

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
September 8, 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, Lanita Chapman, Erica Feters, and Kirk Brown. Absent: Garrett Bowers and Eric Peitz. Staff members present: Lori Henderson, Aubrey Adams, Kat Long, Laurence Beliel, Liz Leaming and David Myers. Guests: Rich Cantillon, Ponca City Chamber; Craig Stephenson, City Manager; Darin Hiatt, Attorney; Janet Schwabe, Pioneer Technology and Tara Goldman, United Way Ponca City Leadership Shadow.
3. PUBLIC COMMENT: Rich Cantillon hosted a legislative tour from the State Chamber to tour Ponca City. They visited P66, Dorada Foods and CME. This was an effort by the State Chamber to showcase rural economic development.
4. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON AUGUST 11, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR AUGUST, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR AUGUST, 2022

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

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

5. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$62,090.60 WITH THE OKLAHOMA MUNICIPAL ASSURANCE GROUP THROUGH THE RICK MYERS AGENCY FOR THE RENEWAL OF BUILDING INSURANCE FOR PCDA OWNED BUILDINGS:

Lori Henderson stated this is the quote for our annual property insurance which includes City Central, the Hangar and other equipment. There is a small commission to Rick Myers Agency for arranging the policy. There was only a five percent increase on the policy with the rate going down but the cost of the insurance has risen. PCDA insurance is through the Oklahoma Municipality Assurance Group (OMAG). Questions were asked and answered.

A motion was made by Trustee Detten with a second by Trustee Brown to approve an expense of \$62,090.60 to the Rick Myers Agency for the renewal of building insurance for PCDA owned buildings.

Roll: Yeas: Laffey, Detten, Chapman, Fetters and Brown

Nays: None

Abstain: None

Motion Carried

6. DISCUSSION AND REVIEW OF THE ECONOMIC IMPACT REPORT OF THE PONCA CITY DEVELOPMENT AUTHORITY FOR THE PERIOD FROM JULY 1, 2017 TO JUNE, 2022.

David Myers gave an overview of the impact of PCDA to jobs and the economy as information. The PCDA Sales Tax election date has been set by the City Commission for January 10, 2023. Information covered includes return on dollars invested by the Ponca City community, jobs created/announced, businesses retained and incentivized, small businesses and microbusinesses established and community quality of life projects completed. Reports were distributed including contacts for new job creation, site consultants, existing companies, leads and government.

The PCDA office is Accredited with the International Economic Development Council (AEDO) and has been since 2009. The PCDA staff is the most experience and certified staff in the state with three CEcD and certified Six Sigma as well as one of the most honored Economic Development office in the State with award winning programs such as Trade Show Brigade, Ponca Works, ICAP and Girl Power Camp. PCDA has always received clean audits each year since its inception in 2003 which shows integrity and ethics.

7. UPDATE ON CONSTRUCTION PROJECTS

Laurence gave a short update on Cookshack and Duke projects. The Cookshack expansion has concrete being poured this Saturday and should all be done in one pour. The building is scheduled to be here the 15th of September. Duke building will have a fire suppression system. Laurence has requested the engineers to evaluate the addition of a winterizing system for Duke to drain all the sprinklers and water to avoid any potential water problems during winter freezing conditions.

Lori Henderson gave an update on the Clean Breeze, the City Central HVAC program. The engineer went through the building and has a few more tweaks before submitted the plan to the City. The City has secured this grant for City Central. After the project plan is submitted, the work will entail updating HVAC ducts in all offices, so staff will be working with tenants to keep disruption to a minimum. Hoping to begin the work phase of this project mid to late October.

The City Central parking lot is repaired and we are waiting for the striping and then the swap of the parking lots will take place officially and legally.

The City Central elevators are almost up to state code with the fire alarm system. We have been waiting on the part for almost a year from OTIS but the part has now been fabricated and we hope to have the elevators in state compliance by the end of September.

8. STAFF REPORTS

David Myers gave an overview of August contacts including 55 new industry contacts, 146 existing industry, 90 regional partners, 26 government, 12 consultants, 102 City Central, and 27 small business. Eight new leads in August. Liz has been working with the school district with the internship program. Over 50 students have currently been placed with businesses. Joy Hofmeister's ICAP program which emphasizes workforce readiness which has increased interest in internship possibilities. The high school is currently seeking a part-time staff person to shepherd the internship program.

