

**MINUTES**  
**HOTEL / MOTEL TAX ALLOCATION BOARD**  
**SPECIAL MEETING**  
**MONDAY, DECEMBER 1<sup>ST</sup>, 2025**  
**5:30 P.M.**

*THE HOTEL / MOTEL TAX ALLOCATION BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE-MENTIONED DATE AND TIME.*

**BOARD MEMBERS:** Dean Majors (Chair), Samantha Williams, Jason Dickinson, Barbara Hawkins, Rikkee Allen.

**1. CALL MEETING TO ORDER.**

Dean Majors called the meeting to order at 5:30 p.m. Members present: Barbara Hawkins, Rikkee Allen, Dean Majors and Samantha Williams. Members absent: Jason Dickinson.

Others present: Houston Brittain and Tim Lawson.

**2. DISCUSS, POSSIBLY APPROVE MINUTES OF THE OCTOBER 20<sup>TH</sup>, 2025 MEETING.**

Motion was made by Williams, second by Allen to approve the minutes of the October 20<sup>th</sup>, 2025 meeting. Voting yes: Hawkins, Allen, Majors and Williams. Voting no: none.

**3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A HOTEL/MOTEL GRANT FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE FOR THE BLUEGRASS AND BBQ FESTIVAL HELD OCTOBER 17<sup>TH</sup>-18<sup>TH</sup>, 2025, IN THE AMOUNT OF \$3,875.00. THE APPLICATION WAS APPROVED IN THE AMOUNT OF \$5,000.00.**

Motion was made by Majors, second by Williams to recommend Council action regarding a Hotel/Motel Grant Final Expense Report from Pryor Area Chamber of Commerce for the Bluegrass and BBQ Festival held October 17<sup>th</sup>-18<sup>th</sup>, 2025, in the amount of \$3,875.00. Voting yes: Allen, Majors, Williams and Hawkins. Voting no: none.

**4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A HOTEL/MOTEL GRANT FINAL EXPENSE REPORT FROM PRYOR AREA CHAMBER OF COMMERCE FOR THE OKIE HOMESTEAD EXPO, TO BE HELD MARCH 20<sup>TH</sup>-21<sup>ST</sup>, 2026, IN THE AMOUNT OF \$3,500.00. THE APPLICATION WAS APPROVED IN THE AMOUNT OF \$3,500.00.**

Motion was made by Williams, second by Allen to recommend Council action regarding a Hotel/Motel Grant Final Expense Report from Pryor Area Chamber of Commerce for the Okie Homestead Expo, to be held March 20<sup>th</sup>-21<sup>st</sup>, 2026, in the amount of \$3,500.00. Voting yes: Majors, Williams, Hawkins and Allen. Voting no: none.

5. **DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A HOTEL/MOTEL GRANT FINAL EXPENSE REPORT FROM SANTA'S CHRISTMAS VILLAGE, TO BE HELD DECEMBER 6<sup>TH</sup>, 2025, IN THE AMOUNT OF \$220.00. THE APPLICATION WAS APPROVED IN THE AMOUNT OF \$250.00.**

Motion was made by Majors, second by Williams to recommend Council action regarding a Hotel/Motel Grant Final Expense Report from Santa's Christmas Village, to be held December 6<sup>th</sup>, 2025, in the amount of \$220.00. Voting yes: Williams, Hawkins, Allen and Majors. Voting no: none.

6. **ADJOURN.**

Meeting was adjourned at 5:42 p.m. without motion or vote.

