

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
November 9, 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 Redbud Room, Lower Level of City Central Building, 400 East Central, Ponca City with Chair Mark Detten presiding.

1. Called the meeting to order at 7:30 a.m.
2. ATTENDANCE ROLL CALL: Trustees: Nancy Laffey, Mark Detten, Erica Feters, Garrett Bowers, Mark Southard, Kirk Brown and Erik Peitz. Absent: None. Staff members present: David Myers, Lori Henderson, Aubrey Adams, Liz Leaming, Katherine Long and legal counsel Derrin Hiatt. Guests: Calley Lamar, Ponca City News; Molly Kyler, Pioneer Technology Center; Reba Busch, Leadership Shadow; Kristan Lawson, Under My Wing Academy Childcare and Shelley Arrott, Ponca City Chamber.
3. PUBLIC COMMENT
4. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON OCTOBER 12, 2023; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR OCTOBER, 2023; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR OCTOBER, 2023.

A motion was made by Trustee Brown with a second by Trustee Laffey to approve the consent calendar for October, 2023.

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

5. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A RENEWAL OF THE AUTHORITY'S GENERAL LIABILITY INSURANCE POLICY WITH THE OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) THROUGH THE RICK MYERS AGENCY AT A COST OF \$10,762.40.

David Myers said that general liability insurance is a foundational expense in that it protects the organization and the public assets under management. This includes everything from a "slip and fall" lawsuit to errors and omissions. The cost of the policy has increased 41% over the last two years. Increases such as this are being seen throughout the nation with respect to insurance coverage. The Oklahoma Municipal Assurance Group (OMAG) still, in the opinion of staff, provides the greatest value for this coverage. OMAG is set up for public agencies. While staff did not do a price comparison this year, in the past OMAG has consistently proven to be the most affordable when quotes were sought. Staff recommends approval.

A motion was made by Trustee Feters with a second by Trustee Peitz to approve the renewal of the general liability insurance policy with OMAG at the cost of \$10,762.40.

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

6. CONSIDER AND POSSIBLE ACTION ON THE RENEWAL OF THE PARTNERSHIP WITH PONCA CITY PUBLIC SCHOOLS FOR THE WILDCAT INTERNSHIP PROGRAM AT AN EXPENSE IN THE AMOUNT OF \$24,309.79.

Liz Leaming reported that this is the second year with a full-time program coordinator for the internship program. The internship program itself, however, began in 2016 with the school district (PCPS) and Ponca Works working together through existing PCPS faculty. The program was expanded last year when PCPS hired a part time internship coordinator and PCDA provided the extra funds necessary to make the position full time. As a result, the program has grown considerably with 42 interns in the fall of 2022 and 109 this fall.

The proposed contract with PCPS for this academic year (2023-2024) is \$24,390.79. It was further noted that staff is looking into bringing back an “evergreen” contract next fall (2024) for this program. An evergreen contract automatically renews itself every year without board action and allows for earlier commitments, better planning and a more stable program. Various details including cost containment need to be researched before this can be brought back to the board. For now, staff recommends that the board approve the contract for the 2023-2024 academic year in the amount of \$24,390.79.

A motion was made by Trustee Southard with a second by Trustee Laffey to approve the renewal of the partnership with PCPS for the Wildcat Internship program for \$24,390.79.

Roll: Yeas: Detten, Southard, Brown, Fetters, Peitz, Laffey and Bowers
Nays: None.
Abstain: None
Motion Carried.

7. CONSIDER AND POSSIBLE ACTION ON APPROVING AN INDUSTRY CERTIFICATION ASSISTANCE PROGRAM INCENTIVE APPLICATION WITH LINDSAY MANUFACTURING AND AUTHORIZING THE PAYMENT OF \$4,914.40.

