



City of Pryor Creek

12 North Rowe - PO Box 1167
Pryor Creek, Ok 74362
Tel 918-825-0888 Fax 918-825-6577
www.pryorcreek.org

August 6, 2015

To all Hotel Motel Tax Allocation Applicants

RE: Mandatory Procedures Meeting Friday, August 14th, 2015.

In past years, there has been confusion as to what the Hotel / Motel Board, Budget Committee and City Council requires once funds are awarded. The upcoming meeting is required.

If you have recently submitted a Summary Letter of Intent or an Application for Grant you must attend this meeting. Reason:

- Expense Reports submitted for approval must be processed in full at time of review by the Hotel Motel Tax Allocation Board. All incomplete submittals will be denied. There will be no exceptions.

This meeting will provide a guideline to submitting clear reports. Templates and checklists will be provided.

I understand your time is important. This meeting will be productive.

Sincerely,

Jimmy Tramel

Mayor

**NOTICE AND AGENDA
HOTEL / MOTEL BOARD
SPECIAL MEETING
FRIDAY, AUGUST 14TH, 2015
4:00 P.M.**

THE HOTEL/MOTEL BOARD WILL MEET IN SPECIAL SESSION IN THE UPSTAIRS COUNCIL CHAMBER, AT CITY HALL, 12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

Board Members: *Tara Wallace, Tracey Dean, Ken Prather, Jeff Yates, Evett Barham

1. Call meeting to order.
2. Discuss, possibly approve minutes of August 4th, 2015 special meeting.
3. Discuss, possibly recommend Council action to approve Summary of Intent Letters received from Hotel / Motel Grant Allocation Recipients.
 - a. Pryor Main Street
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. Missoula Children's Theater (Pryor Area Arts and Humanities Council)
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
6. Schedule next board meeting.
7. Adjourn.

POSTED AUGUST 7TH, 2015 BY CITY CLERK EVA SMITH



