

**NOTICE & AGENDA  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA**

**TUESDAY, SEPTEMBER 15<sup>th</sup>, 2015 AT 6:00 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE ABOVE DATE IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. A MEETING OF THE PRYOR PUBLIC WORKS AUTHORITY WILL FOLLOW IMMEDIATELY. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL (918) 825-0888.

1. Call to Order, Prayer, Pledge of Allegiance, Roll Call.
2. Petitions from the Audience. (Limited to 5 minutes.):
  - a. Discuss, possibly act on approval to issue a fireworks permit to Rainbow Fireworks, Inc. for October 10<sup>th</sup>, 2015 with a rain date of October 17<sup>th</sup>, 2015 on the vacant land South of Highway 20 and East Graham Avenue owned by the First Church of God.
3. Mayor's Report:
4. City Attorney's Report:
  - a. Second and final reading, discussion and possible action of An Ordinance Amending Pryor Creek City Code Section 3-10A-1 Regarding Alcoholic Beverages.
  - b. Second and final reading, discussion and possible action of An Ordinance Amending Pryor Creek City Code Section 3-10A-3 Regarding Alcoholic Beverages.
5. Discuss, possibly act on Consent Agenda. (Items deemed non-controversial and routine in nature to be approved by one motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda.)
  - a. Approve minutes of September 1<sup>st</sup>, 2015 Council meeting.
  - b. Approve payroll purchase orders through September 25<sup>th</sup>, 2015.
  - c. Approve claims for purchase orders through September 15<sup>th</sup>, 2015.
  - d. Acknowledge receipt of deficient purchase orders.
  - e. Approve expenditure of \$9,823.64 to AGES Computers for the purchase of Kaspersky Endpoint Security for Business Plus 3 years 24 x 7 Support software. No other quotes received.
  - f. Approve expenditures of 2015 – 2016 Hotel / Motel grant funds summary letters of intent as follows:
    1. Pryor Area Chamber of Commerce - \$27,156.00
    2. Pryor Public Schools - \$11,078.00
    3. Pryor Band Day - \$2,500.00
    4. Pryor Main Street - \$6,789.00
  - g. Approve expenditures of 2015 – 2016 Hotel / Motel grant fund applications as follows:
    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 and 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
  - h. Approve expenditure of \$2,500.00 for Phase I – Investigative Study to Infrastructure Solutions Group, LLC for Pocket Park Wall Stabilization Study and Bidding Services. (Project Number PRY-15-02)
  - i. Approve authorizing the Mayor to sign the Cooperative Service Field Agreement between the City of Pryor Creek and United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services (WS).
  - j. Approve change order #1 to Advanced Workzone Services, LLC in the amount of \$389.40 as required by ODOT, Gore markings to be double striped around the edges at each area indicated as follows: Northwest corner of Adair Street, Northwest corner of Vann Street, Northwest corner of Rowe, border line change from 4 inch to 8 inch in width. Approved by Steve Powell, Engineer of Project Number PRY14-02. (Graham Avenue re-striping project.)
  - k. Approve declaring surplus from the Pryor Police Department and approve seeking sealed bids for the following items that were seized and forfeited by the District Court:
    1. 1998 Ford F150 XL Vin 1FTZF1721WKA63902
    2. 1995 Chevrolet Monte Carlo Sport Vin 2G1WW12M5S9332340
    3. 1995 Chevrolet Cheyenne Pickup Vin 1GCEC14Z5SZ283795
    4. 1980 Ford Mustang Vin 0F04B188519 (No Title, Salvage only)
    5. 1998 Mercury Sable GS Vin MEFM50U3WA616601
    6. 1992 Honda Accord Vin 1HGCB715XNA019586
    7. 1993 Chevrolet Silverado 4x4 1GCEK14K6PZ182732

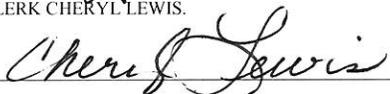
- l. Approve declaring surplus the following vehicles and approve seeking sealed bids for the following vehicles owned by the City:
    1. 2006 Dodge Charger Vin 2B3KA43HX6H504978 (UNIT 31)
    2. 2008 Dodge Charger Vin 2B3KA43HX8H271333 (UNIT 37)
    3. 2005 Ford Crown Victoria Vin 2FAFP71W15X123726 (UNIT 24)
    4. 2000 Ford Crown Victoria Vin 2FAFP71W6YX127081
    5. 1996 Chevrolet Suburban Vin 1GNFK16R4TJ310240
  - m. Approve hiring Brett Adams as a Volunteer Firefighter to fill vacant position effective September 15<sup>th</sup>, 2015 pending approval of physical and background check.
  - n. Approve hiring Cari Rerat to fill vacant Library Director at the Pryor Creek Public Library effective October 5<sup>th</sup>, 2015 at Range F, Step 2 (annual wage \$42,261.00) with the understanding she will remain at Step 2 until qualifying for Step 3.
  - o. Approve promotion of 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) effective September 26<sup>th</sup>, 2015.
  - p. 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 effective September 26<sup>th</sup>, 2015.
  - q. 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 effective September 26<sup>th</sup>, 2015.
  - r. Approve expenditure of \$5,869.00 (State Contract price) to Warren Cat for the purchase of a 420F Hydraulic Thumb for Street Department backhoe from Street Capital Outlay (Account #14-145-5411).
  - s. Approve seeking quotes to resurface the tennis courts using Deco Turf Systems at Whitaker Park.
  - t. Approve expenditure in the amount of \$4,654.67 to Swimtime (Division of United Industries, Inc.) for an Aurora 341 A-BF 6 x 6 x 9, 20 HP, 1750 rpm 230 / 460 VAC 3 phase pump, capable of providing 900 GPM @ 70' TDH. No other quotes received.
  - u. Approve expenditure in the amount of \$4,606.33 to Swimtime (Division of United Industries, Inc.) for 2 – 3 step ladders and 2 – 4 step ladders including hardware for the Pryor Creek Public Pool including freight. (Other quotes received: W. M. Smith & Associates, Inc. - \$4,282.86 and Pool Supply World - \$4,491.74)
  - v. Approve hiring Justin Allen to fill vacant Patrolman position at the Police Department at Range J, Step 1 (annual wage - \$32,295.00) effective October 5<sup>th</sup>, 2015 pending approval from the Oklahoma Police and Pension and Retirement Board.
6. Committee Reports:
    - a. Budget / Personnel (Rosamond)
    - b. Ordinance / Insurance (Chitwood)
    - c. Street / Maintenance Garage (Willcutt)
  7. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
  8. Adjourn.

### PRYOR PUBLIC WORKS AUTHORITY

1. Call to Order.
2. Discuss, possibly act on approval of minutes of September 1<sup>st</sup>, 2015 meeting.
3. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
4. Adjourn.

FILED SEPTEMBER 14<sup>TH</sup>, 2015 AT 5:00 P.M. BY MAYOR JIMMY TRAMEL.

POSTED ONLINE BULLETIN BOARD AT CITY HALL, 12 NORTH ROWE STREET, PRYOR CREEK, OKLAHOMA, SEPTEMBER 14<sup>TH</sup>, 2015 AT 5:00 P.M. BY ASSISTANT CITY CLERK CHERYL LEWIS.



**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, SEPTEMBER 1<sup>ST</sup>, 2015 AT 6:00 P.M.**

The City Council of the City of Pryor Creek, Oklahoma met in regular session on the above date and time in the Council Chamber upstairs at City Hall, 12 North Rowe Street in Pryor Creek, Oklahoma. This meeting was followed immediately by a meeting of the Pryor Public Works Authority. Notice of these meetings was posted on the East bulletin board located outside to the South of the entrance doors. Notice was also emailed to *The Paper* and *The Times* newspapers and delivered to the Council members.

**1. CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE/ ROLL CALL.**

Mayor Jimmy Tramel called the meeting to order at 6:00 p.m. The Prayer and the Pledge of Allegiance were conducted by Mayor Tramel. Roll call was conducted by City Clerk Eva Smith. Council members present included: Yolanda Thompson, Houston Brittain, Greg Rosamond, Randy Chitwood and Drew Stott. Council members absent: Roger Willcutt, Cheryl White, Ryan Rains.

Department Heads and other City Officials present: City Attorney K. Ellis Ritchie, Police Chief Steve Lemmings, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Street Superintendent Jack Downing, Golf Director Dennis Bowman, Building Inspector /Code Enforcement Officer Doug Moore, Recreation Center Director Laura Holloway.

Others: Recreation Center Board Member Steve Wyneken, Recreation Center Aquatics Coordinator Jacquelyn Moyers, Library Board Chairman Jeanette Anderson, Library employee Marie Reist, Park Board Chairman Bill Kannegiesser, CMSWillowbrook Representative Chris Ball, Dispatcher Applicant Elizabeth Henson, Courtside Benefits Representatives Kurt Schultz and Lisa Robertson.

**2. PETITIONS FROM THE AUDIENCE.  
(LIMITED TO 5 MINUTES)**

Kurt Schultz spoke about the upcoming insurance options.

