

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
THURSDAY, FEBRUARY 27TH, 2020
5:30 P.M.**

THE HOTEL / MOTEL BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

BOARD MEMBERS: ** TARA WALLACE, TRACEY DEAN, AMY CRAMER, MELISSA DANIELS AND ERIC HANSBROUGH

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:30 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Tracey Dean, Melissa Daniels and Eric Hansbrough. Members absent: Amy Cramer.

Others present: Pryor Area Arts & Humanities Council representative Sue Mayhue, Lake Area Softball representative Mark Linell, and Quilt Show representatives Sue Putt, Ann Underwood, Velma Day, Deanna Stanga, Doris Wagnon and Kay Allwhite.

2. OATH OF OFFICE/SWEARING IN OF ERIC HANSBROUGH, SEAT #2, TERM EXPIRING APRIL 30TH, 2022.

No action. Mayor Lees administered the Oath of Office to Eric Hansbrough, Seat #2, Term expiring April 30th, 2022.

3. DISCUSS, POSSIBLY APPROVE MINUTES OF DECEMBER 19TH, 2019 SPECIAL MEETING.

Motion was made by Dean, second by Wallace to approve minutes of December 19th, 2019 Special Meeting. Voting yes: Wallace, Dean and Daniels. Abstaining, counting as a no vote: Hansbrough. Voting no: none.

4. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION TO COUNCIL TO APPROVE GRANT APPLICATION FROM LAKE AREA SOFTBALL ASSOCIATION FOR THE "BRING THE PRYOR SOFTBALL FIELDS BACK TO LIFE" PROJECT FROM OCTOBER 2019 – JUNE 2020, IN THE AMOUNT OF \$1,600.00.

Motion was made by Dean, second by Daniels to recommend to Council to approve Grant Application from Lake Area Softball Association for the "Bring the Pryor Softball Fields Back to Life" project from October 2019 – June 2020, in the amount of \$1,350.00.

Lake Area Softball Association representative Mark Linell presented the quotes from the packet, and the Board agreed to authorize the amount quoted from Lowe's. The Softball Association can go with the local quote, if they wish, and pay the overage.

Hansbrough stated that he would like to see their financial report before any other funds are granted.

All voted yes.

5. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION TO COUNCIL TO APPROVE FINAL EXPENSE REPORT FROM LAKE AREA SOFTBALL ASSOCIATION IN THE AMOUNT OF \$550.00.

Motion was made by Daniels, second by Hansbrough to recommend to Council to approve Final Expense Report from Lake Area Softball Association in the amount of \$550.00. All voted yes.

6. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATION TO COUNCIL TO APPROVE GRANT APPLICATION FOR PRYOR PATCHERS QUILT GUILD MEETINGS HELD MONTHLY FROM JANUARY 28TH, 2020 THROUGH JUNE 30TH, 2020, IN THE AMOUNT OF \$2,000.00.

Motion was made by Dean, second by Hansbrough to table Grant Application for Pryor Patchers Quilt Guild meetings held monthly from January 28th, 2020 through June 30th, 2020, in the amount of \$2,000.00 until the next meeting.

Sue Putt and other Guild members answered questions presented by the Board. The Board would like more specific information to be presented regarding specifically how the funds will be used.

All voted yes.

7. SCHEDULE NEXT MEETING.

The next meeting will be Monday, March 9th, 2020, at 5:00 p.m.

8. ADJOURN.

Motion was made by Dean, second by Daniels to adjourn at 6:10 p.m. All voted yes.

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
THURSDAY, SEPTEMBER 24TH, 2020
5:30 P.M.**

THE HOTEL / MOTEL BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

BOARD MEMBERS: ** TARA WALLACE, TRACEY DEAN, AMY CRAMER, SCOTT CRAFT AND ERIC HANSBROUGH

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:34 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Tracey Dean, Amy Cramer, Scott Craft and Eric Hansbrough. Members absent: none.

Others present: Pryor Area Chamber of Commerce representatives Barbara Hawkins and Katie Thibodeaux and Pryor Main Street representative Scott Miller.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF MAY 21ST, 2020 SPECIAL MEETING.

