

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
July 21, 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 Room, City Central Building, Suite 509, 400 East Central, Ponca City with Nancy Laffey .

1. Chair Laffey called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Nancy Laffey, Garrett Bowers, Lanita Chapman, Erica Feters, Eric Peitz and Kirk Brown. Absent: Mark Detten. Staff members present: Lori Henderson, Aubrey Adams, Kat Long, Laurence Beliel, Liz Leaming and David Myers. Guests: Molly Kyler, Pioneer Technology Center, Dawn Brakey, Pioneer Technology Center; and Rich Cantillon, Ponca City Chamber
3. PUBLIC COMMENT: David Myers welcomed Kirk Brown to the PCDA Board. Trustee Brown was sworn in by the Mayor on July 11 at City Hall since Mayor Nicholson could not be at this meeting. Trustee Brown gave a short background on his business K&C Manufacturing. Girl Power week is in process. Liz Leaming gave a short overview of the daily plan of the two sessions happening each day. Largest group (24) that has gone through the program. Girl Power was started six years ago due to the shortage of applications for high-touch professions like welding and HVAC. Touring local manufacturers makes this workforce pipeline program very visible to industry.
4. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON JUNE 9, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR JUNE, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR JUNE, 2022

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

Roll: Yeas: Laffey, Bowers, Peitz, Chapman, Feters

Nays: None

Abstain: Brown

Motion Carried.

5. DISCUSSION ON THE DRAFT PCDA STRATEGIC PLAN:
David stated the strategic plan is based on the PCDA retreat which was held back in April. Direction was given, the budget was approved in May and the Strategic Plan expands on these two previous events. David gave an overview of the PCDA Trust, limitations and how the strategic plan focuses PCDA staff for the next three years which includes the PCDA Mission statement, organizational values and goals; plan objectives and Ponca City's unique value proposition; community general attributes; community needs and specific strategies and action steps. Action steps and strategies include BR&E, Workforce Development, Small Business Development, Recruitment, City Central, Marketing and Organization.

This presentation serves an overview and this draft PCDA Strategic Plan will be brought to the board for approval at the August Board Meeting. If any Trustee has goals or objectives that are not represented, not in the plan or needs more clarification, please reach out to David and staff to add or delete within the strategic plan prior to the August meeting. Strategic plans are like budgets: they can be changed any month. It's simply this is where we are going; this is our consensus.

6. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE IN THE AMOUNT OF \$15,000 TO THE JOB SHOP FOR THREE BOOTHS AT THE NASHVILLE DESIGN TO PART SHOW ON SEPTEMBER 14TH AND 15TH, 2022.

David asked Laurence Beliel to give an overview of the Design to Part shows and their importance to existing Ponca City contract manufacturers. The Design to Part show in Nashville is the first time PCDA has attended with manufacturers. Laurence gave examples of contract and original equipment manufacturers (OEM) who exist in Ponca City. Ponca City has led a Trade Show Brigades to Dallas and California for these shows and Nashville will be a new market for Ponca City contract manufacturers to attend. The manufacturers attending has some contracts in the Nashville region and believe they can recruit more contracts with this type of show. The companies interested in physically attending are K&C Manufacturing, Centerline and Century Products. Three other companies will have their products and processes represented in the booth. Century Products is a new attendee to Design to Part.

Questions were asked and answered. Staff recommends approval.

Kirk Brown commented after the vote: "Two years ago at the Dallas Design to Park, Kimray from OKC stopped at the booth and commented that they did not know there was so much manufacturing in Ponca City. K&C has a contract with Kimray and has hired three people to service that one contract. Kimray reps visit Ponca City regularly to observe product manufacturing at K&C and see firsthand just how much manufacturing happens here in Ponca City."

A motion was made by Trustee Chapman with a second by Trustee Bowers to approve payment of \$15,000 to The Job Shop for three booths at the Nashville Design to Part show

Roll: Yeas: Laffey, Bowers, Chapman, Fetters

Nays: None

Abstain: Brown, Peitz

Motion Carried.