**3. MAYOR'S REPORT:**

- a. ACKNOWLEDGEMENT THAT THE CITY OF PRYOR CREEK HAS BEEN AWARDED MEDALS RECOGNIZING ACHIEVEMENTS PREVENTING CHILDHOOD OBESITY THROUGH *LET'S MOVE!* CITIES, TOWNS AND COUNTIES. FIVE MEDALS WERE AWARDED TO PRYOR CREEK FOR ACTION TAKEN TO IMPROVE ACCESS TO HEALTHY AFFORDABLE FOOD AND INCREASE OPPORTUNITIES FOR PHYSICAL ACTIVITY. THESE MEDALS WERE AWARDED BECAUSE OF PRYOR CREEK'S ACHIEVEMENTS IN GOAL I (SILVER MEDAL): START EARLY START SMART, GOAL II (SILVER MEDAL): MY PLATE YOUR PLACE, GOAL III (BRONZE, SILVER AND GOLD MEDALS): SMART SERVINGS FOR STUDENTS, GOAL IV (SILVER MEDAL): MODEL FOOD SERV AND GOAL V (SILVER AND GOLD MEDALS): ACTIVE KIDS AT PLAY.**

Mayor Tramel acknowledged that the City of Pryor Creek has been awarded medals recognizing Achievements Preventing Childhood Obesity through *Let's Move!* Cities, Towns and Counties.

- b. DISCUSS, POSSIBLY ACT ON APPROVAL TO DECLARE SEPTEMBER 18<sup>TH</sup>, 2015 'PRYOR CREEK DAY OF CHARACTER'.**

Motion was made by Chitwood, second by Thompson to approve to declare September 18<sup>th</sup>, 2015 'Pryor Creek Day of Character'. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

**4. CITY ATTORNEY'S REPORT:**

- a. FIRST READING OF AN ORDINANCE AMENDING PRYOR CREEK CITY CODE SECTION 3-10A-1 REGARDING ALCOHOLIC BEVERAGES.**

No action was taken and the first reading was waived.

**b. FIRST READING OF AN ORDINANCE AMENDING PRYOR CREEK CITY CODE SECTION 3-10A-3 REGARDING ALCOHOLIC BEVERAGES.**

No action was taken and the first reading was waived.

**c. DISCUSS, POSSIBLY ACT ON AUTHORIZING THE MAYOR TO COMPLETE THE RENEWAL APPLICATION TO USE STATE LAND LOCATED IN THE SW/4 OF THE SE/4 OF THE SW/4 OF SECTION 17, TOWNSHIP 21N, RANGE 19E, MAYES COUNTY, OKLAHOMA UNDER THE MANAGEMENT OF THE OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES, REAL ESTATE AND LEASING SERVICES, HEREINAFTER REALS (TITLE 61 O.S. SEC. 322).**

No action was taken on this item. The item was submitted to legal counsel for review regarding easement at the Pryor Creek Recreation Center.

**5. DISCUSS, POSSIBLY ACT ON CONSENT AGENDA.**

(ITEMS DEEMED NON-CONTROVERSIAL AND ROUTINE IN NATURE TO BE APPROVED BY ONE MOTION WITHOUT DISCUSSION. ANY COUNCIL MEMBER WISHING TO DISCUSS AN ITEM MAY REQUEST IT BE REMOVED AND PLACED ON THE REGULAR AGENDA.)

- a. Approve minutes of August 18<sup>th</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through September 11<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through September 1<sup>st</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH SEPTEMBER 1<sup>ST</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1520150444 - 1520150529	\$ 52,496.31
STREET & DRAINAGE	1520150529 - 1520150393	41,275.91
GOLF	1520150536 - 1520150430	9,059.65
CAPITAL OUTLAY	1420141673 - 1420141672	4,181.00
RECREATION CENTER	1520150454 - 1520150288	12,528.38
P.P.W.A	1520150521 - 1520150497	1,674.25
E-911 CASH	1520150458 - 1520150466	1,179.83
DONATIONS	1520150461 - 1520150299	\$ 5,504.36
	<b>TOTAL</b>	<b>\$ 127,899.69</b>

NEW BLANKET PURCHASE ORDERS

910718B	ROBERTS AUTO CENTER		\$ 4,000.00
		<b>TOTAL</b>	<b>\$ 4,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*There were no deficient purchase orders presented.*
- e. Approve July and August Appropriations Requests.
- f. Approve an expenditure not to exceed \$14,500.00 to Violet F. Kirkendall CPA, PC and authorize the Mayor to sign an audit engagement letter for the fiscal year ended June 30<sup>th</sup>, 2015 from General Fund – Outside Services Auditor (Account #02-201-5072).
- g. Approve an expenditure in the amount of \$7,357.80 to Cardinal Tracking, Inc. for the Software License, Support Agreement and Renewal Invoice for 2015 – 2016 for the Police Department from E-911 Cash Fund – Telephone Equipment (Account #91-915-5061).
- h. Approve an expenditure of \$10,432.36 to AGES Computers for Kaspersky Endpoint Security Business Plus 3 year 24 x 7 support subscription license – 1 Node Academic, Government Volume – 3 year – Price Level S – PC – English (QW6975) for 150 computers including 75 hours shop labor (anti-virus software) from General Fund – Unallocated Reserve and Excess (Account #02-201-5041).
- i. Approve an expenditure in the amount of \$6,269.21 to CMSWillowbrook for Library break room drain line repair. This includes a preconstruction fee of \$464.39 to CMSWillowbrook and a construction fee of \$5,804.82 for Four Feathers Plumbing, Inc. from General Fund – Repair and Maintenance (Account #02-201-5091). (Other quotes received: Half Moon Plumbing \$6,704.82 plus \$536.39 preconstruction fee to CMSWillowbrook (total of \$7,241.21) and S and J Plumbing \$11,304.82 and \$904.39 preconstruction fee to CMSWillowbrook (total of \$12,209.21).
- j. Approve increasing Annual Golf Membership fees 15% for Pryor Creek Golf Course as follows:

		CURRENT FEE	PROPOSED FEE
SENIOR FAMILY	Option 1 - Yearly	\$565.68 + \$33.23 (tax) = \$598.91	\$650.00 + \$38.19 (tax) = \$688.19
	Option 2 - Monthly	\$54.90 (\$658.80)	\$63.14 (\$757.68)
	Option 3 - Yearly with Cart	\$1,694.00	\$1,948.00
	Option 4 - Monthly with Cart	\$155.28 (\$1,863.36)	\$178.57 (\$2,142.84)

SENIOR SINGLE	Option 1 - Yearly	\$432.59 + \$25.41 (tax) = \$458.00	\$497.48 + \$29.23 (tax) = \$526.71
	Option 2 - Monthly	\$41.98 (\$503.76)	\$48.28 (\$495.36)
	Option 3 - Yearly with Cart	\$1,482.25	\$1,704.58
	Option 4 - Monthly with Cart	\$137.64 (\$1,651.68)	\$158.28 (\$1,899.36)
FAMILY	Option 1 - Yearly	\$623.23 + \$36.61 (tax) = \$659.84	\$716.71 + \$42.41 (tax) = \$758.82
	Option 2 - Monthly	\$61.36 (\$736.23)	\$70.56 (\$846.72)
	Option 3 - Yearly with Cart	\$1,900.00	\$2,185.00
	Option 4 - Monthly with Cart	\$175.00 (\$2,100.00)	\$201.25 (\$2,415.00)
SINGLE	Option 1 - Yearly	\$499.43 + \$29.34 (tax) = \$528.77	\$574.34 + \$33.74 (tax) = \$608.08
	Option 2 - Monthly	\$48.53 (\$582.36)	\$55.80 (\$669.60)
	Option 3 - Yearly with Cart	\$1,620.00	\$1,863.00
	Option 4 - Monthly with Cart	\$150.00 (\$1,800.00)	\$172.50 (\$2,070.00)
JUNIOR		\$132.23 + \$7.77 (tax) = \$140.00	\$132.23 + \$7.77 (\$140.00)
COPORATE		3 Members - \$2,200.00	3 Members - \$2,530.00
<p>Includes Green Fees and Cart anytime.  Each additional member add \$100.00 up to a total of 5  From 6-9 members - \$200.00 each additional member  Corporate members also receive 20% off guest green fees excludes tournaments and Cart stalls</p>			

**k. Approve increasing Golf Course greens fees as follows:**

GOLF COURSE FEES	CURRENT	PROPOSED
Green Fees	\$20.00	\$20.50 Weekday
		\$21.00 Weekends
Junior / Senior Fees	\$11.00	\$11.50
Twilight Fees	\$10.00	\$11.00
Golf Cart Rental Per Person		
9 Holes	\$6.00	\$8.00
18 Holes	\$12.00	\$13.00
Pull Cart	\$3.00	\$3.00
Member Cart Guest Fee	\$6.00	\$6.00

- l.** Approve authorizing Infrastructure Solutions Group, LLC dba Mehlburger Brawley to seek bids for replacement of concrete streets as identified by Street Superintendent on the following streets: Thurman, Lilac Lane, Mulberry Lane, Magnolia Street, Spruce Court, Lakeview Drive, Hickory Lane, Peach Tree Lane, Heather Court, Larkspur, Ginger Court, Hawthorn Court, Oklahoma Street South of 17<sup>th</sup> Street, Southeast 18<sup>th</sup> Street, Southeast 19<sup>th</sup> Street, Mid America Grill Road, Bay Oaks Place, Meadowview Circle and Cherry Point Lane.
- m.** Approve an expenditure of \$2,930.99 to O'Reilly Auto Parts for an air compressor with resistor and water separator for the Street Department from Street – Capital Outlay (Account #14-145-5411). Other quotes received: Advanced Professional - \$3,310.97 and Pryor Automotive Supply - \$3,180.07.
- n.** Approve resignation of Street Department employee Tyler Schlosser effective August 28<sup>th</sup>, 2015.
- o.** Approve an increase in Pryor Creek Recreation Center Pool fees as follow:
  - Daily Pool passes from \$3.00 to \$4.00
  - Pool Parties from \$25.00 to \$30.00 for members plus daily pool pass charge
  - Pool Parties from \$30.00 to \$40.00 for non-members plus daily pool pass charge
  - Private Parties from \$100.00 to \$125.00 for members
  - Private Parties from \$125.00 to \$150.00 for non-members
  - (maximum of 40 people for private parties)