Motion was made by Hansbrough, second by Wallace to approve minutes of May 21st, 2020 Special Meeting. Voting yes: Hansbrough, Wallace and Cramer. Abstaining, counting as a no vote: Craft and Dean. Voting no: none.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT 2019-2020 FINAL EXPENSE REPORT FOR PRYOR AREA CHAMBER OF COMMERCE IN THE AMOUNT OF \$29,216.43.

Motion was made by Craft, second by Cramer to recommend Council action to approve Hotel / Motel Tax Grant 2019-2020 Final Expense Report for Pryor Area Chamber of Commerce in the amount of \$29,216.43.

Barbara Hawkins gave a presentation regarding the Chamber's use of the funds, as well as some events that got canceled due to COVID-19 these past few months that caused them to have money left over. She requested they be allowed to keep that money and use it this year for the things they intended to use it for last year.

All voted yes.

Wallace moved to Item 5.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT 2019-2020 FINAL EXPENSE REPORT FOR PRYOR MAIN STREET IN THE AMOUNT OF \$7,904.14.

Motion was made by Dean, second by Hansbrough to recommend Council action to approve Hotel / Motel Tax Grant 2019-2020 Final Expense Report for Pryor Main Street in the amount of \$7,904.14. All voted yes.

Wallace moved to Item 7.

7. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE THE 2020-2021 LETTER OF INTENT FOR PRYOR MAIN STREET.

Motion was made by Dean, second by Wallace to recommend Council action to approve the 2020-2021 Letter of Intent for Pryor Main Street. All voted yes.

8. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE THE 2020-2021 LETTER OF INTENT FOR PRYOR AREA CHAMBER OF COMMERCE.

Motion was made by Dean, second by Wallace to recommend Council action to approve the 2020-2021 Letter of Intent for Pryor Area Chamber of Commerce. All voted yes.

Wallace moved back to Item 4.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL / MOTEL TAX GRANT 2019-2020 FINAL EXPENSE REPORT FOR PRYOR PUBLIC SCHOOLS IN THE AMOUNT OF \$15,211.92.

Motion was made by Craft, second by Dean to recommend Council action to approve Hotel / Motel Tax Grant 2019-2020 Final Expense Report for Pryor Public Schools in the amount of \$14,449.77, which was their allocation. It was also agreed that in the future, they must list dates and specifics of each event for which the money is used. All voted yes.

6. REVIEW 2020-2021 BUDGET AND BREAKDOWN.

No action. Wallace read through the budget and allocation amounts.

9. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE THE 2020-2021 LETTER OF INTENT FOR PRYOR PUBLIC SCHOOLS AND PRYOR BAND DAY.

Motion was made by Hansbrough, second by Wallace to recommend Council action to approve the 2020-2021 Letter of Intent for Pryor Public Schools. There is no Band Day scheduled for this year, so their Letter of Intent did not include it. Voting yes: Craft, Hansbrough, Wallace, Dean. Abstaining, counting as a no vote: Cramer. Voting no: none.

10. DISCUSSION REGARDING FUTURE INCLUSION OF BED & BREAKFAST TAX REVENUES IN THE HOTEL / MOTEL TAX ALLOCATION FUND.

No action. They discussed a few things that might pertain to Hotel / Motel Tax allocation and agreed that this would be something to discuss with the City Attorney and possibly the City Accountant.

11. SCHEDULE NEXT MEETING.

No action.

12. ADJOURN.

Motion was made by Dean, second by Cramer to adjourn at 7:03 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.

Street address:

Street address line 2:

City:

State:

Zip code:

Contact Person

First name:

Last name:

Phone number:

E-mail:

Is your organization a non-profit or public tax-exempt organization as defined under Section 501(c)(3) of the Internal Revenue Code?

Yes

No

Requested amount:

Applicant's Match amount:

Total Project Budget:

Description of event or project summary:

Provide a paragraph, a concise summary of your request and what it will accomplish. If your request is part of a larger project, you may briefly describe the over all project. However, please focus the bulk of your answer on the specific element for which you are requesting funding.

Where and when will the event take place?

Resources available for project / event:

PROJECT BUDGET

Please detail the budget for your project. Specify whether your various match items will be cash or in-kind.

Pro-Forma
Project Title:

Revenues:

Total Requested from Hotel / Motel:

Total Project Revenues:

Expenses:

Advertising

Promotional Printing

Miscellaneous expenses:

Total Expenses: