

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
September 10, 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, Nancy Laffey, Garrett Bowers, and Erica Fetters.
Absent: Mark Detten, Lanita Chapman and Eric Peitz
Staff members present: Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers.
Guests: Molly Kyler, Pioneer Technology; Janet Schwabe, Pioneer Technology.
3. PUBLIC COMMENT:
4. CONSENT CALENDAR. VOTE TO APPROVE, DENY, AMEND OR REVISE ON THE MINUTES FROM THE REGULAR MEETING HELD ON AUGUST 12, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE FINANCIAL REPORTS FOR AUGUST, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE THE RESOLUTION FOR PAYMENT OF CLAIMS FOR AUGUST, 2021.

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

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

5. VOTE TO APPROVE, DENY, AMEND OR REVISE AN "EMERGENCY SHELTER AGREEMENT" ALLOWING THE SCHOOL TO DESIGNATE AND POTENTIALLY UTILIZE CITY CENTRAL AS A POTNETIAL EMERGENCY GATHERING POINT.

David Myers stated that St. Mary's School reached out to City Central to put an agreement in place to have an off campus location to "muster" in case of emergency including tornados, active shooter, etc.. This would be a place to bring the students and faculty for parents and family to have access. PCDA Attorney, Darrin Hiatt, has examined the agreement and thoroughly examined it. There is no financial obligation. Questions were asked and answered. Staff recommends approval.

A motion was made by Trustee Fetters, with a second by Trustee Bowers to approve an "Emergency Shelter Agreement" allowing St. Mary's School to designate and utilize City Centra as a potential emergency gathering point.

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

6. VOTE TO APPROVE, DENY, AMEND OR REVISE AN EXPENSE OF \$59,022.70 WITH THE OKLAHOMA MUNICIPAL ASSURANCE GROUP THROUGH THE RICK MYERS AGENCY FOR THE RENEWAL OF BUILDING INSURANCE FOR PCDA OWNED BUILDINGS.

David Myers explained that there are two main insurance items: the insurance for City Central which has increased due to updates of the building and the hangar which is now back with PCDA. OMAG has consistently bid the lowest to insure these types of buildings and staff recommends approval.

A motion was made by Trustee Laffey, with a second by Trustee Bowers to approve an expense of \$59,022.70 with OMAG through the Rick Myers Agency for renewal of building insurance for PCDA owned buildings.

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

Nays: None

Motion Carried.

7. CONSTRUCTION PROJECT UPDATES: SPEC BUILDING DUKE AND THE CITY CENTRAL ELEVATOR COMPLIANCE PROJECT;

Laurence and David met with the Manager at Risk with Hembree & Hodgson and Perry Schauvleige to discuss the design phase. He shared a project Kat Long has been working on with a 3D model for marketing purposes. This will be an interactive model which prospective tenants can walk through the building virtually. Bids for this project will be at least 45 days out. There are no hold-ups, just moving slowly.

Lori Henderson gave an update on the elevator project. OTIS has been contacted and will be doing the updates to the elevators within the next 30 days to get it ready for Falco to install all the fire alarm/suppression equipment needed to bring City Central into compliance.

8. STAFF REPORTS.

David Myers gave an overview of August contacts including 44 new industry, 86 existing industry, 54 regional partners, 18 government, 8 consultants, 125 City Central, and 12 small business. Staff had one new lead this month for a total of seven projects with a total potential job count of 100.

Myers stated that on August 17th the Auditors from CBEW were in the PCDA offices for the annual audit. Lori Henderson stated everything looks good and we will receive a formal opinion next month, but there were no issues with the field audit performed. David thanked Lori for the weeks of work needed to prepare for the audit. Census numbers are in and they are not as robust as we had hoped. The numbers are better than the Census had estimated for Ponca City and Kay County, but still came in below 25,000 population for Ponca City and population for the county down by six percent. The conversations in the community continue on how to attract more people to move to Ponca City which includes housing and childcare needs.

Liz Leaming, Ponca Works Manager, gave an overview of the internship program. This is a community partnership which was discussed in a lunch and learn program hosted by PCDA and the Chamber on September 8th. Several local companies are participating in the program which ranges from job shadowing to internships with possible hirings after graduation. There have been COVID related impacts to retail with shortened hours and fewer days. Industry is experiencing the same issues with workforce shortages and reduced work times. Some communities are giving away money to reward people to move to their areas. This is not economic development and is being driven by non-profit sectors sponsoring the money given away like Kaiser and Hardesty in Tulsa. David handed out an article about the housing shortage in small, entry level home from NPR Business.

Another subject which comes up when talking about rural communities is connectivity, which Ponca City has been moving forward with for over a decade. David also stated that the Census has re-affirmed the fact that people are not living in cities; they are living in the suburbs. Ponca City, as a community, is positioned well in this area for connectivity and relation to larger communities.