- p. Approve declaring surplus from the Pryor Creek Recreation Center the following items and approve seeking sealed bids:
  - Cybex Treadmill (City Number 03474) Model Number 515T, Serial Number A01-105159014NN
  - Cybex Treadmill (City Number 03473) Model Number 5151, Serial Number A01-10515T9014NW011
  - Cybex Stepper (City Number 03479) Model Number 5305, Serial Number A01-1153059014nn
- q. Approve declaring surplus from the Pryor Police Department and approve seeking sealed bids for the following items that were seized and forfeited by the District Court:
  - 1998 Ford F150 XL Vin 1FTAF1721WKA63902
  - 1995 Chevrolet Monte Carlo Sport Vin 2G1WW12M5S9332340
  - 1995 Chevrolet Cheyenne Pickup Vin 1GCEC14Z5S7283795
  - 1980 Ford Mustang Vin 0F04B188519 (No Title, Salvage only)
  - 1998 Mercury Sable GS Vin 1MERM5OUWA616601
  - 1992 Honda Accord Vin 1HGCB715XNA019586
  - 1993 Chevrolet Silverado 4x4 1GCEK14K6PZ182732
- r. Approve declaring surplus the following vehicles and approve seeking sealed bids for the following vehicles owned by the City:
  - 2006 Dodge Charger Vin 2BKA43HX6H504978 (UNIT 31)
  - 2008 Dodge Charger Vin 2B3KA43HX8H271333 (UNIT 37)
  - 2005 Ford Crown Victoria Vin 2FAFP71W15X123726 (UNIT 24)
  - 2000 Ford Crown Victoria Vin 2FAFP71W6YX127081
  - 1996 Chevrolet Suburban Vin 1GNFK16R4TJ310240
- s. Approve hiring Ryan Lemmings as a Volunteer Firefighter to fill vacant position effective September 1<sup>st</sup>, 2015 pending approval of physical and background check.
- t. Approve expenditure of \$4,395.00 to Alred Glass Company for the replacement of 28 glass units and provide re-screen in some of the units in the overhead doors at the Fire Department from Properties – Capital Outlay (Account #44-445-5419). Other quotes received: Rash Construction, Inc. - \$4,550.00 and Brewer Construction - \$4,575.00. *(Mayor Tramel stated there was a scrivener's error; the agenda items should state the replacement is upstairs in the building and not in the overhead door of the Fire Department.)*
- u. Approve hiring Elizabeth H. Henson as Pryor Police Department Dispatcher effective September 2<sup>nd</sup>, 2015 at Range D, Step 1 (annual wage \$28,597.00).

Motion was made by Brittain, second by Thompson to approve items a-u less items i, j, k, l, n, o. Voting yes: Brittain, Rosamond, Chitwood, Stott, Thompson. Voting no: none.

- h. APPROVE AN EXPENDITURE OF \$10,432.36 TO AGES COMPUTERS FOR KASPERSKY ENDPOINT SECURITY BUSINESS PLUS 3 YEAR 24 X 7 SUPPORT SUBSCRIPTION LICENSE – 1 NODE ACADEMIC, GOVERNMENT VOLUME – 3 YEAR – PRICE LEVEL S – PC – ENGLISH (QW6975) FOR 150 COMPUTERS INCLUDING 75 HOURS SHOP LABOR (ANTI-VIRUS SOFTWARE) FROM GENERAL FUND – UNALLOCATED RESERVE AND EXCESS (ACCOUNT #02-201-5041).**

There was no action on this item.

- i. APPROVE AN EXPENDITURE IN THE AMOUNT OF \$6,269.21 TO CMSWILLOWBROOK FOR LIBRARY BREAK ROOM DRAIN LINE REPAIR. THIS INCLUDES A PRECONSTRUCTION FEE OF \$464.39 TO CMSWILLOWBROOK AND A CONSTRUCTION FEE OF \$5,804.82 FOR FOUR FEATHERS PLUMBING, INC. FROM GENERAL FUND – REPAIR AND MAINTENANCE (ACCOUNT #02-201-5091). (OTHER QUOTES RECEIVED: HALF MOON PLUMBING \$6,704.82 PLUS \$536.39 PRECONSTRUCTION FEE TO CMSWILLOWBROOK (TOTAL OF \$7,241.21) AND S AND J PLUMBING \$11,304.82 AND \$904.39 PRECONSTRUCTION FEE TO CMSWILLOWBROOK (TOTAL OF \$12,209.21).**

Motion was made by Brittain, second by Thompson to approve an expenditure in the amount of \$6,269.21 to CMSWillowbrook for Library break room drain line repair. This includes a preconstruction fee of \$464.39 to CMSWillowbrook and a construction fee of \$5,804.82 for Four

Feathers Plumbing, Inc. from General Fund – Repair and Maintenance (Account #02-201-5091). (Other quotes received: Half Moon Plumbing \$6,704.82 plus \$536.39 preconstruction fee to CMSWillowbrook (total of \$7,241.21) and S and J Plumbing \$11,304.82 and \$904.39 preconstruction fee to CMSWillowbrook (total of \$12,209.21). Voting yes: Rosamond, Chitwood, Thompson, Brittain. Voting no: Stott.

**j. APPROVE INCREASING ANNUAL GOLF MEMBERSHIP FEES 15% FOR PRYOR CREEK GOLF COURSE AS FOLLOWS:**

		CURRENT FEE	PROPOSED FEE
SENIOR FAMILY	OPTION 1 - YEARLY	\$565.68 + \$33.23 (TAX) = \$598.91	\$650.00 + \$38.19 (TAX) = \$688.19
	OPTION 2 - MONTHLY	\$54.90 (\$658.80)	\$63.14 (\$757.68)
	OPTION 3 - YEARLY WITH CART	\$1,694.00	\$1,948.00
	OPTION 4 - MONTHLY WITH CART	\$155.28 (\$1,863.36)	\$178.57 (\$2,142.84)
SENIOR SINGLE	OPTION 1 - YEARLY	\$432.59 + \$25.41 (TAX) = \$458.00	\$497.48 + \$29.23 (TAX) = \$526.71
	OPTION 2 - MONTHLY	\$41.98 (\$503.76)	\$48.28 (\$495.36)
	OPTION 3 - YEARLY WITH CART	\$1,482.25	\$1,704.58
	OPTION 4 - MONTHLY WITH CART	\$137.64 (\$1,651.68)	\$158.28 (\$1,899.36)
FAMILY	OPTION 1 - YEARLY	\$623.23 + \$36.61 (TAX) = \$659.84	\$716.71 + \$42.41 (TAX) = \$758.82
	OPTION 2 - MONTHLY	\$61.36 (\$736.23)	\$70.56 (\$846.72)
	OPTION 3 - YEARLY WITH CART	\$1,900.00	\$2,185.00
	OPTION 4 - MONTHLY WITH CART	\$175.00 (\$2,100.00)	\$201.25 (\$2,415.00)
SINGLE	OPTION 1 - YEARLY	\$499.43 + \$29.34 (TAX)= \$528.77	\$574.34 + \$33.74 (TAX) = \$608.08
	OPTION 2 - MONTHLY	\$48.53 (\$582.36)	\$55.80 (\$669.60)
	OPTION 3 - YEARLY WITH CART	\$1,620.00	\$1,863.00
	OPTION 4 - MONTHLY WITH CART	\$150.00 (\$1,800.00)	\$172.50 (\$2,070.00)
JUNIOR		\$132.23 + \$7.77 (TAX) = \$140.00	\$132.23 + \$7.77 (\$140.00)
COPORATE		3 MEMBERS - \$2,200.00	3 MEMBERS - \$2,530.00
INCLUDES GREEN FEES AND CART ANYTIME. EACH ADDITIONAL MEMBER ADD \$100.00 UP TO A TOTAL OF 5 FROM 6-9 MEMBERS - \$200.00 EACH ADDITIONAL MEMBER CORPORATE MEMBERS ALSO RECEIVE 20% OFF GUEST GREEN FEES EXCLUDES TOURNAMENTS AND CART STALLS			

Motion was made by Rosamond, second by Brittain to approve increasing Annual Golf Membership fees 15% for Pryor Creek Golf Course as stated above. Voting yes: Chitwood, Stott, Thompson, Brittain, Rosamond. Voting no: none.

