

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
June 9, 2022**

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 Conference Room, City Central Building, Suite 509, 400 East Central, Ponca City with Chair Lee Evans.

1. Chair Evans called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Lee Evans, Nancy Laffey, Garrett Bowers, and Eric Peitz. Absent: Mark Detten, Lanita Chapman and Erica Fetters. Staff members present: Lori Henderson, Aubrey Adams, Kat Long, Laurence Beliel, and David Myers. Guests: Molly Kyler, Pioneer Technology Center, Dawn Brakey, Pioneer Technology Center; Janet Schwabe, Pioneer Technology Center and Rich Cantillon, Ponca City Chamber
3. SPECIAL PRESENTATION:  
Chairman Lee Evans was thanked for his years of service and leadership to PCDA. David Myers presented him with a plaque. This will be Lee Evan's last meeting on the PCDA Board of Trustees.
4. PUBLIC COMMENT:
5. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON MAY 12, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR MAY, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR MAY, 2022

A motion was made by Trustee Bowers with a second by Trustee Laffey to approve the consent calendar for May, 2022.

Roll: Yeas: Evans, Laffey, Bowers, and Peitz  
Nays: None  
Abstain: None  
Motion Carried.

6. UPDATE ON CONSTRUCTION PROJECTS  
David stated there are four different construction projects currently in progress. Duke, at our last meeting, still had two items to bid: the plumbing and flooring. Those two bids have been received and the plumbing bid came in lower and the flooring bid came in higher, with still a net savings of \$7000. Staff continues to trim these areas as we work through the projects. All supplies have been ordered and we are waiting to see what supply chain issues will emerge as the project moves forward. There will be an official breaking ground ceremony sometime this summer, as schedules allow. The Chamber has offered use of their shovels and past PCDA Trustees will be invited to attend for a good photo opportunity.

Cookshack had one remaining bid for the fire suppression. That has been received at a higher number, but this was offset buy less for engineering items. Cookshack should be completed by the end of this year and Duke at the end of next year.

David asked Lori to update on the elevator and the Cool Breeze projects at City Central. The south elevator is still waiting for a part which has been on order. Barring any problems with the other two elevators, when the part arrives the far south elevator should be fixed for now. Cool Breeze, which is our HVAC grant project, is moving forward. The engineering firm continues to work the plans which will go to bid most likely in August. There is a meeting with the City each week and staff continues to gather the necessary documentation for low and mod income workers. The level of skills for this project is higher than most low to mod income workers, so to show due diligence, we continue to work in these guidelines.

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING CHANGE ORDER NUMBER ONE FOR BOTH THE SPEC BUILDING "DUKE" PROJECT, WHICH WILL RESULT, IF APPROVED, IN A REDUCTION IN COST OF \$320,755; AND FOR THE COOKSHCK EXPANSION PROJECT WHICH WILL RESULT, IF APPROVED, IN A REDUCTION OF \$25,576.

David gave an overview of the change orders which result in lowering the GMP for each project. The GMPs have both been signed, but the approval of these change orders and the board co-signing will protect the precedent of the board to approve change orders. Staff recommends approval.

A motion was made by Trustee Peitz with a second by Trustee Laffey to approve both change orders as presented.

Roll: Yeas: Evans, Laffey, Bowers, and Peitz

Nays: None

Abstain: None

Motion Carried

8. CONSIDERATION AND POSSIBLE ACTION ON APPROVING THE DRAFT PCDA 2022-2023 BUDGET;

Staff presented this draft budget at the May board meeting which gave the board 30 days to review. If there are any questions, staff is ready to respond. The numbers have not changed since presented last month. Questions were asked and answered.

A motion was made by Trustee Laffey with a second by Trustee Bowers to approve the draft PCDA 2022-2023 budget.

Roll: Yeas: Evans, Laffey, Bowers, and Peitz

Nays: None

Abstain: None

Motion Carried

9. CONSIDERATION AND POSSIBLE ACTION ON ELECTING PCDA BOARD OFFICERS FOR THE 2022-2023 FISCAL YEAR;

David Myers met with the Executive Committee to review the officers for the next year. The Executive Committee have recommended that Vice-Chair Nancy Laffey be elected Chair; Secretary Mark Detten be elected Vice Chair and Trustee Erica Feters be elected as Secretary. Chuck Van Cleave will continue as Treasurer.

A motion was made by Trustee Bowers with a second by Trustee Peitz to approve PCDA board officers as presented for the 2022-2023 fiscal year.

