

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
April 14, 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 Conference Room, City Central Building, Suite 509, 400 East Central, Ponca City with Chair Lee Evans.

1. Chair Evans called the meeting to order at 7:34 a.m.
2. Attendance roll call: Trustees: Lee Evans, Mark Detten, Nancy Laffey, Garrett Bowers and Erica Feters. Absent: Lanita Chapman and Eric Peitz . Staff members present: Lori Henderson, Liz Leaming, Kat Long, Aubrey Adams, Laurence Beliel, and David Myers. Guests: Craig Stephenson, City Manager; Molly Kyler, Pioneer Technology Center; Dawn Brakey, Pioneer Technology Center/PTAC; Rich Cantillon, Ponca City Chamber and Janet Schwabe, Pioneer Tech.
3. PUBLIC COMMENT:
4. CONSENT CALENDAR. CONSIDERATION AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON MARCH 10, 2022; CONSIDERATION AND VOTE ON FINANCIAL REPORTS FOR MARCH, 2022; CONSIDERATION AND VOTE ON THE RESOLUTION FOR PAYMENT OF CLAIMS FOR MARCH, 2022

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

Roll: Yeas: Evans, Detten, Laffey, Bowers, and Feters

Nays: None

Motion Carried.

5. REPORT ON THE BUSINESS PITCH-OFF HELD ON MARCH 11, 2022

David asked Kat Long to give an update on the March 11<sup>th</sup> Pitch-off participants. Nena Tacos LLC and Central Café submitted very good business plans and both pitched well to the three judges. Nena Tacos received the high score incentives but then split the cash prize of \$2000 with Central Café owner, Kal Cloonan. Both businesses came out winners. Nena Tacos has set-up agreements at several locations in Ponca City and is already building an excellent reputation and following. Central Café opened April 4<sup>th</sup> and had an excellent opening week and continues to add new customers. Central Café is open M-W-F from 7 to 3 pm and Nena Tacos posts their days and hours on their Facebook page. Kat thanked the board for their support of entrepreneurs and small business here in Ponca City.

6. CONSIDERATION AND POSSIBLE VOTE ON APPROVING RESOLUTION 22-04-01, APPROVING A PERSONAL SERVICES CONTRACT WITH SUDLOW ENGINEERING SERVICES, PLLC OF ENID IN THE AMOUNT OF \$94,850 TO DESIGN MODIFICATIONS TO THE CITY CENTRAL HEATING AND AIR CONDITIONING SYSTEMS THAT PROMOTE PUBLIC HEALTH THROUGH THE ADDITION OF PROVEN TECHNOLOGIES THAT INHIBIT PATHOGENS AND PROVIDE A HEALTHIER AND SAFER BUILDING ENVIRONMENT.

This is pertaining to the one million dollar federal grant the City of Ponca City was able to obtain for this HVAC project here at City Central. David Myers stated that there were several caveats and time constraints, one of them being the need for a specific type of engineer to review the building schematics and make sure this was a feasible project here at City Central. Sudlow Engineering was referred by Ken Bradley, the code enforcement officer with the City. The contract with Sudlow was reviewed by PCDA's legal counsel who advised that the lack of uniform specifications for the project and the specific experience and expertise needed for a design engineer could appropriately be handled as a person service contract that was not subject to state public bid law. Resolution 22-04-01 contains the necessary findings to proceed without public bid. Staff made the legal opinion available to the board for their review. Staff recommended approval of Resolution 22-04-01 as presented.

A motion was made by Trustee Detten and seconded by Bowers to approve Resolution 22-04-01 and engage contract services of Sudlow Engineering Services, PLLC of Enid in the amount of \$94,850 to design modification to the City Central HVAC systems that promote public health.

Discussion included questions from the board with staff responding. The board confirmed during the discussion, however, that the specific public works improvements, or the construction part, that will represent a projected 90% of the project, is still subject to public bid and that the resolution did not cover that portion of the project. Staff confirmed that the project would be publicly bid and that portion will be handled by the City of Ponca City following all applicable state requirements.

Roll: Yeas: Evans, Detten, Laffey, Bowers and Fetters  
Nays: None  
Motion Carried

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$39,900 WITH ANDERSON CARPETING OF PONCA CITY TO INSTALL NEW CARPETING IN SUITE 509 (GRAVITY) OF THE CITY CENTRAL BUILDING TO FACILITATE A NEW TENANT AND LEASE FOR THAT SPACE.

David Myers asked Lori Henderson to give an overview of this item. Lori stated that this carpeting is to prepare the Gravity Room for a new Tenant Lease which will begin in July. There is a very short window from when a short term tenant finishes their lease in mid May to get this project completed. Requests for other proposals on the specific carpet and blinds were requested and received, and Anderson Carpeting provided the lowest quoted price. They have supplied carpeting and blinds for the building since renovations and they are a local company besides bidding the lowest cost.

A motion was made by Trustee Detten with a second by Trustee Fetters to approve an expense of \$39,900 with Anderson Carpeting of Ponca City to install new carpeting in Suite 509 (Gravity).

Roll: Yeas: Evans, Detten, Laffey, and Fetters  
Nays: None  
Abstain: Bowers  
Motion Carried

8. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$23,284.29 WITH OTIS ELEVATOR FOR HEALTH AND SAFETY REPAIRS TO THE SOUTH ELEVATOR IN CITY CENTRAL.