**k. APPROVE INCREASING GOLF COURSE GREENS FEES AS FOLLOWS:**

GOLF COURSE FEES	CURRENT	PROPOSED
GREEN FEES	\$20.00	\$20.50 WEEKDAY \$21.00 WEEKENDS
JUNIOR / SENIOR FEES	\$11.00	\$11.50
TWILIGHT FEES	\$10.00	\$11.00
GOLF CART RENTAL PER PERSON		
9 HOLES	\$6.00	\$8.00
18 HOLES	\$12.00	\$13.00
PULL CART	\$3.00	\$3.00

MEMBER CART GUEST FEE	\$6.00	\$6.00
-----------------------	--------	--------

Motion was made by Rosamond, second by Thompson to approve increasing Golf Course greens fees as stated above effective immediately. Voting yes: Stott, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

- i. APPROVE AUTHORIZING INFRASTRUCTURE SOLUTIONS GROUP, LLC DBA MEHLBURGER BRAWLEY TO SEEK BIDS FOR REPLACEMENT OF CONCRETE STREETS AS IDENTIFIED BY STREET SUPERINTENDENT ON THE FOLLOWING STREETS: THURMAN, LILAC LANE, MULBERRY LANE, MAGNOLIA STREET, SPRUCE COURT, LAKEVIEW DRIVE, HICKORY LANE, PEACH TREE LANE, HEATHER COURT, LARKSPUR, GINGER COURT, HAWTHORN COURT, OKLAHOMA STREET SOUTH OF 17<sup>TH</sup> STREET, SOUTHEAST 18<sup>TH</sup> STREET, SOUTHEAST 19<sup>TH</sup> STREET, MID AMERICA GRILL ROAD, BAY OAKS PLACE, MEADOWVIEW CIRCLE AND CHERRY POINT LANE.**

Motion was made by Brittain, second by Rosamond to approve to authorize Infrastructure Solutions Group, LLC dba Mehlburger Brawley to seek bids for replacement of concrete streets as identified by Street Superintendent on the following streets: Thurman, Lilac Lane, Mulberry Lane, Magnolia Street, Spruce Court, Lakeview Drive, Hickory Lane, Peach Tree Lane, Heather Court, Larkspur, Ginger Court, Hawthorn Court, Oklahoma Street South of 17<sup>th</sup> Street, Southeast 18<sup>th</sup> Street, Southeast 19<sup>th</sup> Street, Mid America Grill Road, Bay Oaks Place, Meadowview Circle and Cherry Point Lane. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

- n. APPROVE RESIGNATION OF STREET DEPARTMENT EMPLOYEE TYLER SCHLOSSER EFFECTIVE AUGUST 28<sup>TH</sup>, 2015.**

Motion was made by Chitwood, second by Stott to approve resignation of Street Department employee Tyler Schlosser effective August 28<sup>th</sup>, 2015.

Public Record: Houston Brittain requested his statement be reflected in the minutes. He stated he is not opposed to a person moving on to better themselves; in fact he is one hundred percent for that. However, he has a problem with an employee moving to the Municipal Utility Department to begin at an entry level position for three dollars an hour more than his current position with the City.

Randy Chitwood thanked Tyler publicly for his time with the City.

Voting yes: Brittain, Rosamond, Chitwood, Stott, Thompson. Voting no: none.

- o. APPROVE AN INCREASE IN PRYOR CREEK RECREATION CENTER POOL FEES AS FOLLOW:**

- **DAILY POOL PASSES FROM \$3.00 TO \$4.00**
- **POOL PARTIES FROM \$25.00 TO \$30.00 FOR MEMBERS PLUS DAILY POOL PASS CHARGE**
- **POOL PARTIES FROM \$30.00 TO \$40.00 FOR NON-MEMBERS PLUS DAILY POOL PASS CHARGE**
- **PRIVATE PARTIES FROM \$100.00 TO \$125.00 FOR MEMBERS**
- **PRIVATE PARTIES FROM \$125.00 TO \$150.00 FOR NON-MEMBERS**
- **(MAXIMUM OF 40 PEOPLE FOR PRIVATE PARTIES)**

Motion was made by Rosamond, second by Thompson to approve an increase in Pryor Creek Recreation Center Pool fees as stated above. Voting yes: Rosamond, Chitwood, Stott, Thompson, Brittain. Voting no: none.

- q. APPROVE DECLARING SURPLUS FROM THE PRYOR POLICE DEPARTMENT AND APPROVE SEEKING SEALED BIDS FOR THE FOLLOWING ITEMS THAT WERE SEIZED AND FORFEITED BY THE DISTRICT COURT:**

- **1998 FORD F150 XL VIN 1FTAF1721WKA63902**
- **1995 CHEVROLET MONTE CARLO SPORT VIN 2G1WW12M5S9332340**
- **1995 CHEVROLET CHEYENNE PICKUP VIN 1GCEC14Z5S7283795**
- **1980 FORD MUSTANG VIN 0F04B188519 (NO TITLE, SALVAGE ONLY)**
- **1998 MERCURY SABLE GS VIN 1MERM5OUWA616601**
- **1992 HONDA ACCORD VIN 1HGCB715XNA019586**

- **1993 CHEVROLET SILVERADO 4X4 1GCEK14K6PZ182732**

There was no action on this item due to scrivener's error.

**r. APPROVE DECLARING SURPLUS THE FOLLOWING VEHICLES AND APPROVE SEEKING SEALED BIDS FOR THE FOLLOWING VEHICLES OWNED BY THE CITY:**

- **2006 DODGE CHARGER VIN 2BKA43HX6H504978 (UNIT 31)**
- **2008 DODGE CHARGER VIN 2B3KA43HX8H271333 (UNIT 37)**
- **2005 FORD CROWN VICTORIA VIN 2FAFP71W15X123726 (UNIT 24)**
- **2000 FORD CROWN VICTORIA VIN 2FAFP71W6YX127081**
- **1996 CHEVROLET SUBURBAN VIN 1GNFK16R4TJ310240**

There was no action on this item due to scrivener's error.

**6. COMMITTEE REPORTS:**

**a. BUDGET / PERSONNEL (ROSAMOND)**

Rosamond reported for the Budget / Personnel Committee. He stated they would meet next week.

**b. ORDINANCE / INSURANCE (CHITWOOD)**

Chitwood reported for the Ordinance / Insurance Committee. He stated they hoped to meet within the next month.

**c. STREET / MAINTENANCE GARAGE (WILLCUTT)**

Willcutt was not present to report for the Street / Maintenance Garage Committee. All items were discussed earlier in the meeting per Mayor Tramel.

**7. UNFORESEEABLE BUSINESS.**

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

Mayor Tramel acknowledged the resignation of Brett Mitchell as a Volunteer Firefighter. He publicly thanked him for his service and apologized for not thanking him at the last Council meeting on August 18<sup>th</sup>, 2015.

**8. ADJOURN.**

Motion was made by Brittain, second by Thompson to adjourn. Voting yes: Chitwood, Stott, Thompson, Brittain, Rosamond. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the Pryor Public Works Authority meeting to order at 7:05 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF AUGUST 18<sup>TH</sup>, 2015 MEETING.**

Motion was made by Rosamond, second by Brittain to approve minutes of August 18<sup>th</sup>, 2015 meeting. Voting yes: Stott, Thompson, Brittain, Rosamond, Chitwood. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

(ANY MATTER NOT REASONABLY FORSEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business presented.

**4. ADJOURN.**

Motion was made by Stott, second by Brittain to adjourn from the Pryor Public Works Authority meeting. Voting yes: Thompson, Brittain, Rosamond, Chitwood, Stott. Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A CHAIRMAN JIMMY TRAMEL

---

MINUTES WRITTEN BY CITY CLERK EVA SMITH

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ORDINANCE NO. 2015-\_\_\_\_\_

AN ORDINANCE AMENDING PRYOR CREEK CITY CODE SECTION 3-10A-3 REGARDING ALCOHOLIC BEVERAGES:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF PRYOR CREEK, OKLAHOMA: That Pryor Creek City Code Title 3, Section 3-10A-3 is hereby amended to read as follows: (deletions to existing ordinance stricken, additions underlined)

Section I: AMENDING ORDINANCE TO READ AS FOLLOWS:

3-10A-3: OCCUPATION TAX:

There is hereby established, pursuant to The Oklahoma Alcoholic Beverage Control Act (OKLA. STAT. Tit. 37 §§ 501 et seq) by the City of Pryor Creek an occupational tax to be levied annually upon all individuals/licensees under said Act having their principal place of business within the corporate limits of the City and operating as a retailer, mixed beverage, beer and wine, caterer, public event or special event licensee, bottle club, manufacturer, wholesaler or Class B wholesaler as those terms are defined by said Act.

- A. Fee Schedule: Refer to schedule of fees and charges, appendix A of this code.
- B. Payment, Documents Required: ~~Any state licensee~~All persons originally entering upon any occupation herein listed shall pay the tax therefore at the office of the city clerk on or before the date upon which ~~he-the person~~ enters upon such occupation. Said ~~licensee-person~~ shall provide a copy of ~~his-their~~ current state license issued pursuant to The Oklahoma Alcoholic Beverage Control Act (OKLA. STAT. Tit. 37 §§ 501 et seq) before payment of any occupation tax ~~will~~ may be accepted by the city clerk. Thereafter, the ~~licensee-person~~ shall pay the tax annually to the office of the city clerk on or before April 1.
- C. Prorated: The occupation tax subject to this article shall be prorated on a monthly basis for the year in which an occupation begins operation.
- D. Receipt; Posting: Upon payment of the said occupation tax, the city clerk shall issue a receipt to said ~~state licensee~~person. ~~, which said licensee~~The person shall post ~~in-athe receipt in -conspicuous~~a conspicuous place on the premises wherein ~~he-the person~~ carries on ~~his-occupation~~the occupation to which this ordinance applies.
- E. Penalty For Nonpayment: Any person who engages in any of the occupations taxed by this article without paying said occupation tax imposed thereon in advance of such operation is guilty of an offense against the city and upon conviction thereof shall be punished as provided in section 1-4-1 of this code. Each day of such violation shall constitute a separate offense.
- F. Annual Report Required: The city clerk shall make an annual report to the ~~alcoholic beverage laws enforcement~~Alcoholic Beverage Laws Enforcement

~~Commission~~ (ABLE) ~~commission~~Commission), covering the fiscal year, showing the number and class of licenses subject to the occupation tax and the amount of money collected from said tax.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict here with are hereby repealed to the extent of any such conflict.