Roll: Yeas: Evans, Laffey, Bowers, and Peitz

Nays: None

Abstain: None

Motion Carried

10. STAFF REPORTS.

David Myers gave an overview of May contacts including 39 new industry contacts, 101 existing industry, 83 regional partners, 18 government, 12 consultants, 134 City Central, and 228 small business. Current projects are 12, with two new leads resulting in a potential job count of 172. You might notice the uptick in small business contacts. This is due to the City's Small business grants which staff have been working in April and May. Unemployment is 2.9 percent which shows that anyone who wants to work is currently working. Cost of living is currently at 84.9 percent of the national average. Inflation is across the board, so as costs rise everywhere, the cost of living is still 15% below the national average.

Staff is planning a "grip and grin" photo opportunity to present Garaga with their final symbolic check on Tuesday, June 28 at 10 am. David will send out an email to see who can attend. Should be a 10 to 15 minute time frame.

The July board meeting is on July 14<sup>th</sup> and it has come to David's attention that several trustees might be out of town. David will be sending out emails to make sure there will be a quorum and next steps for the July Board Meeting.

David asked Kat Long to give an update on the City's Small Business and Non-profit grants project. 32 small businesses were awarded various amounts for a total of \$220,000 and 19 non-profits were awarded grant amounts. The City is preparing contracts for each company/organization to sign and the amounts will go in front of the City Commissioners for approval. The checks will be cut for the grants in early July and PCDA will coordinate check presentations with the City and grantees.

Laurence spent three days at the Clean Energy Show in San Antonio working the Oklahoma Dept of Commerce booth. Several types of energy from the industry attended: wind, clean, etc..... These types of shows get Ponca City in front of companies, but more importantly it keeps Ponca City upper mind with the Dept of Commerce. There were several companies interested in some of the companies in Kay County like the transformer disposal company in Tonkawa. David received an email from John Moore at Log10 stating that the company is increasing their fermenter equipment

sizes and will be increasing capacity here in Ponca City. This is investment on their part and expansion which is great as Log10 will have the option to purchase the building in February 2023. Girl Power Camp is happening the week of July 18<sup>th</sup> here at City Central. There will be a morning and afternoon session each day.

David presented a slide about what corporate site consultants are telling communities are needed to attract companies. This includes land, building sizes for company sizes, sewer, natural gas, water (pressure) as well as workforce. All of these are tailored for the industries seeking locations. The reality is Ponca City does not have these things for larger projects. There have been a couple of large profile projects that Oklahoma has been in the running. These projects have been focused on the Mid America Industrial Park in Pryor. The state is examining the possibility of more of these types of mega-park locations.

11. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 22-08, 22-09, 22-10 AS WELL AS PROJECTS GLOW AND QUARTS AND A POTENTIAL REAL ESTATE TRANSACTION INVOLVING PARCELS LOCATED AT THE SOUTHEAST CORNERS OF FIFTH STREET AND OKLAHOMA IN PONCA CITY;

A motion was made by Trustee Laffey with a second by Trustee Bowers to enter into executive session.

Roll: Yeas: Evans, Laffey, Bowers, and Peitz  
Nays: None  
Abstain: None  
Motion carried

12. NEW BUSINESS

13. ENTERTAIN A MOTION TO ADJOURN

A motion was made by Trustee Laffey with a second by Trustee Bowers to adjourn the meeting

Yeas: Evans, Laffey, Bowers, and Peitz  
Nays: None  
Abstain: None  
Motion carried

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
June 9, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:45 a.m. in the Summit Conference Center, Lower Level 400 East Central, Ponca City, Oklahoma with Chair Lee Evans presiding.

Present:

LEE EVANS, CHAIR  
NANCY LAFFEY, TRUSTEE  
GARRETT BOWERS, TRUSTEE  
ERIC PEITZ, TRUSTEE  
LORI HENDERSON, PCDA STAFF  
AUBREY ADAMS, PCDA STAFF  
LAURENCE BELIEL, PCDA STAFF  
DAVID MYERS, PCDA STAFF  
KAT LONG, PCDA STAFF  
RICH CANTILLON, CHAMBER  
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:15 a.m. Trustee Laffey made a motion with a 2<sup>nd</sup> from Trustee Bowers and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 21-08, 22-05, 22-08, 22-09, 22-10 as well as Projects Glow and Quartz and a potential real estate transaction involving parcels located at the southeast and southwest corners of Fifth Street and Oklahoma in Ponca City.

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the above company, relative to economic development projects.

At 8:31 a.m. Chair Evans declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**