

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
October 13, 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, Garrett Bowers, Lanita Chapman, Eric Peitz and Kirk Brown. Absent: Erica Fetters. 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; Tara Goldman, United Way Ponca City Leadership Shadow and Chuck Crooks, CBEW Professional Group.
3. PUBLIC COMMENT: No public comment
4. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON SEPTEMBER 8, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR SEPTEMBER, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR SEPTEMBER, 2022

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

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

5. PRESENTATION OF THE INDEPENDENT 2021-2022 PCDA AUDIT RESULTS BY THE CBEW PROFESSIONAL GROUP, LLP;

Lori Henderson gave a brief overview of the field audit which was performed by Chuck Crooks with CBEW Professional Group on August 16th in the PCDA offices. She then introduced Chuck Crooks who stated that there are two opinions in the audit and there were no findings. This constitutes as clean audit with no findings or issues reported. The audit report has changed from last year with formatting changes and longer in length. Crooks complimented Chuck Van Cleave on his work with PCDA which makes the audit easy to perform.

Questions were asked and answered.

6. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$20,000 WITH THE PONCA CITY PUBLIC SCHOOL DISTRICT FOR A PARTIAL CO-SHARE OF AN INTERNSHIP COORDINATOR TO SERVE LOCAL INDUSTRY;

Liz Leaming gave an overview of the Ponca Works program and the internship program that we are partnering with Ponca City High School. A timeline of the program began in 2015 with six interns which has now grown to over 50 internships placed last year. Over this seven year period the school intern director has been transferred to other teachers and counselors without a dedicated person. This left most of the responsibility of managing the internship program to Ponca Works. With the passing of the school bond, a new STEM facility was part of the bond.

Internships are a great way to align STEM jobs with high school graduates. Currently there are 39 students enrolled in internship positions with another 50 students interested in the program. The High School has hired a dedicated part time person with the title of Internship Coordinator. Liz has been taking her around to businesses and industry to introduce her as such. Ponca Works will continue to be a partner with the School, but this dedicated person will be the go-to person at the school location. COVID and security protocols make it harder for outside staff to access students and working with a dedicated on campus High School Internship Coordinator as a full time position will make better use of Ponca Works staff time and resources. 10 percent of the senior interns placed last year were hired by the business hosting the intern. The first paid internship was placed this year.

To that end, staff is requesting an expense of \$20,000 for this contract year to make the part-time internship coordinator position at the High School a full- time position which gives this position more time to do site visits and better align Ponca City Schools protocols with internship needs in industry and manufacturing.

David Myers stated that this internship program is part of the PCDA strategic plan.

Questions were asked and answered. Direction was given by the board for a partners meeting with PCDA, Ponca Works, Ponca City Schools and Pioneer Technology Center to assure there is no overlap of services with this position.

A motion was made by Trustee Detten with a second by Trustee Peitz to approve the expense of \$20,000 with the Ponca City Public School District for a partial co-share of an internship coordinator to serve local industry.

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

Nays: Chapman

Abstain: None

Motion Carried.

7. UPDATE ON CONSTRUCTION PROJECTS

Laurence gave a short update on Cookshack and Duke projects. The Duke building site has the footings for the new building going in. The footing is short of 50 feet currently, but as soon as rebar is delivered, the rest of the footings will be poured. Duke should have a slab by the end of November.

The shorter time of the year is upon us but the Cookshack shell has been put up and locks are on the door. The fire suppression system is being reviewed and a timeline has been created to install. A schematic for the fire suppression was presented in the powerpoint.

David gave an overview of the Clean Breeze project to date. This includes a one million dollar grant that the City of Ponca City has applied for and received the green light on as well as the \$100,000 that the board approved to use for engineering and project specifications with Sudlow Engineering. The estimate of the project which was delivered two weeks ago was about \$860 thousand dollars. This estimate was in line with project guidelines. The bids for this project were delivered for the project yesterday at almost twice the estimate of the project. The breakdown given as considerably higher with the bid that the project guidelines.

Currently, staff and the engineering firm are going over the project bid line by line to cut costs for the project without eliminating the original base of the project for City Central. Lori Henderson stated that the main project would be to replace the pneumatic air with digital controls as well installing digital dampers and zoning the building to better with one access point instead of office by office. This would be a utility savings with building automation without the additional air ionization. PCDA still has the specifications for the ionization project if other monies are available. Questions were asked and answered. Other questions will be researched and brought back to the board in November.

The elevator project is almost finished as OTIS is completing the project which began in 2021.

8. STAFF REPORTS

David Myers gave an overview of September contacts including 55 new industry contacts, 146 existing industry, 90 regional partners, 26 government, 12 consultants, 102 City Central, and 27 small business. Four new leads in September. David also showcased the awards given at the IEDC Conference in September and asked the Trustees to please stay for a few minutes after the meeting for pictures with the award plaques.

Laurence gave an overview of the Tennessee Design 2 Part show. The companies who attended were K&C, Centerline and Century Products. Centerline has already been contacted for quotes and Century Products said the show was very beneficial for them.

The Pittsburgh State University event which was held in Pittsburgh, KS, K&C and Century Products participated to attend what is called "company days" for companies who would be recruiting their students as future workforce. Zack also attended from Ponca City Tourism to help promote the area to the students.

The remainder of staff reports were suspended to enter into closed session.

9. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 22-09, 22-13, 22-14. BERRY II, SIRUS, TUBULAR, VESSEL, WIDE SPAN, YELP AS WELL AS POSSIBLE REAL ESTATE TRANSACTION INVOLVING A PCDA-OWNED PARKING LOT AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA, A POTENTIAL REAL ESTATE TRANSACTION INVOLVING THE PRIVATELY OWNED BUILDING AT 1405 N. WAVERLY IN PONCA CITY AND A POTENTIAL

REAL ESTATE TRANSACTION INVOLVING THE PCDA-OWNED BUILDING LOCATED AT 2501 N. WAVERLY, ALL IN PONCA CITY.

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

Nays: None

Abstain: None

Motion carried

The meeting was declared back in open session by Chair Laffey at 9:07 am.

10. CONSIDER AND VOTE ON AN AGREEMENT WITH FIRST BAPTIST CHURCH OF PONCA CITY TO EQUALLY TRADE THE PCDA-OWNED PARKING LOT AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA FOR THE CHURCH-OWNED PARKING LOT AT THE SOUTHWEST CORNER OF FIFTH AND OKLAHOMA.

A motion was made by Trustee Detten with a second from Trustee Peitz to equally trade the PCDA-owned parking lot at the SE corner of Fifth and Oklahoma for the Church-Owned parking lot at the SW corner of Fifth and Oklahoma.

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

Nays: None

Abstain: None

Motion Carried.

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, Chapman, Peitz and Brown

Nays: None

Abstain: None

Motion carried

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
October 13, 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
LANITA CHAPMAN, TRUSTEE
ERIK PEITZ, TRUSTEE
KIRK BROWN, 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
DARIN HIATT, ATTORNEY

At 8:41 a.m. Trustee Detten made a motion with a 2nd from Trustee Bowers unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 22-09, 22-13, 22-14, Berry II, Sirius, Tubular, Vessel, Wide Span, Yelp as well as possible real estate transactions involving a PCDA-owned parking lot at the southeast corner of Fifth and Oklahoma and a parking lot owned by First Baptist Church at the southwest corner of Fifth and Oklahoma, a potential real estate transaction involving the privately-owned building at 1405 N. Waverly in Ponca City and a potential real estate transaction involving the PCDA-owned building at 2501 N. Waverly in Ponca City.

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 9:07

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

Respectfully submitted by:

Kat Long