

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
September 14, 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: Mark Detten, Nancy Laffey, Erica Fetters, Garrett Bowers, Mark Southard, Kirk Brown and Erik Peitz. Absent: None. Staff members present: David Myers, Lori Henderson, Aubrey Adams, Laurence Beliel, Liz Leaming, Katherine Long and legal counsel Derrin Hiatt. Guests: Mayor Nicholson; Craig Stephenson, City Manager, Calley Lamar, Ponca City News; Molly Kyler, Janet Schwabe and Dawn Brakey, Pioneer Technology Center; Kelsey Wagner, City Commissioner; Kristen Lawson, Childcare Provider; Reba Busch, Leadership Shadow;
3. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON AUGUST 17TH, 2023; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR AUGUST, 2023; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR AUGUST, 2023.

A motion was made by Trustee Southard with a second by Trustee Fetters to approve the consent calendar for August, 2023.

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

4. PRESENTATION AND DISCUSSION ON THE 2022-2023 PCDA AUDIT;
David Myers stated that the Board has a fiduciary responsibility to protect and properly manage the people's money which is under the care of PCDA. To do this, the Board hires an auditor to do an audit every year. This auditor works for the Board. Lori Henderson stated the audit occurred on August 16th and the Board has received copies of the report. The auditor, CBEW, did not attend the meeting but did provide the board with a "clean opinion," meaning no negative findings, issues or problems. The auditor, Chuck Crooks, is available by phone or email for any questions.

Copies of the audit have been sent to the City for their records. There is no action on this item. A copy will be filed with the State of Oklahoma before December 1st

5. DISCUSSION ON A POTENTIAL APPROACH TO WORKFORCE ATTRACTION TO PONCA CITY;
Last month at the August meeting, there were several items discussed including workforce attraction, retail, and housing. Staff made a recommendation on retail and housing. All of the topics were discussed in relation to how they are affected by the current PCDA Trust. At the August meeting, staff was instructed to bring a population attraction "straw man" to the meeting today for discussion. Liz Leaming talked about the draft workforce attraction program included in the board meeting packets for today. David passed out an article on Duncan and Tulsa's population attraction programs.

The example discussed today has not been vetted with the attorney or with the City. This is a discussion item to get closer to what PCDA can do and will do. During last month's meeting, the "Make My Move" program, which has been operating for the last year, was discussed. There have not been any identifiable wins from the program to date. The consensus is that there have not been anyone recruited due to lack of actual money given in the attraction package.

Liz put together a discussion program and gave the outline of the draft v "straw man" proposal. Staff said that this proposal is likely outside of the authority of the PCDA Trust, as it proposes to incentivize new workers.

Derrin Hiatt, PCDA Legal Counsel, stated that there might be a way to work with employers to manage the cash incentive part of this program. Discussion on this continued. Questions were asked and answered. Staff was directed to continue to explore possible ways to devise this type of program for Ponca City and investigate possible partners within the trust structure and legalities.

This "straw man" proposal was developed and is not being proposed as an action item at this time. Trustees recommended that a subcommittee be formed to discuss the issues of population attraction, housing, retail and childcare and how PCDA can be most effective working with partners and the City on any or all of these issues with a limited amount of resources.

6. DISCUSSION ON THE ISSUE OF CHILDCARE AND ECONOMIC DEVELOPMENT IN PONCA CITY;

David passed out the information that Katherine Long had put together for the PCDA Board of Trustee meeting packets. Katherine gave an overview of the discussions of childcare over the years here in Ponca City which included how many childcare spots (including afterschool care), age breakdown on caregiver ratios, how many babies have been born in the area as well as the gap in the workforce participation rate as mothers often do not return to work after a baby is born.

Issues with childcare on scheduling for second and third shifts as well as overnight availability are part of the gaps. Recommendations were given for possible ways to proceed with childcare including working with industry, with childcare providers or other partners. The use of PCDA funds for childcare facility is specifically allowed in the PCDA Trust. One potential method of doing this which was discussed would be through a build to suit facility on PCDA land with PCDA leasing the facility to a childcare provider/operator.

Childcare issues are not exclusively a Ponca City issue. This is an everyone and everywhere issue. Kristan Lawson, a local childcare provider, gave context to the Ponca City childcare market and possible next steps to support childcare in the area. Liz Leaming spoke about a Childcare Desert program through the state as well as the childcare facility that Creekstone Farms just built in Ark City. A new childcare facility in Ponca City would likely have to be built from the ground up and the childcare provider would have to shoulder the cost of that build. Board of Trustees agreed the topic of childcare will be discussed in the subcommittee meeting to be scheduled.

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING THE BUSINESS PLAN AND LAUNCH OF A PCDA "CREATE CENTRAL" (MAKER SPACE) PROGRAM;

Liz Leaming went over the business plan concept for "Create Central" a maker space which was included in the PCDA Board packet. This included background of the project, impact numbers, timing, uses and economic impact for larger equipment use to support entrepreneurs, micro and small businesses. Questions were asked and answered.

A motion was made by Trustee Brown with a second by Trustee Peitz to approve the business plan and launch of "Create Central".