## HOTEL / MOTEL TAX ALLOCATION BUDGET 2025 - 2026

| BUDGET                                                         |              |  |                         |                     | \$147,113.51                                                 |                  |     |           |                |
|----------------------------------------------------------------|--------------|--|-------------------------|---------------------|--------------------------------------------------------------|------------------|-----|-----------|----------------|
| 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 (30%)                           | \$44,134.05  |  | H/M Board: 8/13/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | Budget Com: 9/9/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | City Council: 9/16/2025 |                     |                                                              |                  |     |           |                |
|                                                                |              |  |                         |                     |                                                              |                  |     |           |                |
| Pryor Public Schools (10%)                                     | \$14,711.35  |  | H/M Board: 8/13/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | Budget Com: 9/9/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | City Council: 9/16/2025 |                     |                                                              |                  |     |           |                |
|                                                                |              |  |                         |                     |                                                              |                  |     |           |                |
| Pryor High School Band Day (Minimum \$2,500.00 from PPS Total) | \$0.00       |  | H/M Board:              |                     |                                                              |                  |     |           |                |
|                                                                |              |  | Budget Com:             |                     |                                                              |                  |     |           |                |
|                                                                |              |  | City Council:           |                     |                                                              |                  |     |           |                |
|                                                                |              |  |                         |                     |                                                              |                  |     |           |                |
| Pryor Main Street (10%)                                        | \$14,711.35  |  | H/M Board: 8/13/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | Budget Com: 9/9/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | City Council: 9/16/2025 |                     |                                                              |                  |     |           |                |
|                                                                |              |  |                         |                     |                                                              |                  |     |           |                |
| Grant Applications (50%)                                       | \$73,556.76  |  | H/M Board: 8/13/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | Budget Com: 9/9/2025    |                     |                                                              |                  |     |           |                |
|                                                                |              |  | City Council: 9/16/2025 |                     |                                                              |                  |     |           |                |
|                                                                |              |  |                         |                     |                                                              |                  |     |           |                |
| Reserve (0%)                                                   | \$0.00       |  | H/M Board:              |                     |                                                              |                  |     |           |                |
|                                                                |              |  | Budget Com:             |                     |                                                              |                  |     |           |                |
|                                                                |              |  | City Council:           |                     |                                                              |                  |     |           |                |
|                                                                |              |  |                         |                     |                                                              |                  |     |           |                |
| Grand Total                                                    | \$147,113.51 |  |                         | -                   |                                                              |                  |     |           |                |

# Hotel/Motel Grant Application 2025-2026

## Stated Goals of Hotel / Motel Grant Funding:

1. To promote and foster tourism, conventions, special events and trade shows in the City;
2. To encourage the development of the City as a convention, trade show, and tourist center;
3. To construct, reconstruct, operate, maintain and repair buildings and facilities to encourage the development of the City, and to foster the development of the City as a convention, trade show, and tourist center;
4. To promote and encourage the revitalization of the City's downtown area through appropriate efforts including but not limited to such opportunities as the Oklahoma Main Street Program and matching grant opportunities.

For any questions regarding the Hotel / Motel Grant process, contact Jae Standingwater at (918) 825-4077 or [standingwaterj@pryorcreek.org](mailto:standingwaterj@pryorcreek.org).

You will be sent a copy of your application to the email below.

Email \*

[jdtramel@hotmail.com](mailto:jdtramel@hotmail.com)

Organization Name \*

[Pryor Creek Comic Convention/Pryor Area Arts and Humanities Council](#)

Street Address \*

[8150 Silverado Road, Claremore OK, 74019](#)

Contact Name \*

Jimmie Tramel

Contact Phone Number \*

9186054186

Contact Email \*

jdtramel@hotmail.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

### Event or Project Details

Event or project title \*

Pryor Creek Comic Convention

When and where will the event or project take place? \*

March 7, Mayes County Events Center on fairgrounds

**Resources available for the event or project: \***

Not sure how to answer this one. I organize the Pryor Creek Comic Convention on behalf of the PAAHC. It will be our ninth show. We are currently the longest-running comic con in the eastern half of the state. Comic hunters have us on the calendar as a must-go show if you want to hunt for comics, though we have pop culture appeal also.

**What priority tier would best define your event or project? \***

**Tier 1 Applicants** – Mostly local target audience, with a goal of getting Pryor area residents out to attend. The Board will lean towards rejecting these applications, unless it can be articulated why the funds will make a substantial impact on attendance and help generate tax dollars for the City of Pryor.

