

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
November 10, 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, Mark Detten, Erika Feters and Garrett Bowers. Absent: Erik Peitz, Lanita Chapman and Kirk Brown. Staff members present: Lori Henderson, Aubrey Adams, Kat Long, Laurence Beliel, Liz Leaming and David Myers. Guests: Rich Cantillon, Ponca City Chamber; Molly Kyler, Pioneer Technology Center; Mayor Nicholson; Craig Stephenson, City Manager; Darin Hiatt, Attorney; and Janet Schwabe, Pioneer Technology Center.
3. PUBLIC COMMENT: Rich Cantillon, Chamber CEO thanked David Myers and Laurence Beliel for an excellent job presenting for Ponca City Leadership Industry Day. A special thank you to Laurence for being the day chair, setting up tours and the kick-off industry panel for PC Leadership.
4. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON OCTOBER 13, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR OCTOBER, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR OCTOBER, 2022

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

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

5. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$14,922.17 WITH ANDERSON CARPET OF PONCA CITY FOR NEW CARPETING IN SUITE 506 OF THE CITY CENTRAL BUILDING FOR THE PURPOSES OF SIGNING A NEW LEASE WITH A TENANT.

Lori Henderson gave a brief overview of the project. This carpeting is for an existing tenant who is extending their office space into the 506 offices and will sign an additional two years lease for all the offices. Questions were asked and answered.

A motion was made by Trustee Feters with a second by Trustee Detten to approve the expense of \$14,922.17 with Anderson Carpet in Suite 506 for the purposes of signing a new lease with tenant. .

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

6. DISCUSSION ON A REQUEST FROM THE PONCA CITY UTILITY AUTHORITY FOR PCDA FUNDING IN THE AMOUNT OF \$27,000 TO COST SHARE IN THE RELOCATION OF SPECIFIC UTILITY WIRES SERVICING PONCA CITY INDUSTRIES;

David Myers asked Laurence Beliel to give an overview of this project. Laurence showed pictures of the utility lines in need of relocation as well as giving an overview of how this project began several years ago in the Airport Industrial Park (AIP) to relocate above ground utility lines to facilitate ease of exit to large vessels from the AIP. This earlier project also included adding “swivels” for stoplights along the Waverly corridor to facilitate ease of moving stoplights out of the way for tall trucking loads. The City is requesting \$27,000 to cost share the rest of the relocation along the truck route exiting Ponca City.

Questions were asked and answered. Staff was instructed to check with the City for specific costs and what share (percentage) of this project is the \$27,000. Since this item was not planned or budgeted, this was a discussion item only and is expected to be brought back to the December meeting for consideration as an action item..

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$11,677 WITH THE CITY OF PONCA CITY TO MATCH A FEDERAL GRANT THAT WILL FUND HEATING AND CONDITIONING EQUIPMENT IN THE CITY CENTRAL BUILDING:

David Myers asked Lori Henderson to give an overview of this item. Lori Henderson gave a brief background on the City Central HVAC project, called “Project Clean Breeze.” She explained that the grant is for \$1 million. The project required a “sole source” bid, meaning that it would not be publicly bid, since a company called “Northwest Controls” holds the regional license for the equipment used in the building. The state has approved this as a sole source contract. The engineer hired and paid for by PCDA provided an estimate of approximately \$850,000. The actual bid received by Northwest Controls on October 13th was \$1,838,595. The City, PCDA and the engineer reviewed ways to reduce the project scope in order to get at least a significant portion of the work done with the \$1 million grant available. The result was a plan to eliminate the needlepoint bipolarization units and the replacement controls for the Fifth floor. Doing so will replace the antiquated HVAC mechanical systems in the other floors, allow better airflow and a more efficient system. This work was foundational to all other work proposed in the original scope of work, meaning that the other work could not be completed until these now-surviving elements of the scope of work have been completed. It also allow future enhancements should additional funds ever be identified. The total amount, with the stated items removed, is \$1,098,137. The City of Ponca City has earmarked an additional \$86,460 in grant funds from another project that are remaining (and eligible). This leaves a balance of \$11,677. This is the amount requested today. Questions were asked and answered. Staff recommends approval.