Roll: Yeas: Brown, Southard, Detten, Feters, Peitz, Laffey and Bowers

Nays: None.

Abstain: None

Motion Carried.

8. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$68,426.00 FOR BUILDING INSURANCE OF PCDA OPERATE FACILITIES;

David reviewed the areas this policy covers which is primarily for building insurance. The proposed policy is a renewal of the current policy with the Oklahoma Mutual Assurance Group (OMAG). OMAG is an organization formed for the purpose of underwriting and providing insurance products to local government agencies. The major expense for this insurance is \$59,649.70 for the City Central building. The policy also includes an additional \$8,526 for the PCDA-owned hangar. The hangar tenant, NextGen Aviation Services, is responsible for insurance but NextGen's lease provides them with the option to have PCDA continue to pay the insurance, with Next Gen reimbursing PCDA through increased monthly lease payments.

A motion was made by Trustee Bowers with a second by Trustee Southard to approve the expense of \$68,426.00 to the Rick Myers Agency for building insurance through the Oklahoma Mutual assurance Group.

Roll: Yeas: Brown, Southard, Detten, Feters, Peitz, Laffey and Bowers

Nays: None.

Abstain: None

Motion Carried.

9. CONSTRUCTION PROJECT UPDATES;

Laurence Beliel gave an overview of the Duke building. The project is nearing completion. The HVAC system has been turned on, the walls painted and tiling is complete. The gas meter will be set as soon as the City clears it. The wiring has mostly been completed. Porcelain and cabinets still remain to be completed. Laurence believes the project will be completed before the holidays.

David discussed the drainage area on the west side of the AIP that was up for a study done by Meshack & Associates out of Tulsa to see if there was any work that could be done to free up land with a drainage project. This study was put on hold while Lori Henderson applied for state funds specifically for this study. Lori heard from the Dept of Commerce that PCDA will receive funding for this study in the amount of \$23,000 so this project will move ahead.

Lori also gave a report on the City Central HVAC project which has been signed off as completed by the engineer. This project included all new controls for the HVAC system on all floors, making it more cost effective and efficient. Staff will have training on the equipment soon. A special thanks to the City of Ponca City and the City Commissioners for applying for and administering this \$1.2 million grant on behalf of PCDA and City Central.

10. STAFF REPORTS;

Contact reports included 26 for new industry, 127 for existing industry, 79 for regional partners, 21 for government, 9 for consultants, 85 City Central contacts, and 26 small business. There were two new leads with a total project count of five.

Coming up next week is the IEDC conference in Dallas. The ICBS Government Contracting Trade Show is happening October 23-25. Four local companies will be attending under the Ponca City booth banner: Redlands Office Supply, Bowers Trucking & Logistics, My Media Matters and Schatz Publishing. Kat and Laurence will be attending from PCDA and Dawn Brakey will attend from Pioneer Technology Center.

Three companies who have agreements with PCDA are scheduled to provide their annual monitoring reports for this quarter and staff has reached out to them. In addition, the Wildcat internship program, the joint program between PCDA and the Ponca City Public Schools, is up and running at the High School. The final Business on the Balcony for 2023 was held this week.

11. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 23-03, 23-09, ALPHA24 AND WILDFLOWER AS WELL AS A POTENTIAL REAL ESTATE TRANSACTION INVOLVING PROPERTY AT 214 S. FOURTH STREET, PROPERTY LOCATED AT THE SOUTHWEST CORNER OF WAVERLY AND SYKES BOULEVARD, AND PROPERTY LOCATED ON THE SOUTH SIDE OF PROSPECT BETWEEN 1202 E. PROSPECT AND 1102 E. PROSPECT IN PONCA CITY;

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

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

The Board returned to open session at 9:10 a.m.

12. NEW BUSINESS;

13. ENTERTAIN A MOTION TO ADJOURN. Motion was made by Trustee Bowers with a second by Trustee Detten, followed by unanimous vote to adjourn at 9:12 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
September 14, 2023**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:58 a.m. at City Central in in Redbud Room, Lower Level of City Central Building, 400 East Central, Ponca City with Chair Erica Fetters presiding.

Present:

ERICA FETTERS, TRUSTEE
GARRETT BOWERS, TRUSTEE
KIRK BROWN, TRUSTEE
NANCY LAFFEY, TRUSTEE
MAYOR NICHOLSON
CRAIG STEPHENSON, CITY MANAGER
MOLLY KYLER, PIONEER TECHNOLOGY CENTER
DAVID MYERS, PCDA STAFF
LORI HENDERSON, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
LIZ LEAMING, PCDA STAFF
AUBREY ADAMS, PCDA STAFF
KATHERINE LONG, PCDA STAFF
DERRIN HIATT, ATTORNEY

At 8:58 a.m. Trustee Laffey 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 21-08, 23-03, 23-09, Alpha24, and Wildflower as well as a potential real estate transaction involving property at 214 S. Fourth Street, property located at the southwest corner of Waverly and Sykes Boulevard, and property located on the south side of Prospect between 1202 E. Prospect and 1102 E. Prospect 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 transaction listed on the Closed Session agenda.

At 9:10 a.m. Chair Detten returned the meeting to open session.

Respectfully submitted by:

Katherine Long