David asked Laurence to talk about the Wichita Machine & Tool Show. This show is happening in Wichita, KS October 6, 7, & 8 and PCDA is sponsoring a Ponca City booth. There are two companies interested in attending and will represent their companies and Ponca City during these three days.

9. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 17-02, 18-06, 21-07, 21-08, 21-09, 21-10, 21-11, ANIMAL CRACKER, CUE, 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 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 BOULEVARD.

A motion was made by Trustee Laffey with a second by Trustee Bowers to enter into Executive Session at 7:56 am.

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

10. VOTE TO APPROVE, DENY, AMEND OR REVISE A LAND SALE AGREEMENT WITH CENTURY PRODUCTS, LLC TO IMPLEMENT THE FEBRUARY 11, 2021 AGREEMENT OF AID OF ECONOMIC DEVELOPMENT AND SELL A 9.85 ACRE (MORE OR LESS) PCDA PARCEL LOCATED THE SOUTHWEST END OF THE CUL-DE-SAC AT THE WEST END OF SYKES BOULEVARD AND A 2 ACRE (MORE OR LESS) PCDA OWNED PARCEL LOCATED AT THE SOUTHEAST END OF THE CUL-DE-SAC AT THE EAST END OF DOYLE KEIRN BOULEVARD AND DELEGATE TO THE BOARD CHAIR AND/OR EXECUTIVE DIRECTOR THE AUTHORITY TO

SIGN ANY AND ALL DOCUMENTS REQUIRED TO SELL THE PROPERTY AND IMPLEMENT THIS AGREEMENT.

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 implementation of the Feb. 11, 2021 agreement of aid of economic development with Century Products, LLC and sell a 9.85 acre parcel (more or less) PCDA parcel located at the SW end of the cul-de-sac at the west end of Sykes Blvd and a 2 acre (more or less) PCDA owned parcel located at the SE end of the cul-de-sac at the East end of Doyle Keirn Blvd and delegate to the board chair and/or Exec Dir to sign any and all documents required to sell the property and implement this agreement was made by Trustee Bowers with a second by Trustee Fetters.

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

11. VOTE TO APPROVE, DENY, AMEND OR REVISE A PROFESSIONAL SERVICES CONTRACT WITH PERRY SCHAUVLIEGE AND ASSOCIATES TO SERVE AS THE ARCHITECT FOR THE EXPANSION OF THE PCDA-OWNED BUILDING AT 2405 SYKES BOULEVARD.

This particular item is to expand this building for the current tenant and the architect has been the same one being used for the Duke project. This project is also on the same dirtwork as the Duke project and has given the same assurances as the bid for the Duke building. Time is of the essence to maximize the economic benefit of this project. Contract is in the board information and staff recommends approval.

A motion to approve the professional service contract with Perry Schauvleige and Assoc. to serve as the architect for the expansion of the PCDA owned building at 2405 Sykes Blvd was made by Trustee Laffey with a second from Trustee Bowers.

Roll: Yeas: Evans, Laffey, Bowers, and Fetters
Nays: None
Motion Carried

12. VOTE TO APPROVE, DENY, AMEND OR REVISE A PROFESSIONAL SERVICES CONTRACT WITH HEMBREE AND HODGSON TO SERVE AS THE CONSTRUCTION MANAGER AT RISK FOR THE EXPANSION OF THE PCDA-OWNED BUILDING AT 2405 SYKES BOULEVARD.

This item is the same legal parcel as the Duke project and expands the scope of Hembree & Hodgson as construction manager at risk for this expansion project. Time is of the essence to maximize the economic opportunity of the project. Contract and information is in the board packet and staff recommends approval.

A motion to approve the professional services contract with Hembree and Hodgson to serve as the construction manager at risk for the expansion of the PCDA-owned building at 2405 Sykes Blvd was made by Trustee Laffey with a second from Trustee Fetters.

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

Nays: None

Motion Carried

13. NEW BUSINESS

Congratulations to two board members, Garrett Bowers and Erica Fetters for their 5 under 40 Awards this week at the Main Street Awards Banquet.

14. ENTERTAIN A MOTION TO ADJOURN

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

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

Nays: None

Motion Carried. Meeting was adjourned at 8.25 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
September 10, 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
GARRETT BOWERS, TRUSTEE
ERICA FETTERS, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
KAT LONG, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
DAVID MYERS, PCDA STAFF
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

15. At 7:56 a.m. Trustee Laffey made a motion with a 2nd from Trustee Bowers and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 17-02, 18-06, 21-07, 21-08, 21-09, 21-10, 21-11, Animal Cracker, Cue, 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 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 Boulevard.

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 8:25 a.m. Chair Lee Evans declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long