

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
August 11, 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, Mark Detten, Lanita Chapman, Erica Feters, Eric Peitz and Kirk Brown. Absent: None. Staff members present: Lori Henderson, Aubrey Adams, Kat Long, Laurence Beliel, Liz Leaming and David Myers. Guests: Mayor Nicholson; Rich Cantillon, Ponca City Chamber; Craig Stephenson, City Manager and Darin Hiatt, Attorney.
3. PUBLIC COMMENT: David Myers informed those in attendance that there was a change of format to the agenda today and Executive Session will be first rather than last so that the Mayor could participate.
4. 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 AS WELL AS PROJECTS GLOW AND QUARTZ 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 Bowers to enter into Executive Session. Roll: Yeas: Laffey, Bowers, Peitz, Detten, Feters, Chapman and Brown

Nays: None

Abstain: None

Motion carried

The meeting was declared back in open session by Chair Laffey at 8:45 am.

5. CONSENT CALENDAR. CONSIDER AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON JULY 21, 2022; CONSIDER AND VOTE ON FINANCIAL REPORTS FOR JULY, 2022; CONSIDERATION AND VOTE ON THE PAYMENT OF CLAIMS FOR JULY, 2022

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

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

Nays: None

Abstain: None

Motion Carried.

6. CONSIDERATION AND POSSIBLE ACTION ON ADOPTING THE 2022 PCDA "DIRECTION" STRATEGIC PLAN

David stated this is the Strategic Plan that was presented and discussed at the July Board Meeting. Staff recommends approval.

A motion was made by Trustee Detten with a second by Trustee Chapman to adopt the 2022 PCDA "Direction" Strategic Plan.

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

Nays: None

Abstain: None

Motion Carried

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE IN THE AMOUNT OF \$14,175 TO EVANS AND ASSOCIATES OF PONCA CITY TO COMPLETE REPAIRS TO THE PCDA OWNED PARKING LOT AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA IN PONCA CITY.

David asked Lori Henderson to report on the project. Lori stated on July 24th that the Church body agreed to the parking lot swap. This work would complete repairs to move this forward.

A motion was made by Trustee Peitz with a second by Trustee Feters to approve an expense in the amount of \$14,175 to Evans and Associates of Ponca City to complete repairs to the PCDA owned parking lot at the SE corner of Fifth and Oklahoma.

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

Nays: None

Abstain: None

Motion Carried.

8. REPORT ON THE EIGHTH ANNUAL GIRL POWER! CAMP HELD JULY 18TH TO THE 22ND

Liz Leaming gave an overview of the award winning Girl Power! Camp which was held here at City Central, showcasing the 25 middle school students who participated. Tech is very much changing the dynamic of group activities and problem solving to this next workforce. Girl Power! Camp has involved over 150 middle school girls in STEM activities, careers and companies. One of the pictures from CME included a former Girl Power camper who is now working at CME next to their top female welder. Special thanks to our companies for hosting two tours each day for the morning and afternoon groups.

9. 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 will be tomorrow at 10 am at the Duke site.. Hard hats and shovels will be provided for all trustees and special guests for photo taking after opening remarks. Cookshack is moving along and the pad is almost complete. Special guests include Wendy Stobbe, Chamber Board Chair; Lee Evans, Past PCDA Chair; Joe Denoya and Steve Hermann as

past Building Committee members. Several Trustees voiced their excitement over the ground breaking event.

10. CONSIDERATION AND POSSIBLE ACTION ON APPROVING RESOLUTION 22-07-01, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PONCA CITY DEVELOPMENT AUTHORITY RECOMMENDING THAT THE CITY COMMISSION HOLD A SPECIAL ELECTION ON JANUARY 10, 2023 FOR THE PURPOSE OF ASKING VOTERS TO EXTEND THE DEDICATED ECONOMIC DEVELOPMENT SALES TAX;

David stated that the City Commission is the responsible party for holding the special election. PCDA Trustees must ask the City Commission for this election. January 10th is the first available date for this election on its own ballot.

A motion was made by Trustee Detten with a second by Trustee Bowers to approved Resolution 22-07-01 recommending that the City Commission hold a special election on January 10, 2023 for the purpose of asking voters to extend the dedicated economic development sales tax.

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

Nays: None

Abstain: None

Motion Carried.

11. STAFF REPORTS.

David Myers gave an overview of June contacts including 41 new industry contacts, 112 existing industry, 98 regional partners, 20 government, 10 consultants, 39 City Central, and 29 small business. Four new leads in July. Next Tuesday is the PCDA field audit. Lori has been getting the files ready for the auditor and both of us will be in the office during the audit.

An impact report on PCDA for the last five years will be presented next month which will include an economic impact and more information on the AEDO accreditation for our office

Laurence is ready for the Nashville design to part show. Companies attending in the booth include K&C Manufacturing, Century Products and Centerline. The show is Sept. 14 and 15. The following week local companies are attending company days at Pittsburg State University in Pittsburg, Kansas to talk to the students about jobs available in Ponca City in plastics and engineering.

David thanked Kirk Brown and Eric Peitz on assisting with a visit from Jeremy Cagle from the OK Dept of Commerce who runs their automotive state program, to visit both their facilities.

Business on the Balcony had a decent turnout this week of 25 people, reported Kat Long. August is always an iffy month with students and teachers getting back into school timing. New people attended and thanks to our partners Pioneer Tech and the Chamber for attending. The next Pitch-off is scheduled for Nov. 14th. Kat and Ben are working with four businesses with their business plans to participate. Kat also showed off the Zoom Tour platform that is part of the PCDA website to tour

business clusters, quality of life, art, etc..... in Ponca City. These tours will be able to be shared with our partners. David reminded everyone that the virtual tour of the Duke Spec Building is on the GoPonca.com website under properties.

Today, Phillips66 is holding a training session for 45 of their employees in the Summit today. Break even for this building is right around 82% occupancy in the building. That is relative depending on how many tenants and each of their footprints in the building. David also welcomed Baumert, Cummings and Hiatt Law Firm to the building as the newest third floor tenants.

12. NEW BUSINESS

13. 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, Detten, Peitz, Feters, 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
August 11, 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
GARRETT BOWERS, TRUSTEE
DARREN HIATT, TRUSTEE
ERIC PEITZ, 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
RICH CANTILLON, CHAMBER
MAYOR NICHOLSON, PONCA CITY
CRAIG STEPHENSON, CITY OF PONCA CITY
DARIN HIATT, ATTORNEY

At 7:32 a.m. Trustee Chapman 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 21-08, 22-08, 22-09, 22-10 as well as Projects Glow and Quarts as well as a 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.

Mayor Nicholson left Executive Session at 8:30 am.

At 8:45 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long