SECTION 3 SEVERABILITY. If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this day of \_\_\_\_\_, 2015

**CITY OF PRYOR CREEK, OKLAHOMA**

\_\_\_\_\_  
**Jimmy Tramel, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Eva Smith, City Clerk**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**K. Ellis Ritchie, City Attorney**

**Dated:** \_\_\_\_\_

ORDINANCE NO. 2015-\_\_\_\_\_

**AN ORDINANCE AMENDING PRYOR CREEK CITY CODE SECTION 3-10A-1 REGARDING ALCOHOLIC BEVERAGES:**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF PRYOR CREEK, OKLAHOMA: That Pryor Creek City Code Title 3, Section 3-10A-1 is hereby amended to read as follows: (deletions to existing ordinance stricken, additions underlined)**

**Section I: AMENDING ORDINANCE TO READ AS FOLLOWS:**

**3-10A-1: DEFINITIONS:** Words, phrases and terms used in this article shall have the meaning prescribed by, and be construed in conformity with, the definitions of the same set forth in the ~~Oklahoma alcoholic beverage control act, 37 Oklahoma Statutes sections 501 through 566~~OKLAHOMA ALCOHOLIC BEVERAGE CONTROL ACT codified at OKLA. STAT. Tit. 37 §§ 501 et seq as now existing or hereafter modified, with the same force and effect as if the definitions were set forth in full in this article, unless the context clearly indicates a different meaning or construction.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict here with are hereby repealed to the extent of any such conflict.

SECTION 3 SEVERABILITY. If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

Passed and Approved by the Council of the City of Pryor Creek, Oklahoma, in regular session on this \_\_\_\_ day of \_\_\_\_\_, 2015

**CITY OF PRYOR CREEK, OKLAHOMA**

\_\_\_\_\_  
**Jimmy Tramel, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Eva Smith, City Clerk**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**K. Ellis Ritchie, City Attorney**  
Dated: \_\_\_\_\_



420F THUMB SPECIFICATIONS MACHINE SPECIFICATIONS

Description

THUMB, TINE, A 4

THUMB, HYDRAULIC ARR, W/O TINE

Reference No

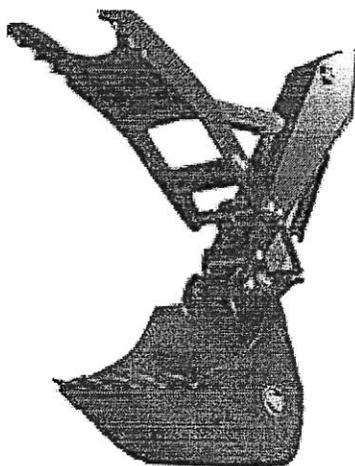
221-4285

282-5409

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Sell Price

\$5,869





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

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

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:

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

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

**Sales Tax (0.0%)** \$0.00

**Total** \$4,282.86

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

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!**

## Hannah Moore

---

**From:** Frank Powell <pryorcityparks@sbcglobal.net>  
**Sent:** Thursday, September 10, 2015 10:02 AM  
**To:** Hannah Moore  
**Subject:** Fw: PoolSupplyWorld - Your Cart - pryorcityparks@sbcglobal.net

----- Forwarded Message -----

**From:** Ryan <rlegoullon@poolsupplyworld.com>  
**To:** pryorcityparks@sbcglobal.net  
**Sent:** Wednesday, September 2, 2015 10:07 AM  
**Subject:** PoolSupplyWorld - Your Cart - pryorcityparks@sbcglobal.net



[MY ACCOUNT](#)

[SHOP NOW](#)

[POOL](#)

[SPA](#)

[HELP](#)

***Personal Message from Ryan:***

*Here is a quote for the ladders and hardware that you requested. If you have any questions, please feel free to call me directly at 602-734-2299 and again my name is Ryan. Have a great day!*

You have 5 items in your cart

Estimated total: **\$4,491.74\***

Item	Price	Qty.	Total
 29in. Commercial 3-Step Pool Ladder with Cross Brace and Stainless Steel Treads Sku #: 10125	\$961.99	2	\$1,923.98
 29in. Commercial 4-Step Ladder with Stainless Steel Treads (.109in.) Sku #: 10128	\$1,037.99	2	\$2,075.98
 Pool 4in. Bronze Anchor Socket (1.90) Sku #: AS-100B	\$34.99	8	\$279.92
 Escutcheon 1.90in. Round (Ea) Stainless Steel Sku #: EP-100F	\$15.99	8	\$127.92
 White Rubber Bumper 1.90in.in. M Sku #: WRB-100A	\$13.99	6	\$83.94
*Subject to sales tax.		Subtotal:	\$4,491.74
		Estimated Shipping:	<b>FREE</b>
<b>Grand Total:</b>			<b>\$4,491.74*</b>

[VIEW CART >](#)

Quote Code: [1B7Z4T](#)

My Orders  
Location  
About Us

Contact Us  
Shipping  
Returns  
Help

 Like us on  
Facebook

 Follow us on  
Pinterest

 Follow us on  
Twitter

 Add us on  
Google+

 Read our Blog

---

*This Quote Intended for [pryorcityparks@sbcglobal.net](mailto:pryorcityparks@sbcglobal.net)*

PoolSupplyWorld | 3725 Cincinnati Ave. Ste. 200 | Rocklin, CA 95765 | United States



## AGES Computers

222 E. Graham  
Pryor, OK 74361

# Estimate

Date	Estimate #
9/1/2015	9487

Name / Address
City of Pryor PO Box 1167 Pryor OK 74362 8256577 Mayor's # 825-4077 lewisc@pryorok.org

P.O. No.	Rep	SERIAL #	Project
	SA		

Item	Description	Qty	Cost	Total
KL4863AASTO	Kaspersky Endpoint Security for Business Plus 3 Years 24x7 Support - Subscription License - 1 Node - Academic, Government, Volume - 3 Year - Price Level S - PC - English (QW6975)	150	27.99093	4,198.64
101	One Hour Out of Shop Labor - Computer	75	75.00	5,625.00

<b>Subtotal</b>			\$9,823.64
<b>Sales Tax (0.0%)</b>			\$0.00
<b>Total</b>			\$9,823.64

Phone #	Fax #	E-mail	Web Site
918-825-8200	918-825-8203	sarric@ages-comp.com	www.ages-comp.com

## Hannah Moore

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**From:** Steve Arric at AGES Computers <sarric@ages-comp.com>  
**Sent:** Monday, September 14, 2015 12:37 PM  
**To:** 'Hannah Moore'  
**Subject:** RE: CITY COUNCIL 9/15/2015 6pm

AGES Computers is estimating Kaspersky Endpoint Security 3 year option to the City of Pryor for \$27.99 per user, 150 user licenses estimated for a total of \$4198.64. The license is good for three years so it will not need to be renewed or reinstalled within this time period.

If installation is necessary AGES Computers is estimating 75 hours of installation at \$75 per hour for a total of \$5625 to remove old virus protection and install new version on 150 computers. Installation of virus protection on this many computers is a lengthy process This is estimated at ½ hour per computer. If some systems have unforeseen issues like infections or other hardware problems that keep Kaspersky from installing more time would be required.

Thanks,

Steve Arric  
AGES Computers

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**From:** Hannah Moore [mailto:mooreh@pryorcreek.org]  
**Sent:** Monday, September 14, 2015 11:53 AM  
**To:** sarric@ages-comp.com  
**Subject:** CITY COUNCIL 9/15/2015 6pm

Hi Steve,  
Would someone be available to attend this meeting to explain to the City Council this expenditure?

\$9,823.64 for Kasperksy and what the Labor entails?