David Myers said that Lindsay Manufacturing has been working with Laurence Beliel to access the PCDA ICAP program and obtain a CE certification. The ICAP, or “Industry Certification Assistance Program,” was developed to encourage industrial companies to pursue industry certifications that help them build business. This allows them to access contracts that require such certifications. In this case, the CE certification, which is a standard in Europe, will facilitate the ability of Lindsay to pursue contracts in that market. For this certification, Lindsay would “self certify,” as opposed to having auditor assess the company. Self-certification is allowed under the guidelines approved by the PCDA board for the ICAP program. The program provides an incentive of up to 50% of the cost of the certification up to a maximum PCDA incentive of \$6,000. Lindsay has documented that the PCDA share for this certification, if approved, would be \$4,914.40. Staff recommends approval.

A motion was made by Trustee Peitz with a second by Trustee Bowers to approve the ICAP application by Lindsay Manufacturing and authorize payment of \$4,914.40.

Roll: Yeas: Detten, Southard, Brown, Fetters, Peitz, Laffey and Bowers
Nays: None.
Abstain: None
Motion Carried.

8. REPORT ON THE OKLAHOMA ACADEMY CONFERENCE ON HOUSING, HELD OCTOBER 29TH THROUGH NOVEMBER 1ST, 2023;

David stated that Katherine Long attended the Oklahoma Academy's town hall last week as a participant. Pioneer Tech also had three people who attended part of the town hall as observers. This year's topic was focused on housing. Approximately 100 people served as participants for three or four days to discuss the housing situation in Oklahoma.

Katherine gave an overview of the process. She showed the board an infographic showing housing in Oklahoma for 2023: needs, gaps and income statistics for the state was passed out. Another slide was shown which states that Oklahoma is looking at a shortage of over 81,000 appropriate housing units. She noted that there is a research Ph.D. group at the University of Oklahoma working on a database, specifically on housing for Oklahoma, It should be available for 2024 for review and then available to the public spring 2025.

Two specific recommendations were discussed that had to do with zoning and in-fill housing in neighborhoods with empty lots. Katherine said that housing is a national issue and that many conversations about housing are taking place throughout the country. Questions were asked and answered. No specific action was taken at this meeting, although trustees did request that the recommendations from the Town Hall be provided to them for review.

9. CONSTRUCTION PROJECT UPDATES;

David reported that the punch list walkthrough at Duke is scheduled for Friday, November 17th. Thus far, PCDA has paid \$3.8 million in construction costs. Major remaining items include railings, some concrete and sod installation. The inside is pretty much completed. He said that there is a site visit next week for a new company.

An RFP was distributed to Trustees for the development of plans and specifications for the City Central elevator replacement project. He said that a qualified firm or individual is needed to assist in determining what needs to be done for modernizing the elevators. This project has been discussed before. The major problem is that the elevators are out of date and replacement parts are no longer made and the expertise to work on an older system is no longer available. The RFP is for a qualified individual or firm to evaluate and design the project. There is also a timeline which is sequenced to align with the OTIS contract termination. A contract or proposal for the recommended individual or firm will be presented at the December meeting, which will give the successful bidder three months to put this together.

Lori stated the west side drainage project survey is proceeding. PCDA received approval of a grant from the state for \$23,000 to fund the feasibility study and the go ahead has been received from the state to proceed.

10. STAFF REPORTS;

Contact reports included 44 contacts with new industry, 115 with existing industry, 84 for regional partners, 16 for government, 15 for consultants, 136 City Central contacts, and 33 small business. There were three new leads with a total project count of five.

Lori gave an overview of The Committee which is meeting next Thursday at 8 am. It is an open, public meeting which will be legally noticed and the public is welcome to attend. The meeting next week will be specific to housing and retail. Lori also updated Trustees on occupancy at City central which now stands at 92%. The building should be breakeven by next year's budget cycle.

Katherine updated on the Indian Country Business Show (ICBS) in OKC as a government contracting Trade Show Brigade show. Bowers Trucking, Redlands Office Solutions and My Media Matters participated from Ponca City. Schatz Publishing from Blackwell also was at the show. Dawn Brakey, APEX Coordinator was invaluable in assisting with the show set up.

