

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
PONCA CITY DEVELOPMENT AUTHORITY  
PONCA CITY, OKLAHOMA  
January 14, 2021**

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, 400 East Central, Ponca City with Chair Steve Hermann presiding.

The attendance for each Trustee is: In person attendance: Steve Hermann, Lee Evans, Nancy Laffey, Garrett Bowers, Lanita Chapman, and Erica Fetters.

1. Chair Hermann called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Steve Hermann Erica Fetters, Lee Evans, Nancy Laffey, Garrett Bowers, Lanita Chapman and Erica Fetters. Absent: Mark Detten. Staff members present; Lori Henderson, Liz Leaming, Kat Long and David Myers. Guests: Molly Kyler, Pioneer Technology Center; Janet Schwabe, Oklahoma Manufacturing Alliance; Earl Ball.
3. PUBLIC COMMENT: None.
4. CONSENT CALENDAR. REVIEW AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON DECEMBER 10, 2020; REVIEW AND VOTE ON ACCEPTANCE OF THE FINANCIAL REPORTS FOR DECEMBER, 2020; REVIEW AND VOTE ON RESOLUTION FOR PAYMENT OF CLAIMS FOR DECEMBER 2020;

A motion was made by Trustee Chapman, with a second by Trustee Evans to approve the consent calendar.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Fetters

Nays: None

Motion Carried.

5. CONSIDERATION AND POSSIBLE ACTION ON AWARDING A CONTRACT TO AMERICAN ROOFING IN THE AMOUNT OF \$76,000 FOR THE CITY CENTRAL NORTH ROOF REPAIR PROJECT.

David Myers stated reviewed the roofing issues since the windstorm damage on June 9<sup>th</sup> of last year to the front roof or "North roof" of the City Central building. Following the June 9<sup>th</sup> storm, staff filed an insurance claim which covered the storm damage but did not address the drainage repairs needed or matching the copper-look to the roof building. Myers showed pictures of the the repair done by American Roofing in July of last year, but this still did not address the drainage (and water inside the building) issues. As repairs proceeded with removing parts of the drainage system, it became clear this damage was not a "storm" issue but a deterioration issue. Due to the amount of the repairs for this project, it was put out to bid on December 4<sup>th</sup> for the required 21 day public bid period, as well as advertised in the newspaper and the Plan Room at Pioneer Technology. The bid period closed on January 6<sup>th</sup> and one bid was received from American roofing. The base bid to complete the work is for \$71,000. Another \$5000 was added to the project to include the standing seam alternative

that Myers illustrated for the board. This project, if approved will complete these repairs and repair the storm damage. Staff recommends awarding the contract for \$76,000 to American Roofing for the base bid and the alternative bid with the addition of standing seams panels.

A motion was made by Trustee Evans, with a second by Trustee Laffey to approve the contract for roof and drainage repair on City Central building in the amount of \$76,000.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Feters  
Nays: None  
Motion Carried.

6. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE WITH STOLHAND WELLS HEAT AND AIR IN THE AMOUNT OF \$8,794.76 FOR WORK ASSOCIATED WITH THE CITY CENTRAL LIGHTING PROJECT.

This is a planned and anticipated expenses. Lori Henderson gave a description of the way the ventilation in the City Central building runs alongside the lighting. Not all building lights are tied together with HVAC vents, but a significant number are with the lights being replaced by this lighting grant. This expense is part of the overall project and is subject to the same 20% cost share by PCDA which pencils out to \$1,758.95 of the \$8,794.16. Stolhand Wells Heat and Air has the ongoing maintenance contract for HVAC facilities and is very familiar with the system. A quote for this agenda item is attached. Staff recommends approval.

A motion was made by Trustee Bowers, with a second by Trustee Evans to approve the expense with Stolhand Wells Heat and Air in the amount of \$8,794.76.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Feters  
Nays: None  
Motion Carried.

7. STAFF REPORTS

David Myers gave an overview of December contacts including 24 new industry, 170 existing industry, 50 regional partners, 15 government, 14 consultants, 97 City Central, and 10 small business. Staff had three new leads this month for a total of 12 project with a total potential job count of 677. Staff continues to reach out to existing business to assist with projects, contacts, small business growth and product development as we navigate a pandemic environment in 2021.

8. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS COMPANIES BACH, CHARM, TAI, 18-06, 19-01, 19-03, 20-03, 20-05, 20-13, 20-14, 20-15 AND 21-01.

A motion was made by Trustee Laffey with a second by Trustee Chapman to enter into Executive Session

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Feters  
Nays: None  
Motion Carried.

9. NEW BUSINESS:

None.

10. ENTERTAIN A MOTION TO ADJOURN.

A motion was made by Trustee Evans to adjourn the meeting with a second by Trustee Chapman.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Feters  
Nays: None  
Motion Carried. Meeting was adjourned at 8:13 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF  
THE PONCA CITY DEVELOPMENT AUTHORITY  
January 14, 2020**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:21 a.m. in the Gravity Meeting Room, 400 East Central, Ponca City, Oklahoma with Chair Steve Hermann presiding.

Present:

LEE EVANS, TRUSTEE  
GARRETT BOWERS, TRUSTEE  
ERICA FETTERS, TRUSTEE  
NANCY LAFFEY, TRUSTEE  
LANITA CHAPMAN, TRUSTEE  
STEVE HERMANN, TRUSTEE  
LORI HENDERSON, PCDA STAFF  
LIZ LEAMING, PCDA STAFF  
KAT LONG, PCDA STAFF  
DAVID MYERS, PCDA STAFF  
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 7:45 a.m. Trustee Evans made a motion with a 2<sup>nd</sup> from Trustee Chapman and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Companies BACH, CHARM, TAI, 18-06, 19-01, 19-03, 20-03, 20-05, 20-13, 20-14, 20-15 and 21-01.

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 8:13 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

**Respectfully submitted by:**

**Kat Long**