Thanks,

*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](http://www.pryorcreek.org)

*Note: my new email address: [mooreh@pryorcreek.org](mailto:mooreh@pryorcreek.org)*

HOTEL / MOTEL TAX ALLOCATION BUDGET 2015 - 2016								
BUDGET \$67,890.00								
Recipient	Budget	Approval Dates	Actual Expenditures	Total Unapproved Expenditures (Will be taken off next cycle)	Purchase Order #	Ck#	Date Paid	Follow up Date
Pryor Area Chamber of Commerce (40%)	\$27,156.00	H/M Board: 8-4-2015						
		Budget Com: 9-8-15						
		City Council:						
Pryor Public Schools (20%) 13,578.00 - 2,500.00 = 11,078.00	\$11,078.00	H/M Board: 8-4-2015						
		Budget Com: 9-8-15						
		City Council:						
Pryor High School Band Day (Minimum \$2,500.00 from PPS Total)	\$2,500.00	H/M Board: 8-4-2015						
		Budget Com: 9-8-15						
		City Council:						
Pryor Main Street (10%)	\$6,789.00	H/M Board: 8-14-2015						
		Budget Com: 9-8-15						
		City Council:						
Grant Applications (20%)	\$13,578.00	H/M Board: 8-4-2015						
		Budget Com: 9-8-15						
		City Council:						
Reserve (10%)	\$6,789.00	H/M Board: 8-4-2015						
		Budget Com: 9-8-15						
		City Council:						
<b>Grand Total</b>	<b>\$67,890.00</b>		-					

HOTEL / MOTEL TAX GRANTS 2015 - 2016										Budget = \$13,578.00		Reserve = \$6,789.00	
RECIPIENT		AMT AWARDED		TO BE USED FOR		Receipts Received Total Amt of Receipts	Receipts Approved by CC	Purchase Order #	Ck#	Date Paid	Follow up Date		
PRYOR AREA CHAMBER OF COMMERCE		H/M Board: 8-4-2015 Budget Com: 9-8-15 City Council:		AMERICAN COWBOY TRADER'S DAY  JULY 24-25 2015			H/M Board: Budget Com: City Council:						
Amt requested:	\$2,500.00	\$2,500.00		Date Paid	ACCOUNT #								
PRYOR AREA CHAMBER OF COMMERCE		H/M Board: 8-4-2015 Budget Com: 9-8-15 City Council:		PRYOR CHRISTMAS PARADE OF LIGHTS  DECEMBER 4, 2015			H/M Board: Budget Com: City Council:						
Amt requested:	\$2,500.00	\$2,500.00		Date Paid	ACCOUNT #								
PRYOR AREA CHAMBER OF COMMERCE		H/M Board: 8-4-2015 Budget Com: 9-8-15 City Council:		COMFORTS OF HOME QUILT SHOW  SEPT 18 -19, 2015			H/M Board: Budget Com: City Council:						
Amt requested:	\$3,000.00	\$2,500.00		Date Paid	ACCOUNT #								
PRYOR MAIN STREET		H/M Board: 8-4-2015 Budget Com: 9-8-15 City Council:		CHILI CHRISTMAS & CAR & BIKE SHOW  NOVEMBER 14, 2015			H/M Board: Budget Com: City Council:						
Amt requested:	\$3,000.00	\$2,500.00		Date Paid	ACCOUNT #								
PRYOR MAIN STREET		H/M Board: 8-4-2015 Budget Com: 9-8-15 City Council:		Dad's Drag Main Block Party  JUNE 18, 2016			H/M Board: Budget Com: City Council:						
Amt requested:	\$2,000.00	\$2,000.00		Date Paid	ACCOUNT #								
PRYOR AREA ART & HUMANITIES COUNCIL		H/M Board: 8-14-2015 Budget Com: 9-8-15 City Council:		MISSOULA CHILDREN'S THEATER  JUNE 13-17, 2016			H/M Board: Budget Com: City Council:						
Amt requested:	\$1,500.00	\$1,500.00		Date Paid	ACCOUNT #								
PRYOR AREA ART & HUMANITIES COUNCIL		H/M Board: 8-4-2015 Budget Com: 9-8-15 City Council:		NEOK ARTIST SHOW  Sept 25 - Oct 3, 2015			H/M Board: Budget Com: City Council:						
Amt requested:	\$3,000.00	\$1,500.00		Date Paid	ACCOUNT #								
PRYOR CREEK GOLF COURSE		H/M Board: 8-14-2015 Budget Com: 9-8-15 City Council:		OK ASSOC GOLF JR TOURNAMENT  SEPT 25-27 2015			H/M Board: Budget Com: City Council:						
Amt requested:	\$7,000.00	\$2,470.00		Date Paid	ACCOUNT #								
AMT REQUESTED		BUDGET		AMT AWARDED									
\$24,500.00	\$13,578.00	\$17,470.00											
Reserve (10%)	6,789.00			Funding available \$2,897.00									
TOTAL	\$20,367.00												

**MINUTES  
BUDGET/PERSONNEL  
REGULAR MEETING  
TUESDAY, SEPTEMBER 8<sup>TH</sup>, 2015  
5:30 P.M.**

**THE BUDGET / PERSONNEL COMMITTEE MET IN REGULAR 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 5:35 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, Marie Reist, Library Board Member Jeanette Anderson, Park & Cemetery Superintendent Frank Powell, Street Superintendent Jack Downing, The Times Reporter Cydney Baron, and Terry Aylward of The Paper.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE AUGUST 11<sup>TH</sup>, 2015 REGULAR MEETING.**

Motion was made by Stott, second by Chitwood to approve the minutes of the August 11<sup>th</sup>, 2015 regular meeting. All voted yes.

**3. MAYOR'S REPORT.**

- The Oklahoma Tax Commission had not produced the Sales Tax Reports as of September 8, 2015 for Mayor Tramel to review with the Budget Committee.
- Mayor Tramel discussed the "Funding the Gap" Report from OML. He stated that the State of Oklahoma is the only state that depends on Sales Tax.
- Mayor Tramel discussed how the City must find other revenue streams to maintain and grow.
- Stott asked about producing a survey for the public to help decide on ways to bring in new revenue sources. Mayor Tramel stated there will be a public forum when new ideas are formed so that the public can be a part of the process.
- Rosamond stated that the shortfall hurts the capital improvements and the City needs an action plan for tracking where money will go.
- Mayor stated there is potential to raise \$750,000.00.

**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).**

Motion was made by Rosamond, second by Chitwood to 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). All Voted yes.

Discussion: The recommendation was made by the Library Board to the Budget Committee. Chairman Anderson spoke on behalf of the Board. She stated that Marie has her certifications and has 11 plus years with the City at the Library. She also stated the Library budget can support this promotion.

**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).**

Motion was made by Rosamond, second by Chitwood to 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). All voted yes.

Discussion: The recommendation was made by the Library Board to the Budget Committee. Chairman Anderson spoke on behalf of the Board and stated the Library budget can support this pay step and included the 6 percent for a Master's Degree - \$44,796.00.

**6. DISCUSS, POSSIBLY RECOMMEND CREATION OF AN ASSISTANT DIRECTOR POSITION FOR THE PRYOR CREEK RECREATION CENTER.**

Motion was made by Rosamond, second by Stott to approve and recommend creation of an Assistant Director position for the Pryor Creek Recreation Center at Step E with the stipulation that the Step and Job Description is approved by the City Attorney and OMAG. All voted yes.

Discussion: Laura Holloway spoke on behalf of the Recreation Center Board regarding the creation of this position. She explained this position was to insure there is a backup to maintain the facility efficiently at all times. The Recreation Center Board has provided a job description that will need to be reviewed by legal counsel before going to the City Council for approval.

**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.**

Motion was made by Stott, second by Chitwood to 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. All voted yes.

Discussion: Lucas Hoover's 3 year anniversary will be in December. With this promotion he will have full operation of the backhoe at the Cemetery per Frank Powell.

**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.**

Motion was made by Stott, second by Chitwood to 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. All voted yes.

Discussion: Jack Downing spoke on behalf of Wesley Griffin. He began by stating the Street Department recently lost Tyler Schlosser to the Municipal Utility Department and then he publicly thanked Brandon McClelland and Tyler Schlosser for how they have conducted themselves on projects for the Street Department. He stated that he these individuals work in a Foreman capacity and he would like to speak with Mayor Tramel at a later date about that issue. He then stated that the "A" Operators are required to run the backhoe, street sweeper, tire equipment, loader and skid steer. He stated he currently has 6 who are "A" Operators and he does not plan to replace the position left open by Schlosser.

**9. DISCUSS AND REVIEW QUOTES RECEIVED FOR AN ELECTRIC PUMP AND LADDERS FOR THE PRYOR PUBLIC POOL.**

The Budget/ Personnel Committee asked that Powell provide quotes for an Electric Pump and Ladders for the Pryor Public Pool to the City Attorney to ensure that the vendor requirements are in line before requesting approval from City Council.

**10. DISCUSS, POSSIBLY APPROVE TO SEEK QUOTES FOR A TRACTOR FOR THE CEMETERY DEPARTMENT.**

Motion was made by Stott, second by Chitwood to approve to seek quotes for a Tractor for the Cemetery Department. All voted yes.

**11. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO SEEK QUOTES TO RESURFACE TENNIS COURTS USING DECO TURF SYSTEM AT WHITAKER PARK.**

Motion was made by Chitwood, second by Stott to recommend Council action to seek quotes to resurface Tennis Courts using Deco Turf System at Whitaker Park. All voted yes.

Discussion: Powell stated there will be one set of courts to resurface on the West side that have lights. These courts are used more frequently. The cost is estimated at \$25,000.00

**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.**

Motion was made by Chitwood, second by Stott to 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. All voted yes.

**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

Motion was made by Rosamond, second by Stott to recommend Council action to approve Hotel/Motel Submittals for FY 2015 – 2016 as presented above. All voted yes.

**14. PETITIONS FROM THE AUDIENCE.**

There were no petitions from the audience.

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

There was no unforeseeable business presented.

**16. ADJOURN.**

Motion was made by Rosamond, second by Stott to adjourn at 6:45 p.m. All voted yes.

**Process for Payment Check List**

NAME: <u>PRYOR AREA CHAMBER OF COMMERCE</u>		
% <u>40</u>	\$ <u>27,156<sup>00</sup></u>	Acct# _____
Notes:		

Below this sheet attach:

Date		
7/28/15	✓	1 Summary Letter of Intent
8/4/15	✓	2 Hotel / Motel Minutes
9/8/15		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

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

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
TUESDAY, AUGUST 4<sup>TH</sup>, 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 5<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Yates, second by Barham to approve minutes of June 5<sup>th</sup>, 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 14<sup>th</sup> 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 14<sup>th</sup>, 2015.

