

**NOTICE & AGENDA
SPECIAL HOTEL / MOTEL BOARD MEETING
CITY OF PRYOR CREEK, OKLAHOMA
MONDAY, MAY 18, 2026 AT 5:00 PM**

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

Board Members: Samantha Williams, Jason Dickinson, Barbara Hawkins, Rikkee Allen

1. Call meeting to order.
 - a. Administer Oaths of Office:
 - Barbara Hawkins, Seat #1
 - Samantha Williams, Seat #4
 - b. Discussion and possible action to approve the minutes of the April 27, 2026 meeting.
2. Action Items:
 - a. Discuss, possibly recommend Council action regarding a Hotel/Motel Grant application from Pryor Area Arts and Humanities Council for Missoula Children's Theatre, to be held June 8-June 12, 2026, in the amount of \$2,500.00.
3. Adjourn.

Posted May 14, 2026 by City Clerk Hannah Morris _____

MINUTES
HOTEL / MOTEL TAX ALLOCATION BOARD MEETING
CITY OF PRYOR CREEK, OKLAHOMA
THURSDAY, APRIL 23, 2026 AT 5:00 PM

The Hotel / Motel Tax Allocation Board 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. Notice of these meetings was posted on the East bulletin board located outside to the South of the entrance doors and the City website at www.pryorcreek.org.

1. CALL MEETING TO ORDER.

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

Others present: none.

1a. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF THE FEBRUARY 26, 2026 MEETING.

Motion was made by Dickinson, second by Allen to approve the minutes of the February 26, 2026 meeting.

Voting yes: Hawkins, Allen, Williams and Dickinson. Voting no: none. *Motion passed.*

2. ACTION ITEMS:

2a. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE A HOTEL / MOTEL GRANT FINAL EXPENSE REPORT FOR PRYOR COMIC CON, HELD MARCH 6-7, 2026.

Motion was made by Allen, second by Williams to recommend Council action to approve a Hotel / Motel Grant final expense report for Pryor Comic Con, held March 6-7, 2026. Voting yes: Allen, Williams, Dickinson and Hawkins. Voting no: none. *Motion passed.*

3. ADJOURN.

Meeting was adjourned at 5:05 p.m. without motion or vote.

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.

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

Email *

pryorarts@gmail.com

Organization Name *

[Pryor Area Arts and Humanities Council, Inc.](#)

Street Address *

[6 North Adair Street](#)

Contact Name *

Sue C Mayhue

Contact Phone Number *

918-386-2624

Contact Email *

scmayhue@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

Event or Project Details

Event or project title *

Missoula Children's Theatre - The Emperor's New Clothes

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

June 8, 2026 thru June 12, 2026 at the Avra Performing Arts Center

Resources available for the event or project: *

Volunteers, participant registration fees, ticket sales, donations, and Pryor Area Arts and Humanities Council funding

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.

2026 will be the 35th year Pryor Area Arts and Humanities Council has sponsored Missoula Children's Theatre in Pryor. Past performers look forward to their participation and invite their friends to try out for roles in the performance. Every child is assigned a role in the performance. Children from Pryor as well other communities in Mayes County attend. Many grandchildren and friends of Mayes County residents schedule summer visits to Pryor so they can participate in this program.

Auditions and the first rehearsal for the performance begin Monday, June 8, 2026 at 10:00 a.m. and continued rehearsals are held each morning and afternoon on June 9, 10, and 11. Dress rehearsal is Friday afternoon, June 12 and the performance of The Emperor's New Clothes is at 7:00 p.m. in the Avra Performing Arts Center. Parents, brothers and sisters, grandparents, aunts, uncles and friends of the performers and their families attend the performance. Many attendees live outside the Pryor area and some come specifically for the show from out of state. Their visit involves not only the performance but dining in local restaurants and often shopping and overnight stays in local hotels.

Missoula sends two directors to coordinate the show. These directors stay at Hotel Pryor from June 7 through June 13 while they are in Pryor. Often, another Missoula representative is present for the week. This representative makes his or her own hotel reservation in Pryor for the time period and MCT, Inc. pays for those accommodations. While in town, the directors and the Missoula representatives eat meals in local restaurants and frequently do a little local shopping for souvenirs or keepsakes representing their visit to Pryor, Oklahoma and the Mayes County area.

Last year 54 children participated in the musical production. We anticipate excellent attendance in 2026 for this production.

Budget Details & Funding Request

Requested funding from the Hotel / Motel Tax Allocation Board *

\$2,500.00

Applicant's Match Amount *

\$5000.00

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

The matching items will be cash, in-kind contributions and volunteer hours

Advertising Expenses

\$600.00

Promotional Printing Expenses

\$575.00

Other Project Expenses

Missoula Children's Theatre \$4,025.00

Hotel Pryor \$1500

Snacks for Participants \$200

Accompanist \$300

Stage/Sound System/Lighting Assistant \$300

Total Event or Project Budget *

\$7,500.00

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.

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.

I Understand

Supporting Documents (optional)

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

File Upload (optional)

This form was created inside of City of Pryor Creek.

Google Forms