

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
February 11, 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, Mark Detten and Lanita Chapman.

1. Chair Hermann called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Steve Hermann, Lee Evans, Nancy Laffey, Garrett Bowers, Lanita Chapman and Mark Detten. Absent: Erica Fetters. Staff members present; Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers. Guests: Craig Stephenson, City Manager and Rich Cantillon, Chamber of Commerce.
3. PUBLIC COMMENT: None.
4. CONSENT CALENDAR. REVIEW AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON JANUARY 14, 2021; REVIEW AND VOTE ON ACCEPTANCE OF THE FINANCIAL REPORTS FOR JANUARY, 2021; REVIEW AND VOTE ON RESOLUTION FOR PAYMENT OF CLAIMS FOR JANUARY, 2021.

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

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

Nays: None

Motion Carried.

5. PRELIMINARY DISCUSSION REGARDING THE DEVELOPMENT OF THE 2021-2022 PCDA BUDGET.

David Myers commented on the January financials, pointing out that City Central made a little bit of money for the month of January for the second time this fiscal year. This is ahead of schedule and due to utility costs, will not be consistent. David gave an overview of the areas which direct the budget including Mission Statement, challenges, resources, including funds, buildings and land, strong partnerships and industry base and changes which have affected PCDA over the last year. Things such as shifting supply chains, need for faster adaptation and urban vs. non-urban. David spoke of existing and tentative initiatives to address building and land shortages, promoting technology, growing our workforce, projects at City Central and long term marketing plans. Strengthening ties with existing partners in the community is a high priority for this budget. Questions were asked and information concerning future possible projects was requested of staff for presentation at the next meeting.

6. CONSIDERATION AND POSSIBLE ACTION ON APPROVING A SECOND AMENDMENT TO AN AGREEMENT IN AID OF ECONOMIC DEVELOPMENT WITH LOG10 THAT WILL PROVIDE A COST SHARE OF \$20,000 IN PCDA FUNDS FOR SPECIFIC IMPROVEMENTS TO PCDA PROPERTY AT 2402 SYKES BOULEVARD IN PONCA CITY CURRENTLY BING LEASED BY THE COMPANY.

Laurence Beliel gave an overview of this project which has been in discussion since last summer. A mock-up of the project was presented and Laurence explained the need for a driveway on the south side of the PCDA building currently leased by Log10. This would allow access for trucks to the south side of the building and ease of access to take waste products out of the building. Currently it is difficult for Log10 to keep their cleanliness standards for the Level II lab certification. Log10's investment in this building is high and with this improvement, the company will be able to add to their building if needed. Staff recommends approval.

A motion was made by Trustee Chapman, with a second by Trustee Evans to approve the second amendment to an Agreement in Aid of Economic Development with Log10 that will provide a cost share of \$20,000 in PCDA funds for specific improvements on PCDA property at 2402 Sykes Boulevard.

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

7. STAFF REPORTS

David Myers gave an overview of January contacts including 40 new industry, 57 existing industry, 36 regional partners, 13 government, 25 consultants, 88 City Central, and 7 small business. Staff had three new leads this month for a total of 11 project with a total potential job count of 305. Staff continues to reach out to existing business to assist with projects, contacts, small business grant and loan availability, business growth and product development as we navigate a pandemic environment in 2021. David gave a quick legislative report on bills being introduced and their effect on economic development. This included an Open Meeting Act, SB1031, which would allow remote attendance of meetings such as ours, has been passed by the House and Senate and was signed on Monday. Virtual meeting information will be added to notice and agenda starting next month in March.

The first meeting of the North Central Oklahoma Center for the Workforce of Excellence met on Jan 26. Pioneer Technology Center is the lead partner for this with Lee Evans and the new Chair Garrett Bowers in attendance. Lori Henderson updated on City Central lighting project, which is nearing completion with the installation of the can lights on hold until better weather. American Roofing has the contract for the roofing project and that will begin soon, again with better weather. Staff is beginning to book conference space again, with limited capacity and an addition of an escape clause to the contract for things such as this pandemic. David reminded everyone the Chamber is doing a receipt campaign and gathering receipts from local Ponca City businesses for a drawing for Chamber Bucks in March. **the receipt campaign has been extended through March due to the snow and ice in February, 2021.

8. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS COMPANIES 18-06, 19-03, 20-05, 20-08, 20-10, 20-14, ACCURATE, CHARM ICE AGE, SQUID, XLR8 AND YELP..

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

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Detten
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 Detten.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Chapman, Detten
Nays: None
Motion Carried. Meeting was adjourned at 9:12 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 8:30 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
NANCY LAFFEY, TRUSTEE
LANITA CHAPMAN, TRUSTEE
STEVE HERMANN, TRUSTEE
MARK DETTEN, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
KAT LONG, PCDA STAFF
LAURENCE BELIEL, STAFF
DAVID MYERS, PCDA STAFF
RICH CANTILLON, PONCA CITY CHAMBER
CRAIG STEPHENSON, CITY MANAGER

At 8:30 a.m. Trustee Evans made a motion with a 2nd from Trustee Laffey and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Companies 18-06, 19-03, 20-05, 20-08, 20-10, 20-14, Accurate, Charm Ice Age, Squid, XLR8 AND Yelp..

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 9:12 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long