A motion was made by Trustee Detten with a second by Trustee Feters to approve the expense \$11,677 with the City of Ponca City to match a federal grant that will fund heating and air conditioning equipment in the City Central building.

Roll: Yeas: Laffey, Detten, Feters and Bowers

Nays: None

Abstain: None

Motion Carried.

8. UPDATE ON CONSTRUCTION PROJECTS

Laurence reported that the Cookshack expansion project is on track for completion in a timely manner. Walls are up and the fire suppression systems are being installed.

Duke has electrical conduit placed and the stem walls are ready to be poured. Due to rain, the project is a few days behind, but that time could be made up barring weather delays.

9. STAFF REPORTS

David Myers gave an overview of October contacts including 47 new industry contacts, 119 existing industry, 77 regional partners, 27 government, 15 consultants, 113 City Central, and 33 small business. Two new leads in October. David congratulated Kat Long on her new certification as an Entrepreneurship Development Professional. He also announced that the parking lot swap with First Baptist Church has been completed.

Liz Leaming gave a report of the workforce issues covered during her attendance of a two day Oklahoma Academy conference as well as an update on the internship program which is proceeding very well at PoHi. The partnership meeting requested by PCDA Trustees last month is scheduled with PTC and PCPS this month as well.

David Myers gave examples of some of the workforce retention projects which staff have been spearheading and participating in including Festival Hispanica, PonCon which had over 700 attendees, and the soon to be opened Mainstreet Skating Rink. He also handed out an information sheet on Work Ready Oklahoma which is a new initiative being shopped for a sponsor in the area. It is not affiliated with the Workforce office or the Center for Workforce Excellence.

Laurence updated the Board on the Industry day held yesterday for The Ponca City Leadership class. Several companies were toured during the day and the kickoff event was a presentation by David Myers and a panel discussion with Garrett Bowers, Donnie Curfman from the ConCarb Co-Gen plant and Glen Nickles from Evans & Associates.

Kat stated that the Fall Pitch-off is next Monday and there are four businesses who have submitted business plans to participate. The Small Business and Non-profit grants are in the final phase with follow-up reports being submitted for the funds use.

The PCDA election has been set for January 10th. Staff cannot campaign for this election nor can PCDA resources be used for this purpose.

10. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 22-05, 22-09, 22-11, 22-12, 22-15, FEEDER, SOCCER, VESSEL AND YELP.

A motion was made by Trustee Bowers with a second by Trustee Fetters to enter into Executive Session.
Roll: Yeas: Laffey, Detten, Bowers, and Fetters

Nays: None

Abstain: None

Motion carried

The meeting was declared back in open session by Chair Laffey at 9:13 am.

11. NEW BUSINESS

12. ENTERTAIN A MOTION TO ADJOURN

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

Yeas: Laffey, Detten, Bowers and Fetters.

Nays: None

Abstain: None

Motion carried

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
November 10, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 7:30 a.m. in the Gravity Room, 400 East Central, Suite #509 Ponca City, Oklahoma with Chair Nancy Laffey presiding.

Present:

NANCY LAFFEY, CHAIR
MARK DETTEN, TRUSTEE
GARRETT BOWERS, TRUSTEE
ERICA FETTERS, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PDCA STAFF
LAURENCE BELIEL, PCDA STAFF
DAVID MYERS, PCDA STAFF
KAT LONG, PCDA STAFF
AUBREY ADAMS, PCDA STAFF
RICH CANTILLON, CHAMBER
CRAIG STEPHENSON, CITY OF PONCA CITY
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:36 a.m. Trustee Bowers made a motion with a 2nd from Trustee Feters unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 22-05, 22-09, 22-11, 22-12, 22-15, Feeder, Soccer, Vessel and Yelp.

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the above companies and real estate transactions, relative to economic development projects.

At 9:13 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long