

**NOTICE & AGENDA
BUDGET COMMITTEE
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, JUNE 9, 2026 AT 5:30 PM**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT NOTICE IS HEREBY GIVEN THAT THE BUDGET & PERSONNEL COMMITTEE WILL MEET IN REGULAR 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.

Committee Members: Choya Shropshire, Lori Bradshaw, Charles Tramel, Kenneth Brashears (Alternate)

1. Call meeting to order.
 - a. Petitions from the audience.
 - b. Discussion and possible action to approve the minutes of the May 12, 2026 meeting.
2. Mayor's Report.
 - a. Tax Reports.
 - b. Review of Financial Status.
 - c. General Fund Budget Review.
 - d. Discussion regarding the 2026-2027 fiscal year budget process.
3. 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.
 - b. Discuss, possibly recommend Council action regarding the creation, revision or reclassification of certain job descriptions for city personnel.
4. Unforeseeable Business.
5. Adjourn.

Posted June 8, 2026 by City Clerk Hannah Morris _____

**MINUTES
BUDGET COMMITTEE
CITY OF PRYOR CREEK, OKLAHOMA
TUESDAY, MAY 12, 2026 AT 5:30 PM**

The Budget & Personnel Committee 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.

Choya Shropshire called the meeting to order at 5:30 p.m. Members present: Lori Bradshaw, Charles Tramel and Choya Shropshire. Members absent: none.

Others present: Zac Doyle, Jennifer Brittain and Kemmie Shropshire.

1a. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

1b. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MINUTES OF THE APRIL 14, 2026 MEETING.

Motion was made by Bradshaw, second by Tramel to approve the minutes of the April 14, 2026 meeting. Voting yes: Bradshaw, Tramel and Shropshire. Voting no: none. *Motion passed.*

2. MAYOR'S REPORT.

2a. TAX REPORTS.

Mayor Doyle reported that tax revenue is slightly down this month, but has retained the overall upward trend over the last fiscal year.

2b. REVIEW OF FINANCIAL STATUS.

Mayor Doyle reported that the city is on track to end the fiscal year approximately \$500,000.00 to the positive.

2c. GENERAL FUND BUDGET REVIEW.

No report.

3. ACTION ITEMS:

3a. 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 Tramel, second by Bradshaw to recommend Council action to approve a Hotel / Motel Grant final expense report for Pryor Comic Con, held March 6-7, 2026. Voting yes: Tramel, Shropshire and Bradshaw. Voting no: none. *Motion passed.*

3b. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE HIRE OF ADDITIONAL PERSONNEL FOR THE PARKS & CEMETERY DEPARTMENT.

Motion was made by Bradshaw, second by Tramel to recommend Council action regarding the hire of additional personnel at the cemetery for the Parks & Cemetery Department.

Motion was amended by Bradshaw, second by Tramel to recommend Council action regarding the backfill of one position at the cemetery for the Parks & Cemetery Department. Voting yes: Shropshire, Bradshaw and Tramel. Voting no: none. *Motion passed.*

3c. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING A TRANSFER IN AN AMOUNT NOT TO EXCEED \$65,000.00 FROM UNALLOCATED FUNDS ACCOUNT #02-201-5041 TO THE FOLLOWING ACCOUNTS TO COVER UNFORESEEN DEFICIENCIES IN THE 2025-2026 FISCAL YEAR BUDGET.

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT TO BE TRANSFERRED
COBRA ADMIN FEES	02-201-5023	\$800.00
GENERAL DUES AND SUBSCRIPTIONS	02-201-5032	\$15,000.00
GENERAL INSURANCE - FLEET	02-201-5043	\$11,500.00
FLEXIBLE SPENDING ADMIN FEES	02-201-5055	\$2,000.00
GENERAL OUTSIDE SERVICES - AUDITOR	02-201-5072	\$22,000.00
GENERAL OUTSIDE SERVICES - OTHER	02-201-5075	\$8,000.00
LEGAL PUBLICATION	02-201-5312	\$2,000.00
OUBCC FEES	02-203-5027	\$1,500.00
COURT EMPLOYMENT TAX	02-231-5024	\$300.00
COURT WORKERS COMP INSURANCE	02-231-5025	\$100.00

Motion was made by Tramel, second by Bradshaw to discuss recommending Council action regarding a transfer in an amount not to exceed \$65,000.00 from Unallocated Funds Account #02-201-5041 to the above-listed accounts to cover unforeseen deficiencies in the 2025-2026 fiscal year budget.

Motion was made by Charles Tramel, seconded by Lori Bradshaw to take no action. Voting yes: Bradshaw, Tramel and Shropshire. Voting no: none. *Motion passed, no action taken.*

3d. PRESENTATION FROM JENNIFER BRITAIN WITH BROWN & BROWN REGARDING AN INSURANCE UPDATE WITH POSSIBLE DISCUSSION TO FOLLOW.

Jennifer Britain reported that the city's current group health plan is expecting an increase this fiscal year, currently negotiated but not finalized at 9.76%. She presented several alternative plans and explained the expected cost of each.

3e. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING RENEWALS FOR THE CITY OF PRYOR CREEK GROUP HEALTH, DENTAL, LIFE, SHORT-TERM DISABILITY AND LONG-TERM DISABILITY COVERAGE PLANS FOR FISCAL YEAR 2026-2027 AS PRESENTED BY BROWN & BROWN.

Motion was made by Bradshaw, second by Tramel to recommend Council action regarding renewals for the City of Pryor Creek group health, dental, life, short-term disability and long-term disability coverage plans for fiscal year 2026-2027 as presented by Brown & Brown. Voting yes: Tramel, Shropshire and Bradshaw. Voting no: none. *Motion passed.*

4. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

5. ADJOURN.

Motion was made by Tramel, second by Bradshaw to adjourn. Voting yes: Shropshire, Bradshaw and Tramel. Voting no: none. *Motion passed.*

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