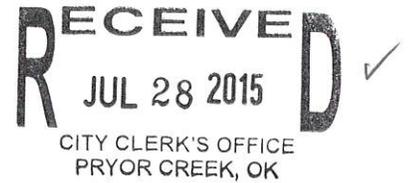
**b. CHILI CHRISTMAS 2015 (PRYOR MAIN STREET)**

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)**



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 &amp; Band Day</u>		
% <u>20</u>	\$ <u>11,078</u>	Acct# _____
Notes: <del>10/10/15</del> PRYOR BAND DAY has been deducted		

Below this sheet attach:

Date		
7/20/15	<input checked="" type="checkbox"/>	1 Summary Letter of Intent
8/4/15	<input checked="" type="checkbox"/>	2 Hotel / Motel Minutes <del>_____</del>
9/8/2015	<input type="checkbox"/>	3 Budget / Personnel Committee Minutes
	<input type="checkbox"/>	4 City Council Minutes
	<input type="checkbox"/>	5 Agreement for Funding and Provision of Services Signed
	<input type="checkbox"/>	6 PO# _____
	<input type="checkbox"/>	7 Paid w/CK # _____
	<input type="checkbox"/>	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 4<sup>TH</sup>, 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 5<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Yates, second by Barham to approve minutes of June 5<sup>th</sup>, 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)

02/26/16 - 02/27/16 – 5A Boys Basketball Regionals (if selected to host)

11/16/15 - 11/21/15 – JH Basketball Tournament

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

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

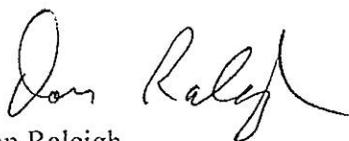
Spring 2016 (dates not yet confirmed) – JH Baseball Tournament

Spring 2016 (dates not yet confirmed) – HS Baseball Tournament

Spring 2016 (dates not yet confirmed) – HS Baseball Regionals (if selected to host)

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 1<sup>st</sup> 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

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**Phone:**

**Date:** 7/20/2015

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**Re:**

**CC:**

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

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● **Comments:**

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## Hannah Moore

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**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 4<sup>th</sup>, 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](http://www.pryorcreek.org)

*Note: my new email address: [mooreh@pryorcreek.org](mailto: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 31<sup>st</sup>). **All set to be reviewed by the Hotel Motel Board August 4<sup>th</sup>.**

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](http://www.pryorcreek.org)

The Hotel Motel Board reviews the Summary Letters of Intent from Allocation Recipients and the Applications from Grants Recipients. If approved, then these go onto the City Budget Committee then on to City Council for approval. Once the money is awarded you are required to submit an expense report after your event has taken place. It must include the following:

1. Cover page with all contact info and name of project.
2. Invoices or Sales Receipts
3. Proof of payment of Invoices or Sales Receipts by Cleared Checks or Bank Statement.

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 PUBLIC SCHOOLS</u> . <u>PRYOR BAND DAY</u>		
% <u>          </u>	\$ <u>2,500</u>	Acct# <u>          </u>
Notes: Award comes from 20% of PPS		

Below this sheet attach:      EVENT ⇒ OCTOBER 10, 2015

Date		
7/20/15	✓	1 Summary Letter of Intent
8/4/15	✓	2 Hotel / Motel Minutes →
9/8/2015		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): \_\_\_\_\_  
REQUEST EXPENDITURE SUMMARY  
FOR BOARD REVIEW.

Complete:

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
TUESDAY, AUGUST 4<sup>TH</sup>, 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 5<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Yates, second by Barham to approve minutes of June 5<sup>th</sup>, 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 14<sup>th</sup> 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 14<sup>th</sup>, 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)**

# ***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

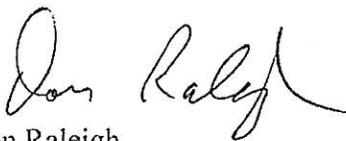
As a school district with facilities to accommodate large groups of students, faculty and audiences, we host many athletic and student club events at the local, regional and state level, as well as professional development/continuing education (workshops, seminars, etc.) for school personnel.

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)
- 02/26/16 - 02/27/16 – 5A Boys Basketball Regionals (if selected to host)
- 11/16/15 - 11/21/15 – JH Basketball Tournament
- Spring 2016 (dates not yet confirmed) – FFA speech contest
- Spring 2016 – Track Area Meet (date not yet confirmed)
- Spring 2016 (dates not yet confirmed) – JH Baseball Tournament
- Spring 2016 (dates not yet confirmed) – HS Baseball Tournament
- Spring 2016 (dates not yet confirmed) – HS Baseball Regionals (if selected to host)

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

## 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 31<sup>st</sup>). **All set to be reviewed by the Hotel Motel Board August 4<sup>th</sup>.**

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](http://www.pryorcreek.org)

The Hotel Motel Board reviews the Summary Letters of Intent from Allocation Recipients and the Applications from Grants Recipients. If approved, then these go onto the City Budget Committee then on to City Council for approval. Once the money is awarded you are required to submit an expense report after your event has taken place. It must include the following:

1. Cover page with all contact info and name of project.
2. Invoices or Sales Receipts
3. Proof of payment of Invoices or Sales Receipts by Cleared Checks or Bank Statement.

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>6,789<sup>00</sup></u>	Acct# <u></u>
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>
9/8/2015		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 14<sup>TH</sup>, 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 4<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Yates, second by Barham to approve minutes of August 4<sup>th</sup>, 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.

✓ Approved by  
H/M 8/14/15



8 S. Vann / P.O. Box 216  
Pryor, OK 74362

918.825.1095 or 918.261.3929

[mainstreetpryor@gmail.com](mailto:mainstreetpryor@gmail.com)

[www.pryormainstreet](http://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
9/8/2015		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><b>FOLLOW UP WITH THIS APPLICANT</b>          (DATE): <u>SEPT 23, 2015</u> no later than June 30, 2016  <b>REQUEST EXPENDITURE SUMMARY</b>  <b>FOR BOARD REVIEW.</b></p>
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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 14<sup>th</sup>, 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.

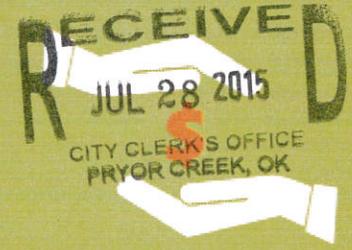
**6. SCHEDULE NEXT BOARD MEETING.**

The Board scheduled the next special meeting for Friday, August 14<sup>th</sup> 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 2,500<sup>00</sup></u>		

Below this sheet attach:

Date		
7/31/15	✓	1 Application
8/4/15	✓	2 Hotel / Motel Minutes → Awarded *2,500 <sup>00</sup>
9/8/2015		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 <sup>DUE NO LATER</sup> 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 14<sup>th</sup>, 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.

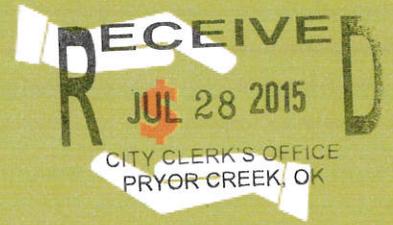
**6. SCHEDULE NEXT BOARD MEETING.**

The Board scheduled the next special meeting for Friday, August 14<sup>th</sup> 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.

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**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 &amp; 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 <sup>00</sup>
9/8/2015		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><b>FOLLOW UP WITH THIS APPLICANT (DATE): <u>NOVEMBER 18, 2015</u> due no later than June 30, 2016 REQUEST EXPENDITURE SUMMARY FOR BOARD REVIEW.</b></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 14<sup>th</sup>, 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 14<sup>th</sup> 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)**

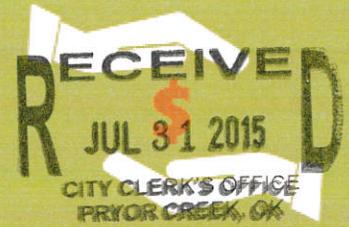
There was no discussion on this item at this time.

**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 14<sup>th</sup> 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 14<sup>th</sup>, 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**

<b>Item</b>	<b>City</b>	<b>Match</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
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
<b>Totals</b>	<b>3000</b>	<b>3000</b>	<b>3150</b>		<b>6000</b>

**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 <sup>00</sup>
9/8/2015		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><b>FOLLOW UP WITH THIS APPLICANT (DATE): <u>JUNE 30, 2016</u> REQUEST EXPENDITURE SUMMARY FOR BOARD REVIEW.</b></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 14<sup>th</sup> 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 14<sup>th</sup>, 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.

