwritten signature in cursive script that reads 'Dennis Bowman'. The signature is written in black ink and is positioned above the printed name and title.

**Dennis Bowman
PGA Professional
Pryor Creek Golf Course**

May 21, 2015

This is a brief summary letter of how funds are intended to be spent.

PROJECT: Improvements to the Pryor Creek Golf Course (PCGC)

Over the past 7-10 years, the PCGC has needed and continues to need major maintenance renovations. Funds received will be used for these projects:

1. Placement of sod over 6-8 tee boxes, approximately one semi-load: \$3000.
2. Placement of French drains on several fairways: holes 1,2, 9, 11, and 18. During wet weather especially in the Spring, water stands on these fairways making conditions extremely wet having to mandate "Car+ Paths Only" policy; fairways are at risk for developing ruts and too much standing water. This conditions slows play and not conducive during regular daily play and when having golf tournaments. PCGC holds a multitude of tournaments throughout the year beginning in early Spring including many charitable tournaments (Williams United Way, Rotary, Sertoma, Boosters from all over Mayes County, Lions Club just to mention a few), High School and Jr tournaments for boys and girls from all over the State of Oklahoma: \$8,000.
3. After resolving the drainage issues, resurfacing of certain portions of cart paths on these holes: #2 before and after crossing bridge, back portion of #5, # 8 between the Men's tee box and the Forward/ Red tee box, much of the path on #9, a portion starting after crossing bridge from #10 to #11, and just before and immediately after crossing bridge at #18. At times, "pot holes" on cart paths are so bad, they become impassable and are a detriment to golf carts. Completely re-surfacing all of the cart paths will be necessary within 4-5 years: \$2500.
4. Aforementioned tournaments bring in large numbers of players, their parents/family, and many stay over at local hotels/motels. These tournaments bring in added revenue for both the golf course and the City

of Pryor Creek. High School and Jrs teams come from all surrounding Mayes Co areas.

5. On-going new bathrooms in the Pro Shop has been a work in progress for 18 months as the majority of the work, except for the electrical portion, has been on a voluntary basis; current additional costs include : mini-split air and heating system, new doors, new sinks and faucets: \$2000.
6. Current renovations in the Pro Shop, porch and entrance, are now ADA compliant.
7. Installation of aerobic system and removal of lagoon which is located south of driving range and parallel to 9th fairway. This will meet EPA regulations and be more aesthetically pleasing.