

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
January 12, 2023**

Pursuant to notice as required by law, the Ponca City Development Authority Board of Trustees met in regular meeting session at 7:30 am in The Summit Room, City Central Building, 400 East Central, Ponca City with Chair Nancy Laffey.

1. Called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Nancy Laffey, Mark Detten, Erika Feters, Lanita Chapman, Erik Peitz and Kirk Brown. Absent: Garrett Bowers. Staff members present: Lori Henderson, Aubrey Adams, Laurence Beliel, Kat Long, and David Myers. Guests: Molly Kyler, Pioneer Technology Center, Janet Schwabe, Pioneer Technology Center, and Calley Lamar, Ponca City News.
3. PUBLIC COMMENT
4. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON DECEMBER 8, 2022; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR DECEMBER, 2022; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR DECEMBER, 2022.

A motion was made by Trustee Detten with a second by Trustee Feters to approve the consent calendar for December, 2022.

Roll: Yeas: Laffey, Detten, Feters, Chapman, Peitz and Brown
Nays: None.
Abstain: None
Motion Carried.

5. REVIEW AND DISCUSSION ON THE SPECIAL ELECTION HELD ON JANUARY 10, 2023 REGARDING THE POTENTIAL RENEWAL OF THE ECONOMIC DEVELOPMENT SALES TAX;

David Myers presented past information on Special Elections from 2008, 2013, and 2023. including percentages of yes and no votes. Yes votes could be tied to projects such as Dorada and economic circumstances, with No votes being fairly consistent at all of these past special elections.

Questions were asked and answered. Nancy Laffey thanked her election committee who assisted with the campaign.

6. REVIEW OF PCDA POLICIES AND PRACTICES ON THE IMPORTANCE OF ETHICS IN ECONOMIC DEVELOPMENT;

David Myers stated that every year PCDA is audited and every year the auditors ask if the Exec. Director reviews ethics with staff and the board of trustees. Part of this is for the financial aspect of public funding but the other side of this is our accreditation entity

International Economic Development Council (IEDC). To continue to be an accredited economic development office, ethical practices training and the awareness of ethics in the field of economic development need to be presented at least every three years. David presented an overview of ethical practices with an emphasis on PCDA being a public trust, taking the trust part very seriously.

Staff discusses "public trust" on a regular basis and staff has ethics training at least yearly. PCDA has had clean audits with no opinions and the auditors work for the Board of Trustees and are always available for questions from the Board. Chuck Van Cleave is PCDA's Treasurer and reviews all transactions. There are oversight and controls for billing and check writing and the office sees very little cash transactions. When there is a cash transaction, protocol is in place to track cash from receipt to deposit.

Myers presented three scenarios for the Board of Trustees to read and discussed these with the board and guests from an ethical standpoint. This types of ethics training with the board allows staff to check those boxes for the auditors and accreditation board. Questions were asked and answered.

7. UPDATE ON CONSTRUCTION PROJECTS

David asked Laurence Beliel to update on the AIP construction projects. Duke has 100 yards of concrete poured and the other pours have been scheduled barring weather delays such as rain or really cold weather. If the concrete can get poured, the schedule should be back on track. Duke is on hold for the results of PSI break test samples, but those should be back soon. The building components are already delivered and on the Duke land.

Cookshack building is almost complete. The punchlist has been completed and the City of Ponca City has given the Certificate of Occupancy for the new addition. The only thing left is to put the sod down, which will wait for a little warmer weather. The new Cookshack lease will be presented to the board in February.

Lori gave an update of the Clean Breeze project here in City Central. NW Controls will be doing most of the installation of this project and they are still waiting on suppliers to begin installation. This will begin on the First floor through the fourth floor with PCDA staff working out installation times with tenants.

8. STAFF REPORTS

Staff contacts in December: New Industr, 53; Existing industry, 63; Regional Partners, 68; Government, 21; Consultants, 8; City Central, 113 and Small business 62. There were 5 new leads this month with six total projects in process.

Epic Charter Schools has leased Gravity which is why the PCDA board meeting is here in Summit today. The lease is through June, 2023 and then they will sign another year lease. David stated that this lease puts the building at 84% used and 78% leased. This makes the building self sufficient at this point.

Kat Long gave an update on the Small business and non-profit grants from the City of Ponca City. 32 small businesses and 20 non profits received funds and PCDA is completing the follow up survey with these entities to finish out this grant process.

Laurence updated on the next Design 2 Part show coming up in March. Currently there are five companies that would like to attend as part of the Trade Show Brigade. Expenses will be on the February agenda for your review. Trustee Brown shared his approval for participating in past D2P shows and how this had assisted with bringing business back to Ponca City.

David shared some upcoming funding opportunities for Oklahoma companies including non-traditional loan and equity funding from the Rural Jobs Act. Two others are the employer retention credit, which was created in the CARES act and the OK Innovation Expansion Program, which is a grant application process which begins in April.

The Center for Workforce Excellence has a legislative session next Friday with local legislators and state directors. Garrett Bowers is the Chair for this group.

Chamber Banquet is coming up on January 26 at Pioneer Technology Center. Tickets are still available.

David passed out an article on an Oklahoma community that has inked a deal on attracting a movie theater to their community and what that is going to cost in today's market. He also made the comment this is one of the least expensive movie theater costs he has seen in several years. Questions were asked and answered.

9. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 207 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 22-09, 22-11, 22-16, 22-17, 22-18, 23-01, PROJECT TUXEDO AND HEART, AS WELL AS POTENTIAL REAL ESTATE TRANSACTION INVOLVING PROPERTY LOCATED AT THE SOUTHWEST CORNER OF WAVERLY AND SYKES BOULEVARD ON WAVERLY IN PONCA CITY.

A motion was made by Trustee Detten with a second by Trustee Peitz to enter into Executive Session.

Roll: Yeas: Laffey, Detten, Feters, Chapman, Peitz and Brown

Nays: None

Abstain: None

Motion carried

The meeting was declared back in open session by Chair Nancy Laffey at the conclusion of Executive Session.

10. NEW BUSINESS

11. ENTERTAIN A MOTION TO ADJOURN.

A motion was made by Trustee Detten with a second by Trustee Peitz to adjourn the meeting

Yeas:Laffey, Detten, Fetters, Chapman, Peitz and Brown

Nays: None

Abstain: None

Motion carried

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY**

January 12, 2022

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 7:30 a.m. in the Summit Room, 400 East Central, Ponca City, Oklahoma with Chair Nancy Laffey presiding.

Present:

NANCY LAFFEY, CHAIR
MARK DETTEN, TRUSTEE
ERICA FETTERS, TRUSTEE
LANITA CHAPMAN, TRUSTEE
KIRK BROWN, TRUSTEE
ERIK PEITZ, TRUSTEE
LORI HENDERSON, PCDA STAFF
DAVID MYERS, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
KAT LONG, PCDA STAFF
AUBREY ADAMS, PCDA STAFF
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 9:08 a.m. Trustee Detten made a motion with a 2nd from Trustee Peitz unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 21-08, 22-09, 22-11, 22-16, 22-17, 22-18, 23-01, Project Tuxedo and Heart, as well as a potential real estate transaction involving property located at the southwest corner of Waverly and Sykes Boulevard in Ponca City

David Myers, PCDA staff, led the discussion and was provided

At 9:09 a.m. Chair Detten declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long