

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
February 9, 2023**

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 Summit Room, City Central Building, 400 East Central, Ponca City with Chair Nancy Laffey.

1. Called the meeting to order at 7:30 a.m.
2. Special Presentation – PCDA presented outgoing Trustee and City Commissioner Lanita Chapman with an interactive plaque, commemorating her service to PCDA and her particular push to help broaden broadband in Ponca City. Executive Director David Myers, who made the presentation on behalf of the board, also presented her with an official PCDA jacket as an additional thank you.
3. ATTENDANCE ROLL CALL: Trustees: Nancy Laffey, Mark Detten, Erika Fetters, Garrett Bowers, Lanita Chapman and Kirk Brown. Absent: Eric Peitz. Staff members present: Lori Henderson, Aubrey Adams, Laurence Beliel, Kat Long, Liz Leaming and David Myers. Guests: Craig Stephenson, City Manager, Molly Kyler, Pioneer Technology Center, Tiffany Hermann, Chamber of Commerce, Janet Schwabe, Pioneer Technology Center, Darin Hiatt, and Calley Lamar, Ponca City News. Eric Peitz arrived at 7:42
4. PUBLIC COMMENT
5. CONSENT CALENDAR. CONSIDER AND VOTE UPON THE MINUTES FROM THE REGULAR MEETING ON JANUARY 12, 2023; CONSIDER AND VOTE UPON THE FINANCIAL REPORTS FOR JANUARY, 2023; CONSIDER AND VOTE UPON THE PAYMENT CLAIMS FOR JANUARY, 2023.

A motion was made by Trustee Detten with a second by Trustee Fetters to approve the consent calendar for January, 2023.

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

6. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE OF \$20,400 WITH “THE JOB SHOP” FOR FOUR LOCAL INDUSTRY BOOTHS AT THE DESIGN-2-PART CONTRACT MANUFACTURING SHOW- ARLINGTON, TEXAS MARCH 1ST & 2ND, 2023.

David asked Laurence Beliel to give an overview of this item. Laurence stated that this Design 2 Part show is in Dallas, Texas and this is one PCDA and local companies have attended several times. This show attracts existing companies seeking contract manufacturers as well as inventors and product developers seeking design and manufacturing assistance. PCDA has taken three to five companies in the past seven years. This year, there are four companies attending: Centerline, Moonlight, K&C and

Century Products. PCDA is open to attend other industry shows if there is enough interest from local companies.

Questions were asked and answered. Staff recommends approval.

A motion was made by Trustee Detten with a second by Trustee Chapman to approve.

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

Nays: None

Abstain: Brown

Motion Carried.

7. CONSIDERATION AND POSSIBLE ACTION ON APPROVING RESOLUTION 23-02-01
A RESOLUTION OF THE PCDA BOARD OF TRUSTEES AUTHORIZING NANCY
LAFFEY, MARK DETTEN, DAVID MYERS, AND LAURENCE BELIEL AS
AUTHORIZED SIGNERS FOR PCDA BANK ACCOUNTS.

David stated that this is a housekeeping item which needs to be done to update signers on the bank accounts. Staff recommends approval.

A motion was made by Trustee Fetters with a second by Trustee Brown to approve resolution 23-02-01 authorizing Nancy Laffey, Mark Detten, David Myers and Laurence Beliel as authorized signers for PCDA Bank Accounts.

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

Nays: None

Abstain: Brown

Motion Carried

8. REPORT ON ECONOMIC DEVELOPMENT BILLS AND INITIATIVES IN THE 2023
OKLAHOMA LEGISLATIVE SESSION:

David presented information about legislative bills filed pertaining to economic development in the 2023 OK Legislative Session which opened on previous Monday of this week. There are eight workforce bills that include tax credits, a focus on growing demand degrees, a \$20 million campaign for targeted ads in other states to attract workforce and allocating \$30 million for Oklahoma Solutions Policy Act. There are 12 economic development bills including one focusing on prohibiting confidentiality, another which would prohibit tax increment financing projects without a vote of the city or county, a bill that raises the minimum wage to \$10 per hour by 2026 as well as various cleanup bills. There are 27 revenue and taxation bills including two that increase tourism funding while others boost affordable housing tax credits and sales tax exemptions for groceries, young entrepreneurs and custom manufacturing.

The last bills to be discussed at today's meeting included 12 bills that impact economic development incentives including reporting wage requirements for the Quality Jobs Program, a new tax credit for software engineers, support for the Hydrogen Industry and review of the terms and certain clarifications relating to the Incentive Review Commission. David stated that many bills are presented at the beginning of the session that do not progress through the process. PCDA will be monitoring these bills as they proceed through the legislature.

9. UPDATE ON CONSTRUCTION PROJECTS;

David asked Laurence Beliel to give an overview of the Duke construction project. Laurence showed a picture of the framework being set (bones, iron) on the concrete pad. No large issues with the exception of one area of concrete that will need to be repoured after the building frame is set. Weather has not been a problem and Duke is only a little bit behind.

David stated that the Cookshack project is completed, and the lease will be brought to the board in March as soon as staff receives the final project numbers from Hembree and Hodgson that are required to establish the lease rate.

David asked Lori to update on Clean Breeze for City Central. Lori stated that Northwest Controls is still waiting for a few last pieces, but are confident that those will arrive soon. Construction meeting for this project will be February 15th and that will be planning for the process throughout the building and to start scheduling with the tenants. The goal is to complete the project by the end of June, but we shall see.

10. STAFF REPORTS

January contacts for PCDA staff including 46 with new industry, 61 with existing industry, 49 regional partners and 18 with Government. Staff also met with 14 consultants, 43 small business contacts and had 105 meetings/tours at City Central with prospective or current tenants. There was one new lead this month and a total of six projects.