David asked Janet Schwabe to talk about the Center for Workforce Excellence which has invited Brent Kisling, the Dept of Commerce Secretary, to visit Ponca City to view rural manufacturing which included Head Country, Century Products and meet with educators, local government and other volunteers. The goal of this visit is to access funds and programs from the state level which would be beneficial to our workforce and companies. David thank Janet in taking the leadership role from Center of Workforce Excellence to keep connected to the Dept of Commerce which assists with local companies and industry staying aligned and top of mind with the state for programs and funding.

Auditors were in the PCDA offices on August 16th for the field portion of the audit, reviewing 2021-2022 fiscal year accounts, contracts and programs. Everything went well and the auditors will present findings in October.

Continental Carbon met with Senator Langford's foreign trade representatives from his staff. We will continue to work with his office to set up another meeting with other interested local businesses. David joined Rich to have lunch with Senator Lucas and his staff in late August. David, Laurence and Kirk Brown have a meeting later today with a consultant to talk about employee credits which came out of the CARES act. These employee credits may apply to many different scenarios that local companies have experienced due to the pandemic and this zoom call will assist with qualifying how local companies can access these credits.

Kat Long gave a short update on the First Annual Hispanic Heritage Festival next Friday. Local sponsors have assisted with funds and supplies and City Central is hosting this year and next year. There will be live music, Peruvian Dancers from OKC, raffles and dancing. This is a workforce attraction and retention program. Business on the Balcony has two more dates for 2022. Sept. 13 and October 11 from 7 to 8:30 am. The next Pitch-off is scheduled for November 14th, with business plans due on November 2.

Design 2 Part is next week in Nashville with three participants: Centerline, K&C Manufacturing and Century Products. Pittsburg, Kansas State University event is in two weeks. The goal is to grow a pipeline of workforce from their rotational molding program to Ponca City.

9. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 22-058, 22-09, 22-10, 22-11, 22-13 AND PROJECTS CHEMISTRY, GALAHAD, HICKORY, PANDA, RAPTOR AND STAMPER AS WELL AS POTENTIAL REAL ESTATE TRANSACTION INVOLVING A PRIVATELY OWNED PARCEL AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA, A PCDA-OWNED PARCEL

AT THE SOUTHWEST CORNER OF FIFTH AND OKLAHOMA, A PRIVATELY-OWNED BUILDING AND LAND LOCATED AT 1405 N. WAVERLY AND A PCDA-OWNED BUILDING LOCATED AT 2501 N. WAVERLY, ALL IN PONCA CITY.

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

Nays: None

Abstain: None

Motion carried

The meeting was declared back in open session by Chair Laffey at 9:05 am.

10. CONSIDERATION AND POSSIBLE ACTION ON THE APPROVAL TO MAKE AN OFFER ON REAL PROPERTY LOCATED AT 1405 N. WAVERLY, PONCA CITY.

A motion was made by Trustee Fetters to authorize staff to make an offer to purchase the property at 1405 N. Waverly in Ponca City and the specific amount was discussed in closed session and will not be publicly discussed at this time in order to protect PCDA's legal rights to negotiate as provided by state law with a second by Trustee Chapman to approve.

Roll: Yeas: Laffey, Detten, Chapman, Fetters and Brown

Nays: None

Abstain: None

Motion Carried.

11. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN AGREEMENT IN AID OF ECONOMIC DEVELOPMENT BETWEEN CREATIVE CABINETS, LLC AND THE PONCA CITY DEVELOPMENT AUTHORITY TO PROVIDE INCENTIVES OF UP TO \$12,500 IN RETURN FOR JOB CREATION.

David stated the agreement is available for public view and staff recommends approval.

A motion was made by Trustee Detten with a second by Trustee Chapman to approve an agreement in aid of economic development between Creative Cabinets LLC and PCDA to provide incentives of up to \$12,500 in return for job creation.

Roll: Yeas: Laffey, Detten, Chapman, Fetters and Brown

Nays: None

Abstain: None

Motion Carried

12. NEW BUSINESS

13. ENTERTAIN A MOTION TO ADJOURN

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

Yeas: Laffey, Detten, Fettes, 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
September 8, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 7:32 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
ERICA FETTERS, TRUSTEE
LANITA CHAPMAN, 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 8:17 a.m. Trustee Feters made a motion with a 2nd from Trustee Detten unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 22-08, 22-09, 22-10, 22-11, 22-13 and Projects Chemistry, Galahad, Hickory, Panda, Raptor and Stamper, as well as potential real estate transactions involving a privately owned parcel at the southeast corner of Fifth and Oklahoma, a PCDA-owned parcel at the southwest corner of Fifth and Oklahoma, a privately-owned building and land located at 1405 N. Waverly and a PCDA owned building located at 2501 N. Waverly, all 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.

Rich Cantillon left Executive Session at 8:55 am.

At 9:05 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long