**Tier 2 Applicants** – Local or Regional target audience of one day/night that should be expected to bring visitors from outside of Mayes County for the event. The Board will start at a neutral stance. A plan for the funds will need to be shown and explained how the funds are needed to increase reach and attendance to determine approval.

**Tier 3 Applicants** – Local or Regional target audience that should be expected to bring in visitors from outside Mayes County for multiple days and likely create hotel room demand. The Board will lean towards approval, but a plan will need to be shown to document the funds will be used to increase reach and attendance.

- ☐ Tier 1 – Local Audience
- ☒ Tier 2 – Regional Audience, One Day Event
- ☐ Tier 3 – Regional Audience, Multi-Day Event

Please provide the justification for your chosen priority tier. Responses should detail the intended audience of the event or project and the expected impact on hotel room demand. \*

Stated goals of Hotel / Motel Grant Funding:

1. To promote and foster tourism, conventions, special events and trade shows in the City;
2. To encourage the development of the City as a convention, trade show, and tourist center;
3. To construct, reconstruct, operate, maintain and repair buildings and facilities to encourage the development of the City, and to foster the development of the City as a convention, trade show, and tourist center;
4. To promote and encourage the revitalization of the City's downtown area through appropriate efforts including but not limited to such opportunities as the Oklahoma Main Street Program and matching grant opportunities.

The Pryor Creek Comic Con is a one-day event with some vendors coming from out of state and perhaps out of state shoppers also. Because vendors have the option of setting up on Friday, some choose to take advantage of the Friday opportunity and stay overnight in Tulsa. In the past, we have welcomed crowds in the ballpark of 1,000 people. In the past, we have welcomed celebrity guests like Misty Rowe from "Hee Haw" and Gary Sandy from "WKRP in Cincinnati." We are hoping to get financial assistance to bring in a "name" comic creator guest who would boost attendance and spur more people from outside the immediate area to come to the event. Contact with the creator has been made and he is keeping the date open in case we can secure him.

## Budget Details & Funding Request

Requested funding from the Hotel / Motel Tax Allocation Board \*

\$1,000

Applicant's Match Amount \*

Between \$2,000 and \$3,000. A comic shop owner in Tulsa is working on contract details with the comic creator.

Please specify if your matching items will be cash or in-kind contributions \*

The matching items would come from the comic shop owner who is an ally of the comic con.

### Advertising Expenses

None. Because my real job is newspaper writer for the Tulsa World, I am able to spread word about the show in my newspaper and other media outlets.

### Promotional Printing Expenses

\$200.

### Other Project Expenses

PAAHC pays rental on Mayes County Event Center and keeps all proceeds from event.

### Total Event or Project Budget \*

\$4,000

Please read this statement fully and confirm:

\*

I understand that this application must be approved by the Hotel / Motel Board, the Budget Committee and City Council before funding can be awarded. I understand that a representative of my organization should be present at these meetings to answer any questions the board or committee members may have regarding my event or project.

You will be notified of all meeting dates and times that your application will appear on the agenda.

For any questions regarding the approval process or meeting agendas, contact Jae Standingwater at (918) 825-4077 or [standingwaterj@pryorcreek.org](mailto:standingwaterj@pryorcreek.org).



I Understand

Please read this statement fully and confirm:



I understand that I will be required to submit a project expense report upon completion of my event or project complete with a detailed log of expenses and associated receipts. This report must be approved by the Hotel / Motel Tax Allocation Board, the Budget Committee and City Council before I will be disbursed the funding awarded. I understand that a representative of my organization should be present at these meetings to answer any questions the board or committee members may have regarding my event or project.

You will be notified of all meeting dates and times that your application will appear on the agenda.

For any questions regarding the approval process or meeting agendas, contact Jae Standingwater at (918) 825-4077 or [standingwaterj@pryorcreek.org](mailto:standingwaterj@pryorcreek.org).



I Understand

### Supporting Documents (optional)

Please attach any supporting documents you would like submitted alongside your application.

### File Upload (optional)

 Add file

This form was created inside of City of Pryor Creek.

Google Forms