

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
August 12, 2021**

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 presiding.

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 Fetters and Eric Peitz. Absent: None
Staff members present: Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers.
Guests: Mayor Nicholson; Craig Stephenson, City Manager; Molly Kyler, Pioneer Technology; Rich Cantillon, Ponca City Chamber and Dawn Brakey, OkPTAC/Pioneer Technology;
3. PUBLIC COMMENT:
4. CONSENT CALENDAR. VOTE TO APPROVE, DENY, AMEND OR REVISE ON THE MINUTES FROM THE REGULAR MEETING HELD ON JULY 8, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE THE MINUTES FROM THE SPECIAL MEETING HELD ON JULY 29, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE FINANCIAL REPORTS FOR JULY, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE THE RESOLUTION FOR PAYMENT OF CLAIMS FOR JULY, 2021.

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

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

Nays: None

Motion Carried.

5. VOTE TO APPROVE, DENY, AMEND OR REVISE A PAYMENT OF \$30,000 TO THE CITY OF PONCA CITY TO FUND A PARTIAL MATCH OF A TWO YEAR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM THAT PROVIDES FIRST TIME HOME BUYER ASSISTANCE.

David Myers stated that PCDA budgets every year for the matching CDBG grant for housing administered through the City of Ponca City. The only way PCDA can assist monetarily with any type of housing is in this federal matching dollars at the request of the City to assist with workforce housing. \$30,000 has been budgeted and the City is requesting this amount for a first time home buying program that is available to people purchasing their first home in Ponca City. PCDA believes this program to be beneficial to our industries and the economies and staff recommends approval.

A motion was made by Trustee Chapman, with a second by Trustee Detten to approve a payment of \$30,000 to the City of Ponca City to fund a partial match of a two year federal CDBG program that provides first time home buyer assistance.

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters, Peitz
Nays: None
Motion Carried.

6. CONSTRUCTION PROJECT UPDATES: REPORT ON THE CITY CENTRAL ELEVATOR COMPLIANCE PROJECT AS WELL AS SPEC BUILDING DUKE;

David gave an overview of the elevator situation which are not in state law compliance as they do not return automatically to the first floor when there is a fire alarm or fire situation. The state inspector stated that he did not believe the elevators would be able to be retrofitted to perform this function. OTIS Elevators has stated they can fix this issue for \$6000. A conversation was facilitated between OTIS and the State Inspector and the conclusion was the elevators could be updated to perform the return to first floor function, with additional fire safety equipment for \$9500. These elevators are old and will need to be replaced sometime soon. The funds for this replacement of these elevators will be encumbered in future budgets so that when the maintenance contract with OTIS is completed (2024), PCDA will be able to go to public bid on the new elevators and the maintenance service contract.

The Spec Building Duke is going to have a sprinkle system according to the architect and Fire Marshall. To keep Duke within budget of 3.5 million, David has asked Schauvliege Architects to reduce the size of the building from 39,000 to 37,000 square feet, taking 2,000 out of the shop space and this will pay for the sprinkler system. David asked the opinion of the board on this reduction of square feet and if this is the direction of the board. Questions were asked and answered. The direction of the Board was to continue the plans for Duke at 39,000 square feet and add the cost of the sprinkler system.

7. STAFF REPORTS.

David Myers gave an overview of July contacts including 24 new industry, 94 existing industry, 41 regional partners, 16 government, 12 consultants, 29 City Central, and 9 small business. Staff had one new lead this month for a total of six projects with a total potential job count of 90.

Myers stated that every year in July, staff cleans up the contact reports which is why the projects and job count have gone down. Next Tuesday, August 17 is the yearly audit. The field audit is Tuesday and CBEW will be in the office all day. Gov. Stitt will also be in the building that day for his traveling Cabinet meeting. Laurence Beliel updated the Board on industries in our community including inflation and supply chain issues.. He thanked the board for allowing PCDA to sponsor the booth at the Design2Part show. This year there were fewer exhibitors at Design2Part but a 44% increase in those attending the show seeking to find contract manufacturing. This was a huge opportunity for our attending manufacturers and it also gives LB three days access to the owners and managers while at the show to deep dive into points of pain and issues. Which leads to the handout on the Keyence micrometer shared equipment which is being housed at Pioneer Technology's Bid/Plan room. An Oklahoma company talked to all our manufacturers at the D2P show and asked about tolerances and ability to do this type of work. The Keyence machine now gives our local manufacturers the ability to do a first article inspection beyond the normal. The

handout was an overview of a report for a piece of equipment. Questions were asked and answered.

David thanked the Board for attending the tour of Garaga last week. Bliss Industries has been bought by a well-known pellet mill company, CPM, and Paul Gill will be remaining with the company and staying in Ponca City. Kat Long attended an IEDC course centering on entrepreneurship and growing small business in the community and gave an overview of the topics. She also handed out the Business Childcare Assistance Program (BCAP) application that the staff is currently working on and asked for input from the board before it is brought back for approval. Long also updated on Business on the Balcony for August which was last Tuesday and was very well attended. The Board was also given a copy of the Benchmarking survey which is being collected by staff with prime industry in the month of August. Questions were asked and answered.