HOLA (Hispanic Oklahoma Latino Association) hosted the Hispanic Heritage Festival at City Central on Sunday, October 15th. Over 400 people attended, with sponsors in attendance to talk to this growing workforce population. David emphasized that PCDA supports this and similar events as workforce recruitment and retention events, even if they are not specifically stated as such. He and Katherine both said that these events help new populations feel welcome in Ponca City, and encourage the further recruitment of newer populations.

David gave an overview of the Cost of Living survey conducted for the third quarter. Ponca City did very well when compared with the other communities participating in Oklahoma and across the United States. The areas which are surveyed are housing, groceries, utilities, health and beauty and transportation. Comparisons to most expensive and least expensive cities/communities were presented.

Michelin announced that it is closing its plant in Ardmore in 2024. Ponca City has been through this and there has been outreach to us on how to handle this type of situation. David went over the list of “this is what you do.” David asked the Trustees to look over these procedures and recommend if there are other areas that need to be addressed.

David showed a picture of a plane in the NexGen hangar in the AIP and handed out an article on an EV Plant in Michigan. This article underscores how projects can go sideways, no matter how good the project looks on paper.

11. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 23-02, ASHIP, C, ROSE, SCISSORTAIL AND CUTTER AS WELL AS POTENTIAL REAL ESTATE TRANSACTIONS INVOLVING PROPERTY LOCATED ON THE NORTH SIDE OF KNIGHT STREET, ADJACENT TO THE BNSF RAILROAD TRACKS AND WEST OF LOWES, BUILDING AND PROPERTY LOCATED AT 214 S. FOURTH STREET, THE BUILDING AND PROPERTY LOCATED AT 1500 N WAVERLY STREET AND PROPERTY LOCATED AT THE SOUTHWEST CORNER OF WAVERLY AND SYKES BOULEVARD IN PONCA CITY.;

A motion was made by Trustee Fetters with a second by Trustee Southard to enter into executive session.

Roll: Yeas: Detten, Southard Fetters, Brown, Peitz, Laffey and Bowers
Nays: None.
Abstain: None
Motion Carried.

The Board returned to open session at 9:13 a.m.

12. NEW BUSINESS;

13. ENTERTAIN A MOTION TO ADJOURN. Motion was made by Trustee Southard with a second by Trustee Bowers, followed by unanimous vote to adjourn at 9:14 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
November 9, 2023**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:28 a.m. at City Central in in Redbud Room, Lower Level of City Central Building, 400 East Central, Ponca City with Chair Mark Detten presiding.

Present: MARK DETTEN, TRUSTEE
 ERICA FETTERS, TRUSTEE
 GARRETT BOWERS, TRUSTEE
 KIRK BROWN, TRUSTEE
 NANCY LAFFEY, TRUSTEE
 MARK SOUTHARD, TRUSTEE
 ERIK PEITZ, TRUSTEE
 MOLLY KYLER, PIONEER TECHNOLOGY CENTER
 DAVID MYERS, PCDA STAFF
 LORI HENDERSON, PCDA STAFF
 LIZ LEAMING, PCDA STAFF
 AUBREY ADAMS, PCDA STAFF
 KATHERINE LONG, PCDA STAFF
 DERRIN HIATT, ATTORNEY

At 8:33 a.m. Trustee Feters made a motion with a 2nd from Trustee Southard unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 23-02, ASHIP, C, Rose, Scissortail and Cutter, as well as potential real estate transactions involving property location on the north side of Knight Street, adjacent to the BNSF railroad tracks and west of Lowe's, the building and property located at 214 S. Fourth Street, the building and property located at 1500 N. Waverly Street and property located at the southwest corner of Waverly and Sykes Boulevard in Ponca City.

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the projects and potential real estate transactions listed on the Closed Session agenda.

At 9:13 a.m. Chair Detten returned the meeting to open session.

Respectfully submitted by:

Katherine Long