David Myers stated the south elevator has been the bane of our existence since taking over City Central. There is an existing OTIS Elevator contract which does not expire until 2024. The elevators are over 40 years old and parts are hard to find for them. The elevators are also calibrated against each other and when one does not work, it cripples the effectiveness of the other two. Staff recommends approval. Questions were asked and answered.

A motion was made by Trustee Detten with a second by Trustee Laffey to approve the expense of \$24, 284.29 with OTIS elevator for health and safety repairs to the south elevator in City Central.

Roll: Yeas: Evans, Detten, Laffey, Bowers, and Fetters

Nays: None

Motion Carried

9. STAFF REPORTS.

David Myers gave an overview of March contacts including 50 new industry contacts, 195 existing industry, 97 regional partners, 30 government, 8 consultants, 108 City Central, and 30 small business. Staff had three new leads this month for a total of nine projects with a total potential job count of 147. Congratulations to Liz Learning for receiving her CEcD certification. PCDA is the only economic development office with three CEcD's on staff. There have been several leads in March coming out of the pandemic.

Today at 4 pm will be the opening of bids for Duke. Hembree and Hodgson will bring back a guaranteed maximum price. The Cookshack bid opening was Tuesday and H&H has those bids as well. There will be a PCDA Special Meeting on Thursday, April 28<sup>th</sup> at 7:30 am for discussion and possible action on these items.

Kat and Lori gave a brief update on the City of Ponca City Small Business and Non-profit grant process. Kat stated we are at the halfway point in the month timeline for applications to be received. There are radio commercials on Team Radio and The Bull to promote applicants and Lori and Kat are fielding phone calls and meeting with businesses and non-profits to assist with the application process. Five businesses and three non-profits have submitted applications so far. There is a computer kiosk in The Link for people to use.

David thanks Garrett Bowers for hosting him at the Oklahoma Defense Industry Alliance Reception at OKC a couple of weeks ago. David was able to meet the new Dept of Commerce Aerospace Director and make connections about the Hanger and send him the digital brochure.

Business on the Balcony was this past Tuesday and it was very well attended on Kat's birthday. Connections and networking was on point and we are hoping for a good turnout each time. Next B on the B is Tuesday, May 10<sup>th</sup>, 7 to 8:30 am.

## 10. 2022 PCDA BOARD OF TRUSTEES RETREAT

What does Ponca City need to grow and have economic success? Participants in the retreat submitted responses to this question and these responses were listed on the white board for discussion. Responses included housing, workforce, mentors, things to do, better jobs and several other items. Housing was mentioned several times as a potential way to attract workforce.

In general, the environment currently is one in which Ponca City does not have available industrial buildings that can be used to attract a new company and the spec building is at least one year away. In addition, there lack of an available workforce is an issue not just in recruiting a new company, but in allowing existing companies to remain and grow in Ponca City. Economic development used to be solely focused on job creation. What happens when the need for more jobs is not there? How can/should economic development shift to grow the economy in a different way?

Considerable discussion took place on these issues. Following these conversations, there were several key questions which the board provided general direction:

- 1) How do we (PCDA) make more industrial space available?
- 2) What are the issues involved with population attraction? Is remote work as important as attracting workers for available positions?
- 3) Is there a solution to the warehousing issue?
- 4) Should PCDA make an offer on the Smith Building?
- 5) Should PCDA ask the City Commission to change the PCDA trust to allow the authority to provide funding for housing programs?
- 6) Should PCDA pursue the acquisition of more industrial land and, if so, should we pursue more I-1 or I-2 land?
- 7) Given the expected high cost of constructing spec building Duke, should PCDA change the method used to calculate the lease rate?
- 8) Since PCDA cannot run a campaign or use public funds to help pay for a political campaign, what is PCDA's lawful role in a sales tax election relative to the dedicated sales tax for economic development?

The board discussed all of the above and provided direction. The discussion will provide direction for staff in the development of a draft strategic plan which will come back to the board over the summer. In addition, the direction will guide the development of the draft 2022-2023 budget which the board will receive in May. There was no direction provided to seek a change to the PCDA trust, which would have required action by both the PCDA Board of Trustees and the City Commission.

## 11. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 21-11, 21-13, 22-02, 22-05, 22-06, 22-07 AS WELL AS COMPANIES CRACKER, CUE, FLAME, HOMESTEAD, MOTORHEAD, SMOKE AND WREATH

A motion was made by Trustee Laffey with a second by Trustee Bowers to enter into Executive Session at 11:22 am.

Roll: Yeas: Evans, Detten, Laffey, Bowers and Fetters

Nays: None

Motion Carried.

12. NEW BUSINESS

13. ENTERTAIN A MOTION TO ADJOURN

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

Roll: Yeas: Evans, Detten, Laffey, Bowers and Fetters

Nays: None

Motion Carried. Meeting was adjourned at 11:49 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
April 14, 2022**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 11:22 a.m. in the Summit Conference Center, Lower Level 400 East Central, Ponca City, Oklahoma with Chair Lee Evans presiding.

Present:

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

At 11:22 a.m. Trustee Laffey made a motion with a 2<sup>nd</sup> from Trustee Bowers and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 21-08, 21-11, 21-13, 22-02, 22-05, 22-06, 22-07 as well as companies Cracker, Cue, Flame, Homestead, Motorhead, Smoke and Wreath.

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 11:47 a.m. Chair Evans declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**