David welcomed Liz Leaming back from maternity leave. David handed out an article Liz wrote which was published in the IEDC quarterly publication on Workforce issues and programs. Liz thanked the board and staff for the time allotted away and gave a brief update on where the internship program is with Jordan Gross at the high school which is going very well. A spring job fair as well as an internship fair dates will be announced soon. The internship fair will be targeting high school juniors and seniors.

David stated that the current unemployment rate for Ponca City is 2.8% which basically means anyone who would like to be employed is employed. Laurence went over the Keyence coordinate measuring machine usage numbers in the shared equipment room which is used in the first article of inspection for product manufacturing. Laurence also provided information on how using this machine within the community saves costs on downtime as well as the cost of sending parts outside the community for inspection. Currently six companies are using this machine for parts inspection. The machine paid for itself in the first six months downtime and shipping costs for parts to outside the community. Questions were asked and answered.

Lori gave an example of how City Central can assist with small business development by citing Philo Solutions. Philo leased a Link office to start their business and quickly needed extra space, moving to the fifth floor and we are currently expanding their offices into the office space contiguous to their current offices. The PCDA box will be placed soon and the Summit rental space is starting to pick up. Due to need for smaller meeting space, staff has refitted existing office space temporarily to meet the need for 25 people or smaller. If you have entered the South entrance, you may have seen the Seed Reef immersive experience in the Gallery. Terron Liles estimates that by the close

of the event on Feb. 18th, that between 4500 and 5000 people will have been through the experience. It is a very interesting and neat experience.

David asked Kat to give some perspective to the small business buzz which has been happening lately in the area and to a larger extent, across the region. Kat gave an overview of starting and growing a business from a farmer's market/cottage industry perspective to retail and beyond. There are several points of pain including low sales, high sales, price points, certifications, licensing and many other issues that may arise in the ramping up process. Growth demands differ and are larger than start up issues and small business owners really don't know the support available, both free and paid for, in the community including PCDA, Pioneer Tech Business & Industry, Chamber events and many other areas of assistance. Kat gave an example of a business going from selling at farmer's markets to manufacturing their product for shipment and the areas that could cause not only production issues but also legal issues. PCDA, PTech Business & Industry, The Chamber, The City and others are not here to run the business; Staff are here to assist, translate and facilitate next steps for those working and owning businesses in Ponca City. Questions were asked and answered.

David gave some information on the Oklahoma Innovation Expansion Program (OIEP) which is a funding program from the state for companies that are being innovative or have a new product. OIEP is planning to hold a luncheon in the area to present more information and answer any questions and staff will keep the Board and companies apprised of the timeline for this, as well as asking our partners such as Pioneer Tech to attend.

David reported that he had received a call from former Trustee and PCDA Chair Kelly Johnson, which requested that PCDA join Pioneer Tech in co-sponsoring a speaker whom Kelly firmly believes will boost productivity in Ponca City businesses. The goal is to present a program that will bring significant value to the business community. He requested that PCDA consider co-sponsoring the cost of the speaker along with PTC and others. David said that while PCDA cannot pay for, co-sponsor or contribute to social or charitable events, an informational seminar that specifically provides business education to primary industries is a legal expense. He further noted that PCDA has paid for and helped pay for business speakers in the past. He said that an expense of \$5,000 does not require board approval but he wanted to bring it up to Trustees before moving forward. He said that he was planning on agreeing to the expense, on behalf of PCDA, unless any of the Trustees had an issue or concern with so doing. No objection was voiced or concerns brought up during the meeting.

11. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 207 OKLAHOMA STATUTES TO DISCUSS PROJECTS 21-08, 22-09, 22-11, 22-16, 22-17, 22-18, 23-01, AND PROJECT BAYMAX AND FEEDER.

A motion was made at 8:35 am by Trustee Detten with a second by Trustee Bowers to enter into Executive Session.

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

Nays: None

Abstain: None

Motion carried

The meeting was declared back in open session by Chair Laffey.

12. CONSIDERATION AND POSSIBLE ACTION ON APPROVING THE AGREEMENT IN AID OF ECONOMIC DEV. BETWEEN OK LABELS AND PONCA CITY DEVELOPMENT AUTHORITY TO PROVIDE PERFORMANCE BASED INCENTIVES IN EXCHANGE FOR NEW JOB CREATION IN PONCA CITY.

David Myers stated that the information for this item was discussed during executive session and staff were available to answer any questions.

A motion was made by Trustee Detten with a second by Trustee Peitz to approve the agreement in aid of economic development between OK Labels and PCDA to provide performance based incentives in exchange for new job creation in Ponca City.

Yeas: Laffey, Detten, Feters, Chapman, Peitz and Brown
Nays: None
Abstain: None
Motion carried

13. NEW BUSINESS

14. ENTERTAIN A MOTION TO ADJOURN.

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

Yeas: Laffey, Detten, Feters, 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
February 9, 2023**

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

Present: NANCY LAFFEY, CHAIR
 MARK DETTEN, TRUSTEE
 ERICA FETTERS, TRUSTEE
 LANITA CHAPMAN, TRUSTEE
 GARRETT BOWERS, TRUSTEE
 KIRK BROWN, TRUSTEE
 ERIK PEITZ, TRUSTEE
 LORI HENDERSON, PCDA STAFF
 DAVID MYERS, PCDA STAFF
 LAURENCE BELIEL, PCDA STAFF
 LIZ LEAMING, PCDA STAFF
 KAT LONG, PCDA STAFF
 MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:35 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 21-08, 22-09, 22-11, 22-16, 22-17, 22-18, 23-01, Projects Baymax and Feeder.

David Myers, PCDA staff, led the discussion and was provided.

At 8:53 a.m. Chair Laffey declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long