David mentioned a small business grant program which was being pursued by the state and city through federal grant programs pertaining to COVID 19 money. This is still a possibility, and he will keep the board updated as PCDA continues to work with the City and Pioneer Technology to get this money into our small business community. David distributed an overview of special and additional projects that staff continue to pursue, just to let the board know what is currently engaging staff including building/office space renovations and partner projects. One of the bigger upcoming projects would be a partnership with the Ponca City Arts Association to renovate Room 101 into an art space which would still be used as a meeting area for part of the week. PCDA would do the renovations at the PCAA behest and roll the renovation fees into their lease, extending the lease from four to six years. Questions were asked and answered. Also distributed to the board was an article on communities/towns offering monetary incentives to workers to move there. This is being done with non-public monies, but it is an emerging trend in economic development.

Molly Kyler from Pioneer Technology Center stated how excited their group is working with PCDA and the partnership programs including the shared equipment, Ponca Works and small business growth. Taking the programs that Ponca City is offered through PCDA and growing them for their sending areas makes PTech more valuable to their education/training community and Molly wanted to say thank you.

8. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 17-02, 18-06, 20-05, 21-07, 21-08, 21-09, 21-10, CRACKER, FLAME AND SMOKE, AS WELL AS A POSSIBLE REAL ESTATE TRANSACTIONS INVOLVING A PARCEL LOCATED AT THE SOUTHWEST CORNER OF FIFTH AND OKLAHOMA, A PCDA-OWNED PARCEL AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA, A PCDA-OWNED PARCEL AT THE NORTHEAST CORNER OF RANCH DRIVE AND HIGHLAND, A PCDA-OWNED PARCEL LOCATED AT THE SOUTHWEST END OF THE CUL-DE-SAC AT THE WEST END OF SYKES BLVD, AND A PCDA-OWNED PARCEL LOCATED AT THE SOUTHEAST END OF THE CUL-DE-SAC AT THE EAST END OF DOYLE KEIRN.

A motion was made by Trustee Laffey with a second by Trustee Detten to enter into Executive Session at 8:28 am.

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters, Peitz.
Nays: None
Motion Carried.

9. VOTE TO APPROVE, DENY, AMEND OR REVISE A LAND SALE CONTRACT FOR THE SALE OF THE 132.57 ACRE (+/-)PCDA-OWNED PROPERTY KNOWN AS "WEST RANCH" LOCATED AT THE NORTHEAST CORNER OF HIGHLAND AND RANCH DRIVE IN PONCA CITY TO JOHN HODGSON IN THE AMOUNT OF \$281,083 AND DELEGATE TO THE CHAIR AND/OR THE EXECUTIVE DIRECTOR THE AUTHORITY TO SIGN ANY AND ALL DOCUMENTS REQUIRED TO SELL THE PROPERTY PURSUANT TO THE TERMS OF THIS CONTRACT.

The contract and staff report was a closed session item and was enclosed with the board packet. Staff would recommend approval.

A "motion to approve the contract for the sale, as presented, of the 132.57 more or less property known as West Ranch located at the Northeast corner of Highland and Ranch Drive in Ponca City to John Hodgson in the amount of \$281,083 and delegate to the PCDA Board Chair and/or the Executive Director the authority to sign any and all documents required to sell the property pursuant to the terms of the contract" was made by Trustee Laffey, with a second by Trustee Bowers.

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters, Peitz
Nays: None
Motion Carried.

10. NEW BUSINESS:

11. ENTERTAIN A MOTION TO ADJOURN

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

Roll: Yeas: Evans, Detten, Laffey, Bowers, Chapman, Fetters Peitz.
Nays: None
Motion Carried. Meeting was adjourned at 8.58 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
August 12, 2021**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:28 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Lee Evans presiding.

Present:

LEE EVANS, TRUSTEE
NANCY LAFFEY, TRUSTEE
ERIC PEITZ, TRUSTEE
LANITA CHAPMAN, TRUSTEE
GARRETT BOWERS, TRUSTEE
MARK DETTEN, TRUSTEE
ERICA FETTERS, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
KAT LONG, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
DAVID MYERS, PCDA STAFF
CRAIG STEPHENSON, CITY MANAGER
RICH CANTILLON, PONCA CITY CHAMBER OF COMMERCE
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:28 a.m. Trustee Laffey made a motion with a 2nd from Trustee Detten and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 17-02, 18-06, 20-05, 21-07, 21-08, 21-09, 21-10, Cracker, Flame and Smoke as well as a possible real estate transactions involving a parcel located at the SW corner of Fifth and Oklahoma, A PCDA-owned parcel at the SE corner of Fifth and Oklahoma, a PCDA owned parcel at the NE Corner of Ranch Drive and Highland, a PCDA-owned parcel located at the SW end of the cul-de-sac at the West end of Sykes Blvd and a PCDA-owned parcel located at the SE end of the cul-de-sac at the East end of Doyle Keirn.

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 8:52 a.m. Chair Lee Evans declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long