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**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**

<b>Item</b>	<b>City</b>	<b>Match</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
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
<b>Totals</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>		<b>4000</b>

**Process for Payment Check List - Grants**

RECIPIENT: <u>PRYOR AREA ARTS AND HUMANITIES COUNCIL</u>	
EVENT: <u>MISSOULA CHILDRENS THEATER</u>	
Date of Event: <u>JUNE 13-17, 2016</u>	
Amt Awarded: \$ <u>                    </u>	Acct# <u>                    </u>
Notes: <u>REQUESTED \$1500.00</u>	

Below this sheet attach:

Date		
7/24/15	✓	1 Application REVISED app rcvd 8/7/15
8/14/15	✓	2 Hotel / Motel Minutes → Awarded \$1500.00 (out of 10% Reserve)
9/8/2015		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><b>FOLLOW UP WITH THIS APPLICANT</b>  <b>(DATE):</b> <del>          </del> <u>June 30, 2016</u>  <b>REQUEST EXPENDITURE SUMMARY</b>  <b>FOR BOARD REVIEW.</b></p>
--

Complete:

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
FRIDAY, AUGUST 14<sup>TH</sup>, 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 4<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Yates, second by Barham to approve minutes of August 4<sup>th</sup>, 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.**

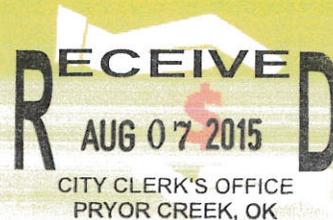
The Board did not schedule a future meeting. The next meeting is to be announced when needed.

**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:

State:

Zip code:

Pryor

OK

74362

### Contact Person

First name:

Last name:

Jenny

Maples

Phone number:

E-mail:

(918) 530 - 0911

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:

Applicant's Match amount:

Total Project Budget:

1,500<sup>00</sup>

3675<sup>00</sup>

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.

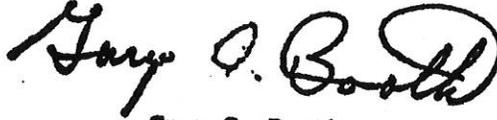
Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

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 &amp; 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 <sup>00</sup>
9/8/2015		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 14<sup>th</sup> 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 14<sup>th</sup>, 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 14<sup>th</sup>, 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.

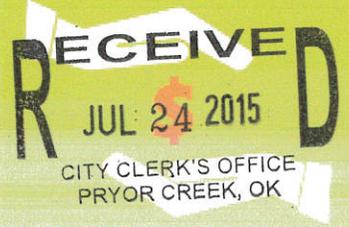
**6. SCHEDULE NEXT BOARD MEETING.**

The Board scheduled the next special meeting for Friday, August 14<sup>th</sup> 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.

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.

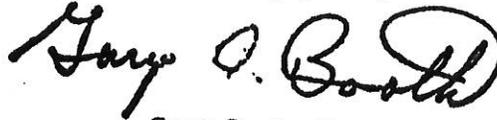
If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

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

**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: <sup>#1</sup> <u>Need: SOD For Tournament</u>		

Below this sheet attach:

Date		
7/21/15	✓	1 Application
8/14/15	✓	2 Hotel / Motel Minutes <sup>Awarded 2,470<sup>00</sup></sup>
9/8/2015		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 <sup>Due no later than June 30, 2016</sup>  
 REQUEST EXPENDITURE SUMMARY  
 FOR BOARD REVIEW.

Complete:

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
FRIDAY, AUGUST 14<sup>TH</sup>, 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 4<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Yates, second by Barham to approve minutes of August 4<sup>th</sup>, 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](http://www.pryorcreekgolf.org)

Begin forwarded message:

**From:** Charles Binney <[riverviewsod@yahoo.com](mailto:riverviewsod@yahoo.com)>  
**Date:** August 11, 2015 at 10:58:02 AM CDT  
**To:** Dennis Bowman <[pryorgolfpro@sbcglobal.net](mailto:pryorgolfpro@sbcglobal.net)>  
**Subject:** Re: Quote for Sod.  
**Reply-To:** Charles Binney <[riverviewsod@yahoo.com](mailto: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](mailto: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  
\$2,470<sup>00</sup>  
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](http://www.pryorcreekgolf.org)

On Aug 5, 2015, at 3:28 PM, Dennis Bowman <[pryorgolfpro@sbcglobal.net](mailto: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](http://www.pryorcreekgolf.org)

On Aug 4, 2015, at 3:52 PM, Dennis Bowman <[pryorgolfpro@sbcglobal.net](mailto: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](http://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](http://www.pryorcreekgolf.org)

Begin forwarded message:

**From:** <[elke.parker@apac.com](mailto:elke.parker@apac.com)>  
**Date:** August 11, 2015 at 10:55:46 AM CDT  
**To:** <[pryorgolfpro@sbcglobal.net](mailto: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**			
<b>Subtotal</b>			\$6,480.00
<b>Sales Tax (5.417%)</b>			\$0.00
<b>Total</b>			\$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](mailto: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 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>. 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 9<sup>th</sup> fairway. This will meet EPA regulations and be more aesthetically pleasing.

# COOPERATIVE SERVICE FIELD AGREEMENT

Between

City of Pryor

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION  
SERVICE WILDLIFE SERVICES (WS)

## ARTICLE 1

The purpose of this agreement is to cooperate in a wildlife damage control project, as described below:

Dispersal and Removal of Pigeons and beaver damaging property and threatening human health and safety, using legal & approved methods

(species, location, type of damage, service WS will provide)

## ARTICLE 2

Authority exists under the Congressional Act of 1931 (7 USC 426-426b, as amended) and the Rural Development, Agriculture and Related Agencies Appropriation Act, 1988 (P.L. 100-202), to cooperate with states, individuals, public and private agencies, organizations and institutions to control wildlife damage.

## ARTICLE 3

WS and the Cooperator agree:

1. WS will provide the requested wildlife damage control service.
2. The Cooperator will reimburse the U.S. Department of Agriculture the sum of \$ 7,500 to cover costs listed below:

Labor, travel and supplies needed to conduct work

(cost of labor, travel, supplies/materials)

3. Payment will be made by check payable to U.S. Department of Agriculture by mutually agreed upon date.
4. The monies received by WS will be used for wildlife damage control activities and upon termination of the agreement any unexpended funds will be retained by WS.
5. Control activities will be conducted in accordance with applicable Federal, State and local laws and regulations.
6. Nothing in this Agreement shall prevent any other individual or organization from entering into separate Agreements with WS for the purpose of controlling wildlife damage.

## ARTICLE 4

Pursuant to Section 22, title 41, United States Code, no member of Congress shall be admitted to any share or part of the Agreement or to any benefit to arise there from.

## ARTICLE 5

WS will hold the Cooperator harmless from any liability arising from the negligent act or omission of a government officer or employee acting within the scope of his or her employment to the extent compensation is available pursuant to the Federal Tort Claims Act (FTCA), 28 USC 2671 et.seq., except to the extent that aforesaid liability arises from the negligent acts or omissions of the Cooperator, his employees, agents or subcontractors). Such relief shall be provided pursuant to the procedures set forth in the FTCA and applicable regulations.

ARTICLE 6

WS has advised the Cooperator that other private sector service providers may be available to provide wildlife management services and notwithstanding these other options, Cooperator requests that WS provide wildlife management services as stated under the terms of this Agreement.

ARTICLE 7

The Agreement shall become effective on October 1<sup>st</sup>, 2015 and expire on October 2<sup>nd</sup>, 2016. This Agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, deposit necessary funds, WS is relieved of the obligation to provide services under this Agreement.

COOPERATOR Name and Address:

CITY OF PRYOR Creek  
PO BOX 1167  
PRYOR, OK 74362

\_\_\_\_\_  
Cooperator's Signature                      Date

U.S. DEPARTMENT OF AGRICULTURE  
WILDLIFE SERVICES  
2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105-4298

\_\_\_\_\_  
WS Field Representative                      Date

# Change Order

No. 1

Date of Issuance: September 1, 2015 Effective Date: September 1, 2015

Project: Graham Ave. Re-striping Project	Owner City of Pryor Creek, OK	Owner's Contract No.: PRY 14-02
Contract: No. 1		Date of Contract: 8-23-2015
Contractor: Advanced Workzone Services, LLC, P.O. Box 1569, Muskogee, OK		Engineer's Project No.: PRY 14-02

**The Contract Documents are modified as follows upon execution of this Change Order:**

Description: ODOT required the Gore markings to be double striped around the edges at each area indicated. As follows: NW cor Adair, NW cor Vann, NW cor Rowe, border line changed from 4 inch to 8 inch in width per ODOT Requirements from Trapper Parks to comply with current standards.

Attachments: (List documents supporting change):

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:  
\$29,018.35

Original Contract Times:  Working days  Calendar days  
Substantial completion (days or date): 60  
Ready for final payment (days or date): 60

[(Increase) (Decrease) from previously approved Change Orders No. NA to No. \_\_\_\_\_]:  
\$ N/A

[(Increase) (Decrease) from previously approved Change Orders No. N/A to No. \_\_\_\_\_]:  
Substantial completion (days): 60  
Ready for final payment (days): 60

Contract Price prior to this Change Order:  
\$29,018.35

Contract Times prior to this Change Order:  
Substantial completion (days or date): September 11, 2015  
Ready for final payment (days or date): 60

[(Increase) (Decrease) of this Change Order:  
\$389.40

[(Increase) (Decrease) of this Change Order:  
Substantial completion (days or date): September 11, 2015  
Ready for final payment (days or date): September 11, 2015

Contract Price incorporating this Change Order:  
\$29,407.75

Contract Times with all approved Change Orders:  
Substantial completion (days or date): September 11, 2015  
Ready for final payment (days or date): September 11, 2015

RECOMMENDED:  
By: [Signature]  
Engineer (Authorized Signature)

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)

ACCEPTED:  
By: [Signature]  
Contractor (Authorized Signature)

Date: 8/28/2015

Date: \_\_\_\_\_

Date: 8/28/15

Approved by Funding Agency (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_