

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
May 12, 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 Gravity 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, Mark Detten, Nancy Laffey, Garrett Bowers, Lanita Chapman, Erica Feters and Eric Peitz. Absent: None. Staff members present: Lori Henderson, Liz Leaming, Aubrey Adams, Laurence Beliel, and David Myers. Guests: Craig Stephenson, City Manager; Molly Kyler, Pioneer Technology Center and Rich Cantillon, Ponca City Chamber
3. PUBLIC COMMENT:
4. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON APRIL 14, 2022; CONSIDER AND VOTE ON THE MINUTES OF THE SPECIAL MEETIN HELD ON APRIL 28, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR APRIL, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR APRIL, 2022

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

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Feters and Peitz

Nays: None

Abstain: None

Motion Carried.

5. UPDATE ON CONSTURCTION PROJECTS

David stated there are four different construction projects currently in progress. Duke is moving forward and discussion is being had on VE (value engineering) items. These cost saving items will be reflected in upcoming change orders. Over \$260,000 has been identified in cost savings and there are more changes which will be reflected in the change orders. Contracts for the various subcontractors are still in process with a bid opening on flooring and plumbing happening today. There will be a groundbreaking ceremony sometime soon; very simple ceremony. Questions were asked and answered.

The Cookshack extension project is also undergoing value engineering review and any cost changes will be reflected in change orders moving forward.

David asked Lori to give an update on "Clean Breeze" which is the HVAC project here at City Central. Rhonda Skrapke, the grants administrator at the City, was able to submit and receive grant funding for one million dollars from OK Dept of Commerce. PCDA Staff met with the mechanical engineer

and his assistant for a very thorough walk through the building so that the plans can be developed. This will include all the main air handlers and every mixer box to provide cleaner, higher quality air flow in the building. This includes the bi-polar ionization system, changing out all the thermostats and if possible, a back-up boiler for the heating and air and a few other small items. This project is on track to go out for bid in August. 80 percent of the funds have to be spent by March, 2023.

The final project is the elevators here at City Central. We have had two people trapped in the elevators in the last week which accelerates the need for a long term fix for the elevators. There is a state sponsored program that we are looking into as PCDA is tied in contractually with OTIS until 2023. There are supply chain issues fixing the far south elevator which is creating problems with the other two. OTIS has been out to work on the elevators and we hope all the elevators will be operational by the end of May. David asked the board to please consider two avenues moving forward: buying out the contract with OTIS and moving ahead with replacing the elevators in 2022. Questions were asked and answered.

6. PRESENTATION AND DISCUSSION OF THE DRAFT 2022-2023 PCDA OPERATING BUDGET:

David Myers gave an overview of the PCDA Draft 2022-2023 PCDA Operating Budget with information on new projects for PCDA and City Central. This presentation including information on administration and project funding for the upcoming fiscal year including administration, marketing, new business recruitment, BR&E, Small Business, Ponca Works, City Central, capital expenses and upcoming major projects. Questions were asked and answered. This budget will be brought back to the board for consideration and possible action next month at the June 9th Board Meeting.

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN AGREEMENT WITH CBEW GROUP OF CUSHING TO PERFORM AN AUDIT OF PCDA FINANCIALS FOR THE FISCAL YEAR OF 2021-22 AT AN EXPENSE OF \$6,500;

PCDA has used CBEW Group of Cushing for several years. They are one of the few companies that does this type of audits. They are cost effective and very highly respected. Staff recommends approval.

A motion was made by Trustee Detten with a second by Trustee Chapman to approve an agreement with CBEW Group to perform an audit of PCDA financials for the fiscal years 2021-2022 at an expense of \$6,500.

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters and Peitz.

Nays: None

Abstain: None

Motion Carried

8. PRESENTATION ON ECONOMIC DEVELOPMENT WEEK: MAY 9TH THROUGH THE 13TH;

Economic Development Week has been in existence since 2017. Hosted by the International Economic Development Council (IEDC) which encourages economic development offices to talk about what they do for their communities and regions. PCDA has used this week to send out articles to the local radio and newspaper talking about Ponca Works, The Trade Show Brigade and Spec building Duke. Liz Leaming gave an overview of the marketing and information release this week on Facebook, Youtube, newspaper, Ponca City Monthly and local radio stations. This included the "It's Science" video which is a humorous representation of what PCDA does.

9. STAFF REPORTS.

David Myers gave an overview of April contacts including 50 new industry contacts, 136 existing industry, 83 regional partners, 19 government, 8 consultants, 137 City Central, and 27 small business. Staff had two new leads this month for a total of 11 projects with a total potential job count of 172. Kat is at the OSU Employer Roundtable today. Lori gave an overview of the small business and non-profit grant applications. 33 businesses and 22 non-profits submitted applications for the grants. These applications have been examined and scored and passed onto the City for the final review. The businesses and organizations will be contacted in early June about the grants.

David and Lori participated with the Leadership Ponca City wrap up. All of the participants are asked about their perspective of Ponca City including strengths, industry, leadership and the weaknesses which included lack of daycare, youth retention and men's shelter. This was all about perspective.

David asked Lori to talk about the OKIES celebration which was last week at Phillips66. Over 500 P66 employees (and contractors) went through the area. Local organizations and PCDA were asked to participate. Good experience and we are adding over 300 emails to our Weekly Update list. The new CEO was there and topped by The Chamber and PCDA booths. Phillips 66 also reached out to PCDA about childcare problems with their employees. This conversation will be ongoing. Business on the Balcony was Tuesday and Girl Power Camp sign ups continue until Macy 25th.

The end of the fiscal year is approaching and a nominating committee for the next slate of officers needs to meet. The Executive Committee will meet and develop nominations.

10. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 22-05, 22-07, 22-08, 22-09, AS WELL AS COMPANY PROJECTS SMOKE AND A POTENTIAL REAL ESTATE TRANSACTION INVOLVING PARCELS LOCATED AT THE SOUTHEAST AND SOUTHWEST CORNERS OF FIFTH STREET AND OKLAHOMA IN PONCA CITY AS WELL AS A BUILDING LOCATED AT 1405 N. WAVERLY.

A motion was made by Trustee Detten with a second by Trustee Laffey to enter into Executive Session at 8:45 am.

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters and Peitz

Nays: None

Motion Carried.

11. NEW BUSINESS

12. ENTERTAIN A MOTION TO ADJOURN

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

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters and Peitz

Nays: None

Motion Carried. Meeting was adjourned at 9:01 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
May 12, 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
ERICA FETTERS, TRUSTEE
GARRETT BOWERS, TRUSTEE
MARK DETTEN, TRUSTEE
ERIC PEITZ, TRUSTEE
LANITA CHAPMAN, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
AUBREY ADAMS, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
DAVID MYERS, PCDA STAFF
CRAIG STEPHENSON, CITY OF PONCA CITY
RICH CANTILLON, CHAMBER
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:45 a.m. Trustee Detten made a motion with a 2nd from Trustee Laffey and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 21-08, 22-05, 22-07, 22-08, 22-09 as well as companies Project Smoke and a potential real estate transaction involving parcels located at the southeast and southwest corners of Fifth Street and Oklahoma in Ponca City as well as a building located at 1405 N. Waverly.

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 9:00 a.m. Chair Evans declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long