7. UPDATE ON CONSTRUCTION PROJECTS:

David gave an overview of two of the construction projects: Duke and Cookshack. He also stated that the official groundbreaking for Duke needs to be scheduled soon. Since the Mayor needs to be there, August 10th and 12th are the best days. And email will be sent to gauge the best of those two dates for the groundbreaking ceremony. A change order was approved for \$2000 for Cookshack in regards to two small sheds and moving them.

David asks Lori to update on Clean Breeze, the City Central project and the elevators. Lori stated that the first payment to the engineer has been made and their deadline for design plans is in August.

The elevators are a weekly fix as they are old. The long term plan is to replace the elevators when the contract closes in early 2024. Staff is also researching a possible way to do this replacement early if state law allows a concession for this type of equipment. This is only an update.

8. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE WITH HEMBREE AND HODGSON CONSTRUCTION MANAGE, LLC FOR THE BUILDING PERMIT FEES FOR SPEC BUILDING DUKE IN THE AMOUNT OF \$15,525.08 AND THE COOKSHACK EXPANSION PROJECT IN THE AMOUNT OF \$3,867.60; A TOTAL OF \$19,392.68 FOR BOTH PROJECTS.

David stated that this permitting cost came in this week. Staff recommends approval.

A motion was made by Trustee Peitz with a second by Trustee Chapman to approve building permit fees for Duke and Cookshack for a total of \$19,392.68.

Roll: Yeas: Laffey, Bowers, Chapman, Fetters, Peitz and Brown

Nays: None

Abstain: None

Motion Carried.

9. STAFF REPORTS.

David Myers gave an overview of June contacts including 63 new industry contacts, 110 existing industry, 104 regional partners, 20 government, 12 consultants, 156 City Central, and 19 small business. Current projects are 4, with three new leads resulting in a potential job count of 35. This is the end of our fiscal year in June. David gave an overview of the yearly numbers as compared with past years and all numbers are pretty consistent with a few fluctuations.

Business on the Balcony had a great turnout in July. There are three more left this season, August 9th, September 13 and October 11th with great support from Pioneer Technology Business Services and the Chamber. Ben Evans has a desk here on Wednesday mornings each week to meet with people on business planning, financials and SBDC information. PCDA sales tax election date is set by the City Commissioners. The resolution from the PCDA Board of Trustees requesting this date will be on the August agenda.

The field audit will take place on Tuesday, August 16. The report will be presented to the board when it is received. A picture of the final check presentation to Garaga happened on June 28th at their location. Garaga management and staff have done some amazing work hiring more employees, raising wage rates, updating and expanding the facility.

David passed out an article on the exiting of California residents and is this an opportunity for rural America to really grow from the exodus. This includes remote work and small business start-ups.

10. 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, 22-11 AS WELL AS PROJECT CONNECT, SUNLIGHT AND A POTENTIAL REAL ESTATE TRANSACTION INVOLVING PARCELS LOCATED AT THE SOUTHEAST AND SOUTHWEST CORNERS OF FIFTH STREET AND OKLAHOMA IN PONCA CITY;

A motion was made by Trustee Chapman with a second by Trustee Peitz to enter into executive session.

Roll: Yeas: Laffey, Bowers, Peitz, Fetters, Chapman and Brown

Nays: None

Abstain: None

Motion carried

11. NEW BUSINESS

12. ENTERTAIN A MOTION TO ADJOURN

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

Yeas: Laffey, Bowers, Peitz, Fetters, Chapman and Brown

Nays: None

Abstain: None

Motion carried

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
July 21, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:33 a.m. in the Gravity Room, 400 East Central, Suite #509 Ponca City, Oklahoma with Chair Nancy Laffey presiding.

Present:

NANCY LAFFEY, CHAIR
GARRETT BOWERS, TRUSTEE
ERIC PEITZ, TRUSTEE
ERICA FETTERS, TRUSTEE
LANITA CHAPMAN, TRUSTEE
KIRK BROWN, TRUSTEE
LORI HENDERSON, PCDA STAFF
LAURENCE BELIEL, PCDA STAFF
DAVID MYERS, PCDA STAFF
KAT LONG, PCDA STAFF
RICH CANTILLON, CHAMBER
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:33 a.m. Trustee Chapman made a motion with a 2nd from Trustee Peitz 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, 22-10m 22-11 as well as Project Connect, Sunlight 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 9:03 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long